



# Blowroom Operator

QP Code: TSC/Q0101

Version: 3.0

NSQF Level: 3

Textile Sector Skill Council || 14-H, 14th Floor, Hansalaya Building, 15, Barakhamba Road  
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## Contents

TSC/Q0101: Blowroom Operator .....	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/N0101: Taking charge of shift and handing over shift to Blowroom Operator .....	5
TSC/N0102: Operating the machines in blowroom .....	11
TSC/N0103: Tenting, Cleaning and maintenance responsibilities in blowroom .....	18
TSC/N9001: Maintain work area, tools, and machines .....	25
TSC/N9002: Working in a team .....	29
TSC/N9003: Maintain health, safety and security at workplace .....	33
TSC/N9004: Comply with industry and organizational requirement .....	39
DGT/VSQ/N0101: Employability Skills (30 Hours) .....	43
Assessment Guidelines and Weightage .....	48
<i>Assessment Guidelines</i> .....	48
<i>Assessment Weightage</i> .....	49
Acronyms .....	50
Glossary .....	51

## TSC/Q0101: Blowroom Operator

### Brief Job Description

A blowroom operator is responsible to carry out activities in the sequence of machines in blowroom department. A blowroom operator should be able to operate the sequence of machines in blowroom department, carry out routine cleaning and preventive maintenance activities, ascertaining proper functioning of all machines thus ensuring the opened and cleaned fibre gets transported to the carding department via chute/lap feed system.

### Personal Attributes

This job requires the individual to have thorough knowledge in process flow and material flow in a textile mill for yarn production and should be able to know the important functions and operations of all the machines in blowroom department.

### Applicable National Occupational Standards (NOS)

#### Compulsory NOS:

1. [TSC/N0101: Taking charge of shift and handing over shift to Blowroom Operator](#)
2. [TSC/N0102: Operating the machines in blowroom](#)
3. [TSC/N0103: Tenting, Cleaning and maintenance responsibilities in blowroom](#)
4. [TSC/N9001: Maintain work area, tools, and machines](#)
5. [TSC/N9002: Working in a team](#)
6. [TSC/N9003: Maintain health, safety and security at workplace](#)
7. [TSC/N9004: Comply with industry and organizational requirement](#)
8. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

### Qualification Pack (QP) Parameters

<b>Sector</b>	Textile
<b>Sub-Sector</b>	Spinning – Textiles
<b>Occupation</b>	Pre Spinning Operations

## Qualification Pack

<b>Country</b>	India
<b>NSQF Level</b>	3
<b>Credits</b>	13
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/7318.09
<b>Minimum Educational Qualification &amp; Experience</b>	9th Class (with No Experience (OR) Grade 8 pass and pursuing continuous schooling in regular school with vocational subject with no experience (OR) 8th grade pass with 1 year of relevant experience (OR) 5th grade pass with 4 years of relevant experience (OR) Ability to read and write with 5 years of experience)
<b>Minimum Level of Education for Training in School</b>	9th Class
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	25/11/2024
<b>NSQC Approval Date</b>	17/11/2022
<b>Version</b>	3.0
<b>Reference code on NQR</b>	2022/TEXT/TSC/07036
<b>NQR Version</b>	1.0

## Qualification Pack

# TSC/N0101: Taking charge of shift and handing over shift to Blowroom Operator

## Description

This unit is about taking charge of shift from previous shift Blowroom operator and relieving the responsibilities to the next shift Blowroom operator

## Scope

The scope covers the following :

- taking charge of shift from Blowroom operator, handing over shift to Blowroom operator

## Elements and Performance Criteria

### *taking charge of shift from Blowroom operator*

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

1. come at least 10 - 15 minutes earlier to the work spot
2. bring the necessary operational tools to the blowroom department
3. meet the previous shift operator and discuss with him/ her regarding the issues faced by them with respect to the quality, production, spare, safety or any other specific instruction etc
4. understand the mixing followed, count produced, followed in the blowroom for his allocated machines
5. ensure the technical details are mentioned in the display board in the blowroom machine
6. check the availability of bales with technical details mentioned regarding the type of material used for producing a particular type of yarn
7. check the fibre tuft passage and proper transportation of fibre tufts to carding department via chute/lap feed system
8. ensure proper functioning of blowroom machine parts and variations if any should be discussed with operator and reported to superiors
9. check the cleanliness of the machines & other work areas
10. check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas
11. question the previous shift operator for any deviation in the above and should bring the same to the knowledge of his/ her shift superior as well as that of the previous shift
12. ensure the wastes collection boxes are empty while taking charge of shift
13. ensure the work spot is clean
14. take over the shift from the outgoing blow room operator in a proper manner

### *handing over shift to Blowroom operator*

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

15. hand over the shift to the incoming blow room operator in a proper manner
16. ensure in providing the details regarding mixing followed, count produced, followed in the blowroom machines

## Qualification Pack

17. provide all relevant information regarding the count produced, damaged machine parts if any
18. get clearance from the incoming counterpart before leaving the work spot
19. report to his/ her shift superiors as well as that of the incoming shift operator in case his/ her counterpart doesn't report for the incoming shift
20. ensure the shift has to be properly handed over to the incoming shift operator
21. report to his/ her shift superior about the quality / production / safety issues/ any other issue faced in his/ her shift and should leave the department only after getting concurrence for the same from his/ her superiors
22. collect the wastes from waste collection bags, weigh them and transport to storage area
23. ensure the work spot is clean

## 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 organizational 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
- KU8.** the organization's rules, codes and guidelines (including time keeping)
- KU9.** the company's quality standards
- KU10.** the importance of complying with written instructions
- KU11.** equipment operating procedures / supervisor's instructions
- KU12.** the importance of types of fibres, types of yarn, yarn count
- KU13.** process flow in a spinning mill
- KU14.** material flow in a spinning mill
- KU15.** importance of mixing, count change
- KU16.** functions of different machines in blowroom
- KU17.** importance of colour coding followed for different counts in spinning mill
- KU18.** knowledge of waste collection system & equipment used
- KU19.** importance of material handling and types of material handling equipment used
- KU20.** importance of cleanliness at workplace
- KU21.** functions and methodology for operating different material handling equipment
- KU22.** understanding the functions of different signal lamps
- KU23.** guidelines for operating the different sequence of machines in blowroom
- KU24.** guidelines for taking charge of shift from previous shift blowroom operator
- KU25.** guidelines for handing over the shift to the next shift blowroom operator
- KU26.** safety procedures to be followed in blowroom

## Generic Skills (GS)

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

- GS1.** write clear and short sentences
- GS2.** plan and manage work routine based on company's procedure
- GS3.** patrol around the blowroom department and ensure proper functioning of machines
- GS4.** procedure for operating different material handling tools and equipment
- GS5.** procedure for patrolling around the blowroom departments and identifying worn out or damaged machine parts
- GS6.** maintain neatness at work
- GS7.** functions of different machines in blowroom
- GS8.** use the safety procedures to be followed in blowroom
- GS9.** procedure for operating different material handling tools and equipment
- GS10.** maintain neatness at work



## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>taking charge of shift from Blowroom operator</i>	<b>22</b>	<b>23</b>	-	<b>16</b>
1. come at least 10 - 15 minutes earlier to the work spot	1	1	-	1
2. bring the necessary operational tools to the blowroom department	1	2	-	1
3. meet the previous shift operator and discuss with him/ her regarding the issues faced by them with respect to the quality, production, spare, safety or any other specific instruction etc	3	2	-	2
4. understand the mixing followed, count produced, followed in the blowroom for his allocated machines	3	2	-	2
5. ensure the technical details are mentioned in the display board in the blowroom machine	2	1	-	1
6. check the availability of bales with technical details mentioned regarding the type of material used for producing a particular type of yarn	1	2	-	1
7. check the fibre tuft passage and proper transportation of fibre tufts to carding department via chute/lap feed system	1	1	-	1
8. ensure proper functioning of blowroom machine parts and variations if any should be discussed with operator and reported to superiors	2	2	-	1
9. check the cleanliness of the machines & other work areas	1	2	-	1
10. check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas	1	2	-	1
11. question the previous shift operator for any deviation in the above and should bring the same to the knowledge of his/ her shift superior as well as that of the previous shift	2	1	-	1



### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
12. ensure the wastes collection boxes are empty while taking charge of shift	1	2	-	1
13. ensure the work spot is clean	1	1	-	1
14. take over the shift from the outgoing blow room operator in a proper manner	2	2	-	1
<i>handing over shift to Blowroom operator</i>	<b>15</b>	<b>12</b>	-	<b>12</b>
15. hand over the shift to the incoming blow room operator in a proper manner	3	2	-	2
16. ensure in providing the details regarding mixing followed, count produced, followed in the blowroom machines	3	2	-	2
17. provide all relevant information regarding the count produced, damaged machine parts if any	2	1	-	2
18. get clearance from the incoming counterpart before leaving the work spot	2	1	-	2
19. report to his/ her shift superiors as well as that of the incoming shift operator in case his/ her counterpart doesn't report for the incoming shift	1	2	-	1
20. ensure the shift has to be properly handed over to the incoming shift operator	1	1	-	2
21. report to his/ her shift superior about the quality / production / safety issues/ any other issue faced in his/ her shift and should leave the department only after getting concurrence for the same from his/ her superiors	2	2	-	-
22. collect the wastes from waste collection bags, weigh them and transport to storage area	1	1	-	1
23. ensure the work spot is clean	-	-	-	-
<b>NOS Total</b>	<b>37</b>	<b>35</b>	-	<b>28</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N0101
<b>NOS Name</b>	Taking charge of shift and handing over shift to Blowroom Operator
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Spinning – Textiles
<b>Occupation</b>	Pre Spinning Operations
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	25/11/2021
<b>Next Review Date</b>	25/11/2024
<b>NSQC Clearance Date</b>	17/11/2022

## Qualification Pack

### TSC/N0102: Operating the machines in blowroom

#### Description

This unit is about carrying out procedure for operating the sequence of machines in the blowroom

#### Scope

The scope covers the following :

- laying the bales
- running the machines for production
- working with bale opener
- safety precautions while operating the machines

#### Elements and Performance Criteria

##### *Laying the bales*

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

1. ensure receipt of correct bales from bale godown storage area
2. lay the bales as per the plan given
3. open the bale hoops
4. remove covering cloth
5. clean the sides of bales
6. ensure proper identification of the bales
7. use proper material handling tools for transporting bales and opening the bales
8. use proper cleaning equipment for cleaning the outer surface of the bales
9. remove the bale strip properly
10. keep the bale strip at specified place after cleaning it and rolling it
11. ensure proper material handling of tools and equipment

##### *Running the machines for production*

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

12. start the sequence of machines in blowroom
13. control the feed as per the requirement of the next machine
14. ensure proper functioning of condensers
15. ensure proper functioning of all the machines in blowroom department
16. ensuring the proper functioning of machines, beaters and no chocking occurs in machines
17. ensure the opened material is properly transported through all machines
18. ensure the wastes are collected in the waste box of the machines
19. follow the different signal lamps used in machines
20. know the different control buttons and should know to operate the buttons on need basis

##### *Working with bale opener*

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

## Qualification Pack

21. ensure proper identification of the bales
22. take fibre uniformly from all bales and feed them in the lattice of bale opener evenly
23. ensure the fibre should be spread evenly throughout the lattice and it should not be fed in big lumps
24. ensure the material is not being fed over the height of the feed lattice
25. remove contaminations like metal particles, wooden pieces, jute threads, polypropylene twine, cloth pieces, oily or stained fibre, hair etc. while feeding the material on lattice
26. take maximum care when there is a mix change
27. segregate the contaminations in the bales and keep them separately
28. feed material and soft wastes in loose form also, if instructed
29. ensure proper functioning of machine
30. ensure proper handling material

### *Safety precautions while operating the machines*

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

31. ensure safety while operating the machines in blowroom
32. use of safety gadgets like caps, masks and shoes and verify the safety stop motions

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Organization's policies & standard operating procedures (SOP)
- KU2.** potential hazards associated with the machines and the safety precautions that must be taken
- KU3.** protocol to obtain more information on work related tasks
- KU4.** contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools, materials & equipment
- KU5.** details of the various job roles & responsibilities
- KU6.** documentation and reporting formats
- KU7.** work targets & review with superiors
- KU8.** protocol and format for reporting work related risks/ problems
- KU9.** method of obtaining /giving feed back with respect to performance
- KU10.** importance of team work, harmonious working relationships
- KU11.** process for offering /obtaining work related assistance
- KU12.** responsibilities under health, safety and environmental legislation
- KU13.** guidelines for storage & disposal of waste materials
- KU14.** process and material flow in a textile mill
- KU15.** understanding the importance of fibers, types of yarn, yarn count, types of sliver, sliver hank, importance of sliver and roving quality
- KU16.** functions of different machines in blow room department
- KU17.** functions of the sequence of machines in blowroom

## Qualification Pack

- KU18.** importance of laying material bales for mixing, opening the bale hoops and removing covering cloth, cleaning the sides of bales
- KU19.** importance of mixing
- KU20.** importance of bale plucker and precautions to be taken while working
- KU21.** importance of indenting from next machine, and feed regulations
- KU22.** importance & functions of different signal lamps in blowroom
- KU23.** different control buttons in blowroom machines
- KU24.** types of material handling equipment used
- KU25.** functions and methodology for operating different material handling equipment
- KU26.** importance of material handling
- KU27.** guidelines for operating the material handling tools and equipment
- KU28.** types of contaminations and importance of segregating contaminations
- KU29.** types of waste
- KU30.** procedure for collecting wastes
- KU31.** safety gadgets used in a textile mill
- KU32.** importance of cleanliness at work place
- KU33.** importance of safety at blowroom

## Generic Skills (GS)

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

- GS1.** write clear and short sentences
- GS2.** comprehend written instructions
- GS3.** communicate with supervisor appropriately
- GS4.** talk to others to convey information effectively
- GS5.** apply problem-solving approaches in different situations
- GS6.** refer anomalies to the supervisor
- GS7.** seek clarification on problems from others
- GS8.** apply good attention to detail
- GS9.** check your work is complete and free from errors
- GS10.** different control buttons in blowroom machines
- GS11.** procedure for operating different material handling tools and equipment
- GS12.** maintain neatness at work

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Laying the bales</i>	<b>26</b>	<b>25</b>	-	<b>8</b>
1. ensure receipt of correct bales from bale godown storage area	2	3	-	1
2. lay the bales as per the plan given	2	3	-	1
3. open the bale hoops	4	2	-	-
4. remove covering cloth	3	2	-	-
5. clean the sides of bales	3	2	-	-
6. ensure proper identification of the bales	2	3	-	1
7. use proper material handling tools for transporting bales and opening the bales	2	2	-	1
8. use proper cleaning equipment for cleaning the outer surface of the bales	2	3	-	2
9. remove the bale strip properly	2	2	-	-
10. keep the bale strip at specified place after cleaning it and rolling it	1	2	-	1
11. ensure proper material handling of tools and equipment	3	1	-	1
<i>Running the machines for production</i>	<b>22</b>	<b>26</b>	-	<b>9</b>
12. start the sequence of machines in blowroom	2	3	-	1
13. control the feed as per the requirement of the next machine	3	3	-	1
14. ensure proper functioning of condensers	3	3	-	1
15. ensure proper functioning of all the machines in blowroom department	2	3	-	1
16. ensuring the proper functioning of machines, beaters and no chocking occurs in machines	2	2	-	1

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
17. ensure the opened material is properly transported through all machines	2	3	-	1
18. ensure the wastes are collected in the waste box of the machines	4	3	-	1
19. follow the different signal lamps used in machines	2	3	-	1
20. know the different control buttons and should know to operate the buttons on need basis	2	3	-	1
<i>Working with bale opener</i>	<b>29</b>	<b>28</b>	-	<b>13</b>
21. ensure proper identification of the bales	4	2	-	1
22. take fibre uniformly from all bales and feed them in the lattice of bale opener evenly	4	2	-	1
23. ensure the fibre should be spread evenly throughout the lattice and it should not be fed in big lumps	2	3	-	1
24. ensure the material is not being fed over the height of the feed lattice	2	3	-	1
25. remove contaminations like metal particles, wooden pieces, jute threads, polypropylene twine, cloth pieces, oily or stained fibre, hair etc. while feeding the material on lattice	2	3	-	2
26. take maximum care when there is a mix change	3	3	-	1
27. segregate the contaminations in the bales and keep them separately	4	2	-	1
28. feed material and soft wastes in loose form also, if instructed	4	4	-	2
29. ensure proper functioning of machine	2	3	-	1
30. ensure proper handling material	2	3	-	2
<i>Safety precautions while operating the machines</i>	<b>8</b>	<b>4</b>	-	<b>2</b>



### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
31. ensure safety while operating the machines in blowroom	4	2	-	1
32. use of safety gadgets like caps, masks and shoes and verify the safety stop motions	4	2	-	1
<b>NOS Total</b>	<b>85</b>	<b>83</b>	<b>-</b>	<b>32</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N0102
<b>NOS Name</b>	Operating the machines in blowroom
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Spinning – Textiles
<b>Occupation</b>	Pre Spinning Operations
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	25/11/2021
<b>Next Review Date</b>	25/11/2024
<b>NSQC Clearance Date</b>	17/11/2022

## **TSC/N0103: Tenting, Cleaning and maintenance responsibilities in blowroom**

### **Description**

This unit is about carrying out tenting, cleaning and maintenance activities in blowroom

### **Scope**

The scope covers the following :

- carryout cleaning activities
- carryout maintenance activities
- other related responsibilities

### **Elements and Performance Criteria**

#### *Carrying out cleaning activities*

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

1. follow the schedules for collecting the wastes at regular intervals
2. remove contaminations in the side of bales
3. clean the machine along with the maintenance person
4. keep the machine surroundings always clean
5. ensure the blowroom departments is clean and free from flies
6. collect the waste from the centralised waste collection systems when it is full
7. sort out the metal pieces from the material collected at metal detector system and deposit the good material in bags or in trolley and laid in concerned mixing / specified area
8. sort out the jammed material and deposit the good material in bags
9. ensure that the nylon bags for waste collection is not over filled or jammed
10. make sure that fibre wastes are falling in respective bags
11. remove the material wastes from the filled bags in time
12. transport the wastes to the allotted place for cleaning the contaminations
13. keep the waste area clean and avoid mix-up
14. transfer the wastes to waste godown
15. weigh the wastes and record in register

#### *Carryout maintenance activities*

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

16. oiling the different machines on need basis
17. supporting the maintenance team during maintenance
18. attend the respective machines whenever the alarm rings
19. report to respective Superiors / maintenance an officer about any machine is malfunctioning
20. remove the jam if occurs in contamination sorter and keep the waste in respective trolleys
21. ensure the smooth functioning of pre-filter to avoid any jam of filter

## Qualification Pack

22. attend minor break-downs and assist to restart the machine without any delay
23. ensure smooth functioning of beaters and importance machine parts in blowroom machines

### *Other related responsibilities*

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

24. come to the blowroom department 15 minutes before the shift commencement and collect informations regarding the current process in blowroom
25. monitor the position of chambers in the mixing machine at the time of assortment change
26. monitor the position of chambers at the time of assortment change in bale plucker
27. monitor the plucking head during exhaustion time of assortment to avoid fibre jam on plucking head or insufficient material plucking from the assortment to avoid stoppage of cards
28. ensure proper material transport in chute/lap
29. ensure that the by-pass arrangements are appropriate for the mixing being processed
30. assist carding tenter to start the machine with minimum possible time at the time of power failure and break-down
31. ensure the proper functioning of signal lamps
32. ensure that machine is always working properly, if any deviations inform superiors immediately
33. check the ejection in contamination sorter / metal detector for last one hour and if any variation is noticed, inform superiors immediately
34. check the respective lay-down and remove the bale or portion of the bale having more contamination and inform superiors, if ejection of wastes are high
35. provide all relevant informations of the current working process to the next shift operator before relieving

## 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 organizational 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
- KU8.** the organization'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.** process flow and material flow in textile mill
- KU13.** functions of different machines in blow room department
- KU14.** functions of different parts of machine
- KU15.** functions of control switches and signal lamps in blowroom

- KU16.** importance of cleanliness
- KU17.** types of contaminations and their sources on the type of contaminations
- KU18.** procedure for cleaning
- KU19.** importance of maintaining cleanliness at work place
- KU20.** importance of carrying out maintenance activities
- KU21.** importance of maintenance
- KU22.** basic maintenance procedures
- KU23.** functions of chute/lap feed
- KU24.** schedule and guidelines for carrying out cleaning and maintenance activities
- KU25.** importance of oiling
- KU26.** knowledge on the basics maintenance activities to be carried out in blowroom
- KU27.** guidelines for attending jams in blowroom
- KU28.** function of chute/lap feed system
- KU29.** importance of cleanliness and safety at work place

## **Generic Skills (GS)**

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

- GS1.** write clear and short sentences
- GS2.** comprehend written instructions
- GS3.** communicate with supervisor appropriately
- GS4.** talk to others to convey information effectively
- GS5.** apply problem-solving approaches in different situations
- GS6.** refer anomalies to the supervisor
- GS7.** seek clarification on problems from others
- GS8.** apply good attention to detail
- GS9.** check your work is complete and free from errors
- GS10.** procedure for carrying out cleaning activities
- GS11.** procedure for collecting wastes in different machines and from waste collection bags
- GS12.** procedure for segregating the different types of material wastes
- GS13.** procedure for clearing the minor jams in blowroom
- GS14.** procedure for material handling of cleaning tools
- GS15.** procedure for oiling the different parts in blowroom
- GS16.** procedure for carrying out basics maintenance activities
- GS17.** procedure for attending jams in blowroom
- GS18.** procedure for material handling of maintenance tools
- GS19.** maintain cleanliness at work

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Carrying out cleaning activities</i>	<b>31</b>	<b>43</b>	-	<b>17</b>
1. follow the schedules for collecting the wastes at regular intervals	3	2	-	1
2. remove contaminations in the side of bales	2	3	-	1
3. clean the machine along with the maintenance person	2	3	-	1
4. keep the machine surroundings always clean	2	2	-	2
5. ensure the blowroom departments is clean and free from flies	2	3	-	1
6. collect the waste from the centralised waste collection systems when it is full	2	3	-	1
7. sort out the metal pieces from the material collected at metal detector system and deposit the good material in bags or in trolley and laid in concerned mixing / specified area	3	4	-	1
8. sort out the jammed material and deposit the good material in bags	2	3	-	1
9. ensure that the nylon bags for waste collection is not over filled or jammed	2	3	-	1
10. make sure that fibre wastes are falling in respective bags	2	2	-	2
11. remove the material wastes from the filled bags in time	2	3	-	1
12. transport the wastes to the allotted place for cleaning the contaminations	2	3	-	1
13. keep the waste area clean and avoid mix-up	2	3	-	1
14. transfer the wastes to waste godown	1	3	-	1
15. weigh the wastes and record in register	2	3	-	1
<i>Carryout maintenance activities</i>	<b>17</b>	<b>22</b>	-	<b>9</b>

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
16. oiling the different machines on need basis	2	2	-	1
17. supporting the maintenance team during maintenance	2	3	-	1
18. attend the respective machines whenever the alarm rings	2	2	-	2
19. report to respective Superiors / maintenance an officer about any machine is malfunctioning	2	3	-	1
20. remove the jam if occurs in contamination sorter and keep the waste in respective trolleys	2	4	-	1
21. ensure the smooth functioning of pre-filter to avoid any jam of filter	2	2	-	1
22. attend minor break-downs and assist to restart the machine without any delay	2	4	-	1
23. ensure smooth functioning of beaters and importance machine parts in blowroom machines	3	2	-	1
<i>Other related responsibilities</i>	<b>23</b>	<b>27</b>	-	<b>11</b>
24. come to the blowroom department 15 minutes before the shift commencement and collect informations regarding the current process in blowroom	2	2	-	1
25. monitor the position of chambers in the mixing machine at the time of assortment change	2	2	-	1
26. monitor the position of chambers at the time of assortment change in bale plucker	2	2	-	1
27. monitor the plucking head during exhaustion time of assortment to avoid fibre jam on plucking head or insufficient material plucking from the assortment to avoid stoppage of cards	2	3	-	1
28. ensure proper material transport in chute/lap	2	2	-	1
29. ensure that the by-pass arrangements are appropriate for the mixing being processed	2	3	-	1



### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
30. assist carding tenter to start the machine with minimum possible time at the time of power failure and break-down	2	3	-	1
31. ensure the proper functioning of signal lamps	2	2	-	1
32. ensure that machine is always working properly, if any deviations inform superiors immediately	2	2	-	1
33. check the ejection in contamination sorter / metal detector for last one hour and if any variation is noticed, inform superiors immediately	3	2	-	1
34. check the respective lay-down and remove the bale or portion of the bale having more contamination and inform superiors, if ejection of wastes are high	1	2	-	1
35. provide all relevant informations of the current working process to the next shift operator before relieving	1	2	-	-
<b>NOS Total</b>	<b>71</b>	<b>92</b>	<b>-</b>	<b>37</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N0103
<b>NOS Name</b>	Tenting, Cleaning and maintenance responsibilities in blowroom
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Spinning – Textiles
<b>Occupation</b>	Pre Spinning Operations
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	25/11/2021
<b>Next Review Date</b>	25/11/2024
<b>NSQC Clearance Date</b>	17/11/2022

## 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

The scope 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

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintaining the work area, tools and machines</i>	<b>17</b>	<b>20</b>	-	<b>13</b>
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
<b>NOS Total</b>	<b>17</b>	<b>20</b>	-	<b>13</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N9001
<b>NOS Name</b>	Maintain work area, tools, and machines
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Spinning, Weaving, Processing, Knitting
<b>Occupation</b>	Textile Mill sector - Cotton
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	27/01/2022
<b>Next Review Date</b>	31/03/2025
<b>NSQC Clearance Date</b>	17/11/2022

## **TSC/N9002: Working in a team**

### **Description**

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

### **Scope**

The scope 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

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Commitment and trust</i>	<b>5</b>	<b>4</b>	-	<b>2</b>
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>	<b>6</b>	<b>7</b>	-	<b>4</b>
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>	<b>5</b>	<b>4</b>	-	<b>3</b>
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>	<b>3</b>	<b>5</b>	-	<b>2</b>
11. develop new ideas for work procedures	1	3	-	1
12. improve upon the existing techniques to increase process efficiency	2	2	-	1
<b>NOS Total</b>	<b>19</b>	<b>20</b>	-	<b>11</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N9002
<b>NOS Name</b>	Working in a team
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Spinning, Weaving, Processing, Knitting
<b>Occupation</b>	Textile Mill sector - Cotton
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	6.0
<b>Last Reviewed Date</b>	27/01/2022
<b>Next Review Date</b>	31/03/2025
<b>NSQC Clearance Date</b>	17/11/2022

## 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

The scope 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

- 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

## 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>	<b>27</b>	<b>35</b>	-	<b>23</b>
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>	<b>2</b>	<b>2</b>	-	<b>2</b>
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>	<b>3</b>	<b>3</b>	-	<b>3</b>
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
<b>NOS Total</b>	<b>32</b>	<b>40</b>	-	<b>28</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N9003
<b>NOS Name</b>	Maintain health, safety and security at workplace
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Spinning, Weaving, Processing, Knitting
<b>Occupation</b>	Textile Mill sector - Cotton
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	5.0
<b>Last Reviewed Date</b>	27/01/2022
<b>Next Review Date</b>	31/03/2025
<b>NSQC Clearance Date</b>	17/11/2022

## 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

The scope 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

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Self development</i>	<b>5</b>	<b>9</b>	-	<b>7</b>
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>	<b>3</b>	<b>5</b>	-	<b>4</b>
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>	<b>3</b>	<b>4</b>	-	<b>3</b>
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>	<b>4</b>	<b>2</b>	-	<b>1</b>
12. monitor the workplace and work processes for potential risks and threat	2	1	-	-
13. align them with organisation standards	2	1	-	1
<b>NOS Total</b>	<b>15</b>	<b>20</b>	-	<b>15</b>

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N9004
<b>NOS Name</b>	Comply with industry and organizational requirement
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Spinning, Weaving, Processing, Knitting
<b>Occupation</b>	Textile Mill sector - Cotton
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	27/01/2022
<b>Next Review Date</b>	31/03/2025
<b>NSQC Clearance Date</b>	17/11/2022

## Qualification Pack

### DGT/VSQ/N0101: Employability Skills (30 Hours)

#### Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

#### Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

#### Elements and Performance Criteria

##### *Introduction to Employability Skills*

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

**PC1.** understand the significance of employability skills in meeting the job requirements

##### *Constitutional values – Citizenship*

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

**PC2.** identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

##### *Becoming a Professional in the 21st Century*

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

**PC3.** 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*

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

**PC4.** speak with others using some basic English phrases or sentences

##### *Communication Skills*

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

**PC5.** follow good manners while communicating with others

**PC6.** work with others in a team

## Qualification Pack

### *Diversity & Inclusion*

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

**PC7.** communicate and behave appropriately with all genders and PwD

**PC8.** report any issues related to sexual harassment

### *Financial and Legal Literacy*

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

**PC9.** use various financial products and services safely and securely

**PC10.** calculate income, expenses, savings etc.

**PC11.** approach the concerned authorities for any exploitation as per legal rights and laws

### *Essential Digital Skills*

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

**PC12.** operate digital devices and use its features and applications securely and safely

**PC13.** use internet and social media platforms securely and safely

### *Entrepreneurship*

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

**PC14.** identify and assess opportunities for potential business

**PC15.** identify sources for arranging money and associated financial and legal challenges

### *Customer Service*

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

**PC16.** identify different types of customers

**PC17.** identify customer needs and address them appropriately

**PC18.** follow appropriate hygiene and grooming standards

### *Getting ready for apprenticeship & Jobs*

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

**PC19.** create a basic biodata

**PC20.** search for suitable jobs and apply

**PC21.** identify and register apprenticeship opportunities as per requirement

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** need for employability skills

**KU2.** various constitutional and personal values

**KU3.** different environmentally sustainable practices and their importance

**KU4.** Twenty first (21st) century skills and their importance

**KU5.** how to use basic spoken English language

**KU6.** Do and dont of effective communication

**KU7.** inclusivity and its importance

**KU8.** different types of disabilities and appropriate communication and behaviour towards PwD

**KU9.** different types of financial products and services



- KU10.** how to compute income and expenses
- KU11.** importance of maintaining safety and security in financial transactions
- KU12.** different legal rights and laws
- KU13.** how to operate digital devices and applications safely and securely
- KU14.** ways to identify business opportunities
- KU15.** types of customers and their needs
- KU16.** how to apply for a job and prepare for an interview
- KU17.** apprenticeship scheme and the process of registering on apprenticeship portal

### **Generic Skills (GS)**

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

- GS1.** communicate effectively using appropriate language
- GS2.** behave politely and appropriately with all
- GS3.** perform basic calculations
- GS4.** solve problems effectively
- GS5.** be careful and attentive at work
- GS6.** use time effectively
- GS7.** maintain hygiene and sanitisation to avoid infection

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC1.</b> understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values – Citizenship</i>	<b>1</b>	<b>1</b>	-	-
<b>PC2.</b> identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	<b>1</b>	<b>3</b>	-	-
<b>PC3.</b> 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.	-	-	-	-
<i>Basic English Skills</i>	<b>2</b>	<b>3</b>	-	-
<b>PC4.</b> speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC5.</b> follow good manners while communicating with others	-	-	-	-
<b>PC6.</b> work with others in a team	-	-	-	-
<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>1</b>	-	-
<b>PC7.</b> communicate and behave appropriately with all genders and PwD	-	-	-	-
<b>PC8.</b> report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	<b>3</b>	<b>4</b>	-	-
<b>PC9.</b> use various financial products and services safely and securely	-	-	-	-

## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> calculate income, expenses, savings etc.	-	-	-	-
<b>PC11.</b> approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
<i>Essential Digital Skills</i>	<b>4</b>	<b>6</b>	-	-
<b>PC12.</b> operate digital devices and use its features and applications securely and safely	-	-	-	-
<b>PC13.</b> use internet and social media platforms securely and safely	-	-	-	-
<i>Entrepreneurship</i>	<b>3</b>	<b>5</b>	-	-
<b>PC14.</b> identify and assess opportunities for potential business	-	-	-	-
<b>PC15.</b> identify sources for arranging money and associated financial and legal challenges	-	-	-	-
<i>Customer Service</i>	<b>2</b>	<b>2</b>	-	-
<b>PC16.</b> identify different types of customers	-	-	-	-
<b>PC17.</b> identify customer needs and address them appropriately	-	-	-	-
<b>PC18.</b> follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship &amp; Jobs</i>	<b>1</b>	<b>3</b>	-	-
<b>PC19.</b> create a basic biodata	-	-	-	-
<b>PC20.</b> search for suitable jobs and apply	-	-	-	-
<b>PC21.</b> identify and register apprenticeship opportunities as per requirement	-	-	-	-
<b>NOS Total</b>	<b>20</b>	<b>30</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	DGT/VSQ/N0101
<b>NOS Name</b>	Employability Skills (30 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	2
<b>Credits</b>	1
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	30/12/2024
<b>NSQC Clearance Date</b>	30/12/2021

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) (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 these criteria.
5. In case of successfully passing only certain number of NOSs, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.
6. 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/N0101.Taking charge of shift and handing over shift to Blowroom Operator	37	35	-	28	100	13
TSC/N0102.Operating the machines in blowroom	85	83	-	32	200	25
TSC/N0103.Tenting, Cleaning and maintenance responsibilities in blowroom	71	92	-	37	200	25
TSC/N9001.Maintain work area, tools, and machines	17	20	-	13	50	6
TSC/N9002.Working in a team	19	20	-	11	50	6
TSC/N9003.Maintain health, safety and security at workplace	32	40	-	28	100	13
TSC/N9004.Comply with industry and organizational requirement	15	20	-	15	50	6
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	0	0	50	6
<b>Total</b>	<b>296</b>	<b>340</b>	<b>0</b>	<b>164</b>	<b>800</b>	<b>100</b>

## Acronyms

<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework
<b>QP</b>	Qualifications Pack
<b>TVET</b>	Technical and Vocational Education and Training

## Glossary

<b>Sector</b>	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.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	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.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	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.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	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

<b>Knowledge and Understanding (KU)</b>	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.
<b>Organisational Context</b>	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.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	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.
<b>Electives</b>	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.
<b>Options</b>	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.