

# Model Curriculum

## Handloom Entrepreneur

**SECTOR: TEXTILE**

**SUB-SECTOR: HANDLOOM**

**OCCUPATION: BUSINESS**

**REF ID: TSC/ Q 7801, V1.0**

**NSQF LEVEL: 4**



## Certificate

### CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the **TEXTILE**

**SECTOR SKILL COUNCIL** for the

**MODEL CURRICULUM**

Complying to National Occupational Standards of  
Job Role/ Qualification Pack: Handloom Entrepreneur  
QP No. 'TSC/Q 7801' **NSQF Level 6'**

Date of Issuance: **May, 15<sup>th</sup>, 2016**

Valid up to: **April 1<sup>st</sup>, 2019**

\* Valid up to the next review date of the Qualification Pack



(Dr. Swapna Mishra)  
Director (C&T)

(Textile Sector Skill Council)

## TABLE OF CONTENTS

<b>1. Curriculum</b>	<b>01</b>
<b>2. Trainer Prerequisites</b>	<b>05</b>
<b>3. Annexure: Assessment Criteria</b>	<b>06</b>

# Handloom Entrepreneur

## CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Qualifications Pack – Handloom Entrepreneur”, in the “Textile” Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Qualifications Pack – Handloom Entrepreneur		
Qualification Pack Name & Reference ID.	Qualifications Pack – Handloom Entrepreneur TSC/Q7801, version 1.0		
Version No.	1.0	Version Update Date	15-05-2016
Pre-requisites to Training	Preferably equivalent to 5th (Normal literacy of reading, writing and understanding)		
Training Outcomes	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>		

This course encompasses 5 out of 5 National Occupational Standards (NOS) of “Qualifications Pack Handloom Entrepreneur” Qualification Pack issued by “TSC: Textile Sector Skill Council”

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p><b>Collect business related market information for planning and decision making</b></p> <p><b>Theory Duration</b> (hh:mm) 26:00</p> <p><b>Practical Duration</b> (hh:mm) 83:00</p> <p><b>Corresponding NOS Code</b> TSC/N 7801</p>	<ul style="list-style-type: none"> <li>• collect information for estimating market demand for handloom products at various levels</li> <li>• collect information to ensure production viability with respect to various critical factors</li> <li>• select type of viable handloom businesses by obtaining information on costs of various inputs required for setting up of production and sales facility</li> <li>• evaluate various options for raising capital and select as per the business conditions</li> <li>• select appropriate scheme from the list provided by the government for entrepreneurial development in handloom sector</li> <li>• identify appropriate legal ownership structure suitable to the nature of the business activity and convenience of operations</li> <li>• identify various legal, health and safety regulations and guidelines applicable to the business activity</li> <li>• identify working objective, own strength and constraints with respect to handloom business setup</li> <li>• select and register a business name for organization with Secretary of State to avoid duplicity of name</li> <li>• design an appropriate trademark or logo to brand the handloom products of the organization</li> <li>• collect information for documentation of trademark registration under government’s rule and regulations</li> <li>• ensure submission of completed documents and registration fees to the authorized trademark registration centres for trade license</li> <li>• 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</li> </ul>	<p><u>Class room requirements:</u> a batch of 25 people seating capacity with a screen and projector</p>

<p>2</p>	<p><b>Coordinate team, finance and administrative activities for handloom business establishment</b></p> <p><b>Theory Duration</b> (hh:mm) 31:00</p> <p><b>Practical Duration</b> (hh:mm) 96:00</p> <p><b>Corresponding NOS Code</b> TSC/N 7802</p>	<ul style="list-style-type: none"> <li>• advertise for employment/contractual job using different channels Channels: Posters, newspaper, online, consultants, references, campus placement, etc.</li> <li>• 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.</li> <li>• build an effective team in the organization to handle all functions</li> <li>• monitor team progress by tracking key performance parameters</li> <li>• ensure performance as per business objectives by identifying potential problem areas and collectively seeking solutions and new innovative ideas</li> <li>• improve performance of team by identifying areas of development, providing feedback and training</li> <li>• create opportunities for all members/employees in the organization to develop leadership qualities</li> <li>• establish good relationship with financial institutions, government agencies, business associates, and other associations</li> <li>• communicate effectively and avoid conflicts and miscommunication with the employees/members</li> <li>• ensure timely transfer of salaries and payments to the employees and business associates</li> <li>• calculate and issue monetary and non-monetary incentives to motivate the employees based on performance</li> <li>• organize and safely store record files of members/employees, bills, office documents in appropriate places</li> <li>• regularly update the attendance of employees/members in a designated register</li> <li>• compare the features and benefits of financial schemes offered by various financial agencies</li> <li>• select the schemes suitable for the business interests of the organization</li> <li>• obtain all the documents required to open a bank account and submit them to the authorized bank officer</li> </ul>	<p>1. <u>common for every batch:</u> poster/video visuals for work method</p> <p>2. <u>Class room requirements:</u> a batch of 25 people seating capacity with a screen and projector</p>
----------	---	---	---

		<ul style="list-style-type: none"> <li>• 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</li> <li>• calculate profit and loss by analyzing the cost and revenue data from the day to day financial records</li> <li>• keep cash book, financial documents in secured locations Financial documents: Saving &amp; loan ledger, bank ledger, group's bank passbook, individual passbooks, etc.</li> </ul>	
--	--	--	--

<p>3</p>	<p><b>Design, deliver and supervise for quality handloom products</b></p> <p><b>Theory Duration</b> (hh:mm) 37:00</p> <p><b>Practical Duration</b> (hh:mm) 90:00</p> <p><b>Corresponding NOS Code</b> TSC/N 7803</p>	<ul style="list-style-type: none"> <li>• identify different types of handloom fabrics and production centres Types: Silk, cotton, wool, etc</li> <li>• procure various raw materials according to market trend and customer need</li> <li>• plan and organize production line for quality products</li> <li>• provide guidance and solution to team members for quality production</li> <li>• ensure proper techniques, tools and methods for production line</li> <li>• 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</li> <li>• select colour of the design based on market trends and demand</li> <li>• identify and check quality of the handloom product using specific tools and techniques</li> <li>• prepare punch cards according to the design using manual or CATD Electronic card punching software</li> <li>• ensure lacing of punched cards for harness building using specific heralds and reeds</li> <li>• number yarn using direct or indirect system</li> <li>• identify different types of weaves Types: Plain, twill, sateen, honey comb, huck a-back, mockleno, double cloth, treble cloth, etc.</li> <li>• identify constructional particulars for weaving of different handloom fabrics Particulars: Material count, ends per inch, length, width, etc.</li> <li>• 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.</li> <li>• undertake advanced process in dyeing and finishing Process: Enzyme desizing, mercerizing, anti-crease finish, perfumed fabric finish, medicinal fabric finish, etc</li> </ul>	<p><u>1. common for every batch:</u> poster/video visuals for work method</p> <p><u>2. Class room requirements:</u> a batch of 25 people seating capacity with a screen and projector</p>
----------	--	---	---

		<ul style="list-style-type: none"> <li>• undertake weaving process using different mechanism and techniques of handloom weaving Different mechanisms: Jacquard, dobby, single ikat, double ikat, jamdani, petni, brocade, paithani, etc.</li> <li>• 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.</li> <li>• operate testing instruments to analyze the fabric for yarn count and construction details for its reproduction</li> <li>• calculate warp and weft yarn requirement for cost estimation of the fabrics</li> <li>• treat effluent and ensure pollution control</li> <li>• 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.</li> <li>• use basic application of computers for design and delivery</li> <li>• operate various computer software for maintaining records and preparing documents for promotion and sale Various computer software: MS word, excel, PowerPoint presentation etc.</li> <li>• access internet for online communications using various search engines and web browser</li> </ul>	
--	--	--	--

<p>4</p>	<p><b>Undertake activities for increasing sales of the handloom products</b></p> <p><b>Theory Duration</b> (hh:mm) 31:00</p> <p><b>Practical Duration</b> (hh:mm) 78:00</p> <p><b>Corresponding NOS Code</b> TSC/N 7804</p>	<ul style="list-style-type: none"> <li>• identify prospective customers and their requirements w.r.t the handloom products being sold</li> <li>• observe latest market trends and patterns relevant to own line of business and consider the same while deciding on desired product quality</li> <li>• ensure zero defect products by quality checking different parameters to meet the market standards Parameters: Adherence to customer requirement; strength, evenness, and count of yarn; tensile &amp; tearing strength of fabrics, stiffness &amp; crease recovery, fastness, etc.</li> <li>• take feedback from clients on quality of product, responsiveness and timeliness</li> <li>• ensure client feedback for improvement is discussed and actioned</li> <li>• conduct market research on pricing of the handloom products</li> <li>• estimate the cost or expenses to fix the price products 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.</li> <li>• decide pricing of the product by using simple strategies based on data from market research and cost estimates 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.</li> <li>• pack handloom products professionally and attractively using packing materials &amp; packaging methods suitable for handloom fabrics</li> <li>• 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.</li> <li>• distribute handloom products to</li> </ul>	<p><u>Class room requirements:</u> a batch of 25 people seating capacity with a screen and projector</p>
----------	---	--	--

<p>5</p>	<p><b>Ensure organizational health, safety and security for self and others in the handloom sector</b></p> <p><b>Theory Duration</b> (hh:mm) 38:00</p> <p><b>Practical Duration</b> (hh:mm) 90:00</p> <p><b>Corresponding NOS Code</b> TSC/N 7805</p>	<ul style="list-style-type: none"> <li>• identify different kinds of possible hazards (environmental, personal, ergonomic and chemical) at the workplace</li> <li>• recognize other possible security issues existing in the workplace</li> <li>• plan safety techniques for self and others</li> <li>• recognize different measures to curb the hazards</li> <li>• implement programs for health, safety and security of the people at the workplace</li> <li>• communicate the safety plans to everyone at the workplace</li> <li>• attach disciplinary rules with the implementation at the workplace</li> <li>• comply with regulatory health and safety guidelines applicable to the handloom workplace</li> <li>• use and maintain protective equipment as per requirement in a handloom production house</li> <li>• ensure organizational activities in line with approved guidelines and procedures</li> <li>• undertake and advise healthy lifestyle for self and others</li> <li>• follow environment management system related procedures</li> <li>• ensure storage of materials and tools in line with manufacturer's and Cooperative Society/NGO/SHG requirements</li> <li>• ensure safe handling and disposal of waste and debris</li> <li>• minimize health and safety risks to self and others due to own actions</li> <li>• monitor the work place and work processes for potential risks and threats to self and others</li> <li>• carry out periodic check to keep work area free from hazards and obstructions</li> <li>• ensure participation of self and others in mock drills/ evacuation procedures organized at the workplace</li> <li>• organize first aid, fire-fighting and emergency training sessions for others</li> <li>• instruct and guide others to take action in the event of fire, emergencies or accidents</li> <li>• follow Cooperative Society/NGO/SHG procedures for evacuation when required</li> </ul>	<p><u>Class room requirements:</u> a batch of 25 people seating capacity with a screen and projector</p>
----------	---	--	--

	<p><b>Total Duration:</b> <b>600:00</b></p> <p><b>Theory Duration</b> <b>163:00</b></p> <p><b>Practical Duration</b> <b>437:00</b></p>	<p><b>Unique Equipment Required:</b> bale truck, trolley for collecting mixing, safety door opening key, working key, air hose, cleaning hook, cleaning brush, sweep stick apron, head cap, nose mask, ear plug, shoe, first aid materials, fire extinguisher, work method posters, work method video visuals, projector, screen</p>	
--	--	--	--

**Grand Total Course Duration: 600 Hours, 0 Minutes**

*(This syllabus/ curriculum has been approved by TSC: Textile Sector Skill Council)*

## Annexure: Assessment Criteria

### 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
<b>TSC/N7801 Collect business related market information for planning and decision making</b>	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>
<b>TSC/N7802 Coordinate team, finance and administrative activities for handloom business establishment</b>	PC1. advertise for employment/ contractual job using different channels		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 solutions and new innovative ideas		6	2	4

	PC6. improve performance of team by identifying areas of development, providing feedback and training	100	5	1	4
	PC7. create opportunities for all members/employees in the organization to develop leadership qualities		5	1	4
	PC8. establish good relationship with financial institutions, government agencies, business associates, and other associations		5	1	4
	PC9. communicate effectively and avoid conflicts and miscommunication with the employees/members		5	1	4
	PC10. ensure timely transfer of salaries and payments to the employees and business associates		5	1	4
	PC11. calculate and issue monetary and nonmonetary incentives to motivate the employees based on performance		5	1	4
	PC12. organize and safely store record files of members/employees, bills, office documents in appropriate places		5	1	4
	PC13. regularly update the attendance of employees/members in a designated register		5	1	4
	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>

<b>TSC/N7803 Design, deliver and supervise for quality handloom products</b>	PC1. identify different types of handloom fabrics and production centres	200	10	3	7
	PC2. procure various raw materials according to market trend and customer need		10	3	7
	PC3. plan and organize production line for quality products		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		8	2	6



<b>organizational health, safety and security for self and others in the handloom sector</b>	(environmental, personal, ergonomic and chemical) at the workplace	100			
	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, firefighting 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>



### Textile Sector Skill Council

15th Floor, Nirmal Tower, Barakhamba Road, New Delhi-110001