

Qualification Pack



Jute Carding Operator

QP Code: TSC/Q0108

Version: 3.0

NSQF Level: 2

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

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TSC/Q0108: Jute Carding Operator

Brief Job Description

A Jute carding operator should be able to operate efficiently the Jute Carding Machine so as to maintain the desired productivity and quality of the carded slivers of jute. A Jute Carding Operator can seek employment in a Jute factory.

Personal Attributes

This job requires the individual to have thorough knowledge in process flow and material flow in a jute mill for yarn production and should be able to carry out all operational procedure in the Carding machine

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [TSC/N0126: Taking charge and handing over shift to jute carding machine operator](#)
2. [TSC/N0127: Operating the jute carding machine](#)
3. [TSC/N0128: Doffing the carded Jute sliver](#)
4. [TSC/N9002: Working in a team](#)
5. [TSC/N9003: Maintain health, safety and security at workplace](#)
6. [TSC/N9009: Maintain work area, tools, material handling equipment and machinery for jute processing](#)
7. [TSC/N9010: Comply with industry and organizational requirement in jute sector](#)
8. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

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

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NSQF Level	2
Credits	11
Aligned to NCO/ISCO/ISIC Code	NCO-2015/8151.99
Minimum Educational Qualification & Experience	Ability to read and write
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	31/03/2025
NSQC Approval Date	17/11/2022
Version	3.0
Reference code on NQR	2022/TEXT/TSC/07017
NQR Version	1.0

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TSC/N0126: Taking charge and handing over shift to jute carding machine operator

Description

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

Scope

The scope covers the following :

- Take charge of shift from jute carding operator
- Hand over shift to next jute carding operator

Elements and Performance Criteria

Take charge of shift from jute carding 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. check the availability of Piled Jute/ Spreader roll for feeding to Jute Carding machine
3. ensure the availability of the operational tools like knife, Knife sharpener, picking hook, broom etc. nearby the machine
4. interact with the previous shift jute carding operator and take information regarding the quality of jute to be fed,/run (as recommended for the yarn quality to spin)
5. ensure the availability of the recommended variety (grade) of piled jute/spreader roll/sliver as per quality of the Jute Yarn to make
6. ensure cleanliness of the surrounding area as well as the department (particularly beneath the machine)
7. ensure that the cut roots of Jute strand (reed) are kept/stored in the proper place
8. check the colour coding of different quality of Jute sliver rolls, as per quality & grade of raw jute (TD3-TD7 or W3-W7), or the display board (mentioned the jute grade) in case of piled jute
9. ensure running status of the carding machine while taking charge, with correct draft change pinion (written in board)
10. patrol around the carding department to trace out and remove any undesirable material lying on the floor
11. check that the roll former in 1st card (Breaker card) is in proper working condition, and need no maintenance

Hand over shift to next jute carding operator

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

12. ensure that the machines are in running condition before handing it over to the next shift
13. convey your counterpart regarding any maintenance work to be carried out in the next shift in case of necessity
14. inform the incoming carding operator about quality, colour code, piled jute stock, machine parameter etc., and mechanical problems (if any, and cannot be done due to lack of time)

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15. ensure uniform and regular delivery of fleece of jute sliver from the doffer on the conductor (delivery side without any interruption)
16. all types of wastages like droppings below the machine, sliver wastages, fleece to be collected, weighed and sent to the back for reprocess
17. ensure the handover of clean and running machine as well as the clean surroundings
18. any delayed arrival of the counterpart to be reported to supervisors

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard working procedures (SOP) for carding section of a Jute Mills and also its back process
- KU2.** safe working practices as adopted in the carding section of the Jute mills
- KU3.** quality systems and other related processes practiced in the jute mills for ensuring right quality of the sliver produced from breaker card
- KU4.** concept of dollop weight, its importance and relation with the clock pointer in case of manual feeding of Breaker card
- KU5.** clear concept of mixing proportion of different breaker card sliver rolls to obtain a mixed/blended finisher card sliver for particular yarn to make (Follow batch mix instructed)
- KU6.** understand the quality code in the display board for piled jute and Colour Codes for identifying different qualities of spreader/ sliver roll
- KU7.** importance and reasons of mixing the different qualities of raw jute in right proportions
- KU8.** knowledge of gradation of raw jute and the different
- KU9.** properties (like strength, fineness, colour, lustre, root content, cleanliness, root content, moisture content) of the fibre considered for grading
- KU10.** knowledge on types of defects in raw jute (like rooty, runners, croppy, specky, sticky, dazed, dirty and root content)
- KU11.** understanding the importance of maintaining uniform morah weight
- KU12.** recipe of emulsion, its importance of application on jute and the duration of piling according to quality of the jute
- KU13.** process & material flow in a Jute Carding and next steps up to Spinning in a jute Composite Mills
- KU14.** knowledge about the right cutting length of the root part, and the special treatment of root part to process
- KU15.** importance of uniform feeding and its impact on jute sliver quality for information of right quality jute yarn
- KU16.** importance of doubling & drafting used in jute carding machine
- KU17.** knowledge about Proper machine lubrication procedure with right quality of lubricant
- KU18.** method of picking of different card rollers & its importance (use of standard picking hooks and broom)
- KU19.** functions of all the rollers of jute carding machine and roll former
- KU20.** have to check Moisture content of jute carded sliver/roll
- KU21.** knowledge about Defects in jute card sliver and roll

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- KU22.** importance of colour code being followed for different quality of raw jute and jute sliver rolls
- KU23.** procedures for taking and handing over charge of shift
- KU24.** to have fair knowledge on importance of Cleanliness and safety to be followed at workplace in jute carding dept

Generic Skills (GS)

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

- GS1.** write instructions for communications
- GS2.** write any kind of request /memo to the sardar/supervisor/management if required
- GS3.** read instructions pass on to previous shift sardar/supervisor/jute selector
- GS4.** read and comprehend written instructions and log books
- GS5.** read instruction/notice written on company notice board
- GS6.** communicate with sardar/supervisor appropriately
- GS7.** convey information effectively
- GS8.** communicate the anomalies to the sardar/supervisor
- GS9.** be able to produce good uniform carded sliver for the later process
- GS10.** apply problem-solving approaches in different awkward situations
- GS11.** seek clarification of the problem from the concerned persons
- GS12.** be able to handle different tools, equipment effectively
- GS13.** uniform feeding of jute on card to get a regular and uniform delivery of fleece of carded jute
- GS14.** complete the work without errors
- GS15.** seek clarifications on any problems faced from sardars/ supervisors/ colleagues from other fellow workers

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Take charge of shift from jute carding operator</i>	11	20	-	-
1. come at least 10 15 minutes earlier to the work spot	1	1	-	-
2. check the availability of Piled Jute/ Spreader roll for feeding to Jute Carding machine	1	1	-	-
3. ensure the availability of the operational tools like knife, Knife sharpener, picking hook, broom etc. nearby the machine	1	2	-	-
4. interact with the previous shift jute carding operator and take information regarding the quality of jute to be fed,/run (as recommended for the yarn quality to spin)	1	2	-	-
5. ensure the availability of the recommended variety (grade) of piled jute/spreader roll/sliver as per quality of the Jute Yarn to make	1	2	-	-
6. ensure cleanliness of the surrounding area as well as the department (particularly beneath the machine)	1	2	-	-
7. ensure that the cut roots of Jute strand (reed) are kept/stored in the proper place	1	2	-	-
8. check the colour coding of different quality of Jute sliver rolls, as per quality & grade of raw jute (TD3-TD7 or W3-W7), or the display board (mentioned the jute grade) in case of piled jute	1	2	-	-
9. ensure running status of the carding machine while taking charge, with correct draft change pinion (written in board)	1	2	-	-
10. patrol around the carding department to trace out and remove any undesirable material lying on the floor	1	2	-	-
11. check that the roll former in 1st card (Breaker card) is in proper working condition, and need no maintenance	1	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Hand over shift to next jute carding operator</i>	7	12	-	-
12. ensure that the machines are in running condition before handing it over to the next shift	1	1	-	-
13. convey your counterpart regarding any maintenance work to be carried out in the next shift in case of necessity	1	2	-	-
14. inform the incoming carding operator about quality, colour code, piled jute stock, machine parameter etc., and mechanical problems (if any, and cannot be done due to lack of time)	1	2	-	-
15. ensure uniform and regular delivery of fleece of jute sliver from the doffer on the conductor (delivery side without any interruption	1	2	-	-
16. all types of wastages like droppings below the machine, sliver wastages, fleece to be collected, weighed and sent to the back for reprocess	1	2	-	-
17. ensure the handover of clean and running machine as well as the clean surroundings	1	1	-	-
18. any delayed arrival of the counterpart to be reported to supervisors	1	2	-	-
NOS Total	18	32	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	TSC/N0126
NOS Name	Taking charge and handing over shift to jute carding machine operator
Sector	Textile
Sub-Sector	Spinning - Textiles
Occupation	Pre Spinning Operations
NSQF Level	2
Credits	TBD
Version	2.0
Last Reviewed Date	NA
Next Review Date	31/03/2025
NSQC Clearance Date	17/11/2022

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TSC/N0127: Operating the jute carding machine

Description

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

Scope

The scope covers the following :

- Operating the jute carding machine

Elements and Performance Criteria

Operating the jute carding machine

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

1. ensure that starting/stopping/control switches are O.K. in case individual drive and alternative arrangements in case of group drive
2. understand the quality of jute fibre in the morah/spreader roll
3. ensure that piling duration of jute as prescribed and matured for carding
4. check the colour code used for different grade and quality of jute
5. ensure correct procedure of feeding on the feed table and check the conveyor sheet are working properly
6. ensure correct dollop weight and timing for the feeding
7. ensure sliver regularity by discarding some portion of sliver, before and after every stoppage of machine ensure the cleanliness of the feed roller to avoid jam or entanglement there
8. ensure that machine safety arrangement functioning correctly, in case of jam in the feed roller
9. ensure correct moisture content of the feed material to avoid related problems like jam in different pin rollers
10. maintain required doubling and replace as soon as any roll exhausted
11. watch regularly the performance of doffer roller and regularity of the delivered fleece on the conductor
12. observe regularly the uniformity of the fleece to have a regular sliver weight (lbs. /100 yards)
13. watch delivery side so that any jam/accumulation in the delivered fleece can be avoided
14. frequent checking of carded rolls, its compactness, shape and sizes should be up to the desired level
15. after doffing, keep/ store the carded rolls properly
16. collect the wastages like sliver, fleece, droppings time to time and take weight to understand the corrective measures required
17. ensure regular cleaning and lubrication as scheduled
18. keep contact with the maintenance department for better performance of the carding machine
19. ensure the availability of fire extinguisher near the machine to fight against fire

Knowledge and Understanding (KU)

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The individual on the job needs to know and understand:

- KU1.** standard working procedures and regulations in the Jute mill for jute carding dept
- KU2.** safe working practices as adopted in the Jute mill in the jute carding department
- KU3.** clear knowledge of different operational switch provided in the machine
- KU4.** quality systems and other related processes practiced in the jute mills for ensuring right quality of the end-product
- KU5.** procedure of reporting to the sardar / senior in case of emergency
- KU6.** different Colour Codes used for identifying different qualities of raw jute and sliver roll and Pile board for pile stock
- KU7.** understand the irregularity of the sliver after every stoppage of the machine
- KU8.** understand the importance of mixing & blending of different qualities of raw jute in the carding stage
- KU9.** clear concept of jute fibre properties and their weightage in gradation of jute
- KU10.** knowledge on various types of defects in raw jute and root content
- KU11.** knowledge on morah weight, moisture content in morah, & dollop weight
- KU12.** process & material flow in a Jute Spinning / Composite Mills
- KU13.** clear knowledge of different pinned rollers, their direction of rotation, different pin size and pin density recommended for them
- KU14.** functions of different rollers of carding machine
- KU15.** picking of card rollers & understanding the importance of picking
- KU16.** importance of uniform feeding and its impact on jute sliver quality for formation of right quality of jute yarn
- KU17.** understand the Functions of roll former
- KU18.** importance of doubling & drafting
- KU19.** correct moisture content of raw jute in the jute card
- KU20.** proper machine lubrication, its schedule and frequency, and the type of lubricant
- KU21.** importance of colour code being followed for different quality of jute and sliver rolls
- KU22.** good practices for operating the carding machine
- KU23.** cleanliness and safety to be followed at workplace
- KU24.** understand the use of different fire fighting equipments, like different extinguishers, hose pipes, sprinkler system etc.
- KU25.** correct method of handling and storing of delivered rolls

Generic Skills (GS)

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

- GS1.** write instructions for communications
- GS2.** write any kind of request /memo to the sardar/supervisor/management if required
- GS3.** read instructions pass on to previous shift sardar/supervisor/jute selector
- GS4.** read and comprehend written instructions and log books

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- GS5.** read instruction/notice written on company notice board
- GS6.** communicate with sardar/supervisor appropriately
- GS7.** convey information effectively
- GS8.** communicate the anomalies to the sardar/supervisor
- GS9.** restart the carding machine after attending the abnormalities during operation
- GS10.** plan to form team and seek quality awareness training programme from experts
- GS11.** plan for higher productivity and enhance product quality among the other shift
- GS12.** be able to produce uniform carded sliver for the later process
- GS13.** apply problem-solving approaches in different awkward situations
- GS14.** seek clarification of the problem from the concerned persons
- GS15.** able to handle different tools, Equipment effectively
- GS16.** uniform feeding of jute on card to get a regular and uniform delivery of fleece of carded jute
- GS17.** complete the work without errors
- GS18.** apprehend the incoming problems by taking clue from the vibration/sound of the machine
- GS19.** seek clarifications on any problems faced from sardars/ supervisors/ colleagues or from other fellow workers
- GS20.** proper handling of tools to reduce the time and productivity

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Operating the jute carding machine</i>	40	60	-	-
1. ensure that starting/stopping/control switches are O.K. in case individual drive and alternative arrangements in case of group drive	2	4	-	-
2. understand the quality of jute fibre in the morah/spreader roll	2	3	-	-
3. ensure that piling duration of jute as prescribed and matured for carding	2	3	-	-
4. check the colour code used for different grade and quality of jute	2	3	-	-
5. ensure correct procedure of feeding on the feed table and check the conveyor sheet are working properly	3	3	-	-
6. ensure correct dollop weight and timing for the feeding	2	4	-	-
7. ensure sliver regularity by discarding some portion of sliver, before and after every stoppage of machine ensure the cleanliness of the feed roller to avoid jam or entanglement there	2	3	-	-
8. ensure that machine safety arrangement functioning correctly, in case of jam in the feed roller	3	3	-	-
9. ensure correct moisture content of the feed material to avoid related problems like jam in different pin rollers	2	3	-	-
10. maintain required doubling and replace as soon as any roll exhausted	2	3	-	-
11. watch regularly the performance of doffer roller and regularity of the delivered fleece on the conductor	2	3	-	-
12. observe regularly the uniformity of the fleece to have a regular sliver weight (lbs. /100 yards)	2	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
13. watch delivery side so that any jam/accumulation in the delivered fleece can be avoided	2	3	-	-
14. frequent checking of carded rolls, its compactness, shape and sizes should be up to the desired level	2	3	-	-
15. after doffing, keep/ store the carded rolls properly	2	3	-	-
16. collect the wastages like sliver, fleece, droppings time to time and take weight to understand the corrective measures required	2	4	-	-
17. ensure regular cleaning and lubrication as scheduled	2	3	-	-
18. keep contact with the maintenance department for better performance of the carding machine	2	3	-	-
19. ensure the availability of fire extinguisher near the machine to fight against fire	2	3	-	-
NOS Total	40	60	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	TSC/N0127
NOS Name	Operating the jute carding machine
Sector	Textile
Sub-Sector	Spinning - Textiles
Occupation	Pre Spinning Operations
NSQF Level	2
Credits	TBD
Version	2.0
Last Reviewed Date	NA
Next Review Date	31/03/2025
NSQC Clearance Date	17/11/2022

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TSC/N0128: Doffing the carded Jute sliver

Description

This unit is about feeding of jute/sliver roll on breakage and doffing the sliver roll in carding machine

Scope

The scope covers the following :

- Doffing the carded Jute sliver

Elements and Performance Criteria

Doffing the carded Jute sliver

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

1. ensure proper working of delivery roll, and roll former (no jamming)
2. open the cover of the doffing zone of card and clean the doffer periodically for ensuring proper jute sliver delivery
3. don't allow slivers to accumulate in delivery conducting plate
4. collect the waste from shrouding plate zone
5. ensure the carded jute sliver passes through the delivery conducting plate and/or conveyor/ rollers and to pass it through the conductor/ conveyor/ rollers (as the case may be) to the delivery zone for formation of condensed sliver roll to pass to roll former
6. ensure proper functioning of roll former and ensure time and diameter setting of roll turner as instructed
7. collect the wastes produced in the roll former zone and store the waste at respective waste box
8. ensure uniformity of the sliver otherwise report the Superior (sardar/ superior)
9. segregate the reusable wastes and weigh and record them in a waste register
10. transfer the reusable line wastes to the 1st carding/breaker carding machine
11. ensure that standard feeding procedure for jute card is adopted and quality of joining of jute sliver is good enough and standard, so that no extra non uniformity generated in jute carded sliver
12. ensure grade/quality wise (with proper colour coding) stocking of doffed carded roles at appropriate place for further processing
13. ensure human safety, fire safety and work place safety while carrying out sliver feeding, joining, picking, jam cleaning activity in card
14. ensure that sliver tension in the delivery and roll former section is appropriate
15. collect the full jute sliver rolls with proper colour code for feed in the finisher card
16. keep the roll storage area of roll former clean before doffing of the carded sliver rolls (quality wise stacking)
17. keep the breaker card sliver rolls near the finisher card for feeding them in the finisher card in next stage

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18. ensure tight packing of the rolls; if not, report to maintenance department for collecting the same
19. ensure that there is no worn out parts in the doffing zone/misalignment in delivery and delivery press rolls
20. ensure proper material handling for moving jute sliver rolls using iron hooks
21. ensure proper picking of all the rollers periodically as instructed

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures (SOP) and regulations in a jute spinning/ jute mill
- KU2.** safe working practices to be adopted in jute spinning/ jute mill
- KU3.** quality systems and other processes practiced in the jute spinning / jute mill
- KU4.** report to the supervisor or higher authority in case of emergency
- KU5.** color coding adopted for different counts in the jute spinning / jute mill
- KU6.** understand clearly the delivery zone of the carding machine
- KU7.** name of different important parts (like, doffer roller, conductor, shrouding plate, delivery & pressing roller, conveyer, roll former etc.) and rollers and their role for delivery of the carded sliver
- KU8.** correct method of cleaning and its periodicity
- KU9.** technique of clearing the jam in doffer roller by using metallic picker/hook, brooms, knife etc
- KU10.** understand the functions of roll former, its maintenance
- KU11.** method of segregating the waste and storing them properly
- KU12.** must have knowledge of re process of wastages and cost involved
- KU13.** sliver size (Weight in lbs. /100 yards) and its uniformity and a little concept of variation of weight, i.e. irregularity of the sliver
- KU14.** any deviation of correct feeding procedure and its impact on sliver regularity
- KU15.** lead, i.e. speed difference between delivery roller and roll former, and its importance
- KU16.** correct method of handling and storing the carded rolls at proper place
- KU17.** must have idea the necessity of maintenance and timing to assure quality rolls

Generic Skills (GS)

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

- GS1.** write instructions for communications
- GS2.** write any kind of request /memo to the sardar/supervisor/management if required
- GS3.** read instructions pass on to previous shift sardar/supervisor/jute selector
- GS4.** read and comprehend written instructions and log books
- GS5.** read instruction/notice written on company notice board
- GS6.** communicate with sardar/supervisor appropriately
- GS7.** talk to other to convey information effectively

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- GS8.** communicate the anomalies to the sardar/supervisor
- GS9.** restart the carding machine after attending the abnormalities during operation
- GS10.** cleaning and gauging in specified time
- GS11.** be able to produce uniform carded sliver for the later process
- GS12.** apply problem-solving approaches in different awkward situations
- GS13.** seek clarification of the problem from the concerned persons
- GS14.** be able to handle different tools, Equipment effectively at right place
- GS15.** uniform feeding of jute on card to get a regular and uniform delivery of fleece of carded jute
- GS16.** complete the work without errors
- GS17.** apprehend the incoming problems by taking clue from the vibration/sound of the machine
- GS18.** seek clarifications on any problems faced from sardars/supervisors/colleagues or from other fellow workers
- GS19.** proper handling of tools to reduce the time and productivity

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Doffing the carded Jute sliver</i>	42	58	-	-
1. ensure proper working of delivery roll, and roll former (no jamming)	2	3	-	-
2. open the cover of the doffing zone of card and clean the doffer periodically for ensuring proper jute sliver delivery	2	3	-	-
3. don't allow slivers to accumulate in delivery conducting plate	2	2	-	-
4. collect the waste from shrouding plate zone	2	3	-	-
5. ensure the carded jute sliver passes through the delivery conducting plate and/or conveyor/ rollers and to pass it through the conductor/ conveyor/ rollers (as the case may be) to the delivery zone for formation of condensed sliver roll to pass to roll former	2	3	-	-
6. ensure proper functioning of roll former and ensure time and diameter setting of roll turner as instructed	2	3	-	-
7. collect the wastes produced in the roll former zone and store the waste at respective waste box	2	2	-	-
8. ensure uniformity of the sliver otherwise report the Superior (sardar/ superior)	2	3	-	-
9. segregate the reusable wastes and weigh and record them in a waste register	2	3	-	-
10. transfer the reusable line wastes to the 1st carding/breaker carding machine	2	2	-	-
11. ensure that standard feeding procedure for jute card is adopted and quality of joining of jute sliver is good enough and standard, so that no extra non uniformity generated in jute carded sliver	2	3	-	-
12. ensure grade/quality wise (with proper colour coding) stocking of doffed carded roles at appropriate place for further processing	2	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
13. ensure human safety, fire safety and work place safety while carrying out sliver feeding, joining, picking, jam cleaning activity in card	2	3	-	-
14. ensure that sliver tension in the delivery and roll former section is appropriate	2	2	-	-
15. collect the full jute sliver rolls with proper colour code for feed in the finisher card	2	3	-	-
16. keep the roll storage area of roll former clean before doffing of the carded sliver rolls (quality wise stacking)	2	3	-	-
17. keep the breaker card sliver rolls near the finisher card for feeding them in the finisher card in next stage	2	3	-	-
18. ensure tight packing of the rolls; if not, report to maintenance department for collecting the same	2	3	-	-
19. ensure that there is no worn out parts in the doffing zone/misalignment in delivery and delivery press rolls	2	3	-	-
20. ensure proper material handling for moving jute sliver rolls using iron hooks	2	2	-	-
21. ensure proper picking of all the rollers periodically as instructed	2	3	-	-
NOS Total	42	58	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	TSC/N0128
NOS Name	Doffing the carded Jute sliver
Sector	Textile
Sub-Sector	Spinning - Textiles
Occupation	Pre Spinning Operations
NSQF Level	2
Credits	TBD
Version	2.0
Last Reviewed Date	NA
Next Review Date	31/03/2025
NSQC Clearance Date	17/11/2022

Qualification Pack

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

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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

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- 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

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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/N9009: Maintain work area, tools, material handling equipment and machinery for jute processing

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 :

- Maintain work area, tools, material handling equipment and machinery for jute processing

Elements and Performance Criteria

Maintain work area, tools, material handling equipment and machinery for jute processing

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

1. maintain personal hygiene and human safety, machine safety and specific dress code
2. carefully handle raw jute, slivers of jute, jute yarns and fabrics to minimize wastage
3. carefully handle all tools such as hand root cutter, circular blade motorized root cutter, chopper, wooden block, bale hook, rope cutter, picking hook, brooms etc
4. carefully handle moisture meter
5. carefully handle weigh machine
6. use proper mechanical handling equipment for lifting and handling jute and other materials, Mechanical Handling Equipment: hand barrow, can trolley, bobbin trolley, beam carrier, spool carrier, cloth carrier etc.
7. keep all waste jute materials in a specified place for further processing
8. maintain a clean and hazard free working area, keeping floors free from all encumbrances
9. maintain tools and equipment being used for jute processing
10. carry out scheduled running maintenance like shift-wise cleaning and oiling in respective jute processing machinery
11. report to supervisor for any abnormal sound, from any machine for jute processing
12. report to supervisor all anomalies and unsafe conditions of equipment and other unprecedented occurrences
13. ensure that the doors and covers for gear side/ belt side of the jute machinery are kept properly closed and all machine guards are in appropriate place
14. ensure that standing place in working position are free from all encumbrances, to maintain correct posture of working/sitting/standing during working in respective jute processing machinery
15. use appropriate cleaning equipment like knife, brooms, pliers, screw driver etc. and follow appropriate cleaning methods for the work to be carried out in particular jute processing machine

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16. stack/dispose jute fibre/sliver/yarn waste safely in the designated location/place/bag to help usage of all wastages for further processing
17. store all gadgets, tools and cleaning equipment safely after their use in designated place after cleaning them properly
18. carry out cleaning and minor/small maintenance jobs for each jute processing machine as per schedule within limits of specific responsibility, as instructed

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 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.** importance of personal hygiene and care
- KU13.** safe working practices and human safety, machine safety for all jute processing machinery
- KU14.** organisational Standard, operating procedures (SOP) and safety rules specific for jute industry and specific for respective jute machinery
- KU15.** aware about limits of each one's responsibility for cleaning and minor maintenance of work area and cleaning of machinery
- KU16.** appropriate material flow in production process and the specific work activities that relate to the whole process, needing time to time cleaning during shift change/ quality change or otherwise as per schedule
- KU17.** importance and method of effective communication with Sardar and supervisors for resolving any problem / reporting anomalies
- KU18.** names and function of each cleaning and maintenance tools
- KU19.** names and functions of each tools and equipment used in a jute mill, Tools and Equipment: hand root cutter, circular blade motorized root cutter, chopper, wooden block, bale hook, rope cutter, picking hook, brooms, etc. hand barrow, can trolley, bobbin trolley, beam carrier, spool carrier, cloth carrier, etc.
- KU20.** fair understanding of company's quality standards of all jute yarns for sacking/hessian and other decorative fabrics and their process norms to maintain
- KU21.** importance and method of complying with instructions for production process, cleaning and maintenance as well as safety aspects
- KU22.** knowledge about reporting/ receiving instructions from the superior

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- KU23.** methods of cleaning the tools and equipment after use and process of safe storing for next use
- KU24.** safety procedure of each jute machinery as applicable
- KU25.** interpretation of work information, cleaning procedure and safety aspects
- KU26.** good understanding of relation between the safety/cleaning and material, handling work role and the overall manufacturing process performance
- KU27.** adequate awareness about types of possible hazards likely to be encountered when conducting minor or major routine cleaning and maintenance as per schedule for jute machinery
- KU28.** importance of taking immediate action when any anomalies and problems are identified (may be abnormal sound in machine, fire, excessive breakage of sliver and yarn etc.)
- KU29.** knowledge about minimising jute fibre/yarn and other waste
- KU30.** importance of running maintenance and regular cleaning on production efficiency of jute machinery
- KU31.** ways how to avoid contamination/ undesirable mixing of different quality of jute or other materials like machine oil, foreign materials including lube oil/spindle oil/graphite powder etc
- KU32.** common machine faults and product faults etc. and method to rectify those following proper/correct procedure
- KU33.** correct maintenance procedures for each jute machinery of different sections as applicable
- KU34.** correct procedure of different types of cleaning and maintenance of equipment and machinery for their effective use during processing
- KU35.** safe working practice

Generic Skills (GS)

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

- GS1.** write instructions for communications
- GS2.** write any kind of request /memo to the supervisor/management if required
- GS3.** read instructions pass on to previous shift supervisor
- GS4.** read and comprehend written instructions
- GS5.** read instruction/notice written on company notice board
- GS6.** communicate with co-worker appropriately
- GS7.** talk to other to convey information effectively
- GS8.** talk to other for clarifications of problems
- GS9.** take right initiative at the right time for cleaning and maintenance to be done properly for jute machinery
- GS10.** apply innovative ideas for further action required after discussion in Quality Circle meeting
- GS11.** understand and to take decision for timely replacement of worn out /defective spare parts taking new spare from store for further action
- GS12.** identify the real reason of problem faced and solve the problem in consultation with other
- GS13.** refer anomalies to the supervisor
- GS14.** take initiative at the right place to understand and to solve the problem

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- GS15.** identify the reasons of different faults and deviations in specifications if any
- GS16.** rectify machine faults and process faults etc. by correct problem-solving approaches in different sections of jute processing as applicable
- GS17.** offer good attention to the process and spares of machine for checking their correctness
- GS18.** ensure routine cleaning and maintenance schedule specific for different jute machinery
- GS19.** make sure that every action taken is error-free
- GS20.** apply leadership skills for motivating fellow workers and others to get the work done

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain work area, tools, material handling equipment and machinery for jute processing</i>	20	30	-	-
1. maintain personal hygiene and human safety, machine safety and specific dress code	1	1	-	-
2. carefully handle raw jute, slivers of jute, jute yarns and fabrics to minimize wastage	1	2	-	-
3. carefully handle all tools such as hand root cutter, circular blade motorized root cutter, chopper, wooden block, bale hook, rope cutter, picking hook, brooms etc	1	2	-	-
4. carefully handle moisture meter	1	1	-	-
5. carefully handle weigh machine	1	1	-	-
6. use proper mechanical handling equipment for lifting and handling jute and other materials, Mechanical Handling Equipment: hand barrow, can trolley, bobbin trolley, beam carrier, spool carrier, cloth carrier etc.	1	2	-	-
7. keep all waste jute materials in a specified place for further processing	1	3	-	-
8. maintain a clean and hazard free working area, keeping floors free from all encumbrances	1	2	-	-
9. maintain tools and equipment being used for jute processing	1	2	-	-
10. carry out scheduled running maintenance like shift-wise cleaning and oiling in respective jute processing machinery	2	2	-	-
11. report to supervisor for any abnormal sound, from any machine for jute processing	1	1	-	-
12. report to supervisor all anomalies and unsafe conditions of equipment and other unprecedented occurrences	2	1	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
13. ensure that the doors and covers for gear side/ belt side of the jute machinery are kept properly closed and all machine guards are in appropriate place	1	2	-	-
14. ensure that standing place in working position are free from all encumbrances, to maintain correct posture of working/sitting/standing during working in respective jute processing machinery	1	2	-	-
15. use appropriate cleaning equipment like knife, brooms, pliers, screw driver etc. and follow appropriate cleaning methods for the work to be carried out in particular jute processing machine	1	1	-	-
16. stack/dispose jute fibre/sliver/yarn waste safely in the designated location/place/bag to help usage of all wastages for further processing	1	2	-	-
17. store all gadgets, tools and cleaning equipment safely after their use in designated place after cleaning them properly	1	1	-	-
18. carry out cleaning and minor/small maintenance jobs for each jute processing machine as per schedule within limits of specific responsibility, as instructed	1	2	-	-
NOS Total	20	30	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	TSC/N9009
NOS Name	Maintain work area, tools, material handling equipment and machinery for jute processing
Sector	Textile
Sub-Sector	Spinning, Weaving, Processing
Occupation	Textile Mill sector - Jute
NSQF Level	3
Credits	TBD
Version	2.0
Last Reviewed Date	NA
Next Review Date	31/03/2025
NSQC Clearance Date	17/11/2022

Qualification Pack

TSC/N9010: Comply with industry and organizational requirement in jute sector

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 :

- Comply with industry and organizational requirement in jute sector

Elements and Performance Criteria

Comply with industry and organizational requirement in jute sector

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

1. perform assigned duties effectively section- wise / machine- wise
2. take full responsibility for desired performance
3. be accountable towards the job role and assigned duties
4. report any anomalies found in the section / machinery to the Sardar (Jobber) or Supervisors
5. take drive on self-learning for improving efficiency
6. co-ordinate with all the team members and colleagues
7. communicate politely
8. avoid conflicts and miscommunication
9. take part in Quality Circle activity to discuss process and innovative ideas in Quality Circle
10. take all initiative to achieve organisational norms for processing of yarn and fabrics of jute and to motivate all other fellow workers to follow them
11. implement the collection of wastage in a proper method (as instructed) for further processing
12. follow specific environmental regulation for jute industry
13. keep area of work and machine clean

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures (SOP) of different processing sections of a jute mill
- KU2.** do's and don't's for each process of jute processing as applicable
- KU3.** fair knowledge of organizational standards
- KU4.** standard operating procedures (SOP) and regulations in a textile mill
- KU5.** report to the supervisor or higher authority
- KU6.** knowledge of organizational standards

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- KU7.** knowledge of industry standards
- KU8.** fair knowledge of jute and products standards for jute yarn types and fabric types
- KU9.** fair knowledge on received and delivered materials so that any anomalies /defects can be identified in those materials
- KU10.** process and material flow for different section-wise processes in a jute mill for different stages of jute yarn/fabric production
- KU11.** importance and procedure of complying with the standards of process / product / environment / safety for Jute Industry
- KU12.** jute industry's general standards of work performance for assigned job role / machine operation for jute mills
- KU13.** knowledge on reducing wastages in jute processing
- KU14.** how to have a fair idea about environmental standards for jute industry
- KU15.** the importance and procedure of cleaning work area and machineries in different section of jute mill

Generic Skills (GS)

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

- GS1.** write notes on quality of jute and products produced in the department
- GS2.** write instructions for communications
- GS3.** write the report on any problem faced
- GS4.** write any kind of request /memo to the supervisor/management if required
- GS5.** read instructions pass on to previous shift supervisor
- GS6.** read and comprehend written instructions and log books
- GS7.** read instruction/notice written on company notice board
- GS8.** communicate with sardar/supervisor appropriately
- GS9.** convey information effectively
- GS10.** talk to other for clarifications of problems
- GS11.** communicate the anomalies to the sardar/supervisor
- GS12.** maintain time for reporting duty
- GS13.** maintain quality of products
- GS14.** plan for trouble free running of machines
- GS15.** plan for storing of raw materials and finished products.
- GS16.** plan for trouble free operation of tools and equipment used for processing
- GS17.** solve the problem, if any in consultation with supervisor
- GS18.** meet the Organizational requirements for maintaining product specification for different types of yarns and fabrics of jute
- GS19.** have skills for carrying out the job assignment as per norms of Jute Industry
- GS20.** achieve defined competency as per his/her job role for working in deferent sections / machines/ in jute mills
- GS21.** run smoothly a specific machine of jute processing as applicable



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- GS22.** comply and achieve product-wise and process-wise Industry standards for each process / product as applicable for a jute mill processing
- GS23.** jointly decide in consultation with sardar/supervisor regarding team work and any organisational problem faced

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Comply with industry and organizational requirement in jute sector</i>	21	29	-	-
1. perform assigned duties effectively section-wise / machine- wise	1	3	-	-
2. take full responsibility for desired performance	1	3	-	-
3. be accountable towards the job role and assigned duties	2	2	-	-
4. report any anomalies found in the section / machinery to the Sardar (Jobber) or Supervisors	2	2	-	-
5. take drive on self-learning for improving efficiency	2	2	-	-
6. co-ordinate with all the team members and colleagues	2	2	-	-
7. communicate politely	1	2	-	-
8. avoid conflicts and miscommunication	1	2	-	-
9. take part in Quality Circle activity to discuss process and innovative ideas in Quality Circle	2	2	-	-
10. take all initiative to achieve organisational norms for processing of yarn and fabrics of jute and to motivate all other fellow workers to follow them	3	2	-	-
11. implement the collection of wastage in a proper method (as instructed) for further processing	2	2	-	-
12. follow specific environmental regulation for jute industry	1	3	-	-
13. keep area of work and machine clean	1	2	-	-
NOS Total	21	29	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	TSC/N9010
NOS Name	Comply with industry and organizational requirement in jute sector
Sector	Textile
Sub-Sector	Spinning, Weaving, Processing
Occupation	Textile Mill sector - Jute
NSQF Level	3
Credits	TBD
Version	2.0
Last Reviewed Date	NA
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

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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

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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	-	-	-	-

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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

Qualification Pack

(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/N0126.Taking charge and handing over shift to jute carding machine operator	18	32	-	-	50	9
TSC/N0127.Operating the jute carding machine	40	60	-	-	100	18
TSC/N0128.Doffing the carded Jute sliver	42	58	-	-	100	19
TSC/N9002.Working in a team	19	20	-	11	50	9
TSC/N9003.Maintain health, safety and security at workplace	32	40	-	28	100	18
TSC/N9009.Maintain work area, tools, material handling equipment and machinery for jute processing	20	30	-	-	50	9
TSC/N9010.Comply with industry and organizational requirement in jute sector	21	29	-	-	50	9
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	0	0	50	9
Total	212	299	0	39	550	100

Acronyms

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

Qualification Pack

Glossary

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

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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.