



Combing Preparatory Operator

QP Code: TSC/Q0103

Version: 3.0

NSQF Level: 3

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Qualification Pack

TSC/Q0103: Combing Preparatory Operator

Brief Job Description

A combing preparatory tenter is responsible to carry out tenting activities in the combing preparatory machine. He should be able to operate the combing preparatory machine, ensure proper feeding of carded or drawing sliver, piece the sliver on breakage, doff the comber laps and transport to the combing area.

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 combing department.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [TSC/N0107: Taking charge of shift and handing over shift to Combing Preparatory Tenter](#)
2. [TSC/N0108: Operating the combing preparatory machine](#)
3. [TSC/N0109: Carryout creeling, piecing and doffing activities at combing preparatory](#)
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

Sector	Textile
Sub-Sector	Spinning – Textiles
Occupation	Pre Spinning Operations
Country	India

Qualification Pack

NSQF Level	3
Credits	13
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7318.29
Minimum Educational Qualification & Experience	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)
Minimum Level of Education for Training in School	9th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	25/11/2024
NSQC Approval Date	17/11/2022
Version	3.0
Reference code on NQR	2022/TEXT/TSC/07038
NQR Version	1.0

Qualification Pack

TSC/N0107: Taking charge of shift and handing over shift to Combing Preparatory Tenter

Description

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

Scope

The scope covers the following :

- Taking charge of shift from Combing preparatory operator
- Handing over the shift to Combing preparatory operator

Elements and Performance Criteria

Taking charge of shift from Combing preparatory 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 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 hank produced, colour coding, followed in the combing preparatory and combing department for his allocated number of machines
5. ensure the technical details are mentioned in the display board in the autoconer
6. check for the availability of the sliver and sliver cans in storage area
7. ensure all the machines are running properly, machines which are not running and problems if any should be clarified with the supervisor and operator
8. ensure proper functioning of combing preparatory machine parts
9. check the cleanliness of the machines & other work areas
10. check whether any spare/raw material/ tool/yarn/any other materials 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. ensure carding can randomization

Handing over the shift to Combing preparatory operator

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

15. take over the shift from the outgoing shift operator in a proper manner
16. ensure in providing the details regarding hank produced, colour coding followed in the combing preparatory for his allocated number of machines
17. provide all relevant information regarding the hank produced, damaged machine parts if any

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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 supervisor 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.** standard operating procedures (SOP) and regulations in a spinning/textile mill
- KU2.** safe working practices to be adopted in spinning/textile mill
- KU3.** quality systems and other processes practiced in the spinning/textile mill
- KU4.** reporting to the supervisor or higher authority in case of emergency
- KU5.** color coding adopted for different hanks in the textile spinning/textile mill
- KU6.** understanding the importance of types of fibres, types of sliver, sliver defects, comber lap defects
- KU7.** process flow in a textile spinning/textile mill
- KU8.** material flow in a textile spinning/textile mill
- KU9.** importance of combing and combing preparatory
- KU10.** functions of different parts of lap former
- KU11.** importance of colour coding followed for different hanks
- KU12.** guidelines for operating the lap former machine
- KU13.** understanding the functions of different signal lamps
- KU14.** guidelines for taking charge of shift from previous shift Combing preparatory operator
- KU15.** guidelines for handing over the shift to the next shift Combing preparatory operator
- KU16.** importance of material handling and types of material handling equipment used
- KU17.** functions and methodology for operating different material handling tools
- KU18.** knowledge of waste collection system & equipment used
- KU19.** importance of cleanliness at workplace
- KU20.** safety procedures to be followed

Generic Skills (GS)

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

- GS1.** write clear and short sentences
- GS2.** comprehend written instructions

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- 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 to patrol around the combing preparatory machine
- GS11.** procedure to operate the different mechanisms in lap former
- GS12.** procedure for patrolling around the combing preparatory department and identifying worn out or damaged machine parts
- GS13.** procedure to check the quality of sliver, comber lap and proper functioning of machine parts in combing preparatory machine
- GS14.** procedure for operating different material handling tools and equipment
- GS15.** maintain neatness at work

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Taking charge of shift from Combing preparatory operator</i>	21	23	-	16
1. come at least 10 - 15 minutes earlier to the work spot	2	1	-	1
2. bring the necessary operational tools to the 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	2	1	-	2
4. understand the hank produced, colour coding, followed in the combing preparatory and combing department for his allocated number of machines	2	2	-	2
5. ensure the technical details are mentioned in the display board in the autoconer	2	1	-	1
6. check for the availability of the sliver and sliver cans in storage area	1	2	-	1
7. ensure all the machines are running properly, machines which are not running and problems if any should be clarified with the supervisor and operator	1	2	-	1
8. ensure proper functioning of combing preparatory machine parts	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 materials 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
12. ensure the wastes collection boxes are empty while taking charge of shift	1	2	-	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
13. ensure the work spot is clean	1	1	-	1
14. ensure carding can randomization	2	2	-	1
<i>Handing over the shift to Combing preparatory operator</i>	14	13	-	13
15. take over the shift from the outgoing shift operator in a proper manner	2	2	-	2
16. ensure in providing the details regarding hank produced, colour coding followed in the combing preparatory for his allocated number of machines	2	2	-	2
17. provide all relevant information regarding the hank 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 supervisor 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	1	1	-	1
NOS Total	35	36	-	29

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National Occupational Standards (NOS) Parameters

NOS Code	TSC/N0107
NOS Name	Taking charge of shift and handing over shift to Combing Preparatory Tenter
Sector	Textile
Sub-Sector	Spinning - Textiles
Occupation	Pre Spinning Operations
NSQF Level	3
Credits	TBD
Version	2.0
Last Reviewed Date	25/11/2021
Next Review Date	25/11/2024
NSQC Clearance Date	17/11/2022

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TSC/N0108: Operating the combing preparatory machine

Description

This unit is about carrying out procedure for operating the combing preparatory machines and carrying out cleaning and maintenance activities

Scope

The scope covers the following :

- Operating the machine
- Carryout cleaning activities
- Carryout maintenance activities
- Material handling and safety at workplace
- Other tenting responsibilities

Elements and Performance Criteria

Operating the machine

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

1. ensure that necessary changes and tests are carried out and follow the instructions of the superiors before running the machine
2. to operate the control switches for starting and stopping the machine
3. following the different signal lamps used in machines
4. identify the mixing by looking at the hank board affixed on the machine
5. sliver display monitor should be always on while the machine is working
6. ensure proper functioning of lap former by verifying in the display panel
7. check whether the sliver is properly fed
8. replenish the laps with minimum waste
9. remove the roller lapping
10. draw the cotton web to the delivery zone
11. piece the sliver during breakage
12. doff the full comber sliver can

Carryout cleaning activities

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

13. view the display panel and identify the reasons for machine stoppages if any
14. ensure the machine is running in the set speed by viewing the display panel
15. ensure the working area is clean
16. ensure surface of the comber lap fed is free from defects /damages
17. ensure the sliver produced is free from surface damages
18. clean the can castors before putting the cans to the comber
19. ensure the sliver cans are clean before feeding in the doffing zone

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20. clean the drafting zone twice a shift and remove cotton sticking in the rollers, bearings etc.
21. remove the defect in slivers if any
22. support the mechanic while carryout cleaning maintenance activities
23. ensure drawing area is clean

Carryout maintenance activities

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

24. ensure the comber table is clean and clean at regular intervals
25. carryout cleaning activities in creeling zone, drafting zone, and delivery zone
26. ensure that the nipper, half lap, top comb, drafting zone, table, calendaring zone, triumphet, coilers etc. are clean
27. collect the noils in the comber machine at the specified intervals
28. clean the comber once a shift and remove cotton sticking if any
29. clean the wastes around the machine
30. deposit the lap / sliver waste mixing wise in the containers provided near the machine
31. ensure safety while carrying out cleaning
32. ensuring the wastes collected are deposited in the respective hank wise waste box
33. ensure combing area is clean
34. support the fitter for carrying out maintenance activities

Material handling and safety at workplace

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

35. ensure the draft variation on CV% is within the limits and if its abnormal report it to superiors
36. ensure the noils are removed as per the set limits, if abnormal should be reported to the superiors
37. attend roller lapping, chocking of lap, sliver and ensure minimum waste
38. carry out wheel changes/ hank changes as per supervisor's/shift officer's instructions

Other tenting responsibilities

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

39. ensure roller lapping doesn't happen frequently
40. ensure the rollers are dry enough to avoid lapping
41. ensure the top comb is clean
42. ensure the surface of the comber table is smooth
43. release the pressure on top rollers of the drafting zone when the machine is to be stopped for longer duration
44. ensure the noil sortiment position in panel board is as per the direction of supervisors
45. inform superiors immediately if the sliver monitors alarm rings in the machine
46. inform the supervisor and maintenance in charge in case of a jam
47. report to the superiors and support him for carrying out maintenance activities, in case of any break-downs
48. support the fitter during minor breakdown
49. ensure proper material handling of spool, comber lap, sliver, sliver can and empty can, spool and lap

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50. ensure using proper material handling of tools and equipment
51. ensure safety while operating the comber
52. use the safety gadgets like caps, masks and shoes and verifying the safety stop motions
53. ensure the sliver produced is free from outside damages
54. inform superiors immediately, if any break down or fault in the machine is noticed
55. ensure the proper functioning of signal lamps
56. ensure that machine is working properly, if any deviations inform superiors immediately
57. collect the reusable wastes and weigh them at shift end and place them in specified area
58. provide all relevant information 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.** the organization's policies & standard operating procedures (SOP)
- KU2.** should have an awareness, knowledge of customers
- KU3.** potential hazards associated with the machines and the safety precautions must be taken
- KU4.** protocol to obtain more information on work related tasks
- KU5.** contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools, materials & equipment
- KU6.** details of the various job roles & responsibilities
- KU7.** documentation and reporting formats
- KU8.** work targets & review machine with superiors
- KU9.** protocol and format for reporting work related risks/ problems
- KU10.** method of obtaining /giving feedback with respect to performance
- KU11.** importance of team work, harmonious working relationships
- KU12.** process for offering /obtaining work related assistance
- KU13.** responsibilities under health, safety and environmental legislation
- KU14.** guidelines for storage & disposal of waste materials
- KU15.** process and material flow in a spinning / textile mill
- KU16.** understanding the importance of fibers, types of yarn, types of sliver, sliver hank, lap
- KU17.** importance of sliver and lap quality
- KU18.** importance of combing and combing preparatory
- KU19.** functions of various parts in a lap former
- KU20.** importance & functions of different signal lamps
- KU21.** importance of drafting
- KU22.** different control buttons used
- KU23.** knowledge of different functions in display panel and procedure to operate the lap former
- KU24.** types of wastes and procedure for collecting and segregating wastes
- KU25.** guidelines for operating the material handling tools and equipment

- KU26.** importance of cleanliness at work place
- KU27.** guidelines for carrying out cleaning activities
- KU28.** guidelines for carrying out maintenance activities
- KU29.** importance of material handling
- KU30.** types of material handling equipment used
- KU31.** functions and methodology for operating different material handling equipment
- KU32.** importance of safety at workplace
- KU33.** safety gadgets used in a textile mill

Generic Skills (GS)

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

- GS1.** write clear and short sentences
- GS2.** comprehend written instructions
- GS3.** read, write and communicate orally in local language
- GS4.** plan and manage work routine based on instructions from supervisor
- GS5.** participate in the quality circles that will be formed by the superiors
- GS6.** procedure to identify and remove the defects in sliver and lap
- GS7.** procedure for cleaning the wastes and waste segregation
- GS8.** procedure to remove roller lapping
- GS9.** procedure to carryout cleaning activities
- GS10.** procedure for cleaning mechanisms of the creel zone, drafting zone and delivery zone
- GS11.** procedure to carryout basic maintenance activities
- GS12.** maintain cleanliness at work place

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Operating the machine</i>	16	22	-	16
1. ensure that necessary changes and tests are carried out and follow the instructions of the superiors before running the machine	2	1	-	2
2. to operate the control switches for starting and stopping the machine	2	1	-	2
3. following the different signal lamps used in machines	1	2	-	1
4. identify the mixing by looking at the hank board affixed on the machine	1	2	-	1
5. sliver display monitor should be always on while the machine is working	1	2	-	1
6. ensure proper functioning of lap former by verifying in the display panel	1	2	-	1
7. check whether the sliver is properly fed	1	2	-	1
8. replenish the laps with minimum waste	1	2	-	1
9. remove the roller lapping	1	2	-	1
10. draw the cotton web to the delivery zone	1	2	-	1
11. piece the sliver during breakage	2	2	-	2
12. doff the full comber sliver can	2	2	-	2
<i>Carryout cleaning activities</i>	13	22	-	11
13. view the display panel and identify the reasons for machine stoppages if any	1	2	-	1
14. ensure the machine is running in the set speed by viewing the display panel	1	2	-	1
15. ensure the working area is clean	1	2	-	1
16. ensure surface of the comber lap fed is free from defects /damages	1	2	-	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
17. ensure the sliver produced is free from surface damages	1	2	-	1
18. clean the can castors before putting the cans to the comber	1	2	-	1
19. ensure the sliver cans are clean before feeding in the doffing zone	1	2	-	1
20. clean the drafting zone twice a shift and remove cotton sticking in the rollers, bearings etc.	2	2	-	1
21. remove the defect in slivers if any	2	2	-	1
22. support the mechanic while carryout cleaning maintenance activities	1	2	-	1
23. ensure drawing area is clean	1	2	-	1
<i>Carryout maintenance activities</i>	13	20	-	11
24. ensure the comber table is clean and clean at regular intervals	1	1	-	1
25. carryout cleaning activities in creeling zone, drafting zone, and delivery zone	1	2	-	1
26. ensure that the nipper, half lap, top comb, drafting zone, table, calendaring zone, trumpet, coilers etc. are clean	1	2	-	1
27. collect the noils in the comber machine at the specified intervals	1	2	-	1
28. clean the comber once a shift and remove cotton sticking if any	2	2	-	1
29. clean the wastes around the machine	1	2	-	1
30. deposit the lap / sliver waste mixing wise in the containers provided near the machine	1	2	-	1
31. ensure safety while carrying out cleaning	1	2	-	1
32. ensuring the wastes collected are deposited in the respective hank wise waste box	1	2	-	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
33. ensure combing area is clean	1	1	-	1
34. support the fitter for carrying out maintenance activities	2	2	-	1
<i>Material handling and safety at workplace</i>	7	8	-	4
35. ensure the draft variation on CV% is within the limits and if its abnormal report it to superiors	1	2	-	1
36. ensure the noils are removed as per the set limits, if abnormal should be reported to the superiors	2	2	-	1
37. attend roller lapping, chocking of lap, sliver and ensure minimum waste	2	2	-	1
38. carry out wheel changes/ hank changes as per supervisor's/shift officer's instructions	2	2	-	1
<i>Other tenting responsibilities</i>	25	35	-	27
39. ensure roller lapping doesn't happen frequently	1	2	-	1
40. ensure the rollers are dry enough to avoid lapping	1	2	-	1
41. ensure the top comb is clean	1	2	-	1
42. ensure the surface of the comber table is smooth	1	2	-	1
43. release the pressure on top rollers of the drafting zone when the machine is to be stopped for longer duration	1	2	-	1
44. ensure the noil sortiment position in panel board is as per the direction of supervisors	1	2	-	1
45. inform superiors immediately if the sliver monitors alarm rings in the machine	1	1	-	2
46. inform the supervisor and maintenance in charge in case of a jam	1	1	-	2

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
47. report to the superiors and support him for carrying out maintenance activities, in case of any break-downs	1	1	-	3
48. support the fitter during minor breakdown	1	2	-	1
49. ensure proper material handling of spool, comber lap, sliver, sliver can and empty can, spool and lap	2	2	-	1
50. ensure using proper material handling of tools and equipment	2	2	-	1
51. ensure safety while operating the comber	1	2	-	1
52. use the safety gadgets like caps, masks and shoes and verifying the safety stop motions	2	2	-	1
53. ensure the sliver produced is free from outside damages	1	2	-	1
54. inform superiors immediately, if any break down or fault in the machine is noticed	1	1	-	2
55. ensure the proper functioning of signal lamps	1	1	-	1
56. ensure that machine is working properly, if any deviations inform superiors immediately	1	2	-	1
57. collect the reusable wastes and weigh them at shift end and place them in specified area	2	2	-	2
58. provide all relevant information of the current working process to the next shift operator before relieving	2	2	-	2
NOS Total	74	107	-	69

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	TSC/N0108
NOS Name	Operating the combing preparatory machine
Sector	Textile
Sub-Sector	Spinning – Textiles
Occupation	Pre Spinning Operations
NSQF Level	3
Credits	TBD
Version	2.0
Last Reviewed Date	25/11/2021
Next Review Date	25/11/2024
NSQC Clearance Date	17/11/2022

Qualification Pack

TSC/N0109: Carryout creeling, piecing and doffing activities at combing preparatory

Description

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

Scope

The scope covers the following :

- Creeling the sliver
- Attending the machine on sliver breakage
- Piecing the sliver at creel zone
- Mending the delivery zone breakage
- Checking the quality of piecing
- To carryout doffing activity
- Post doffing activities

Elements and Performance Criteria

Creeling the sliver

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

1. understand the mixings, hanks and the color codification used
2. ensure the correct hank of slivers cans are taken for creeling
3. follow proper color coding of sliver cans
4. creel the required number of cans and drawing the sliver forward
5. ensure proper creeling procedure is followed for creeling the slivers
6. draw the slivers to the drafting zone
7. ensure the slivers are passed through all guide rollers and stop motions
8. ensure proper material handling of slivers and sliver cans

Attending the machine on sliver breakage

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

9. identify the machine stoppage by viewing the signal lamps and in display panel
10. identify the reasons for machine stoppage
11. ensure minimum time is taken for attending the sliver breakage

Piecing the sliver at creel zone

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

12. ensure that the sliver passes through the creeling section without affecting the quality of sliver
13. ensure proper length of sliver is available for piecing
14. piece the broken sliver together in the event of sliver breakage at creel section
15. piece the sliver between cans in the event of sliver exhaust in sliver can and replacement with a full sliver can

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16. ensure standard piecing procedure is adopted and quality of piecing is as per standards
17. ensure minimum time is taken for piecing the sliver
18. keep the sliver waste in the waste collection pocket provided to each tender and then put in the waste collection box

Mending the delivery zone breakage

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

19. collect the slivers, draw the slivers through creel table, mend the broken ends and condense through the calendaring rollers and wind on the spool
20. ensure proper procedure is followed for mending
21. ensure proper functioning of machine post mending
22. store the wastes collected during mending in respective waste box
23. segregate the reusable wastes, weigh and record them in a register
24. transfer the reusable wastes to storage area
25. ensure standard procedure is adopted for mending and quality of piecing is as per standards
26. ensure minimum time is taken for piecing the sliver
27. ensure safety while carrying out piecing activity

Checking the quality of piecing

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

28. verify the quality of piecing done in the sliver
29. ensure that sliver tension in the creeling section is appropriate
30. ensure proper functioning of the machine

Carrying out doffing

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

31. collect the empty spools from comber
32. ensure that empty spools are clean
33. clean the empty spools if needed
34. feed the empty spools in the reserve holder
35. ensure whether the machine is ready for doffing by viewing the details in display panel
36. keep the required number of spools in the reserve holder for automatic lap change
37. ensure proper doffing in the lap former
38. ensure that lap trolley is kept ready near the machine for doffing

Post doffing responsibilities

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

39. ensure that the comber lap are properly doffed and placed in the lap trolley
40. ensure proper functioning of lap former post doffing
41. ensure proper material handling of comber lap
42. ensure proper material handling of lap trolleys
43. take care during hank change to avoid mix up of laps

Knowledge and Understanding (KU)

Qualification Pack

The individual on the job needs to know and understand:

- KU1.** standard operating procedures (SOP) and regulations in a spinning / textile mill
- KU2.** safe working practices to be adopted in spinning / textile mill
- KU3.** quality systems and other processes practiced in the spinning / textile mill
- KU4.** reporting to the supervisor or higher authority in case of emergency
- KU5.** color coding adopted for different hanks in the textile spinning / textile mill
- KU6.** process flow and material flow in spinning / textile mill
- KU7.** functions of combing preparatory machine
- KU8.** functions of control switches and signal lamps
- KU9.** importance of piecing /mending
- KU10.** importance of doffing
- KU11.** importance of color coding
- KU12.** importance of sliver and lap quality
- KU13.** guidelines for creeling and piecing the sliver
- KU14.** guidelines and precautions for mending the lap
- KU15.** guidelines and precautions for carrying out doffing activity
- KU16.** knowledge of different functions in display panel and procedure to operate the machine
- KU17.** types of wastes and importance of collecting waste
- KU18.** 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 creeling the sliver cans
- GS11.** procedure for piecing the sliver at creel zone
- GS12.** procedure for condensing the sliver and feeding to drafting zone
- GS13.** procedure for clearing the roller lapping
- GS14.** procedure for clearing the roller lapping
- GS15.** standard operating procedure for carrying out doffing activity
- GS16.** procedure for segregating the different types of cotton wastes

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- GS17.** procedure for storing reusable wastes and weighing them
- GS18.** procedure for material handling of sliver, sliver cans, comber lap and lap trolleys
- GS19.** maintain cleanliness at work

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Creeling the sliver</i>	13	14	-	10
1. understand the mixings, hanks and the color codification used	2	1	-	3
2. ensure the correct hank of slivers cans are taken for creeling	2	2	-	2
3. follow proper color coding of sliver cans	1	2	-	1
4. creel the required number of cans and drawing the sliver forward	2	2	-	1
5. ensure proper creeling procedure is followed for creeling the slivers	1	1	-	1
6. draw the slivers to the drafting zone	1	1	-	-
7. ensure the slivers are passed through all guide rollers and stop motions	2	3	-	1
8. ensure proper material handling of slivers and sliver cans	2	2	-	1
<i>Attending the machine on sliver breakage</i>	4	6	-	3
9. identify the machine stoppage by viewing the signal lamps and in display panel	1	2	-	1
10. identify the reasons for machine stoppage	2	2	-	1
11. ensure minimum time is taken for attending the sliver breakage	1	2	-	1
<i>Piecing the sliver at creel zone</i>	12	17	-	7
12. ensure that the sliver passes through the creeling section without affecting the quality of sliver	1	2	-	1
13. ensure proper length of sliver is available for piecing	1	2	-	1
14. piece the broken sliver together in the event of sliver breakage at creel section	2	2	-	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
15. piece the sliver between cans in the event of sliver exhaust in sliver can and replacement with a full sliver can	2	3	-	1
16. ensure standard piecing procedure is adopted and quality of piecing is as per standards	2	3	-	1
17. ensure minimum time is taken for piecing the sliver	2	3	-	1
18. keep the sliver waste in the waste collection pocket provided to each tenter and then put in the waste collection box	2	2	-	1
<i>Mending the delivery zone breakage</i>	15	18	-	9
19. collect the slivers, draw the slivers through creel table, mend the broken ends and condense through the calendaring rollers and wind on the spool	1	2	-	1
20. ensure proper procedure is followed for mending	2	2	-	1
21. ensure proper functioning of machine post mending	2	2	-	1
22. store the wastes collected during mending in respective waste box	1	2	-	1
23. segregate the reusable wastes, weigh and record them in a register	2	2	-	1
24. transfer the reusable wastes to storage area	2	2	-	1
25. ensure standard procedure is adopted for mending and quality of piecing is as per standards	1	2	-	1
26. ensure minimum time is taken for piecing the sliver	2	2	-	1
27. ensure safety while carrying out piecing activity	2	2	-	1
<i>Checking the quality of piecing</i>	5	6	-	3

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
28. verify the quality of piecing done in the sliver	1	2	-	1
29. ensure that sliver tension in the creeling section is appropriate	2	2	-	1
30. ensure proper functioning of the machine	2	2	-	1
<i>Carrying out doffing</i>	10	16	-	8
31. collect the empty spools from comber	1	2	-	1
32. ensure that empty spools are clean	1	2	-	1
33. clean the empty spools if needed	1	2	-	1
34. feed the empty spools in the reserve holder	1	2	-	1
35. ensure whether the machine is ready for doffing by viewing the details in display panel	2	2	-	1
36. keep the required number of spools in the reserve holder for automatic lap change	1	2	-	1
37. ensure proper doffing in the lap former	1	2	-	1
38. ensure that lap trolley is kept ready near the machine for doffing	2	2	-	1
<i>Post doffing responsibilities</i>	8	10	-	6
39. ensure that the comber lap are properly doffed and placed in the lap trolley	1	2	-	1
40. ensure proper functioning of lap former post doffing	2	2	-	1
41. ensure proper material handling of comber lap	1	2	-	1
42. ensure proper material handling of lap trolleys	2	2	-	1
43. take care during hank change to avoid mix up of laps	2	2	-	2
NOS Total	67	87	-	46

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	TSC/N0109
NOS Name	Carryout creeling, piecing and doffing activities at combing preparatory
Sector	Textile
Sub-Sector	Spinning – Textiles
Occupation	Pre Spinning Operations
NSQF Level	3
Credits	TBD
Version	2.0
Last Reviewed Date	25/11/2021
Next Review Date	25/11/2024
NSQC Clearance Date	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

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

Qualification Pack

National Occupational Standards (NOS) Parameters

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

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

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National Occupational Standards (NOS) Parameters

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

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

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

Qualification Pack

National Occupational Standards (NOS) Parameters

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

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

Generic Skills (GS)

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

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

Qualification Pack

Assessment Criteria

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

Qualification Pack

National Occupational Standards (NOS) Parameters

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

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

Qualification Pack

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

Qualification Pack

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

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Last Reviewed Date	NA
Next Review Date	30/12/2024
NSQC Clearance Date	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/N0107.Taking charge of shift and handing over shift to Combing Preparatory Tenter	35	36	-	29	100	12
TSC/N0108.Operating the combing preparatory machine	74	107	-	69	250	30
TSC/N0109.Carryout creeling, piecing and doffing activities at combing preparatory	67	87	-	46	200	23
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	11
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
Total	279	360	0	0	850	100

Acronyms

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

Glossary

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

Qualification Pack

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