

Model Curriculum

Jute Selector Cum Assorter

SECTOR: TEXTILE
SUB-SECTOR: SPINNING- TEXTILES
OCCUPATION: PRE SPINNING OPERATIONS
REF ID: TSC/Q0107, V3.0
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: Jute Selector cum Assorter QP No. 'TSC/Q0107' NSQF Level 2'

Date of Issuance: ! 500

Valid up to: ! 500

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



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Director (C&T)
(Textile Sector Skill Council)

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Jute Selector cum Assorter

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a "Jute Selector cum Assorter", in the "Textile & Handloom" Sector and aims at building the following key competencies amongst the learner

Program Name	Jute Selector cum Assorter		
Qualification Pack Name & Reference ID.	Jute Selector cum Assorter TSC/Q0107, Version 3.0		
Version No.	3.0	Version Update Date	31.03.2022
Pre-requisites to Training	Ability to read and write		
Training Outcomes	After completing this programme, participants will be able to: <ul style="list-style-type: none"> • Handle Grade wise jute bales for stacking • Perform sorting and cut of raw jute • Upgrade and downgrade the raw jute • Maintain work area, tools and machines • Gain behavioral skill for team working • Maintain health, safety and security at work place • Comply with industry and organizational requirement 		

This course encompasses 7 out of 7 National Occupational Standards (NOS) of “Jute Selector cum Assorter” Qualification Pack issued by “TSC: Textile Sector Skill Council”

	Module	Key Learning Outcomes	Equipment Required
1	Handling jute bales and grade wise stacking Theory Duration (hh:mm) 07:30 Practical Duration (hh:mm) 22:30 Corresponding NOS Code TSC/N 0123	<ul style="list-style-type: none"> Gain knowledge about tools required for handling bales Gain knowledge material handling equipment's for jute bale stacking Understand the role of selector cum assorter Gain knowledge about the grade wise stacking of Jute bales 	Class room requirements: a batch of 25 people seating capacity with a screen and projector
2	Sort and cut of raw Jute for further processing Theory Duration (hh:mm) 22:30 Practical Duration (hh:mm) 67:30 Corresponding NOS Code TSC/N 0124	<ul style="list-style-type: none"> Identify and cut the root portion Analyze the jute parameters by visible method Learn to stack the jute fibers in dry condition 	1. common for every batch: poster/video visuals for work method 2. Class room requirements: a batch of 25 people seating capacity with a screen and projector
3	Up-gradation and down gradation of raw jute Theory Duration (hh:mm) 30:00 Practical Duration (hh:mm) 60:00 Corresponding NOS Code TSC/N 0125	<ul style="list-style-type: none"> Gain knowledge on upgradation and down gradation based on quality Identify and stack the good and rejected quantity separately 	1. common for every batch: poster/video visuals for work method 2. Class room requirements: a batch of 25 people seating capacity with a screen and projector

4	<p>Maintain work area, tools, material handling equipment and machinery for each section of jute processing</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code TSC/N 9009</p>	<ul style="list-style-type: none"> Gain knowledge on housekeeping and its importance Identify the unique functions of basic hand tools Gain knowledge on material handling equipments and their importance Perform maintenance activities for material handling equipments 	<p>1. <u>A sample of following items for each trainee:</u> apron, head cap, nose mask, ear plug, shoe,</p> <p>2. <u>common for every batch:</u> first aid materials, fire extinguisher, work method posters/pictures,</p> <p>3. <u>Class room requirements:</u> 25 people seating capacity with a screen and projector</p>
5	<p>Working in a team</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code TSC/N 9002</p>	<ul style="list-style-type: none"> Understand the team work and its importance Understand the basic requirements of team working 	<p><u>Class room requirements:</u> 25 people seating capacity with a screen and projector</p>
6	<p>Maintain health, safety and security at workplace</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 30:00</p> <p>Corresponding NOS Code TSC/N 9003</p>	<ul style="list-style-type: none"> Gain knowledge on 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 use the correct extinguisher based on fire type. Perform good practice on first aid, fire fighting etc. 	<p>1. A sample of following items for each trainee: apron, head cap, nose mask, ear plug, shoe,</p> <p>2. <u>common for every batch:</u> first aid materials, fire extinguisher, work method posters/pictures,</p> <p>3. <u>Class room requirements:</u> 25 people seating capacity with a screen and projector</p>

7	<p>Comply with industry and organizational requirement in jute sector</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code TSC/N 9010</p>	<ul style="list-style-type: none"> Gain knowledge about organizational and industry standards in Jute sector Understand the requirements for self-development Gain knowledge on organizational and industry standards in jute sector 	<p>Class room requirements: 25 people seating capacity with a screen and projector</p>
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8	<p>Employability Skills (30 Hours)</p> <p>Theory Duration (hh:mm) 12:00</p> <p>Practical Duration (hh:mm) 18:00</p>	<ul style="list-style-type: none"> • Discuss the importance of Employability Skills in meeting the job requirements. • Explain constitutional values, civic rights, duties, citizenship, responsibility towards society etc. that are required to be followed to become a responsible citizen. • Show how to practice different environmentally sustainable practices • Discuss 21st century skills. • Display positive attitude, self -motivation, problem solving, time management skills and continuous learning mindset in different situations. • Use appropriate basic English sentences/ phrases while speaking • Demonstrate how to communicate in a well -mannered way with others. • Demonstrate working with others in a team • Show how to conduct oneself appropriately with all genders and PwD • Discuss the significance of reporting sexual harassment issues in time • Discuss the significance of using financial products and services safely and securely. • Explain the importance of managing expenses, income, and savings. • Explain the significance of approaching the concerned authorities in time for any exploitation as per legal rights and laws • Show how to operate digital devices and use the associated applications and features, safely and securely • Discuss the significance of using internet for browsing, accessing social media platforms, safely and securely. • Discuss the need for identifying opportunities for potential business, sources for arranging money and potential legal and financial challenges. • Differentiate between types of customers • Explain the significance of identifying customer needs and addressing them • Discuss the significance of maintaining hygiene and dressing appropriately. • Create a biodata • Use various sources to search and apply for jobs • Discuss the significance of dressing up neatly and maintaining hygiene for an interview • Discuss how to search and register for apprenticeship opportunities. 	<p>Class room requirements: 25 people seating capacity with a screen and projector</p>
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<p>Total Duration:</p> <p>Theory Duration 102:00</p> <p>Practical Duration 228:00</p>	<p>Unique Equipment Required: Apron, head cap, nose mask, earplug, shoe, Drawing hook, Scissors, Thrumbs</p>
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Grand Total Course Duration: 330 Hours, 0 Minutes

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

Trainer Prerequisites for Job role: “Jute Selector cum Assorter” mapped to Qualification Pack: “TSC/Q0107, Version 3.0”

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “ <u>Jute Selector cum Assorter, TSC/Q 0107, version 3.0</u> ”
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
3	Minimum Educational Qualifications	Basic Literacy and Numeracy
4a	Domain Certification	Certified for Job Role: “ <u>Jute Selector cum Assorter</u> ” mapped to QP: “ <u>Jute Selector cum Assorter TSC/Q0107, Version 3.0</u> ”. Minimum accepted score 80%.
4b	Platform Certification	Required that the Trainer is certified for MEP/Q2601 Job Role: “Trainer” with atleast 80% score
5	Experience	4 years experience in jute as a trainer with 1 year in jute production

Employability Trainer Prerequisites

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate/CITS	Any Discipline			2	Teaching Experience	Prospective ES trainer should: <ul style="list-style-type: none"> • have good communication skills • be well versed in English • have digital skills • have attention to detail • be adaptable • have willingness to learn
Current ITI Trainers	Employability Skills Training (3 days full-time course done between 2019-2022)					
Certified current EEE trainers (155 hours)	from Management SSC (MEPSC)					
Certified Trainer	Qualification Pack: Trainer (MEP/Q0102)					

Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Jute Selector cum Assorter
Qualification Pack	TSC/Q0107, V 3.0
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	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below)
4	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on these criteria.
5	To pass the qualification pack, every trainee should score a minimum of 50% in aggregate.
6	The marks are allotted PC wise, however every NOS will carry a weightage in the total marks allocated to the specific QP
7	In case of unsuccessful completion, the trainee may seek reassessment on the Qualification pack

Total Marks: 425	Compulsory NOS			Marks Allocation	
Assessable Outcomes	Assessment Criteria	Total Marks	Assessable Outcomes	Assessment Criteria	Total Marks
1.TSC/N0123 Handling jute bales and Grade wise stacking	PC1.bring the following tools/ equipment required for the task Tools/ Equipment: Chopper/Knife- for root cutting, wooden block- for chopping, set of spikes-for hackling, nose mask, hook for bale movement, trolley- for bring the bales from godown and for stacking grade-wise selected jute (barrow)		7	5	2
	PC2.bring the jute bales from godown to the selection spot using the specified material handling equipment		5	2	3
	PC3.remove the bale ropes using the specified tool/knife, cut them to open the bales without damaging jute fibres		6	2	4
	PC4.open the knots of ropes and place them separately for further processing		5	2	3
	PC5.dispose the jute bale ropes to the specified place as per Sardar's/ Supervisor's instruction		5	2	3
	PC6.keep separately the entangled jute fibres (Habijabi), if found within the bale		6	2	4
	PC7.keep 'Marka' (a written tag for grade of jute and its mokam) at the appropriate place for reference		5	2	3
	PC8.transport the specified number of bales of selected grade from one place to another as per the instruction of Sardar (Jobber) or Supervisor		6	3	3
	PC9.weigh the bales, if necessary, as per supervisor's instruction		5	2	3
		Total	50	22	28
2.TSC/N0124 Sort and cut raw Jute for further processing	PC1.identify the approximate root portion (approximate weight %) in bundles of raw jute strand (Reed) in morah and chop the root portion (correct length of root portion is to be ensured) by a chopper or knife, depending on next process whether to Softener or Spreader and yarn quality to make (as per instruction received) and keep the root portion at appropriate place for further processing		12	6	6

Total Marks: 425	Compulsory NOS			Marks Allocation	
Assessable Outcomes	Assessment Criteria	Total Marks	Assessable Outcomes	Assessment Criteria	Total Marks
	PC2.hackle the entangled jute reed/strand for proper cleaning and opening each bundle for proper selection and grading		8	3	5
	PC3.select raw jute bundles in proper manner giving due importance to each quality parameter and defects etc.		10	4	6
	PC4.ensure by hand and eye method the following quality parameters of raw jute fibres during selection, Strength, Root content, Defects, Colour, Fineness, Bulk-Density		8	3	5
	PC5.ensure that after proper selection of jute bundle, each morah (approx. 1500 ± 200 gms) is half twisted and folded at the middle before stacking for further processing to keep grade-wise		12	6	6
	PC6.ensure that raw jute after selection is to be kept in dry and clean conditions		8	3	5
	PC7.ensure that barrows with selected morahs be marked with proper identification mark, to avoid mixing up of one quality of jute fibre morahs with other quality morahs		9	4	5
	PC8.any anomalies to be reported to the Sardar (Jobber) or Supervisor, e.g. the unavailability of jute bales of a particular grade as required for processing of a specific yarn count, has to be reported to the next senior		8	3	5
		Total	75	32	43
3.TSC/N0125 Up-gradation and down gradation of raw jute	PC1.downgrade/upgrade the jute bundle, if there is incorrectly assigned grade in marka, even for few bundles		10	5	5
	PC2.ensure that after up-gradation and down-gradation the jute bundle has been separately stacked with identification mark		10	4	6
	PC3.ensure that after down-gradation/ up-gradation, the bigger bundle of raw jute is to be splitted into smaller and uniform weight of morah (approx. 1500 ± 200 gms each)		10	5	5

Total Marks: 425	Compulsory NOS			Marks Allocation	
Assessable Outcomes	Assessment Criteria	Total Marks	Assessable Outcomes	Assessment Criteria	Total Marks
	PC4.ensure that after up-gradation and down-gradation the weight of the jute bundles (up-graded & down-graded) has been done separately for claim purpose		10	4	6
	PC5.ensure that the moisture content of jute morah has been taken properly for future reference		10	4	6
		Total	50	22	28
4.TSC/N9009 Maintain work area, tools, material handling equipment and machinery for jute processing	PC1.maintain personal hygiene and human safety, machine safety and specific dress code		2	1	1
	PC2.carefully handle raw jute, slivers of jute, jute yarns and fabrics to minimize wastage		3	1	2
	PC3.carefully handle all tools such as hand root cutter, circular blade motorized root cutter, chopper, wooden block, bale hook, rope cutter, picking hook, brooms etc.		3	1	2
	PC4.carefully handle moisture meter		2	1	1
	PC5.carefully handle weigh machine,		2	1	1
	PC6.use proper mechanical handling equipment for lifting and handling jute and other materials		3	1	2
	PC7.keep all waste jute materials in a specified place for further processing		4	1	3
	PC8.maintain a clean and hazard free working area, keeping floors free from all encumbrances		3	1	2
	PC9.maintain tools and equipment being used for jute processing		3	1	2
	PC10.carry out scheduled running maintenance like shift-wise cleaning and oiling in respective jute processing machinery		4	2	2
	PC11.report to supervisor for any abnormal sound, from any machine for jute processing		2	1	1
	PC12.report to supervisor all anomalies and unsafe conditions of equipment and other unprecedented occurrences		3	2	1

Total Marks: 425	Compulsory NOS			Marks Allocation	
Assessable Outcomes	Assessment Criteria	Total Marks	Assessable Outcomes	Assessment Criteria	Total Marks
	PC13.ensure that the doors and covers for gear side/ belt side of the jute machinery are kept properly closed and all machine guards are in appropriate place		3	1	2
	PC14.ensure that standing place in working position are free from all encumbrances, to maintain correct posture of working/sitting/standing during working in respective jute processing machinery		3	1	2
	PC15.use appropriate cleaning equipment like knife, brooms, pliers, screw driver etc. and follow appropriate cleaning methods for the work to be carried out in particular jute processing machine		2	1	1
	PC16.stack/dispose jute fibre/sliver/yarn waste safely in the designated location/place/bag to help usage of all wastages for further processing		3	1	2
	PC17.store all gadgets, tools and cleaning equipment safely after their use in designated place after cleaning them properly		2	1	1
	PC18.carry out cleaning and minor/small maintenance jobs for each jute processing machine as per schedule within limits of specific responsibility, as instructed		3	1	2
		Total	50	20	30
5.TSC/N9002 Working in a team	PC1.be accountable to the own role in whole process		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
	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

Total Marks: 425	Compulsory NOS			Marks Allocation	
Assessable Outcomes	Assessment Criteria	Total Marks	Assessable Outcomes	Assessment Criteria	Total Marks
	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 workplace	PC1.comply with health and safety related instructions applicable to the workplace		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
	PC13.carry out periodic walk-through to keep work area free from all hazards and obstructions		5	2	3

Total Marks: 425	Compulsory NOS			Marks Allocation	
Assessable Outcomes	Assessment Criteria	Total Marks	Assessable Outcomes	Assessment Criteria	Total Marks
	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 and		4	2	2
	PC23.attach disciplinary rules with the implementation		4	2	2
		Total	100	43	57
7.TSC/N9010 Comply with industry and organizational requirement in jute sector	PC1.perform assigned duties effectively section- wise / machine- wise		4	1	3
	PC2.take full responsibility for desired performance		4	1	3
	PC3.be accountable towards the job role and assigned duties		4	2	2
	PC4.report any anomalies found in the section / machinery to the Sardar (Jobber) or Supervisors		4	2	2
	PC5.take drive on self-learning for improving efficiency		4	2	2
	PC6.co-ordinate with all the team members and colleagues		4	2	2
	PC7.communicate politely		3	1	2
	PC8.avoid conflicts and miscommunication		3	1	2

Total Marks: 425	Compulsory NOS			Marks Allocation	
Assessable Outcomes	Assessment Criteria	Total Marks	Assessable Outcomes	Assessment Criteria	Total Marks
	PC9.take part in Quality Circle activity to discuss process and innovative ideas in Quality Circle		4	2	2
	PC10.take all initiative to achieve organisational norms for processing of yarn and fabrics of jute and to motivate all other fellow workers to follow them		5	3	2
	PC11.implement the collection of wastage in a proper method (as instructed) for further processing		4	2	2
	PC12.follow specific environmental regulation for jute industry		4	1	3
	PC13.keep area of work and machine clean		3	1	2
		Total	50	21	29

National Occupational Standards (NOS)	Performance Criteria (PC)	Total Marks	Out Of	Marks Allocation	
				Theory Marks	Practical Marks
8. DGT/VSQ/N0101 – Employability Skills	Introduction to Employability Skills			1	1
	1. understand the significance of employability skills in meeting the job requirements				
	Constitutional values – Citizenship			1	1
	2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices.				
	Becoming a Professional in the 21st Century			1	3
	3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.				
	Basic English Skills			2	3
	4. speak with others using some basic English phrases or sentences				
	Communication Skills			1	1
	5. follow good manners while communicating with others				
	6. work with others in a team				
	Diversity & Inclusion			1	1
	7. communicate and behave appropriately with all genders and PwD				
	8. report any issues related to sexual harassment				
	Financial and Legal Literacy			3	4
	9. use various financial products and services safely and securely				
	10. calculate income, expenses, savings etc.				
	11. approach the concerned authorities for any exploitation as per legal rights and laws				

	Essential Digital Skills		4	6
	12. operate digital devices and use its features and applications securely and safely			
	13. use internet and social media platforms securely and safely			
	Entrepreneurship		3	5
	14. identify and assess opportunities for potential business			
	15. identify sources for arranging money and associated financial and legal challenges			
	Customer Service		2	2
	16. identify different types of customers			
	17. identify customer needs and address them appropriately.			
	18. follow appropriate hygiene and grooming standards.			
	Getting ready for apprenticeship & Jobs		1	3
	19. create a basic biodata			
	20. search for suitable jobs and apply			
	21. identify and register apprenticeship opportunities as per requirement			
	NOS Total	50	20	30
	Grand Total	475	197	278



Textile Sector Skill Council

15th Floor, Nirmal Tower, Barakhamba Road, New Delhi-110 001