

Model Curriculum

Ginning Helper

SECTOR : TEXTILE
SUB-SECTOR : SPINNING
OCCUPATION : FIBRE PREPARING
REF ID : TSC/Q0901, Version 1.0
NSQF LEVEL : 2



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: 'GINNING HELPER' QP No. 'TSC/Q0901 **NSQF Level 2**'

Date of Issuance: **May, 03rd, 2017**

Valid up to: **May 03rd, 2019**

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

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(Textile Sector Skill Council)

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GINNING HELPER

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Ginning Helper”, in the “Textile” Sector/Industry and aims at building the following key competencies for the learner.

Program Name	Ginning Helper		
Qualification Pack Name & Reference ID.	Ginning Helper, TSC/Q0901, version 1.0		
Version No.	1.0	Version Update Date	03-05-2017
Pre-requisites to Training	5 th Standard Pass, Preferably		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Undertake loading, unloading and heaping in the ginning sector • Assist production department in the ginning sector • Assist maintenance department in the ginning sector • Maintain work area, tools and machines • Work in a team • Maintain health, safety and security at work place • Comply with industry and organizational requirements 		

This course encompasses 7 out of 7 National Occupational Standards (NOS) of “Ginning - Helper” Qualification Pack issued by “TSC: Textile Sector Skill Council”

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1.	<p>Undertake loading, unloading and heaping in the ginning sector</p> <p>Theory Duration (hh:mm) 26:00</p> <p>Practical Duration (hh:mm) 60:00</p> <p>Corresponding NOS Code TSC/N0901</p>	<ul style="list-style-type: none"> • Procure count sheet, daily targets of unloading and loading of cotton from the ginning supervisor • Unload the kapas/boras from truck based on shade marked on them, mentioning where the cotton is picked and store it to the respective area by using proper material handling tools like bale hooks, bale trolleys, mechanical conveyors etc. • Report to the supervisor regarding any damage/ discrepancies while unloading of kapas/ boras • Ensure the heaping area is clean before unloading the cotton • Carry out work in a hygienic condition by cleaning frequently the fiber dust deposits and wear headwear/caps, masks, gloves, etc. to avoid fiber dust inhalation • Load the pressed bales to truck by mechanical conveyor • Ensure trucks/carts/tractors are compactly loaded with cotton bales and make it free from external contacts while transportation • Perform heaping as per the instructions given • Gain knowledge about the handling of the cotton bales as per the instructions given • Gain knowledge about the usable and waste fiber • Gain knowledge about the handling of materials used inside the ginning department • Perform proper storage and stocking of the right materials at their prescribed place • Perform better house keeping inside the Ginning department • Gain knowledge about the record keeping 	<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>

<p>2.</p>	<p>Assist production department in ginning sector</p> <p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration 26:00 (hh:mm)</p> <p>Corresponding NOS Code TSC/N0902</p>	<ul style="list-style-type: none"> • Transport the heaped cotton to the ginning department in case of manual feed • Place the heaped cotton near the ginning machine • Feed the heaped material to auto feeder in case of chute feed • Assist bale press operators for feeding the lint to traditional bale pressing machine • Transport the lint/ raw cotton where ever necessary as directed by ginning supervisor • Assist the ginning machine operators by supplying or holding materials or tools, etc. • Carry out heaping process near the ginning machine for processing small quantity directed by the ginning supervisor • Collect the cotton seed from the ginning machine and store in their respective area 	<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>
<p>3.</p>	<p>Assist maintenance department in ginning sector</p> <p>Theory Duration (hh:mm) 14:00</p> <p>Practical Duration 26:00 (hh:mm)</p> <p>Corresponding NOS Code TSC/N0903</p>	<ul style="list-style-type: none"> • Help maintenance team by supplying or holding the materials, tools, etc. in ginning department • Clean and lubricate the machine/ chute lines in ginning department • Assist the ginning fitters to clean the dust bags when required • Assist the ginning fitter for maintenance activities by performing duties of lesser skills • Transport maintenance tools like ladders, jacks, hoist for the maintenance of chute feed line • Report any unsafe condition to the ginning supervisor/ fitter 	<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>

<p>4.</p>	<p>Maintain work area, tools and machines</p> <p>Theory Duration (hh:mm) 09:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code TSC/N9001</p>	<ul style="list-style-type: none"> Gain knowledge on House keeping system Identify and know unique functions of basic hand tools like cleaning hook, cleaning stick, bag, etc. Knowledge on Handling equipment importance Perform maintenance activities for handling equipment 	<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>
<p>5.</p>	<p>Working in a team</p> <p>Theory Duration (hh:mm) 09:00</p> <p>Practical Duration (hh:mm) 18:00</p> <p>Corresponding NOS Code TSC/N9002</p>	<ul style="list-style-type: none"> Understand the team work and its importance Gain knowledge about the basic requirements of team working 	<p><u>Class room requirements:</u> a batch of 25 people seating capacity with a screen and projector</p>
<p>6.</p>	<p>Maintain health, safety and security at work place in ginning sector</p> <p>Theory Duration (hh:mm) 24:00</p> <p>Practical Duration (hh:mm) 32:00</p> <p>Corresponding NOS Code TSC/N 9003</p>	<ul style="list-style-type: none"> Knowledge about the general safety rules Gain knowledge about the importance of personal protective equipment like apron, cap, earplugs, nose mask etc. and their application under different working conditions. Gain knowledge on various health hazards relevant to workplace and basic first aid training. Identify and select right equipment such as fire extinguisher & based on type of fire. Perform good practice on first aid, firefighting etc. 	<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>

<p>7.</p>	<p>Comply with industry and organizational requirements</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 18:00</p> <p>Corresponding NOS Code TSC/N9004</p>	<ul style="list-style-type: none"> • Know about organizational and industry standards • Know the requirements for self-development • Gain knowledge on Organizational & Industry standards 	<p>Computer with access to Internet</p>
	<p>Total Duration 300:00 Hours</p> <p>Theory Duration 100:00</p> <p>Practical Duration 200:00</p>	<p>Unique Equipment Required:</p> <p>Laptop, white board, marker, projector, first aid kit, Hook, Nose mask</p>	

Grand Total Course Duration: 300 Hours, 0 Minutes

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

Trainer Prerequisites for Job role: “Ginning Helper” mapped to Qualification Pack: “TSC/Q0901”, Version 1.0

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “ <u>Ginning Helper, TSC/Q0901</u> ” Version 1.0”.
2	Personal Attributes	Aptitude for conducting training, and pre / post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organized and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	Minimum Educational Qualifications	5 th Standard Pass, Preferably
4a	Domain Certification	Certified for Job Role: Ginning Helper” mapped to QP: “ <u>Ginning Helper, TSC/Q0901</u> ” Version 1.0 Minimum accepted score 80%.
4b	Platform Certification	Required that the Trainer is certified for MEP/Q 0102 Job Role: “Trainer” with at least 80% score
5	Experience	1 year of Specific sector & 4 years of Trainer experience

Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Ginning Helper
Qualification Pack	TSC/Q0901, V 1.0
Sector Skill Council	Textile Sector Skill Council

Sr. No.	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 & skill practical for each PC.
2	The assessment for the theory part will be based on knowledge bank of question created by SSC.
3	Assessments 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 centre (as per assessment criteria below)
5	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on these criteria.
6	To pass the qualification pack, every trainee should score a minimum of 50%.
7	In case of unsuccessful completion, the trainee may seek reassessment on the Qualification pack

Title of Component:

Total Marks : 530	Compulsory NOS			Marks Allocation	
	Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Theory
1.TSC/N0901 Undertake loading, unloading and heaping in the ginning sector	PC1. get count sheet, daily targets of unloading and loading of cotton from the ginning supervisor	150	10	3	7
	PC2. unload the kapas/boras from truck based on shade marked on them, mentioning where the cotton is picked and store it to the respective area by using proper material handling tools like bale hooks, bale trolleys, mechanical conveyors etc.		10	3	7
	PC3. report to the supervisor regarding any damage/ discrepancies while unloading of kapas/ boras		10	3	7
	PC4. ensure the heaping area is clean before unloading the cotton		10	3	7
	PC5. carry out work in a hygienic condition by cleaning frequently the fiber dust deposits and wear headwear/caps, masks, gloves, etc. to avoid fiber dust inhalation		10	3	7
	PC6. load the pressed bales to truck by mechanical conveyor		10	3	7
	PC7. ensure trucks/carts/tractors are compactly loaded with cotton bales and make it free from external contacts while transportation		10	3	7
	PC8. carry out all unloading of kapas/ boras based on color tag provided with them at their respective heaping areas		10	3	7
	PC9. heap layer by layer of cotton as per instructions		10	3	7
	PC10. dispense the kapas/ boras to the dispensing machine		10	3	7
	PC11. ensure that heap is covered with tarpaulin to protect from rain, sun and airborne impurities		10	3	7

Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Marks Allocation	
				Theory	Practical Skills
	PC12. open cotton bags by un-sewing instead of cutting twine into small piece		10	3	7
	PC13. store bales on clean, paved and preferably roofed platforms or in well ventilated, covered godown		5	1	4
	PC14. remove all immature fibres and contaminants like metal wires, bolts, machine parts, leather pieces, spilt oil cleaning cloths, etc.		5	1	4
	PC15. collect immature fibers and contaminations in separate bags		5	2	3
	PC16. handle all materials such as kapas, seed and lint with care to avoid mixing with foreign matter		5	2	3
	PC17. ensure that the premises are protected from any harmful chemical, plastics and flammable materials		10	3	7
			Total	150	45
2.TSC/N0902 Assist production department in ginning sector	PC1. transport the heaped cotton to the ginning department in case of manual feed	60	5	1	4
	PC2. place the heaped cotton near the ginning machine		5	1	4
	PC3. feed the heaped material to auto feeder in case of chute feed		5	1	4
	PC4. assist bale press operators for feeding the lint to traditional bale pressing machine		5	1	4
	PC5. transport the lint/ raw cotton where ever necessary as directed by ginning supervisor		5	1	4
	PC6. assist the ginning machine operators by supplying or holding materials or tools, etc.		5	1	4

Total Marks : 530	Compulsory NOS			Marks Allocation		
	Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Theory	Practical Skills
	PC7. carry out heaping process near the ginning machine for processing small quantity directed by the ginning supervisor			5	1	4
	PC8. collect the cotton seed from the ginning machine and store in their respective area			10	3	7
	PC9. pack the seeds in desired quantity in sacks as directed by the supervisor			5	1	4
	PC10. mark and tag information provided by the supervisor on cotton seed sacks			5	1	4
	PC11. transport and store the seed bags at their respective area			5	1	4
			Total	60	13	47
3.TSC/N0903 Assist maintenance department in ginning sectorr	PC1. help maintenance team by supplying or holding the materials, tools, etc. in ginning department		70	10	3	7
	PC2. clean and lubricate the machine/ chute lines in ginning department			10	3	7
	PC3. assist the ginning fitters to clean the dust bags when required			10	3	7
	PC4. assist the ginning fitter for maintenance activities by performing duties of lesser skills			10	3	7
	PC5. transport maintenance tools like ladders, jacks, hoist for the maintenance of chute feed line whenever required inside the ginning department			10	3	7
	PC6. assess personal protective equipment while cleaning/ transporting materials like ladders, jacks, hoist etc. inside the ginning department			10	3	7
	PC7. report any unsafe condition if noticed to the ginning supervisor/ fitter inside the department			10	3	7
			Total	70	21	49

Total Marks : 530	Compulsory NOS			Marks Allocation	
	Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Theory
4.TSC/N9001 (Maintain work area, tools and machines)	PC1. handle materials, machinery, equipment and tools with care and use them in the correct way	50	4	1	3
	PC2. use correct lifting and handling procedures		4	1	3
	PC3. use materials to minimize waste		3	1	2
	PC4. maintain a clean and hazard free working area		3	1	2
	PC5. maintain tools and equipment		4	2	2
	PC6. carry out running maintenance within agreed schedules		4	1	3
	PC7. carry out maintenance and/or cleaning within one's responsibility		4	1	3
	PC8. report unsafe equipment and other dangerous occurrences		4	1	3
	PC9. ensure that the correct machine guards are in place		3	1	2
	PC10. work in a comfortable position with the correct posture		3	1	2
	PC11. use cleaning equipment and methods appropriate for the work to be carried out		3	1	2
	PC12. dispose of waste safely in the designated location		4	1	3
	PC13. store cleaning equipment safely after use		3	1	2
	PC14. carry out cleaning according to schedules and limits of responsibility		4	1	3
	Total		50	15	35
5.TSC/N9002 (Working in a team)	PC1. be accountable to the own role in whole process	50	4	2	2
	PC2. perform all roles with full responsibility		4	2	2
	PC3. be effective and efficient at workplace		4	1	3
	PC4. properly communicate about company policies		4	1	3
	PC5. report all problems faced during the process		4	1	3

Assessable Outcomes	Assessment Criteria	Total Marks	Marks Allocation			
			Out of	Theory	Practical Skills	
Total Marks : 530		Compulsory NOS			Marks Allocation	
	PC6. talk politely with other team members and colleagues		4	1	3	
	PC7. submit daily report of own performance		5	2	3	
	PC8. adjust in different work situations		4	1	3	
	PC9. give due importance to others' point of view		4	2	2	
	PC10. avoid conflicting situations		4	2	2	
	PC11. develop new ideas for work procedures		5	1	4	
	PC12. improve upon the existing techniques to increase process efficiency		4	1	3	
	Total		50	17	33	
6.TSC/N9003 (Maintain health, safety and security at work place)	PC1. comply with health and safety related instructions applicable to the workplace	100	5	2	3	
	PC2. use and maintain personal protective equipment such as "ear plug", " nose mask ", " head cap" etc., as per protocol		5	2	3	
	PC3. carry out own activities in line with approved guidelines and procedures		4	2	2	
	PC4. maintain a healthy lifestyle and guard against dependency on intoxicants		4	2	2	
	PC5. follow environment management system related procedures		4	2	2	
	PC6. identify and correct (if possible) malfunctions in machinery and equipment		5	2	3	
	PC7. report any service malfunctions that cannot be rectified		4	2	2	
	PC8. store materials and equipment in line with organisational requirements		4	1	3	
	PC9. safely handle and remove waste		4	1	3	
	PC10. minimize health and safety risks to self and others due to own actions		5	2	3	
	PC11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks		4	2	2	
	PC12. monitor the workplace and work processes for potential risks and threat		5	2	3	

Total Marks : 530		Compulsory NOS		Marks Allocation	
Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Theory	Practical Skills
	PC13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		5	2	3
	PC14. report hazards and potential risks/ threats to supervisors or other authorized personnel		4	1	3
	PC15. participate in mock drills/ evacuation procedures organized at the workplace		4	2	2
	PC16. undertake first aid, fire-fighting and emergency response training, if asked to do so		5	2	3
	PC17. take action based on instructions in the event of fire, emergencies or accidents		5	2	3
	PC18. follow organisation procedures for shutdown and evacuation when required		4	2	2
	PC19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry		4	2	2
	PC20. recognise other possible security issues existing in the workplace		4	2	2
	PC21. recognise different measures to curb the hazards		4	2	2
	PC22. communicate the safety plan to everyone		4	2	2
	PC23. attach disciplinary rules with the implementation		4	2	2
	Total		100	43	57
7.TSC/N9004 (Comply with industry and organizational requirements)	PC1. perform own duties effectively	50	4	1	3
	PC2. take responsibility for own actions		4	1	3
	PC3. be accountable towards the job role and assigned duties		4	2	2
	PC4. take initiative and innovate the existing methods		3	1	1
	PC5. focus on self-learning and improvement		4	1	3
	PC6. co-ordinate with all the team members and colleagues		4	1	3
	PC7. communicate politely		4	1	3

Total Marks : 530	Compulsory NOS			Marks Allocation		
	Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Theory	Practical Skills
		PC8. avoid conflicts and miscommunication		4	1	3
		PC9. know the organisational standards		4	2	2
		PC10. implement them in your performance		4	1	3
		PC11. motivate others to follow them		3	1	2
		PC12. know the industry standards		4	3	1
		PC13. align them with organisation standards		4	2	2
		Total		50	18	32
		Total		530	172	358