

## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR TEXTILE INDUSTRY

### What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

#### Contact Us:

Textile Sector Skill Council,  
601-607, 6<sup>th</sup> Floor,  
Narain Manzil,  
23, Barakhamba Road,  
New Delhi-110001  
E-mail:  
info@texskill.in



### Contents

1. Introduction and Contents.....	1
2. Qualifications Pack .....	2
3. Glossary of Key Terms .....	3
4. OS Units.....	5
5. Annexure: Nomenclature for QP & OS .....	32
6. Assessment Criteria .....	34

### Introduction

## Qualifications Pack- Handloom Entrepreneur

**SECTOR:** TEXTILE

**SUB-SECTOR:** Handloom

**OCCUPATION:** Business

**REFERENCE ID:** TSC/Q7801

**ALIGNED TO:** NCO-2004/7432.90

The person should be self-employed and generate employment for others.

**Brief Job Description:** The handloom entrepreneur should be able to collect business related market information for planning and decision making, coordinate team, finance and administrative activities, design, deliver and supervise for quality products ensuring organizational health, safety and security.

**Personal Attributes:** Needs to have basic knowledge of varieties of fabrics, yarn count, designing and card punching methods and tools, different types of weaves, looms, quality parameters, concept of financial and people management, basic computer application, marketing skills, leadership qualities, an eye for detail and alert mind.

Job Details

<b>Qualifications Pack Code</b>	<b>TSC/Q7801</b>		
<b>Job Role</b>	<b>Handloom Entrepreneur</b>		
<b>Credits</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	<b>Textile</b>	<b>Drafted on</b>	<b>15/05/16</b>
<b>Sub-sector</b>	<b>Handloom</b>	<b>Last reviewed on</b>	<b>15/05/16</b>
<b>Occupation</b>	<b>Business</b>	<b>Next review date</b>	<b>15/05/18</b>
<b>NSQC Clearance on</b>	<b>NA</b>		

<b>Job Role</b>	<b>Handloom Entrepreneur</b>
<b>Role Description</b>	The person sets up and manages a handloom business for quality products ensuring organization's health, safety and security.
<b>NSQF level</b>	6
<b>Minimum Educational Qualifications</b>	10 <sup>th</sup> Standard, preferably
<b>Maximum Educational Qualifications</b>	NA
<b>Training</b> (Suggested but not mandatory)	NA
<b>Minimum Job Entry Age</b>	18 years
<b>Experience</b>	NA
<b>Applicable National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">TSC/N7801 Collect business related market information for planning and decision making</a></li> <li><a href="#">TSC/N7802 Coordinate team, finance and administrative activities for handloom business establishment</a></li> <li><a href="#">TSC/N7803 Design, deliver and supervise for quality handloom products</a></li> <li><a href="#">TSC/N7804 Undertake activities for increasing sales of the handloom products</a></li> <li><a href="#">TSC/N7805 Ensure organizational health, safety and security for self and others in the handloom sector</a></li> </ol> <p><b>Optional:</b> NA</p>
<b>Performance Criteria</b>	As described in the relevant OS units

**Definitions**

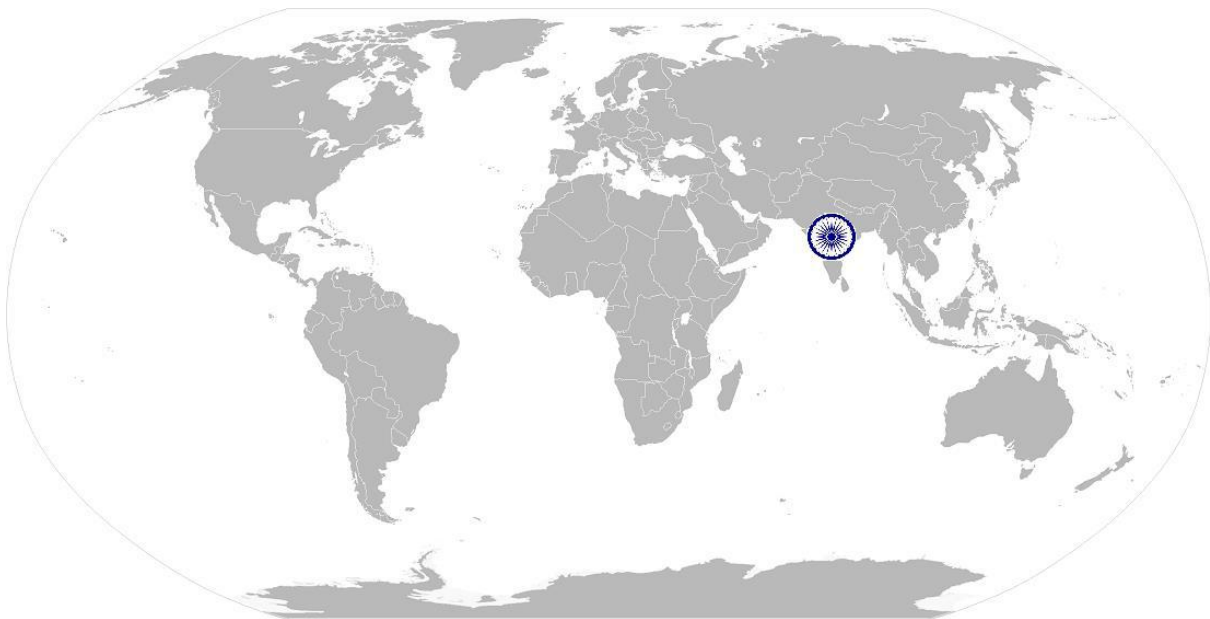
Keywords /Terms	Description
Core Skills/Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the NOS, these include communication related skills that are applicable to most job roles.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of NOS.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Organisational Context	Organisational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
Qualifications Pack(QP)	Qualifications Pack comprises the set of NOS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-Sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Sub-functions	Sub-functions are sub-activities essential to fulfil the achieving the objectives of the function.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Unit Code	Unit Code is a unique identifier for a NOS unit, which can be denoted with an 'N'
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.

Acronyms	Keywords /Terms	Description
	NSQF	National Skill Qualification Framework
	NOS	National Occupational Standards
	OS	Occupational Standards
	TSC	Textile Sector Skill Council
	QP	Qualification Packs
	TBD	To be decided

**TSC/N7801 Collect business related market information for planning and decision making**

---

# National Occupational Standard



## Overview

This unit refers to the necessary skills, knowledge and attributes required by handloom entrepreneur to collect business related market information for planning and decision making.

**TSC/N7801 Collect business related market information for planning and decision making**

National Occupational Standard

<b>Unit Code</b>	<b>TSC/N7801</b>
<b>Unit Title (Task)</b>	<b>Collect business related market information for planning and decision making</b>
<b>Description</b>	This unit prepares handloom entrepreneur with the necessary skills, knowledge and attributes to collect business related market information for planning and decision making.
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Collect business related market information</li> <li>• Ensure proper organizational activities for setting-up a business</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Collect business related market information</b>	To be competent, the user/individual on the job must be able to: <p>PC1. collect information for estimating market demand for handloom products at various levels Levels: Local, regional, national, and international</p> <p>PC2. collect information to ensure production viability with respect to various critical factors Factors: Business selection; technology and machinery; financial arrangement; unit development; filing of entrepreneurs' memorandum &amp; addresses of DICs; approvals; clearances; quality certification, etc.</p>
<b>Ensure proper organizational activities for setting-up a business</b>	To be competent, the user/individual on the job must be able to: <p>PC3. select type of viable handloom businesses by obtaining information on costs of various inputs required for setting up of production and sales facility Inputs: Land, building or shed; machineries and equipment; raw materials; power and water; skilled manpower; capital, etc.</p> <p>PC4. evaluate various options for raising capital and select as per the business conditions Options: Personal, loans, micro lending, cluster lending, micro financing, SME finance, crowd funding, etc.</p> <p>PC5. select appropriate scheme from the list provided by the government for entrepreneurial development in handloom sector</p> <p>PC6. identify appropriate legal ownership structure suitable to the nature of the business activity and convenience of operations Ownership types: Single ownership (individual or sole proprietorship), partnership, joint stock companies, corporations, cooperatives, state or central government owned enterprises, etc.</p> <p>PC7. identify various legal, health and safety regulations and guidelines applicable to the business activity</p>

**TSC/N7801 Collect business related market information for planning and decision making**

	<p>PC8. identify working objective, own strength and constraints with respect to handloom business setup</p> <p>PC9. select and register a business name for organization with Secretary of State to avoid duplicity of name</p> <p>PC10. design an appropriate trademark or logo to brand the handloom products of the organization Appropriate: Unique, represent business activities, attractive, simple, etc.</p> <p>PC11. collect information for documentation of trademark registration under government's rule and regulations</p> <p>PC12. ensure submission of completed documents and registration fees to the authorized trademark registration centres for trade license</p> <p>PC13. register the enterprise with the State Directorate or Commissioner of Industries or District Industries Centres (DIC's) in the appropriate process depending upon the location and type of business in order to avail benefits from the government formation of SHGs, Society, Cooperative Society (local/multistate)</p>
<b>Knowledge and Understanding (K)</b>	
<p><b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. legislation, standards, policies, and procedures followed in the production house relevant to employment and performance conditions</p> <p>KA2. relevant health and safety requirements applicable in the work place</p> <p>KA3. importance of health, hygiene, safety and quality standards and the impact of non-compliance of the standards on consumers, employees and the business</p> <p>KA4. job role and responsibilities and sources for information pertaining to employment terms, compensation, job role and responsibilities</p> <p>KA5. relevant people and their responsibilities within the work area</p> <p>KA6. various categories of people that one is required to communicate and co-ordinate within the organization</p>
<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. handloom products and market</p> <p>KB2. types of business and its requirements in handloom sector</p> <p>KB3. different types of financial aid and government schemes for entrepreneurial development in handloom sector</p> <p>KB4. different legal business ownership structures under government schemes</p> <p>KB5. various authorized trademark registration centres</p> <p>KB6. registration process for trade license</p> <p>KB7. legal formalities for business activities</p>
<b>Skills (S)</b>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p style="text-align: center;"><b>Writing Skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. write local or English language for market survey, registration, business process, etc.</p>

**TSC/N7801 Collect business related market information for planning and decision making**

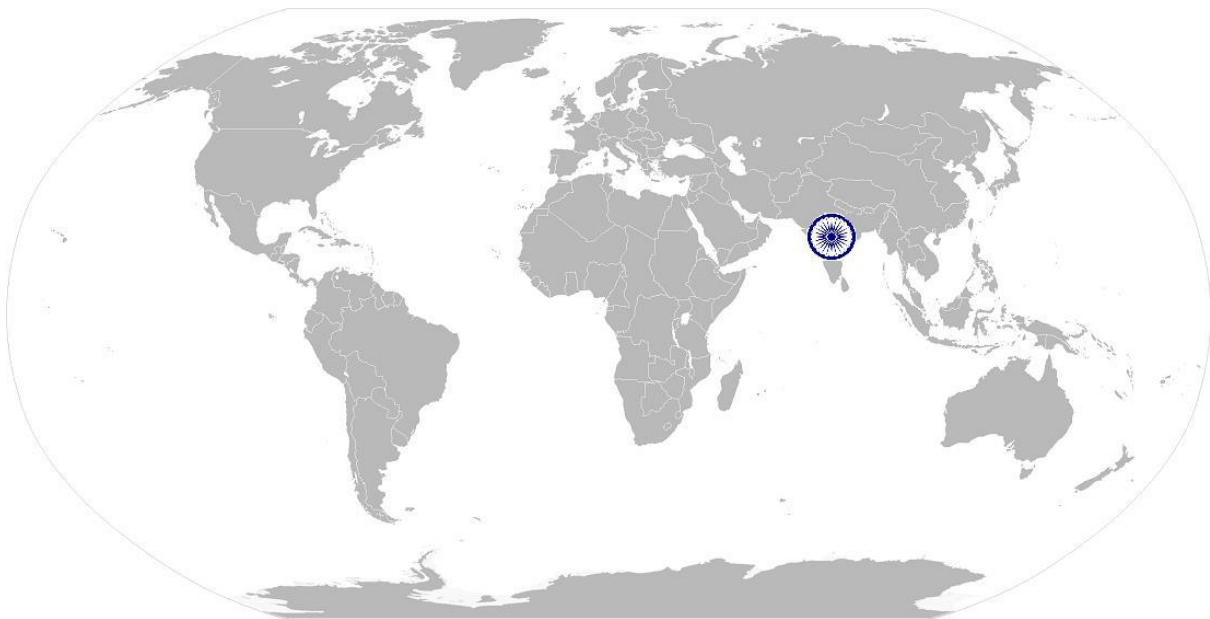
	SA2. take notes in local or English language of instructions received from government and people
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA3. read rules, regulations, schemes, and research reports in local or English language for business planning activities SA4. read and correctly interpret own notes written in local or English language
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA5. communicate with colleagues, employees, government officials and business associates appropriately SA6. listen carefully SA7. talk effectively to convey information succinctly and unequivocally
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB1. take decision with systematic coarse of actions and /or response SB2. decide the type of handloom business, ownership, schemes and necessary requirements for setting-up a business
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand how to: SB3. plan and organize own work in a way that all activities are completed in time and as per specifications
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB4. interpret and prepare research report according to the feedback received from survey SB5. maintain long term business relationship with employees, government officials and business associates
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB6. determine solution for the problems received from market survey
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB7. analyze the handloom market and set up a business model to resolve its issues
<b>Critical Thinking</b>	
The user/individual on the job needs to know and understand how to: SB8. develop a business model keeping in mind all the factors in handloom sector	



**TSC/N7801 Collect business related market information for planning and decision making**

**NOS Version Control**

<b>NOS Code</b>	<b>TSC/N7801</b>		
<b>Credits</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Textile</b>	<b>Drafted on</b>	<b>15/05/16</b>
<b>Industry Sub-sector</b>	<b>Handloom</b>	<b>Last reviewed on</b>	<b>15/05/16</b>
<b>Occupation</b>	<b>Business</b>	<b>Next review date</b>	<b>15/05/18</b>

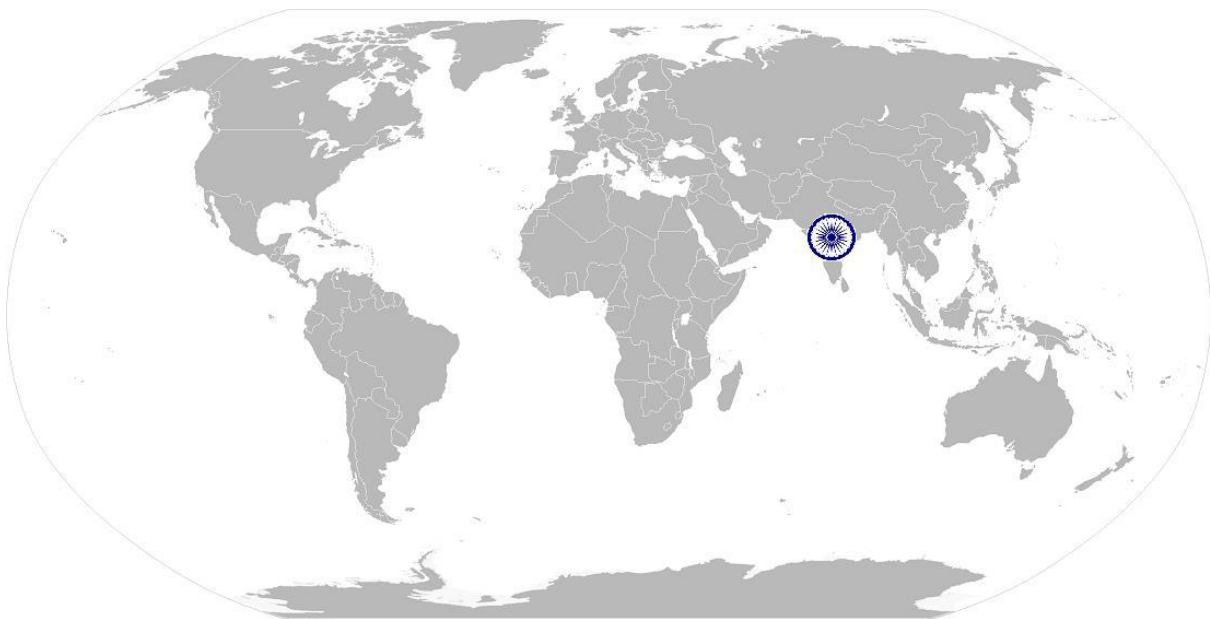


**TSC/N7802**

**Coordinate team, finance and administrative activities for  
handloom business establishment**

---

# National Occupational Standard



## Overview

**This unit refers to the necessary skills, knowledge and attributes required by a handloom entrepreneur to coordinate team, finance and administrative activities for handloom business establishment.**

**TSC/N7802**

**Coordinate team, finance and administrative activities for handloom business establishment**

National Occupational Standard

<b>Unit Code</b>	<b>TSC/N7802</b>
<b>Unit Title (Task)</b>	<b>Coordinate team, finance and administrative activities for handloom business establishment</b>
<b>Description</b>	This unit prepares the handloom entrepreneur with the necessary skills, knowledge and attributes for managing finance and people in the handloom sector.
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Build and coordinate a team of people</li> <li>• Ensure proper financial and administrative management</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Build and coordinate a team of people</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. advertise for employment/contractual job using different channels                      Channels: Posters, newspaper, online, consultants, references, campus placement, etc.</p> <p>PC2. recruit/contract suitable people for the required roles in the organization                      Suitable: With required levels of skill, knowledge and attitude, available within the recruitment budgets, good previous education/employment record, etc.</p> <p>PC3. build an effective team in the organization to handle all functions</p> <p>PC4. monitor team progress by tracking key performance parameters</p> <p>PC5. ensure performance as per business objectives by identifying potential problem areas and collectively seeking solutions and new innovative ideas</p> <p>PC6. improve performance of team by identifying areas of development, providing feedback and training</p> <p>PC7. create opportunities for all members/employees in the organization to develop leadership qualities</p> <p>PC8. establish good relationship with financial institutions, government agencies, business associates, and other associations</p> <p>PC9. communicate effectively and avoid conflicts and miscommunication with the employees/members</p> <p>PC10. ensure timely transfer of salaries and payments to the employees and business associates</p> <p>PC11. calculate and issue monetary and non-monetary incentives to motivate the employees based on performance</p>

**TSC/N7802**

**Coordinate team, finance and administrative activities for handloom business establishment**

<p><b>Ensure proper financial and administrative management</b></p>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC12. organize and safely store record files of members/employees, bills, office documents in appropriate places</p> <p>PC13. regularly update the attendance of employees/members in a designated register</p> <p>PC14. compare the features and benefits of financial schemes offered by various financial agencies                      Features and benefits: Interest rate, flexible repayment options, repayment period of loan term, proximity of the bank to business location, concessions, etc.                      Financial agencies: Nationalized banks, Small Industries Development Bank of India (SIDBI), Regional Rural Banks, National Small Industries Corporation (NSIC), State Financial Corporations, NABARD, NEDFI, Bajaj Financial, SBI etc.</p> <p>PC15. select the schemes suitable for the business interests of the organization</p> <p>PC16. obtain all the documents required to open a bank account and submit them to the authorized bank officer</p> <p>PC17. maintain a record book with regular entries of product sales, expenses incurred in production and marketing, general expenses, e.g. rent, utilities charge, loan payments and interests, etc.</p> <p>PC18. calculate profit and loss by analyzing the cost and revenue data from the day to day financial records</p> <p>PC19. keep cash book, financial documents in secured locations                      Financial documents: Saving &amp; loan ledger, bank ledger, group's bank passbook, individual passbooks, etc.</p>
<p><b>Knowledge and Understanding (K)</b></p>	
<p><b>A. Organizational Context</b>                      (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. legislation, standards, policies, and procedures followed in the production house relevant to employment and performance conditions</p> <p>KA2. relevant health and safety requirements applicable in the work place</p> <p>KA3. importance of health, hygiene, safety and quality standards and the impact of non-compliance of the standards on consumers, employees and the business</p> <p>KA4. job role and responsibilities and sources for information pertaining to employment terms, compensation, job role and responsibilities</p> <p>KA5. relevant people and their responsibilities within the work area</p> <p>KA6. various categories of people that one is required to communicate and co-ordinate within the organization</p>

**TSC/N7802**

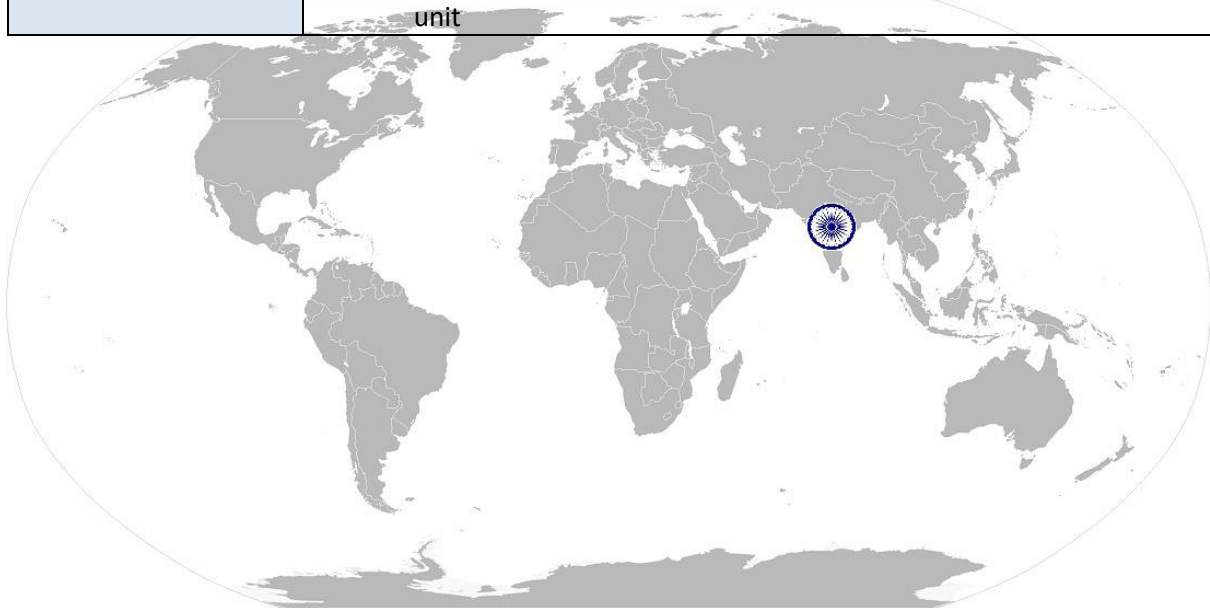
**Coordinate team, finance and administrative activities for handloom business establishment**

<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. different networking channels for regular/contractual recruitment</p> <p>KB2. hiring process and procedures                  Procedures: Issuance of employment letter, contract, facilities like P.F, E.S.I, medical insurance, travel allowance, etc.</p> <p>KB3. how to motivate employees/members using innovative techniques</p> <p>KB4. team building methods</p> <p>KB5. methods for enhancing team performance and capabilities</p> <p>KB6. salary/daily wages calculation</p> <p>KB7. various financial schemes and funding from authorized agencies</p> <p>KB8. basics of financial management                  Basics: Cash flow, profit &amp; loss calculation, balance sheet, etc.</p> <p>KB9. cost benefit analysis</p> <p>KB10. break event analysis</p> <p>KB11. project management</p>
<p><b>Skills (S)</b></p>	
<p><b>A. Core Skills/                  Generic Skills</b></p>	<p><b>Writing Skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. write local or English language for financial and people management processes</p> <p>SA2. take notes in local or English language of instructions received from jacquard designers</p> <p><b>Reading Skills</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. read different financial and administrative documents</p> <p>SA4. read and correctly interpret own notes written in local or English language</p> <p><b>Oral Communication (Listening and Speaking skills)</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. communicate with colleagues, employees, government officials and business associates appropriately</p> <p>SA6. listen carefully</p> <p>SA7. talk effectively to convey information succinctly and unequivocally</p>
<p><b>B. Professional Skills</b></p>	<p><b>Decision Making</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. take decision with systematic coarse of actions and /or response</p> <p>SB2. decide on the various financial schemes, organization’s financial management and human resource policies, etc.</p> <p><b>Plan and Organize</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. plan and organize work in a way that all activities are completed in time and as per specifications</p>

**TSC/N7802**

**Coordinate team, finance and administrative activities for handloom business establishment**

	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB4. orient and encourage team to meet customer requirements
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB5. determine timely correction of errors to prevent redoing of work
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB6. analyze financial policies for the growth and development of the organization SB7. analyze employees output yearly in the organization
	<b>Critical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB8. determine suitable financial schemes for the development of the handloom unit

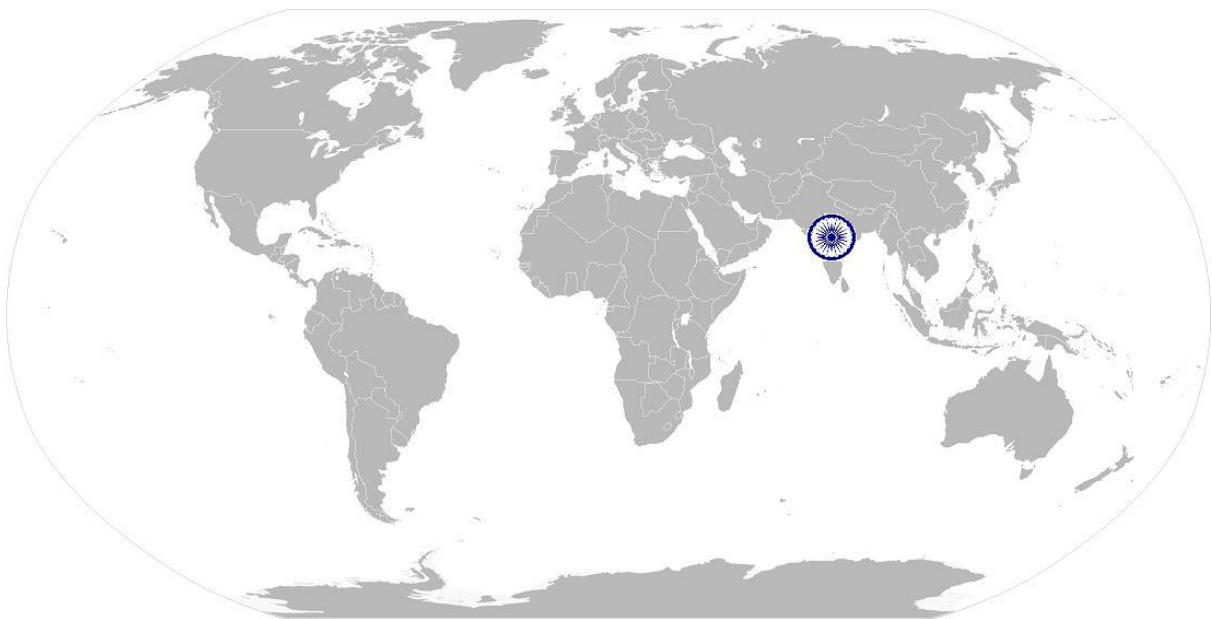


**TSC/N7802**

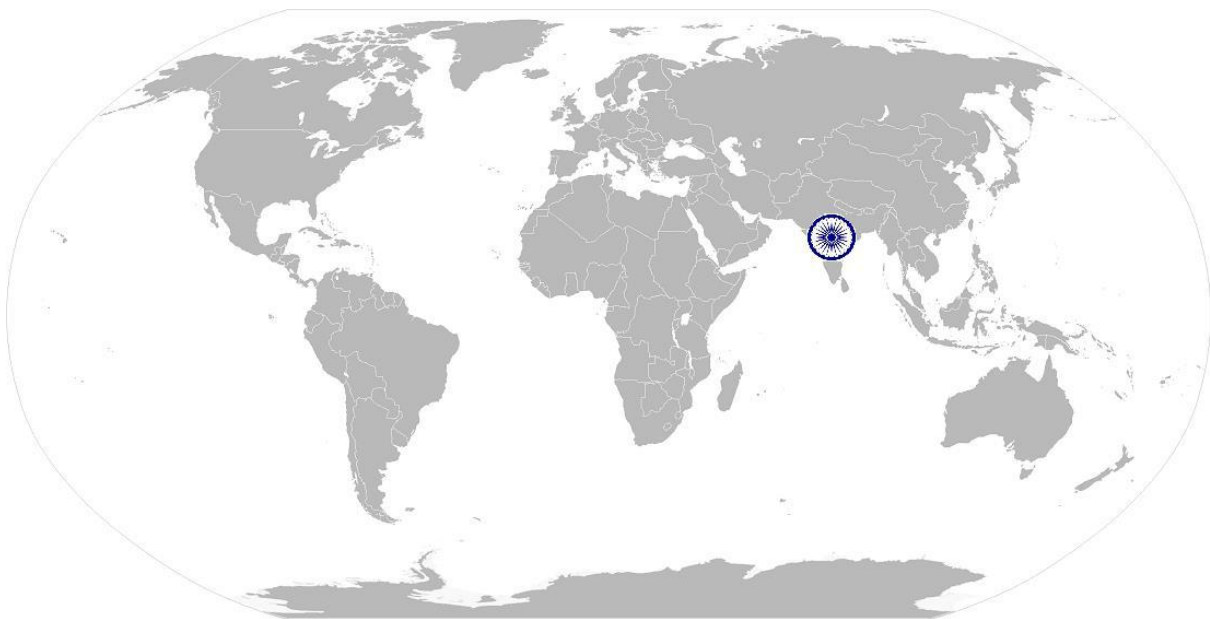
**Coordinate team, finance and administrative activities for handloom business establishment**

**NOS Version Control**

<b>NOS Code</b>	<b>TSC/N7802</b>		
<b>Credits</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Textile</b>	<b>Drafted on</b>	<b>15/05/16</b>
<b>Industry Sub-sector</b>	<b>Handloom</b>	<b>Last reviewed on</b>	<b>15/05/16</b>
<b>Occupation</b>	<b>Business</b>	<b>Next review date</b>	<b>15/05/18</b>



# National Occupational Standard



## Overview

This unit refers to the necessary skills, knowledge and attributes required by a handloom entrepreneur to design, deliver and supervise designers, card punchers, dyers, weavers, and finishers for quality handloom products.



**TSC/N7803 Design, deliver and supervise for quality handloom products**

National Occupational Standard

<b>Unit Code</b>	<b>TSC/N7803</b>
<b>Unit Title (Task)</b>	<b>Design, deliver and supervise for quality handloom products</b>
<b>Description</b>	This unit prepares the handloom entrepreneur to design, deliver and supervise designers, card punchers, dyers, weavers, and finishers for quality handloom products
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Design and deliver quality handloom products</li> <li>• Use of computers for design and delivery</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Design and deliver quality handloom products</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. identify different types of handloom fabrics and production centres                      Types: Silk, cotton, wool, etc</p> <p>PC2. procure various raw materials according to market trend and customer need</p> <p>PC3. plan and organize production line for quality products</p> <p>PC4. provide guidance and solution to team members for quality production</p> <p>PC5. ensure proper techniques, tools and methods for production line                      Tools: Yarn library, weaving lab, etc</p> <p>PC6. identify and create various type of designs using different tools                      Designs: Lines, motifs, patterns, layout, repeat, etc.                      Tools: Graph paper and computer aided textile designing software</p> <p>PC7. select colour of the design based on market trends and demand</p> <p>PC8. identify and check quality of the handloom product using specific tools and techniques</p> <p>PC9. prepare punch cards according to the design using manual or CATD Electronic card punching software</p> <p>PC10. ensure lacing of punched cards for harness building using specific heralds and reeds</p> <p>PC11. number yarn using direct or indirect system</p> <p>PC12. identify different types of weaves                      Types: Plain, twill, sateen, honey comb, huck a-back, mockleno, double cloth, treble cloth, etc.</p> <p>PC13. identify constructional particulars for weaving of different handloom fabrics                      Particulars: Material count, ends per inch, length, width, etc.</p> <p>PC14. perform various preparatory and dyeing process of different fabrics                      Process: Scouring, bleaching, degumming, bleaching, acid dyeing, metal dyeing, reactive dyeing, complex dyeing, vat dyeing, tural dyeing, etc.</p> <p>PC15. undertake advanced process in dyeing and finishing                      Process: Enzyme desizing, mercerizing, anti-crease finish, perfumed fabric finish, medicinal fabric finish, etc</p>

**TSC/N7803 Design, deliver and supervise for quality handloom products**

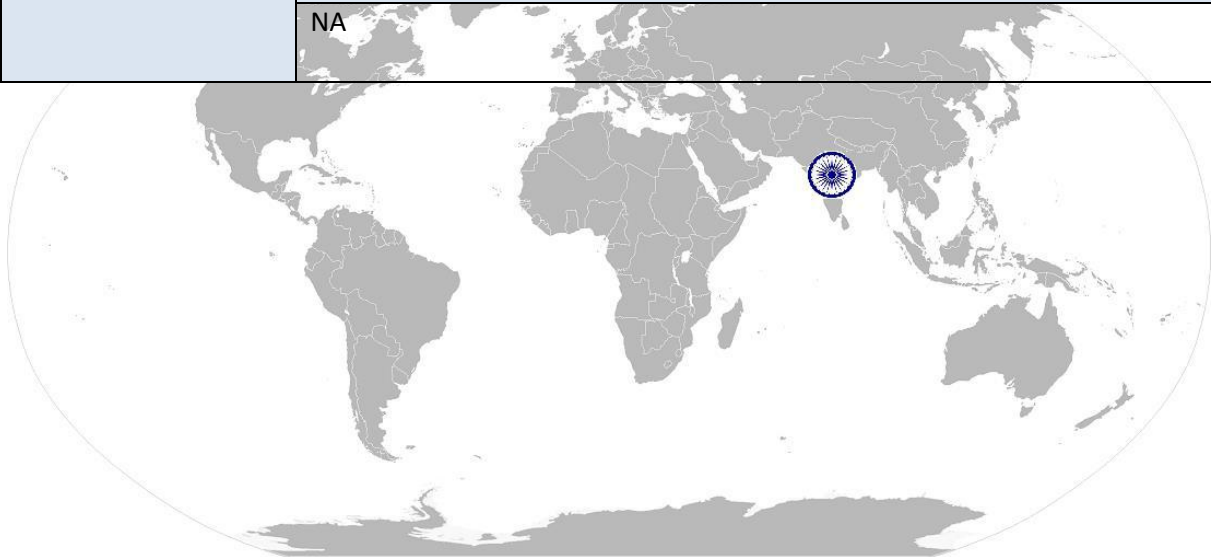
	<p>PC16. undertake weaving process using different mechanism and techniques of handloom weaving                  Different mechanisms: Jacquard, dobby, single ikat, double ikat, jamdani, petni, brocade, paithani, etc.</p> <p>PC17. operates weaving machines with advanced technologies in handloom industries                  Machines: Electrical pirn, bobbin winding, motorised/ pneumatic lifting device for jacquard, multiple butta weaving device, automatic let-off and take-up motions, electronic jacquard, etc.</p> <p>PC18. operate testing instruments to analyze the fabric for yarn count and construction details for its reproduction</p> <p>PC19. calculate warp and weft yarn requirement for cost estimation of the fabrics</p> <p>PC20. treat effluent and ensure pollution control</p> <p>PC21. monitor and supervise the production line workers for quality handloom products based on the customer needs                  Workers: Designers, card punchers, harness builders, dyers, weavers, fabric finishers, etc.</p>
<p><b>Use of computers for design and delivery</b></p>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC22. use basic application of computers for design and delivery</p> <p>PC23. operate various computer software for maintaining records and preparing documents for promotion and sale                  Various computer software: MS word, excel, PowerPoint presentation, etc.</p> <p>PC24. access internet for online communications using various search engines and web browser</p>
<p><b>Knowledge and Understanding (K)</b></p>	
<p><b>A. Organizational Context</b>                  (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. legislation, standards, policies, and procedures followed in the production house relevant to employment and performance conditions</p> <p>KA2. relevant health and safety requirements applicable in the work place</p> <p>KA3. importance of health, hygiene, safety and quality standards and the impact of non-compliance of the standards on consumers, employees and the business</p> <p>KA4. job role and responsibilities and sources for information pertaining to employment terms, compensation, job role and responsibilities</p> <p>KA5. relevant people and their responsibilities within the work area</p> <p>KA6. various categories of people that one is required to communicate and co-ordinate within the organization one is required to communicate and co-ordinate within the organization</p>

**TSC/N7803 Design, deliver and supervise for quality handloom products**

<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> <li>KB1. designing concept in different fabrics</li> <li>KB2. design, colour and fashion forecast</li> <li>KB3. fabric structure, weaves and yarn count</li> <li>KB4. different handloom fabrics</li> <li>KB5. production techniques of various handloom products</li> <li>KB6. advanced technology in handloom industry</li> <li>KB7. constructional particulars of various handloom fabrics</li> <li>KB8. quality analysis parameters and process for handloom fabrics</li> <li>KB9. calculation of warp and weft yarn requirement</li> <li>KB10. preparatory processes and dyeing methods</li> <li>KB11. advanced developments in dyeing and finishing process</li> <li>KB12. basic computer functions and application software</li> </ul>
<p><b>Skills (S)</b></p>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Writing Skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SA1. write local or English language for design and development of the fabric</li> <li>SA2. take notes in local or English language of instructions received from customers/clients</li> </ul> <p><b>Reading Skills</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SA3. read to differentiate the various types of tools used in CATD software</li> <li>SA4. read the manual in local or English language for operating the punching and lacing machine</li> <li>SA5. read and correctly interpret own notes written in local or English language</li> </ul> <p><b>Oral Communication (Listening and Speaking skills)</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SA6. communicate with colleagues, designers and weavers appropriately</li> <li>SA7. listen carefully</li> <li>SA8. talk effectively to convey information succinctly and unequivocally</li> </ul>
<p><b>B. Professional Skills</b></p>	<p><b>Decision Making</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SB1. take decision with systematic course of actions and /or response</li> <li>SB2. decide the material of the card, type of design, fabric, etc.</li> </ul> <p><b>Plan and Organize</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SB3. plan and organize own work in a way that all activities are completed in time and as per specifications</li> </ul>

**TSC/N7803      Design, deliver and supervise for quality handloom products**

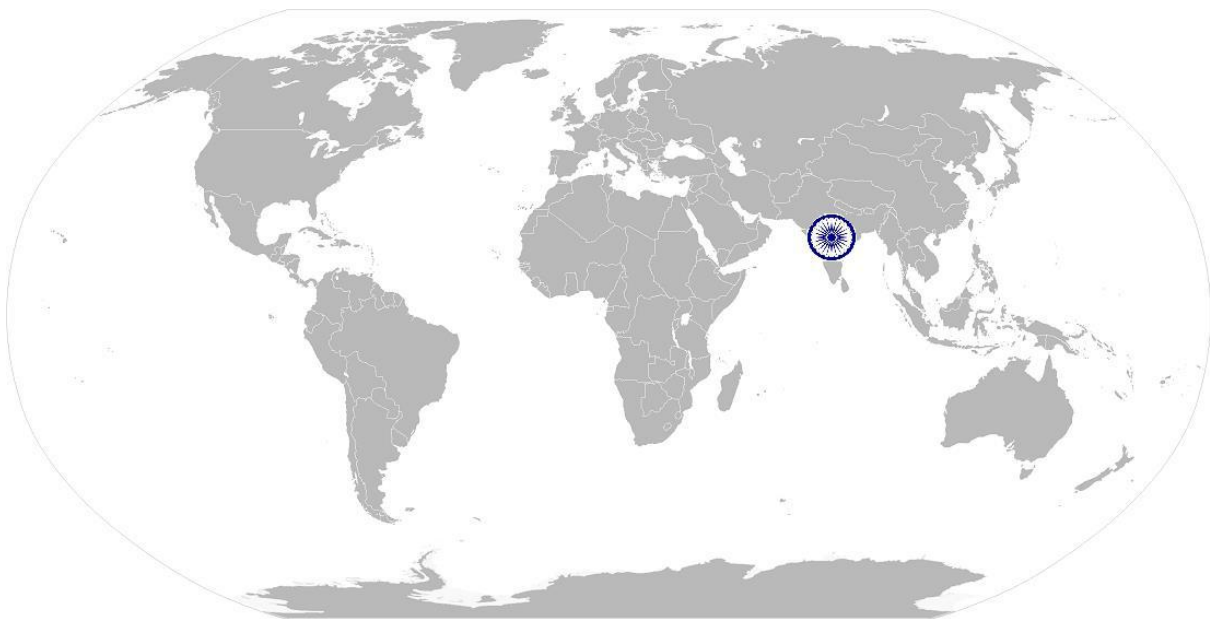
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB4. interpret work requirements and other designing related specifications correctly SB5. provide weavers with all relevant designing information SB6. deliver quality output and maintain long term business relationship with designers, weavers, customers
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB7. determine timely correction of errors to prevent redoing of work
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB8. analyze the type of design as per the customer's requirement SB9. determine the quality of the handloom products by analyzing the precision of work
<b>Critical Thinking</b>	
NA	



**TSC/N7803      Design, deliver and supervise for quality handloom products**

**NOS Version Control**

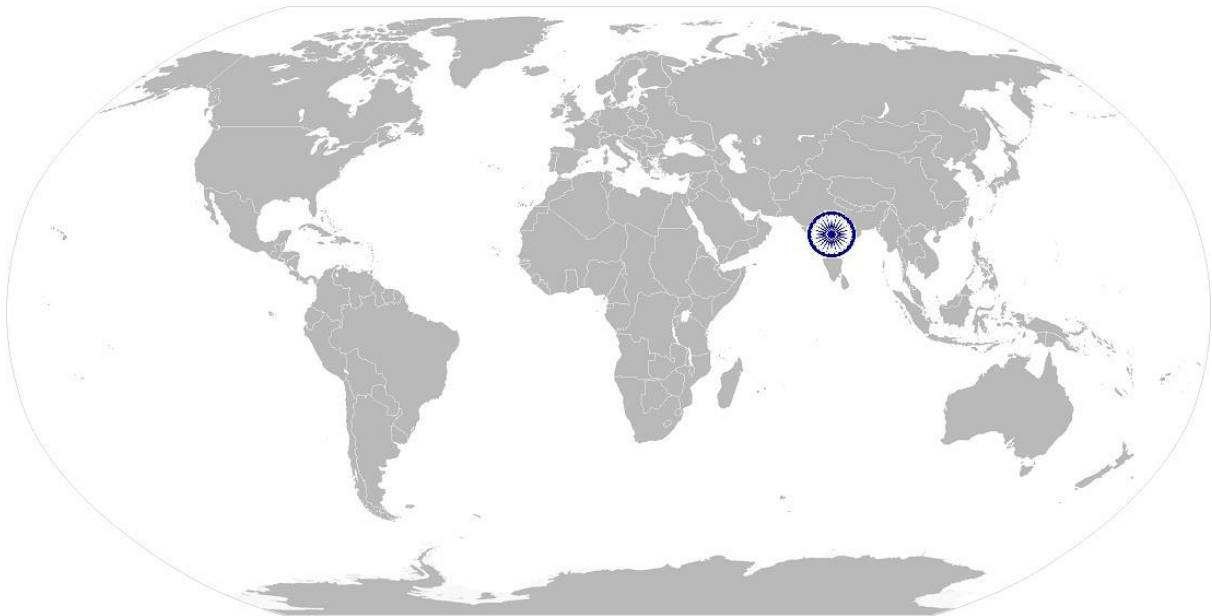
<b>NOS Code</b>	<b>TSC/N7803</b>		
<b>Credits</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Textile</b>	<b>Drafted on</b>	<b>15/05/16</b>
<b>Industry Sub-sector</b>	<b>Handloom</b>	<b>Last reviewed on</b>	<b>15/05/16</b>
<b>Occupation</b>	<b>Business</b>	<b>Next review date</b>	<b>15/05/18</b>



**TSC/N7804 Undertake activities for increasing sales of the handloom products**

---

# National Occupational Standard



## Overview

This unit refers to the necessary skills, knowledge and attributes required by a handloom entrepreneur to undertake activities for increasing sales of the handloom products.

**TSC/N7804 Undertake activities for increasing sales of the handloom products**

National Occupational Standard

<b>Unit Code</b>	<b>TSC/N7804</b>
<b>Unit Title (Task)</b>	<b>Undertake activities for increasing sales of the handloom products</b>
<b>Description</b>	This unit prepares the handloom entrepreneur with the necessary skills, knowledge and attributes to undertake packaging, sales and promotion of the handloom products
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Ensure proper quality and price of the handloom products</li> <li>• Undertake packaging, marketing, and distribution of the handloom products</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Ensure proper quality and price of the handloom products</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. identify prospective customers and their requirements w.r.t the handloom products being sold</p> <p>PC2. observe latest market trends and patterns relevant to own line of business and consider the same while deciding on desired product quality</p> <p>PC3. ensure zero defect products by quality checking different parameters to meet the market standards</p> <p>Parameters: Adherence to customer requirement; strength, evenness, and count of yarn; tensile &amp; tearing strength of fabrics, stiffness &amp; crease recovery, fastness, etc.</p> <p>PC4. take feedback from clients on quality of product, responsiveness and timeliness</p> <p>PC5. ensure client feedback for improvement is discussed and actioned</p> <p>PC6. conduct market research on pricing of the handloom products</p> <p>PC7. estimate the cost or expenses to fix the price products</p> <p>Costs/expenses: Cost of raw materials; taxes; fixed and variable costs, e.g. rent, salaries, power and water consumptions, other utilities fee, additional raw materials, extra labor; logistic costs; etc.</p> <p>PC8. decide pricing of the product by using simple strategies based on data from market research and cost estimates</p> <p>Strategy: Matching competitor's offer price; discounting; variable pricing tactics to attract customers, e.g. loyalty bonus; odd value pricing/psychological pricing; loss leader tactic and skimming tactic, etc.</p>

**TSC/N7804 Undertake activities for increasing sales of the handloom products**

<p><b>Undertake packaging, marketing, and distribution of the handloom products</b></p>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC9. pack handloom products professionally and attractively using packing materials &amp; packaging methods suitable for handloom fabrics</p> <p>PC10. advertise handloom products on various media for promotion                  Various media: Television, radio, print publications, internet, hoardings, posters, pamphlets, brochures, signage, product placements, mobile device application, etc.</p> <p>PC11. distribute handloom products to different places for sale using proper logistics channels</p>
<p><b>Knowledge and Understanding (K)</b></p>	
<p><b>A. Organizational Context</b>                  (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. legislation, standards, policies, and procedures followed in the production house relevant to employment and performance conditions</p> <p>KA2. relevant health and safety requirements applicable in the work place</p> <p>KA3. importance of health, hygiene, safety and quality standards and the impact of non-compliance of the standards on consumers, employees and the business</p> <p>KA4. job role and responsibilities and sources for information pertaining to employment terms, compensation, job role and responsibilities</p> <p>KA5. relevant people and their responsibilities within the work area</p> <p>KA6. various categories of people that one is required to communicate and co-ordinate within the organization</p>
<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. quality parameters of the handloom products</p> <p>KB2. cost estimation of the handloom products</p> <p>KB3. price sensitivity and buying power</p> <p>KB4. importance of product diversification</p> <p>KB5. handloom products packaging materials and procedures</p> <p>KB6. various product advertising channels for promotion</p> <p>KB7. market cycles</p> <p>KB8. e-commerce, business to business, business to consumers, consumer to business, consumer to consumer, and target marketing</p> <p>KB9. buyer - seller meet</p> <p>KB10. transportation means of the handloom products for sale</p>
<p><b>Skills (S)</b></p>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Writing Skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. write local or English language for cost estimation, advertising, sales and distribution, etc.</p> <p>SA2. take notes in local or English language of instructions received from jacquard designers</p>



**TSC/N7804 Undertake activities for increasing sales of the handloom products**

	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA3. read in local or English language for packaging, sales and promotion of handloom products, etc. SA4. read and correctly interpret own notes written in local or English language
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA5. communicate with colleagues, employees for packaging, sales and promotion of handloom products, etc. SA6. listen carefully SA7. talk effectively to convey information succinctly and unequivocally
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB1. take decision with systematic course of actions and /or response SB2. decide on the packaging material, quality of the handloom products, advertising channels and logistics methods for sales, etc.
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand how to: SB3. plan and organize own work in a way that all activities are completed in time and as per specifications
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB4. interpret quality of the handloom products as per the customer's requirement and market trend SB5. deliver quality output and maintain long term business relationship with customers and business associates
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB6. determine timely correction of errors to prevent redoing of work
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB7. examine the quality of the handloom products SB8. determine and analyze the production and sales of the handloom products SB9. scrutinize and select marketing channels for the promotion of handloom products to generate revenues for the organization
<b>Critical Thinking</b>	
NA	

**TSC/N7804 Undertake activities for increasing sales of the handloom products**

**NOS Version Control**

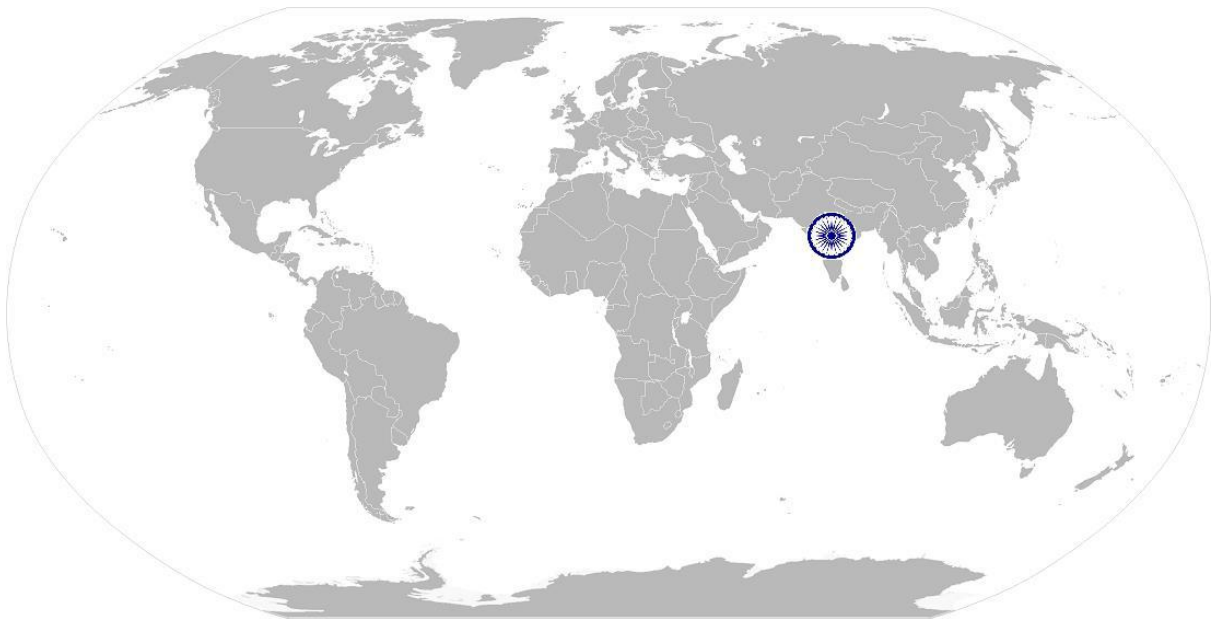
NOS Code	TSC/N7804		
Credits	TBD	Version number	1.0
Industry	Textile	Drafted on	15/05/16
Industry Sub-sector	Handloom	Last reviewed on	15/05/16
Occupation	Business	Next review date	15/05/18



**Ensure organizational health, safety and security for self and others  
in the handloom sector**

---

# National Occupational Standard



## Overview

This unit provides performance criteria, knowledge, understanding, skills and abilities to ensure organizational health, safety and security procedures in the handloom sector to prevent, control and minimize risk to self and others.

**Ensure organizational health, safety and security for self and others in the handloom sector**

National Occupational Standard

<b>Unit Code</b>	<b>TSC/N7805</b>
<b>Unit Title (Task)</b>	<b>Ensure organizational health, safety and security for self and others in the handloom sector</b>
<b>Description</b>	This unit provides performance criteria, knowledge, understanding, skills and abilities to ensure organizational health, safety and security procedures in the handloom sector to prevent, control and minimize risk to self and others.
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Ensure organizational health, safety and security for self and others</li> <li>• Recognize and address the hazards in the handloom sector</li> </ul>
<b>Performance Criteria (PC) w.r.t the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Recognize and address the hazards in the handloom sector</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. identify different kinds of possible hazards (environmental, personal, ergonomic and chemical) at the workplace</li> <li>PC2. recognize other possible security issues existing in the workplace</li> <li>PC3. plan safety techniques for self and others</li> <li>PC4. recognize different measures to control the hazards</li> <li>PC5. implement programs for health, safety and security of the people at the workplace</li> <li>PC6. communicate the safety plans to everyone at the workplace</li> <li>PC7. attach disciplinary rules with the implementation at the workplace</li> </ul>
<b>Ensure organizational health, safety and security for self and others</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC8. comply with regulatory health and safety guidelines applicable to the handloom workplace</li> <li>PC9. use and maintain protective equipment as per requirement in a handloom production house</li> <li>PC10. ensure organizational activities in line with approved guidelines and procedures</li> <li>PC11. undertake and advise healthy lifestyle for self and others</li> <li>PC12. follow environment management system related procedures</li> <li>PC13. ensure storage of materials and tools in line with manufacturer's and Cooperative Society/NGO/SHG requirements</li> <li>PC14. ensure safe handling and disposal of waste and debris</li> <li>PC15. minimize health and safety risks to self and others due to own actions</li> <li>PC16. monitor the work place and work processes for potential risks and threats to self and others</li> <li>PC17. carry out periodic check to keep work area free from hazards and obstructions</li> </ul>

**Ensure organizational health, safety and security for self and others in the handloom sector**

	<p>PC18. ensure participation of self and others in mock drills/ evacuation procedures organized at the workplace</p> <p>PC19. organize first aid, fire-fighting and emergency training sessions for others</p> <p>PC20. instruct and guide others to take action in the event of fire, emergencies or accidents</p> <p>PC21. follow Cooperative Society/NGO/SHG procedures for evacuation when required</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. health and safety related practices applicable for handloom sector</p> <p>KA2. potential hazards, risks and threats based on handloom production and operations</p> <p>KA3. cooperative Society/NGO/SHG procedures for safe handling of materials and machineries in handloom sector</p> <p>KA4. potential risks due to handloom activities and methods to minimize these</p> <p>KA5. environmental management system related procedures at the workplace</p> <p>KA6. layout of the production house and details of emergency exits, escape routes, emergency equipment and assembly points</p> <p>KA7. potential accidents and emergencies and response to these scenarios in handloom sector</p> <p>KA8. documentation formats</p> <p>KA9. details of personnel trained in first aid, fire-fighting and emergency response</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. regulatory health and safety guidelines for handloom sector</p> <p>KB2. protective equipment and method of use for self and others</p> <p>KB3. identification, handling and storage of hazardous substances produced by handloom sector</p> <p>KB4. proper disposal system for waste and by-products of handloom unit</p> <p>KB5. signage related to health and safety and their meaning</p> <p>KB6. importance of sound health, hygiene and good habits for self and others</p> <p>KB7. ill- effects of alcohol, tobacco and drugs on the lifestyle of people</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. write in local or English language</p>
	<b>Reading Skills</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. read and comprehend written instructions</p>

**Ensure organizational health, safety and security for self and others  
 in the handloom sector**

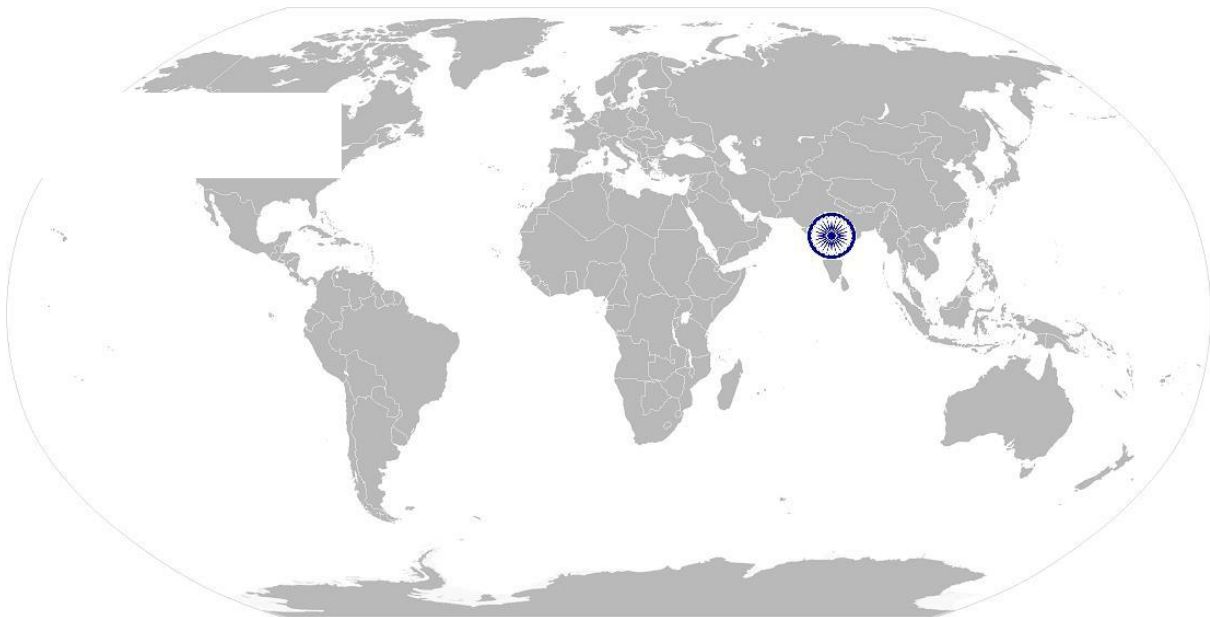
	<p><b>Oral Communication (Listening and Speaking skills)</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. listen effectively and orally communicate information accurately</p> <p>SA4. ask for clarification and advice from others</p>
<b>B. Professional Skills</b>	<p><b>Decision Making</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. determine and decide health and safety guidelines for the handloom unit</p> <p>SB2. make decisions on a suitable course of action or response regarding health and safety issues</p>
	<p><b>Plan and Organize</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. plan and organize workshops and safety drills against accidents/fire</p> <p>SB4. conduct seminars and training on regulatory health and safety guidelines for handloom sector</p>
	<p><b>Customer Centricity</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. deliver safe handloom products as per the requirements of the customer</p>
	<p><b>Problem Solving</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. apply problem-solving approaches in different emergency situations</p> <p>SB7. seek clarification on problems from others</p>
	<p><b>Analytical Thinking</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. analyze data and activities related to health and safety in handloom sector</p> <p>SB9. identify and pass on relevant information to others</p>
	<p><b>Critical Thinking</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB10. provide opinions on health and safety issues to others in a detailed and constructive way</p> <p>SB11. apply balanced judgment to different situations</p>

**TSC/N7805**

**Ensure organizational health, safety and security for self and others  
 in the handloom sector**

**NOS Version Control**

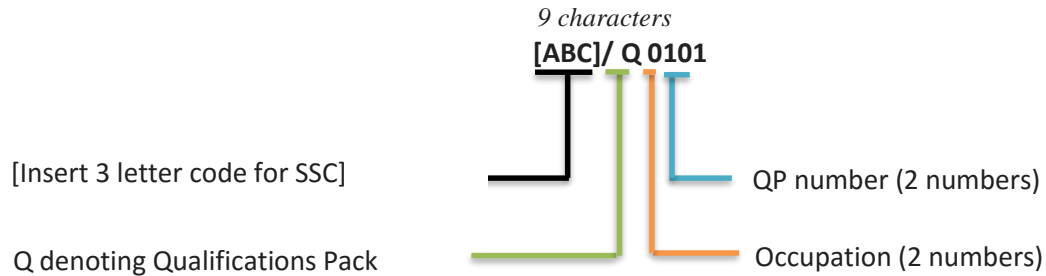
<b>NOS Code</b>	<b>TSC/N7805</b>		
<b>Credits</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Textiles Sector</b>	<b>Drafted on</b>	<b>15/05/16</b>
<b>Industry Sub-sector</b>	<b>Handloom</b>	<b>Last reviewed on</b>	<b>15/05/16</b>
<b>Occupation</b>	<b>Generic</b>	<b>Next review date</b>	<b>15/05/18</b>



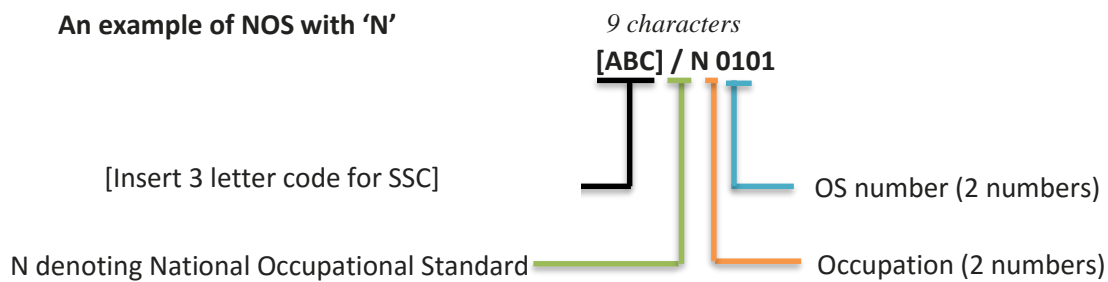
## Annexure

### Nomenclature for QP and NOS

#### Qualifications Pack



#### Occupational Standard





The following acronyms/codes have been used in the nomenclature above:

Sequence	Description	Example
<b>Three letters</b>	Textile Skill Council	TSC
<b>Slash</b>	/	/
<b>Next letter</b>	Whether <b>QP</b> or <b>NOS</b>	N
<b>Next two numbers</b>	Occupation code	01
<b>Next two numbers</b>	OS number	01

**CRITERIA FOR ASSESSMENT OF TRAINEES**

**Job Role:** Handloom Entrepreneur

**Qualification Pack:** TSC/Q7801

**Sector Skill Council:** Textile Sector Skill Council

**Guidelines for Assessment:**

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack , every trainee should score a minimum of 70% in every NOS
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Theory	Skills Practical
TSC/N7801 Collect business related market information for planning and decision making	PC1. collect information for estimating market demand for handloom products at various levels	100	8	2	6
	PC2. collect information to ensure production viability with respect to various critical factors		8	2	6
	PC3. select type of viable handloom businesses by obtaining information on costs of various inputs required for setting up of production and sales facility		8	2	6
	PC4. evaluate various options for raising capital and select as per the business conditions		8	2	6

	PC5. select appropriate scheme from the list provided by the government for entrepreneurial development in handloom sector		8	2	6
	PC6. identify appropriate legal ownership structure suitable to the nature of the business activity and convenience of operations		8	2	6
	PC7. identify various legal, health and safety regulations and guidelines applicable to the business activity		8	2	6
	PC8. identify working objective, own strength and constraints with respect to handloom business setup		8	2	6
	PC9. select and register a business name for organization with Secretary of State to avoid duplicity of name		8	2	6
	PC10. design an appropriate trademark or logo to brand the handloom products of the organization		8	2	6
	PC11. collect information for documentation of trademark registration under government's rule and regulations		8	2	6

	PC12. ensure submission of completed documents and registration fees to the authorized trademark registration centres for trade license		6	1	5
	PC13. register the enterprise with the State Directorate or Commissioner of Industries or District Industries Centres (DIC's) in the appropriate process depending upon the location and type of business in order to avail benefits from the government formation of SHGs, Society, Cooperative Society (local/ multistate)		6	1	5
		<b>Total</b>	<b>100</b>	<b>24</b>	<b>71</b>
TSC/N7802 Coordinate team, finance and administrative activities for handloom business establishment	PC1. advertise for employment/ contractual job using different channels	100	6	2	4
	PC2. recruit/contract suitable people for the required roles in the organization		6	2	4
	PC3. build an effective team in the organization to handle all functions		6	2	4
	PC4. monitor team progress by tracking key performance parameters		6	2	4
	PC5. ensure performance as per business objectives by identifying potential problem areas and collectively seeking		6	2	4

	solutions and new innovative ideas			
	PC6. improve performance of team by identifying areas of development, providing feedback and training		5	1
	PC7. create opportunities for all members/employees in the organization to develop leadership qualities		5	1
	PC8. establish good relationship with financial institutions, government agencies, business associates, and other associations		5	1
	PC9. communicate effectively and avoid conflicts and miscommunication with the employees/members		5	1
	PC10. ensure timely transfer of salaries and payments to the employees and business associates		5	1
	PC11. calculate and issue monetary and non-monetary incentives to motivate the employees based on performance		5	1
	PC12. organize and safely store record files of members/employees, bills, office documents in appropriate places		5	1
	PC13. regularly update the attendance of		5	1
			4	

	employees/members in a designated register				
	PC14. compare the features and benefits of financial schemes offered by various financial agencies		5	1	4
	PC15. select the schemes suitable for the business interests of the organization		5	1	4
	PC16. obtain all the documents required to open a bank account and submit them to the authorized bank officer		5	1	4
	PC17. maintain a record book with regular entries of product sales, expenses incurred in production and marketing, general expenses e.g. rent, utilities charge, loan payments and interests, etc.		5	1	4
	PC18. calculate profit and loss by analyzing the cost and revenue data from the day to day financial records		5	1	4
	PC19. keep cash book, financial documents in secured location		5	1	4
	<b>Total</b>		<b>100</b>	<b>24</b>	<b>76</b>
TSC/N7803 Design, deliver and supervise for quality handloom products	PC1. identify different types of handloom fabrics and production centres		10	3	7
	PC2. procure various raw materials according to		10	3	7

	market trend and customer need				
	PC3. plan and organize production line for quality products	200	10	3	7
	PC4. provide guidance and solution to team members for quality production		10	3	7
	PC5. ensure proper techniques, tools and methods for production line		10	3	7
	PC6. identify and create various type of designs using different tools		10	3	7
	PC7. select colour of the design based on market trends and demand		10	3	7
	PC8. identify and check quality of the handloom product using specific tools and techniques		10	3	7
	PC9. prepare punch cards according to the design using manual or CATD Electronic card punching software		10	3	7
	PC10. ensure lacing of punched cards for harness building using specific heralds and reeds		10	3	7
	PC11. number yarn using direct or indirect system		10	3	7

	PC12. identify different types of weaves		10	3	7
	PC13. identify constructional particulars for weaving of different handloom fabrics		10	3	7
	PC14. perform various preparatory and dyeing process of different fabrics		10	3	7
	PC15. undertake advanced process in dyeing and finishing		10	3	7
	PC16. undertake weaving process using different mechanism and techniques of handloom weaving		10	3	7
	PC17. operates weaving machines with advanced technologies in handloom industries		8	2	6
	PC18. operate testing instruments to analyze the fabric for yarn count and construction details for its reproduction		8	2	6
	PC19. calculate warp and weft yarn requirement for cost estimation of the fabrics		8	2	6
	PC20. treat effluent and ensure pollution control		8	2	6
	PC21. monitor and supervise the production line workers for quality handloom products based on the customer needs		8	2	6
	<b>Total</b>		<b>200</b>	<b>58</b>	<b>142</b>



TSC/N7804 Undertake activities for increasing sales of the handloom products	PC1. identify prospective customers and their requirements w.r.t the handloom products being sold	100	10	3	7
	PC2. observe latest market trends and patterns relevant to own line of business and consider the same while deciding on desired product quality		10	3	7
	PC3. ensure zero defect products by quality checking different parameters to meet the market standards		10	3	7
	PC4. take feedback from clients on quality of product, responsiveness and timeliness		10	3	7
	PC5. ensure client feedback for improvement is discussed and actioned		10	3	7
	PC6. conduct market research on pricing of the handloom products		10	3	7
	PC7. estimate the cost or expenses to fix the price products		8	2	6
	PC8. decide pricing of the product by using simple strategies based on data from market research and cost estimates		8	2	6
	PC9. pack handloom products professionally and attractively using packing materials & packaging methods suitable for		8	2	6

	handloom fabrics				
	PC10. advertise handloom products on various media for promotion		8	2	6
	PC11. distribute handloom products to different places for sale using proper logistics channels		8	2	6
		<b>Total</b>	<b>100</b>	<b>28</b>	<b>72</b>
TSC/N7805 Ensure organizational health, safety and security for self and others in the handloom sector	PC1. identify different kinds of possible hazards (environmental, personal, ergonomic and chemical) at the workplace	100	5	2	3
	PC2. recognize other possible security issues existing in the workplace		5	2	3
	PC3. plan safety techniques for self and others		5	2	3
	PC4. recognize different measures to curb the hazards		5	2	3
	PC5. implement programs for health, safety and security of the people at the workplace		5	2	3
	PC6. communicate the safety plans to everyone at the workplace		5	2	3
	PC7. attach disciplinary rules with the implementation at the workplace		5	2	3
	PC8. comply with regulatory health and safety guidelines applicable to the handloom workplace		5	2	3

PC9. use and maintain protective equipment as per requirement in a handloom production house	5	2	3
PC10. ensure organizational activities in line with approved guidelines and procedures	5	1	4
PC11. undertake and advise healthy lifestyle for self and others	5	1	4
PC12. follow environment management system related procedures	5	1	4
PC13. ensure store of materials and tools in line with manufacturer's and Cooperative Society/NGO/SHG requirements	5	1	4
PC14. ensure safe handling and disposal of waste and debris	5	1	4
PC15. minimize health and safety risks to self and others due to own actions	5	1	4
PC16. monitor the work place and work processes for potential risks and threats to self and others	5	1	4
PC17. carry out periodic check to keep work area free from hazards and obstructions	4	1	3
PC18. ensure participation of self and others in mock drills/ evacuation procedures organized at the workplace	4	1	3

	PC19. organize first aid, fire-fighting and emergency training sessions for others		4	1	3
	PC20. instruct and guide others to take action in the event of fire, emergencies or accidents		4	1	3
	PC21. follow Cooperative Society/NGO/SHG procedures for evacuation when required		4	1	3
	<b>Total</b>		<b>100</b>	<b>30</b>	<b>70</b>