



Assistant Cotton Grader (Ginning)

QP Code: TSC/Q0902

Version: 1.0

NSQF Level: 3

Textile Sector Skill Council || Textile Sector Skill Council (TSC) 15th Floor, Nirmal Tower, 26,
Barakhamba Road, New Delhi - 110 001
Office: +91-11-43536355-7

Qualification Pack

Contents

| | |
|--|----|
| TSC/Q0902: Assistant Cotton Grader (Ginning) | 3 |
| <i>Brief Job Description</i> | 3 |
| Applicable National Occupational Standards (NOS) | 3 |
| <i>Compulsory NOS</i> | 3 |
| <i>Qualification Pack (QP) Parameters</i> | 3 |
| TSC/N0904: Carry out cotton grading for ginning process | 5 |
| TSC/N9001: Maintain work area, tools and machines | 9 |
| TSC/N9002: Working in a team | 13 |
| TSC/N9003: Maintain health, safety and security at workplace | 17 |
| TSC/N9004: Comply with industry and organizational requirement | 23 |
| Assessment Guidelines and Weightage | 27 |
| <i>Assessment Guidelines</i> | 27 |
| <i>Assessment Weightage</i> | 27 |
| Acronyms | 29 |
| Glossary | 30 |

Qualification Pack

TSC/Q0902: Assistant Cotton Grader (Ginning)

Brief Job Description

The assistant cotton grader(Ginning) is responsible for carrying out grading of cotton for ginning process under supervision by maintaining health, safety and security in the ginning sector. The person can seek employment in a ginning factory

Personal Attributes

Needs to have basic knowledge of variety and quality parameters of cotton, an eye for detail, and an alert mind.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [TSC/N0904: Carry out cotton grading for ginning process](#)
2. [TSC/N9001: Maintain work area, tools and machines](#)
3. [TSC/N9002: Working in a team](#)
4. [TSC/N9003: Maintain health, safety and security at workplace](#)
5. [TSC/N9004: Comply with industry and organizational requirement](#)

Qualification Pack (QP) Parameters

| | |
|---|--|
| Sector | Textile |
| Sub-Sector | Spinning |
| Occupation | Spinning Preparatory |
| Country | India |
| NSQF Level | 3 |
| Aligned to NCO/ISCO/ISIC Code | NCO-2015/8151.99 |
| Minimum Educational Qualification & Experience | Basic Literacy and Numeracy (Preferably) |
| Minimum Level of Education for Training in School | |
| Pre-Requisite License or Training | NA |

Qualification Pack

| | |
|------------------------------|------------|
| Minimum Job Entry Age | 18 Years |
| Last Reviewed On | 03/05/2017 |
| Next Review Date | 03/05/2021 |
| Deactivation Date | 03/05/2021 |
| NSQC Approval Date | 22/08/2019 |
| Version | 1.0 |

Qualification Pack

TSC/N0904: Carry out cotton grading for ginning process

Description

The unit deals with necessary skills, knowledge and attributes to carry out grading of cotton before ginning process under supervision

Scope

This unit/task covers the following:

- Ensure proper grading of cotton under supervision

Elements and Performance Criteria

Ensure proper grading of cotton under supervision

To be competent, the user/individual on the job must be able to:

1. select kapas trucks for quality test for standard parameters for ginning
2. identify different varieties of cotton received for cotton grading
3. use test equipment to check various parameters of cotton like Staple Length, Colour, Denier etc
Equipment: Moisture meter, high volume instrument, etc
4. record or report results according to workplace procedures
5. identify different types of trash in the received cotton bale
6. Evaluate trash condition and contamination of cotton modules
7. identify key cotton features that can be varied through ginning process like Fiber length, Strength, Elongation etc
8. Discuss the cotton test results with Ginning fitter for processing settings
9. Identify the effect of speed settings on fibre length, moisture content and trash removal effectiveness
10. Check the various parameters of lint after ginning process
11. Discuss the lint report with Fitter for necessary changes in speed setting if required
12. Evaluate the different types of Indian cotton grades as per mill standards

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Policies and procedure followed in the ginning sector relevant to own employment and performance conditions
- KU2.** Health , safety requirements, usage of personal protective equipment in the Ginning industry
- KU3.** Importance of following health, hygiene, safety and effects of the same
- KU4.** Own job role and responsibilities and reporting procedures with various level of management in Ginning mill
- KU5.** Relevant people and their responsibilities in Ginning mill

Qualification Pack

- KU6.** Organizational Hierarchy in the Ginning Industry
- KU7.** different varieties of cotton
- KU8.** Testing parameters of cotton like Staple length, Strength, Colour, Elongation, Stiffness, Moisture content etc
- KU9.** various testing equipment and process
- KU10.** different grading system of cottonUS, Egyptian and Indian
- KU11.** evaluation method for cotton grading
- KU12.** cost estimation

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write local or English language for recording production, quality related information, numbering, and maintenance of related information and materials, etc
- GS2.** read to differentiate the various materials used in the process
- GS3.** read and correctly interpret own notes written in local or English language
- GS4.** communicate with co-workers appropriately
- GS5.** listen carefully
- GS6.** talk effectively to convey information succinctly and unequivocally
- GS7.** evaluate cotton grades and estimate cost as per market trend
- GS8.** plan and organize own work in a way that all activities are completed in time and as per specifications
- GS9.** interpret work requirements correctly
- GS10.** deliver quality output and maintain long term business relationship with customers
- GS11.** determine timely correction of errors to prevent redoing of work

Qualification Pack

Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|--------------|-----------------|---------------|------------|
| <i>Ensure proper grading of cotton under supervision</i> | 60 | 140 | - | - |
| 1. select kapas trucks for quality test for standard parameters for ginning | 8 | 12 | - | - |
| 2. identify different varieties of cotton received for cotton grading | 8 | 12 | - | - |
| 3. use test equipment to check various parameters of cotton like Staple Length, Colour, Denier etc Equipment: Moisture meter, high volume instrument, etc | 6 | 14 | - | - |
| 4. record or report results according to workplace procedures | 6 | 14 | - | - |
| 5. identify different types of trash in the received cotton bale | 6 | 14 | - | - |
| 6. Evaluate trash condition and contamination of cotton modules | 6 | 14 | - | - |
| 7. identify key cotton features that can be varied through ginning process like Fiber length, Strength, Elongation etc | 6 | 14 | - | - |
| 8. Discuss the cotton test results with Ginning fitter for processing settings | 6 | 14 | - | - |
| 9. Identify the effect of speed settings on fibre length, moisture content and trash removal effectiveness | 2 | 8 | - | - |
| 10. Check the various parameters of lint after ginning process | 2 | 8 | - | - |
| 11. Discuss the lint report with Fitter for necessary changes in speed setting if required | 2 | 8 | - | - |
| 12. Evaluate the different types of Indian cotton grades as per mill standards | 2 | 8 | - | - |
| NOS Total | 60 | 140 | - | - |

Qualification Pack

National Occupational Standards (NOS) Parameters

| | |
|----------------------------|--|
| NOS Code | TSC/N0904 |
| NOS Name | Carry out cotton grading for ginning process |
| Sector | Textile |
| Sub-Sector | Spinning |
| Occupation | Spinning Preparatory |
| NSQF Level | 3 |
| Credits | TBD |
| Version | 1.0 |
| Last Reviewed Date | 03/05/2017 |
| Next Review Date | 03/05/2019 |
| NSQC Clearance Date | |

Qualification Pack

TSC/N9001: Maintain work area, tools and machines

Description

This unit provides performance criteria, knowledge & understanding and skills & abilities required to organise/ maintain work areas and activities to ensure tools and machines are maintained as per norms

Scope

This unit/task covers the following:

- Maintaining the work area, tools and machines

Elements and Performance Criteria

Maintaining the work area, tools and machines

To be competent, the user/individual on the job must be able to:

1. handle materials, machinery, equipment and tools with care and use them in the correct way
2. use correct lifting and handling procedures
3. use materials to minimize waste
4. maintain a clean and hazard free working area
5. maintain tools and equipment
6. carry out running maintenance within agreed schedules
7. carry out maintenance and/or cleaning within ones responsibility
8. report unsafe equipment and other dangerous occurrences
9. ensure that the correct machine guards are in place
10. work in a comfortable position with the correct posture
11. use cleaning equipment and methods appropriate for the work to be carried out
12. dispose of waste safely in the designated location
13. store cleaning equipment safely after use
14. carry out cleaning according to schedules and limits of responsibility

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** personal hygiene and duty of care
- KU2.** safe working practices and organisational standard operating procedures
- KU3.** limits of your own responsibility
- KU4.** ways of resolving problems within the work area
- KU5.** the production process and the specific work activities that relate to the whole process
- KU6.** the importance of effective communication with supervisors
- KU7.** the lines of communication, authority and reporting procedures

Qualification Pack

- KU8.** the organisation's rules, codes and guidelines (including timekeeping)
- KU9.** the company's quality standards
- KU10.** the importance of complying with written instructions
- KU11.** equipment operating procedures / supervisor's instructions
- KU12.** work instructions and specifications and interpret them accurately
- KU13.** relation between work role and the overall manufacturing process
- KU14.** hazards likely to be encountered when conducting routine maintenance
- KU15.** the importance of taking action when problems are identified
- KU16.** different ways of minimising waste
- KU17.** the importance of running maintenance and regular cleaning
- KU18.** effects of contamination on products i.e. machine oil, dirt, foreign materials
- KU19.** common faults with equipment and the method to rectify
- KU20.** maintenance procedures
- KU21.** different types of cleaning equipment and substances and their use
- KU22.** safe working practices for cleaning and the method of carrying them out

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** comprehend written instructions
- GS2.** read any application sent by other colleagues
- GS3.** Communicate effectively in local language
- GS4.** communicate with supervisor appropriately
- GS5.** talk to others to convey information effectively
- GS6.** identify the real reason of problem faced
- GS7.** apply problem-solving approaches in different situations
- GS8.** refer anomalies to the supervisor
- GS9.** seek clarification on problems from others
- GS10.** apply good attention to detail
- GS11.** check your work is complete and free from errors
- GS12.** make sure every kind of communication is error free
- GS13.** communicate effectively
- GS14.** apply leadership skills wherever required
- GS15.** take initiative at the right place
- GS16.** understand the requirement to be creative

Qualification Pack

Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|--------------|-----------------|---------------|------------|
| <i>Maintaining the work area, tools and machines</i> | 17 | 20 | - | 13 |
| 1. handle materials, machinery, equipment and tools with care and use them in the correct way | 2 | 2 | - | 1 |
| 2. use correct lifting and handling procedures | 1 | 2 | - | 1 |
| 3. use materials to minimize waste | 2 | 1 | - | 1 |
| 4. maintain a clean and hazard free working area | 1 | 1 | - | 1 |
| 5. maintain tools and equipment | 2 | 1 | - | 1 |
| 6. carry out running maintenance within agreed schedules | 1 | 2 | - | 1 |
| 7. carry out maintenance and/or cleaning within ones responsibility | 1 | 2 | - | 1 |
| 8. report unsafe equipment and other dangerous occurrences | 1 | 2 | - | - |
| 9. ensure that the correct machine guards are in place | 1 | 1 | - | 1 |
| 10. work in a comfortable position with the correct posture | 1 | 1 | - | 1 |
| 11. use cleaning equipment and methods appropriate for the work to be carried out | 1 | 1 | - | 1 |
| 12. dispose of waste safely in the designated location | 1 | 2 | - | 1 |
| 13. store cleaning equipment safely after use | 1 | 1 | - | 1 |
| 14. carry out cleaning according to schedules and limits of responsibility | 1 | 1 | - | 1 |
| NOS Total | 17 | 20 | - | 13 |

Qualification Pack

National Occupational Standards (NOS) Parameters

| | |
|----------------------------|---|
| NOS Code | TSC/N9001 |
| NOS Name | Maintain work area, tools and machines |
| Sector | Textile |
| Sub-Sector | Spinning, Weaving, Processing, Knitting |
| Occupation | Textile Mill sector - Cotton |
| NSQF Level | 3 |
| Credits | TBD |
| Version | 1.0 |
| Last Reviewed Date | 25/02/2015 |
| Next Review Date | 01/03/2016 |
| NSQC Clearance Date | 05/08/2015 |

Qualification Pack

TSC/N9002: Working in a team

Description

This unit is about working as a team member in the textile industry

Scope

This unit/task covers the following:

- commitment and trust
- communication
- adaptability
- creative freedom

Elements and Performance Criteria

Commitment and trust

To be competent, the user/individual on the job must be able to:

1. be accountable to the own role in whole process
2. perform all roles with full responsibility
3. be effective and efficient at workplace

Communication

To be competent, the user/individual on the job must be able to:

4. properly communicate about company policies
5. report all problems faced during the process
6. talk politely with other team members and colleagues
7. submit daily report of own performance

Adaptability

To be competent, the user/individual on the job must be able to:

8. adjust in different work situations
9. give due importance to other's point of view
10. avoid conflicting situations

Creative freedom

To be competent, the user/individual on the job must be able to:

11. develop new ideas for work procedures
12. improve upon the existing techniques to increase process efficiency

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures (SOP) and regulations in a textile mill
KU2. procedure followed to get the final output in the mill

Qualification Pack

- KU3.** safe working practices to be adopted in textile mill
- KU4.** reporting to the supervisor or higher authority about any grievances faced
- KU5.** the importance of the previous and next step of the process
- KU6.** process flow in a textile mill and the concerned workers
- KU7.** material flow in a textile mill and the required person
- KU8.** functions of different parts of the machine
- KU9.** tools and equipments used
- KU10.** guidelines for operating the machine
- KU11.** safety procedures to be followed in the machine

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write clear and short sentences
- GS2.** write daily work report
- GS3.** write grievance complaint application
- GS4.** comprehend written instructions
- GS5.** read any application sent by other colleagues
- GS6.** communicate with supervisor appropriately
- GS7.** talk to co-workers to convey information effectively
- GS8.** identify the real reason of problem faced
- GS9.** be able to find the most effective solution to the problems faced
- GS10.** apply good attention to detail
- GS11.** ensure every kind of communication is error free
- GS12.** communicate effectively
- GS13.** apply leadership skills wherever required
- GS14.** take initiative at the right place
- GS15.** understand the requirement to be creative

Qualification Pack

Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|--------------|-----------------|---------------|------------|
| <i>Commitment and trust</i> | 5 | 4 | - | 2 |
| 1. be accountable to the own role in whole process | 2 | 1 | - | 1 |
| 2. perform all roles with full responsibility | 2 | 1 | - | 1 |
| 3. be effective and efficient at workplace | 1 | 2 | - | - |
| <i>Communication</i> | 6 | 7 | - | 4 |
| 4. properly communicate about company policies | 1 | 2 | - | 1 |
| 5. report all problems faced during the process | 1 | 2 | - | 1 |
| 6. talk politely with other team members and colleagues | 2 | 1 | - | 1 |
| 7. submit daily report of own performance | 2 | 2 | - | 1 |
| <i>Adaptability</i> | 5 | 4 | - | 3 |
| 8. adjust in different work situations | 1 | 1 | - | 1 |
| 9. give due importance to other's point of view | 2 | 1 | - | 1 |
| 10. avoid conflicting situations | 2 | 2 | - | 1 |
| <i>Creative freedom</i> | 3 | 5 | - | 2 |
| 11. develop new ideas for work procedures | 1 | 3 | - | 1 |
| 12. improve upon the existing techniques to increase process efficiency | 2 | 2 | - | 1 |
| NOS Total | 19 | 20 | - | 11 |

Qualification Pack

National Occupational Standards (NOS) Parameters

| | |
|----------------------------|---|
| NOS Code | TSC/N9002 |
| NOS Name | Working in a team |
| Sector | Textile |
| Sub-Sector | Spinning, Weaving, Processing, Knitting |
| Occupation | Textile Mill sector - Cotton |
| NSQF Level | 4 |
| Credits | TBD |
| Version | 1.0 |
| Last Reviewed Date | 25/02/2015 |
| Next Review Date | 01/03/2016 |
| NSQC Clearance Date | 05/08/2015 |

Qualification Pack

TSC/N9003: Maintain health, safety and security at workplace

Description

This unit provides performance criteria, knowledge & understanding and skills & abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others.

Scope

This unit/task covers the following:

- comply with health, safety and security requirements at work
- Recognizing the hazards
- Planning the safety techniques
- Implementing the programs

Elements and Performance Criteria

Comply with health, Safety and security requirements at work

To be competent, the user/individual on the job must be able to:

1. comply with health and safety related instructions applicable to the workplace
2. use and maintain personal protective equipment such as ear plug, nose mask , head cap etc., as per protocol
3. carry out own activities in line with approved guidelines and procedures
4. maintain a healthy lifestyle and guard against dependency on intoxicants
5. follow environment management system related procedures
6. identify and correct (if possible) malfunctions in machinery and equipment
7. report any service malfunctions that cannot be rectified
8. store materials and equipment in line with organisational requirements
9. safely handle and remove waste
10. minimize health and safety risks to self and others due to own actions
11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks
12. monitor the workplace and work processes for potential risks and threat
13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned
14. report hazards and potential risks/ threats to supervisors or other authorized personnel
15. participate in mock drills/ evacuation procedures organized at the workplace
16. undertake first aid, fire-fighting and emergency response training, if asked to do so
17. take action based on instructions in the event of fire, emergencies or accidents
18. follow organisation procedures for shutdown and evacuation when required

Recognizing the hazards

To be competent, the user/individual on the job must be able to:

Qualification Pack

19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry
20. recognise other possible security issues existing in the workplace

Planning the safety techniques Implementing the programs

To be competent, the user/individual on the job must be able to:

21. recognise different measures to curb the hazards
22. communicate the safety plan to everyone
23. attach disciplinary rules with the implementation

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures (SOP) and regulations in a textile mill
- KU2.** safe working practices to be adopted in textile mill
- KU3.** quality systems and other processes practiced in the textile mill
- KU4.** health and safety related practices applicable at the workplace
- KU5.** potential hazards, risks and threats based on nature of operations
- KU6.** organizational procedures for safe handling of equipment and machine operations
- KU7.** potential risks due to own actions and methods to minimize these
- KU8.** environmental management system related procedures at the workplace
- KU9.** layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points
- KU10.** potential accidents and emergencies and response to these scenarios
- KU11.** reporting protocol and documentation required
- KU12.** details of personnel trained in first aid, fire-fighting and emergency response
- KU13.** actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire
- KU14.** occupational health and safety risks and methods
- KU15.** personal protective equipment and method of use
- KU16.** identification, handling and storage of hazardous substances
- KU17.** proper disposal system for waste and by-products
- KU18.** signage related to health and safety and their meaning
- KU19.** importance of sound health, hygiene and good habits
- KU20.** ill-effects of alcohol, tobacco and drugs

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write clear and short sentences
- GS2.** read and understand the company instructions

Qualification Pack

- GS3.** read and understand work instructions
- GS4.** read and understand the safety guidelines
- GS5.** listen to others attentively
- GS6.** respond to emergencies, accidents or fire at the workplace
- GS7.** evacuate the premises and help others in need while doing so
- GS8.** the value of physical fitness, personal hygiene and good habits
- GS9.** talk with others politely
- GS10.** identify correct safety measure for particular hazard
- GS11.** make required safety plans as and when required
- GS12.** raise alarm in case of emergency
- GS13.** know the use of correct safety measure whenever required
- GS14.** be attentive to details
- GS15.** be careful to avoid occurrence of hazards
- GS16.** maintenance of neatness at work
- GS17.** procedure for reporting unwanted behavior

Qualification Pack

Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--|--------------|-----------------|---------------|------------|
| <i>Comply with health, Safety and security requirements at work</i> | 27 | 35 | - | 23 |
| 1. comply with health and safety related instructions applicable to the workplace | 2 | 2 | - | 2 |
| 2. use and maintain personal protective equipment such as ear plug, nose mask , head cap etc., as per protocol | 2 | 2 | - | 2 |
| 3. carry out own activities in line with approved guidelines and procedures | 2 | 2 | - | 2 |
| 4. maintain a healthy lifestyle and guard against dependency on intoxicants | 2 | 2 | - | 2 |
| 5. follow environment management system related procedures | 2 | 2 | - | 2 |
| 6. identify and correct (if possible) malfunctions in machinery and equipment | 2 | 2 | - | 1 |
| 7. report any service malfunctions that cannot be rectified | 2 | 2 | - | 1 |
| 8. store materials and equipment in line with organisational requirements | 2 | 2 | - | 1 |
| 9. safely handle and remove waste | 2 | 2 | - | 1 |
| 10. minimize health and safety risks to self and others due to own actions | 1 | 2 | - | 1 |
| 11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks | 1 | 2 | - | 2 |
| 12. monitor the workplace and work processes for potential risks and threat | 1 | 2 | - | 1 |
| 13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned | 1 | 2 | - | 1 |
| 14. report hazards and potential risks/ threats to supervisors or other authorized personnel | 1 | 2 | - | 1 |

Qualification Pack

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|--------------|-----------------|---------------|------------|
| 15. participate in mock drills/ evacuation procedures organized at the workplace | 1 | 2 | - | - |
| 16. undertake first aid, fire-fighting and emergency response training, if asked to do so | 1 | 2 | - | 1 |
| 17. take action based on instructions in the event of fire, emergencies or accidents | 1 | 2 | - | 1 |
| 18. follow organisation procedures for shutdown and evacuation when required | 1 | 1 | - | 1 |
| <i>Recognizing the hazards</i> | 2 | 2 | - | 2 |
| 19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry | 1 | 1 | - | 1 |
| 20. recognise other possible security issues existing in the workplace | 1 | 1 | - | 1 |
| <i>Planning the safety techniques Implementing the programs</i> | 3 | 3 | - | 3 |
| 21. recognise different measures to curb the hazards | 1 | 1 | - | 1 |
| 22. communicate the safety plan to everyone | 1 | 1 | - | 1 |
| 23. attach disciplinary rules with the implementation | 1 | 1 | - | 1 |
| NOS Total | 32 | 40 | - | 28 |

Qualification Pack

National Occupational Standards (NOS) Parameters

| | |
|----------------------------|---|
| NOS Code | TSC/N9003 |
| NOS Name | Maintain health, safety and security at workplace |
| Sector | Textile |
| Sub-Sector | Spinning, Weaving, Processing, Knitting |
| Occupation | Textile Mill sector - Cotton |
| NSQF Level | 4 |
| Credits | TBD |
| Version | 1.0 |
| Last Reviewed Date | 25/02/2015 |
| Next Review Date | 01/03/2016 |
| NSQC Clearance Date | 05/08/2015 |

Qualification Pack

TSC/N9004: Comply with industry and organizational requirement

Description

This unit is about knowing, understanding, and complying with the requirements of the organization and the textile industry

Scope

This unit/task covers the following:

- self development
- team work
- organizational standards
- industry standards

Elements and Performance Criteria

Self development

To be competent, the user/individual on the job must be able to:

1. perform own duties effectively
2. take responsibility for own actions
3. be accountable towards the job role and assigned duties
4. take initiative and innovate the existing methods
5. focus on self-learning and improvement

Team work

To be competent, the user/individual on the job must be able to:

6. co-ordinate with all the team members and colleagues
7. communicate politely
8. avoid conflicts and miscommunication

Organisational standards

To be competent, the user/individual on the job must be able to:

9. know the organisational standards
10. implement them in your performance
11. motivate others to follow them

Industry standards

To be competent, the user/individual on the job must be able to:

12. monitor the workplace and work processes for potential risks and threat
13. align them with organisation standards

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

Qualification Pack

- KU1.** standard operating procedures (SOP) and regulations in a textile mill
- KU2.** reporting to the supervisor or higher authority
- KU3.** knowledge of organisational standards
- KU4.** knowledge of industry standards
- KU5.** process and material flow in a textile mill
- KU6.** importance of complying with the standards
- KU7.** guidelines for cleaning the various parts of machine

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write clear and short sentences
- GS2.** read the given instructions
- GS3.** comprehend written instructions
- GS4.** talk effectively with others
- GS5.** put forward your point
- GS6.** listen to others
- GS7.** Organizational requirements
- GS8.** your responsibilities at the workplace
- GS9.** procedure to comply with the industry standards

Qualification Pack

Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|--------------|-----------------|---------------|------------|
| <i>Self development</i> | 5 | 9 | - | 7 |
| 1. perform own duties effectively | 1 | 2 | - | 2 |
| 2. take responsibility for own actions | 1 | 2 | - | 2 |
| 3. be accountable towards the job role and assigned duties | 1 | 2 | - | 1 |
| 4. take initiative and innovate the existing methods | 1 | 1 | - | 1 |
| 5. focus on self-learning and improvement | 1 | 2 | - | 1 |
| <i>Team work</i> | 3 | 5 | - | 4 |
| 6. co-ordinate with all the team members and colleagues | 1 | 2 | - | 1 |
| 7. communicate politely | 1 | 1 | - | 2 |
| 8. avoid conflicts and miscommunication | 1 | 2 | - | 1 |
| <i>Organisational standards</i> | 3 | 4 | - | 3 |
| 9. know the organisational standards | 1 | 1 | - | 1 |
| 10. implement them in your performance | 1 | 2 | - | 1 |
| 11. motivate others to follow them | 1 | 1 | - | 1 |
| <i>Industry standards</i> | 4 | 2 | - | 1 |
| 12. monitor the workplace and work processes for potential risks and threat | 2 | 1 | - | - |
| 13. align them with organisation standards | 2 | 1 | - | 1 |
| NOS Total | 15 | 20 | - | 15 |

Qualification Pack

National Occupational Standards (NOS) Parameters

| | |
|----------------------------|---|
| NOS Code | TSC/N9004 |
| NOS Name | Comply with industry and organizational requirement |
| Sector | Textile |
| Sub-Sector | Spinning, Weaving, Processing, Knitting |
| Occupation | Textile Mill sector - Cotton |
| NSQF Level | 4 |
| Credits | TBD |
| Version | 1.0 |
| Last Reviewed Date | 25/02/2015 |
| Next Review Date | 01/03/2016 |
| NSQC Clearance Date | 05/08/2015 |

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ 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 Element/ PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Minimum Aggregate Passing % at QP Level : 50

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

| National Occupational Standards | Theory Marks | Practical Marks | Project Marks | Viva Marks | Total Marks | Weightage |
|--|--------------|-----------------|---------------|------------|-------------|-----------|
| TSC/N0904.Carry out cotton grading for ginning process | 60 | 140 | - | - | 200 | 44 |
| TSC/N9001.Maintain work area, tools and machines | 17 | 20 | - | 13 | 50 | 12 |
| TSC/N9002.Working in a team | 19 | 20 | - | 11 | 50 | 11 |

Qualification Pack

| National Occupational Standards | Theory Marks | Practical Marks | Project Marks | Viva Marks | Total Marks | Weightage |
|---|--------------|-----------------|---------------|------------|-------------|------------|
| TSC/N9003.Maintain health, safety and security at workplace | 32 | 40 | - | 28 | 100 | 22 |
| TSC/N9004.Comply with industry and organizational requirement | 15 | 20 | - | 15 | 50 | 11 |
| Total | 143 | 240 | - | 67 | 450 | 100 |

Acronyms

| | |
|-------------|---|
| NOS | National Occupational Standard(s) |
| NSQF | National Skills Qualifications Framework |
| QP | Qualifications Pack |
| TVET | Technical and Vocational Education and Training |

Qualification Pack

Glossary

| | |
|--|--|
| Sector | Sector is a conglomeration of different business operations having similar business 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. |
| Occupation | Occupation is a set of job roles, which perform similar/ related set of functions in an industry. |
| Job role | Job role defines a unique set of functions that together form a unique employment opportunity in an organisation. |
| Occupational Standards (OS) | OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts. |
| Performance Criteria (PC) | Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task. |
| National Occupational Standards (NOS) | NOS are occupational standards which apply uniquely in the Indian context. |
| Qualifications Pack (QP) | QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code. |
| Unit Code | Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N' |
| Unit Title | Unit title gives a clear overall statement about what the incumbent should be able to do. |
| Description | Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for. |
| Scope | Scope is a 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 quality of performance required. |

Qualification Pack

| | |
|---|---|
| Knowledge and Understanding (KU) | <p>Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.</p> |
| Organisational Context | <p>Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.</p> |
| Technical Knowledge | <p>Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.</p> |
| Core Skills/ Generic Skills (GS) | <p>Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.</p> |
| Electives | <p>Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.</p> |
| Options | <p>Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.</p> |