



Ring Frame Doffer

QP Code: TSC/Q0202

Version: 3.0

NSQF Level: 3

Textile Sector Skill Council || 14-H, 14th Floor, Hansalaya Building, 15, Barakhamba Road
New Delhi - 110001

Qualification Pack

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TSC/Q0202: Ring Frame Doffer

Brief Job Description

A ring frame tenter is responsible for carrying out tenting activities in a ring frame machine. A ring frame tenter should be able to creel the roving bobbin, piece the yarn and carry out routine cleaning and preventive maintenance activities to produce defect free yarn and ensure quality ring cops are produced in ring frame machine. This job requires the individual to have thorough knowledge of process flow and material flow in a spinning mill for yarn production and should know about the important functions and operations of a ring frame machine.

Personal Attributes

A ring frame tenter should have good eyesight, hand-eye-leg coordination, motor skills and vision. He/she should also have good interpersonal skills.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [TSC/N0205: Taking charge of shift and handling over shift to Ring Frame doffer](#)
2. [TSC/N0206: Preparing for Ring Frame doffing activity](#)
3. [TSC/N0207: Carry out Ring Frame doffing activity and post doffing activities](#)
4. [TSC/N0208: Responsibilities while working in auto doffer ring frame](#)
5. [TSC/N9001: Maintain work area, tools, and machines](#)
6. [TSC/N9002: Working in a team](#)
7. [TSC/N9003: Maintain health, safety and security at workplace](#)
8. [TSC/N9004: Comply with industry and organizational requirement](#)
9. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Textile
Sub-Sector	Spinning – Textiles

Qualification Pack

Occupation	Spinning
Country	India
NSQF Level	3
Credits	11
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7318.48
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	30/09/2024
NSQC Approval Date	17/11/2022
Version	3.0
Reference code on NQR	2022/TEXT/TSC/07052
NQR Version	1.0

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TSC/N0205: Taking charge of shift and handling over shift to Ring Frame doffer

Description

This unit is about taking charge of shift from previous shift Ring frame doffer and relieving the responsibilities to the next shift Ring frame doffer

Scope

The scope covers the following :

- Taking charge of shift from Ring frame doffer
- Handing over shift to Ring frame doffer

Elements and Performance Criteria

Taking charge of shift from Ring frame doffer

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

1. reach the work place at least 10 - 15 minutes early
2. bring the necessary operational tools to the department
3. understand the count produced, colour coding, followed in the ring frames
4. meet the previous shift doffer and discuss with him/ her regarding the schedule of doffing activities to be carried out in ring frame department, and issues faced with respect to the quality, production, spare, safety or any other specific instruction etc.
5. ensure the technical details are mentioned in the display board in the ring frame machine
6. check the availability of empty cops and fill the empty cop trolley and ensure colour coding and technical details mentioned
7. ensure proper functioning of cop trolleys
8. check the condition of empty cops in cop trolleys
9. ensure proper functioning of ring frame machine parts
10. check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas.
11. ask the previous shift doffer for any deviation in the above and bring the same to the knowledge of his/ her shift superior and the superior of the previous shift as well.
12. ensure the wastes collection boxes are empty while taking charge of shift
13. ensure that the workplace is clean
14. take over the shift from the outgoing shifts ring frame doffer in a proper manner

Handing over shift to Ring frame doffer

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

15. convey information effectively and confirm understanding. Provide the details regarding count produced, colour coding followed in the ring frames and prepare schedule for carrying out doffing activities
16. get clearance from the incoming counterpart before leaving the work spot

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17. report to his/ her shift superior and the incoming shift doffer in case his/ her counterpart does not report for the incoming shift
18. ensure the shift is properly handed over to the incoming shift doffer
19. 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 superior
20. ensure that the work spot is clean
21. ensure proper cleaning after lot change and count change

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures (SOP) and regulations in a spinning mill
- KU2.** safe working practices to be adopted in spinning mill
- KU3.** quality systems and other processes practiced in the spinning mill
- KU4.** reporting to the supervisor or higher authority in case of emergency
- KU5.** color coding adopted for different counts in the spinning mill
- KU6.** terminology used in the industry including technical and machine related
- KU7.** the importance of: types of fibres, types of yarn, yarn count, types of roving, roving hank, importance of roving quality, types of roving defects, reasons for ring breakage
- KU8.** process flow in a spinning mill
- KU9.** material flow in a spinning mill
- KU10.** importance of mixing & count change
- KU11.** functions of various parts of ring frame machine
- KU12.** importance of colour coding followed for different counts in spinning mill
- KU13.** knowledge of waste collection system & equipment used
- KU14.** importance of material handling and types of material handling equipments used
- KU15.** importance of cleanliness at workplace
- KU16.** functions and methodology for operating different material handling equipments
- KU17.** understand the functions of different signal lamps
- KU18.** guidelines for operating the ring frame machine
- KU19.** guidelines for taking charge of shift from previous Ring frame doffer
- KU20.** guidelines for handing over the shift to the next shift Ring frame doffer
- KU21.** safety procedures to be followed in a ring frame machine
- KU22.** traveller change

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 and convey information effectively
- GS5.** apply problem-solving approaches in different situations
- GS6.** refer defects to the supervisor
- GS7.** seek clarification on problems from others
- GS8.** apply good attention to detail
- GS9.** check that your work is complete and free of errors
- GS10.** procedure for operating different material handling tools and equipments
- GS11.** procedure to check the quality of ring cops, roving bobbins, proper functioning of machine parts in ring frame machine
- GS12.** procedure to maintain neatness at work

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Taking charge of shift from Ring frame doffer</i>	14	23	-	16
1. reach the work place at least 10 - 15 minutes early	1	1	-	1
2. bring the necessary operational tools to the department	1	2	-	1
3. understand the count produced, colour coding, followed in the ring frames	1	1	-	2
4. meet the previous shift doffer and discuss with him/ her regarding the schedule of doffing activities to be carried out in ring frame department, and issues faced with respect to the quality, production, spare, safety or any other specific instruction etc.	1	1	-	2
5. ensure the technical details are mentioned in the display board in the ring frame machine	1	2	-	1
6. check the availability of empty cops and fill the empty cop trolley and ensure colour coding and technical details mentioned	1	2	-	1
7. ensure proper functioning of cop trolleys	1	2	-	-
8. check the condition of empty cops in cop trolleys	1	2	-	-
9. ensure proper functioning of ring frame machine parts	1	2	-	1
10. check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas.	1	2	-	1
11. ask the previous shift doffer for any deviation in the above and bring the same to the knowledge of his/ her shift superior and the superior of the previous shift as well.	1	1	-	2
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 that the workplace is clean	1	2	-	1
14. take over the shift from the outgoing shifts ring frame doffer in a proper manner	1	1	-	2
<i>Handing over shift to Ring frame doffer</i>	6	6	-	10
15. convey information effectively and confirm understanding. Provide the details regarding count produced, colour coding followed in the ring frames and prepare schedule for carrying out doffing activities	1	1	-	2
16. get clearance from the incoming counterpart before leaving the work spot	1	1	-	2
17. report to his/ her shift superior and the incoming shift doffer in case his/ her counterpart does not report for the incoming shift	1	1	-	2
18. ensure the shift is properly handed over to the incoming shift doffer	1	1	-	2
19. 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 superior	1	1	-	1
20. ensure that the work spot is clean	1	1	-	1
21. ensure proper cleaning after lot change and count change	-	-	-	-
NOS Total	20	29	-	26

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National Occupational Standards (NOS) Parameters

NOS Code	TSC/N0205
NOS Name	Taking charge of shift and handling over shift to Ring Frame doffer
Sector	Textile
Sub-Sector	Spinning – Textiles
Occupation	Spinning
NSQF Level	3
Credits	TBD
Version	2.0
Last Reviewed Date	30/09/2021
Next Review Date	30/09/2024
NSQC Clearance Date	17/11/2022

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TSC/N0206: Preparing for Ring Frame doffing activity

Description

This unit is about preparing for the doffing activity

Scope

The scope covers the following :

- identify the machine for carrying out doffing activity
- collecting the empty cops from storage area and loading in cop trolley
- support in preparing the creel zone in case of Lot change

Elements and Performance Criteria

Identify the machine for carrying out doffing

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

1. follow the plan as instructed by superior for performing doffing activities at various machines in ring frame department
2. patrol and identify which machine in ring frame departments is ready for doffing
3. ensure minimum time is taken for identifying the machine on which doffing activity is to be carried out
4. ensure in confirming the machine with the superiors for carrying out doffing activity

Collecting the empty cops from storage area and loading in cop trolley

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

5. identify the empty cops required for next doff and segregate it according to size and colour code
6. ensure the cops are clean
7. clean the empty cops and remove the yarn remnants, if needed
8. remove the collected waste and store it in a waste collection box
9. ensure that the empty cops are in good condition
10. remove the damaged cops and store in a separate place
11. ensure that an empty cop of correct size and colour code is loaded in the bobbin trolley
12. ensure proper material handling of empty cops
13. load the empty cops in the cop trolley in an organised manner
14. load the required number of empty cops as per requirement in different cop trolleys
15. move and arrange the cop trolleys in an organised manner near the ring frame machine in which doffing activity is to be carried out
16. ensure minimum time is taken for carrying the above activities
17. ensure that overhead blower is parked at one side of the machine during doffing
18. overhead blower should start as soon as the doffed machine starts

Support in preparing the creel zone in case of Lot change

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

19. support the tenter in bringing new bobbins from the speed frame department to the ring frame filling zone at the time of lot change as per instruction from the superiors
20. to ensure correct roving bobbins are taken for filling
21. creel the roving bobbins in the reserve umbrella creel as instructed by superiors
22. ensure proper material handling of bobbin and bobbin trolley
23. keep the roving waste in the waste collection pocket provided to each operator and then put in the waste collection box
24. ensure minimum time is taken for filling the roving bobbin
25. discuss with the supervisor on a timely basis for clarifications if any
26. ensure cleanliness at work place

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. standard operating procedures (SOP) and regulations in a spinning mill
- KU2. safe working practices to be adopted in spinning mill
- KU3. quality systems and other processes practiced in the spinning mill
- KU4. reporting to the supervisor or higher authority in case of emergency
- KU5. color coding adopted for different counts in the spinning mill
- KU6. Understand the terminology associated with the job role
- KU7. understand the importance of types of fibers, types of yarn, yarn count, types of roving, roving hank, importance of roving quality, types of roving defects, reasons for roving breakage
- KU8. process flow in a spinning mill
- KU9. material flow in a spinning mill
- KU10. functions of the different parts of machine
- KU11. importance of filling
- KU12. importance of colour coding followed for different counts in a spinning mill
- KU13. functions of various tools and equipments used
- KU14. knowledge of waste collection system and equipments used
- KU15. importance of material handling and types of material handling equipments used
- KU16. functions and methodology for operating different material handling equipments
- KU17. understand the functions of different signal lamps
- KU18. guidelines for operating the machine
- KU19. safety procedures to be followed in a machine

Generic Skills (GS)

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

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- GS1.** write clear and short sentences
- GS2.** comprehend written instructions
- GS3.** communicate with supervisor appropriately
- GS4.** talk to others and 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 that work is complete and free from errors
- GS10.** procedure to transport the cop trolley and bobbin trolley
- GS11.** standard operating procedures to be followed for filling the roving bobbin
- GS12.** procedure for operating different material handling tools and equipments
- GS13.** procedure for removing the yarn remnants in cops
- GS14.** procedure for segregating the damaged cops
- GS15.** procedure for filling the empty cops in cop trolley
- GS16.** procedure for handling of empty cops and cop trolley
- GS17.** procedure for handling of roving bobbin and bobbin trolley
- GS18.** procedure for filling the roving bobbin
- GS19.** maintain neatness at work place

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Identify the machine for carrying out doffing</i>	5	4	-	5
1. follow the plan as instructed by superior for performing doffing activities at various machines in ring frame department	2	1	-	2
2. patrol and identify which machine in ring frame departments is ready for doffing	1	1	-	1
3. ensure minimum time is taken for identifying the machine on which doffing activity is to be carried out	1	1	-	1
4. ensure in confirming the machine with the superiors for carrying out doffing activity	1	1	-	1
<i>Collecting the empty cops from storage area and loading in cop trolley</i>	18	23	-	11
5. identify the empty cops required for next doff and segregate it according to size and colour code	1	2	-	1
6. ensure the cops are clean	1	2	-	-
7. clean the empty cops and remove the yarn remnants, if needed	1	2	-	1
8. remove the collected waste and store it in a waste collection box	2	1	-	1
9. ensure that the empty cops are in good condition	1	2	-	-
10. remove the damaged cops and store in a separate place	1	2	-	1
11. ensure that an empty cop of correct size and colour code is loaded in the bobbin trolley	1	1	-	1
12. ensure proper material handling of empty cops	1	1	-	1
13. load the empty cops in the cop trolley in an organised manner	1	2	-	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
14. load the required number of empty cops as per requirement in different cop trolleys	2	1	-	1
15. move and arrange the cop trolleys in an organised manner near the ring frame machine in which doffing activity is to be carried out	2	3	-	-
16. ensure minimum time is taken for carrying the above activities	1	2	-	1
17. ensure that overhead blower is parked at one side of the machine during doffing	2	1	-	1
18. overhead blower should start as soon as the doffed machine starts	1	1	-	1
<i>Support in preparing the creel zone in case of Lot change</i>	10	16	-	8
19. support the tenter in bringing new bobbins from the speed frame department to the ring frame filling zone at the time of lot change as per instruction from the superiors	1	2	-	1
20. to ensure correct roving bobbins are taken for filling	1	2	-	1
21. creel the roving bobbins in the reserve umbrella creel as instructed by superiors	2	2	-	1
22. ensure proper material handling of bobbin and bobbin trolley	1	2	-	1
23. keep the roving waste in the waste collection pocket provided to each operator and then put in the waste collection box	1	2	-	1
24. ensure minimum time is taken for filling the roving bobbin	1	2	-	1
25. discuss with the supervisor on a timely basis for clarifications if any	2	2	-	1
26. ensure cleanliness at work place	1	2	-	1
NOS Total	33	43	-	24

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National Occupational Standards (NOS) Parameters

NOS Code	TSC/N0206
NOS Name	Preparing for Ring Frame doffing activity
Sector	Textile
Sub-Sector	Spinning – Textiles
Occupation	Spinning
NSQF Level	3
Credits	TBD
Version	2.0
Last Reviewed Date	30/09/2021
Next Review Date	30/09/2024
NSQC Clearance Date	17/11/2022

TSC/N0207: Carry out Ring Frame doffing activity and post doffing activities

Description

This unit is about carrying out the doffing activities in a Ring frame machine

Scope

The scope covers the following :

- transporting the empty cops to ring frame machine
- carryout doffing activity
- check for completion of doffing activity
- post doffing responsibilities
- transporting and storing the filled cops
- other responsibilities

Elements and Performance Criteria

Transporting the empty bobbin trolley to the ring frame machine

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

1. transport the empty cop trolley to ring frame machine
2. arrange the cops trolley in an organised manner
3. stop the machine

Carry out doffing

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

4. ensure the machine is completely stopped
5. Ensure that lappet rail are lifted automatically, otherwise do it manually
6. remove the full yarn cop from spindle and replace it with an empty cop from the cop trolley
7. ensure proper procedure is followed for carrying out doffing activity
8. ensure the empty cop is properly mounted in the spindle
9. repeat the doffing activity for specified number of spindles as instructed by your superior
10. ensure proper material handling of empty cops and full cops
11. Ensure that minimum time is taken for carrying out doffing activity
12. cover the doffed ring cops if needed
13. ensure cleanliness at work place

Check for completion of doffing activity

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

14. ensure that all the full cops are replaced with empty cops
15. ensure that gaiting is done for all the spindles in a proper manner
16. ensure that all full cops are placed in the cop trolley

Post doffing responsibilities

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

17. ensure the doffing is completed out in a proper manner
18. support the tenter by bringing roving bobbin for filling, piecing and filling activities in the event of a count change
19. support the tenter in changing traveller as instructed by superiors during count change
20. ensuring the machine is ready to start
21. start the machine
22. Ensure that the lappet rail are lowered to its position properly
23. do gaiting with the same running yarn
24. ensure proper functioning of machine
25. report to the supervisor / maintenance team if the machine is not functioning properly
26. ensure to restart the overhead blower along with the machine

Transporting & storing the filled cops

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

27. ensure proper transportation of filled cop trolleys

Other responsibilities

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

28. ensure that the empty cop is kept clean and arranged in a proper manner
29. clean the defective cops in the respective shift and ensure that yarn remnants are removed
30. segregate the roving waste and yarn waste count wise and store in their respective waste bins
31. weigh the different types of waste collected and maintain record in a register, if needed
32. support the tenter in carrying out tenting activities as and whenever instructed by the supervisor
33. support the maintenance team while machine is under maintenance
34. Carry out activities assigned by the supervisor from time to time
35. take part in doffs wherever necessary as instructed by the supervisor
36. transport the empty bobbins to the speed frame department storage area after count change
37. ensure cleanliness at work place

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures (SOP) and regulations in a spinning mill
- KU2.** safe working practices to be adopted in spinning mill
- KU3.** quality systems and other processes practiced in the spinning mill
- KU4.** reporting to the supervisor or higher authority in case of emergency
- KU5.** color coding adopted for different counts in the spinning mill
- KU6.** importance of different types of fibres, roving, roving, yarn, hank and count.
- KU7.** types of roving defects and reason for roving breakage
- KU8.** process flow and material flow in a spinning mill

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- KU9.** functions of different parts of a ring frame machine
- KU10.** functions of different signal lamps and control buttons
- KU11.** guidelines for operating the ring frame machine
- KU12.** importance of colour coding
- KU13.** importance of doffing
- KU14.** guidelines for carrying out doffing activity
- KU15.** importance of count change and traveler change
- KU16.** importance of cleaning
- KU17.** types of waste
- KU18.** tools and equipments used for cleaning
- KU19.** guidelines for carrying out cleaning activity
- KU20.** guidelines for cleaning various part of ring frame machine
- KU21.** importance of machine maintenance
- KU22.** guidelines for carrying out maintenance activities
- KU23.** knowledge of tenting activities to be followed in a ring frame machine
- KU24.** operational schedule for cleaning different parts of ring frame machine
- KU25.** importance of material handling
- KU26.** guidelines for operating various material handling tools
- KU27.** importance of safety at work place
- KU28.** safety procedures to be followed in a Ring frame machine

Generic Skills (GS)

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

- GS1.** write clear and short sentences
- GS2.** read in local language and comprehend them
- GS3.** communicate with supervisor appropriately
- GS4.** talk to others and convey information effectively
- GS5.** procedure to arrange empty cops in cop trolley
- GS6.** procedure to carryout doffing activities
- GS7.** procedure to remove full ring cops and replace with empty cops
- GS8.** procedure for mounting the cop in the spindle
- GS9.** standard filling procedure
- GS10.** standard piecing/gaiting procedure
- GS11.** standard doffing procedure
- GS12.** procedure for cleaning different parts of machine
- GS13.** procedure for cleaning the doffing zone
- GS14.** procedure for depositing the waste in waste collection box
- GS15.** procedure for changing traveler
- GS16.** procedure for handling different material handling tools

GS17. procedure for material handling of cops and cop trolley

GS18. maintain neatness at work place

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Transporting the empty bobbin trolley to the ring frame machine</i>	3	6	-	2
1. transport the empty cop trolley to ring frame machine	1	2	-	1
2. arrange the cops trolley in an organised manner	1	2	-	1
3. stop the machine	1	2	-	-
<i>Carry out doffing</i>	11	20	-	10
4. ensure the machine is completely stopped	1	2	-	1
5. Ensure that lappet rail are lifted automatically, otherwise do it manually	1	2	-	1
6. remove the full yarn cop from spindle and replace it with an empty cop from the cop trolley	2	2	-	1
7. ensure proper procedure is followed for carrying out doffing activity	1	2	-	1
8. ensure the empty cop is properly mounted in the spindle	1	3	-	1
9. repeat the doffing activity for specified number of spindles as instructed by your superior	1	3	-	1
10. ensure proper material handling of empty cops and full cops	1	2	-	1
11. Ensure that minimum time is taken for carrying out doffing activity	1	1	-	1
12. cover the doffed ring cops if needed	1	2	-	1
13. ensure cleanliness at work place	1	1	-	1
<i>Check for completion of doffing activity</i>	3	6	-	4
14. ensure that all the full cops are replaced with empty cops	1	2	-	1

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
15. ensure that gaiting is done for all the spindles in a proper manner	1	2	-	1
16. ensure that all full cops are placed in the cop trolley	1	2	-	2
<i>Post doffing responsibilities</i>	13	18	-	11
17. ensure the doffing is completed out in a proper manner	1	2	-	1
18. support the tenter by bringing roving bobbin for filling, piecing and filling activities in the event of a count change	2	2	-	1
19. support the tenter in changing traveller as instructed by superiors during count change	1	2	-	1
20. ensuring the machine is ready to start	2	2	-	1
21. start the machine	1	2	-	1
22. Ensure that the lappet rail are lowered to its position properly	2	2	-	1
23. do gaiting with the same running yarn	1	2	-	1
24. ensure proper functioning of machine	1	1	-	2
25. report to the supervisor / maintenance team if the machine is not functioning properly	1	2	-	1
26. ensure to restart the overhead blower along with the machine	1	1	-	1
<i>Transporting & storing the filled cops</i>	1	1	-	1
27. ensure proper transportation of filled cop trolleys	1	1	-	1
<i>Other responsibilities</i>	10	20	-	10
28. ensure that the empty cop is kept clean and arranged in a proper manner	1	2	-	1
29. clean the defective cops in the respective shift and ensure that yarn remnants are removed	1	2	-	1

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
30. segregate the roving waste and yarn waste count wise and store in their respective waste bins	1	2	-	1
31. weigh the different types of waste collected and maintain record in a register, if needed	1	2	-	1
32. support the tenter in carrying out tenting activities as and whenever instructed by the supervisor	1	2	-	1
33. support the maintenance team while machine is under maintenance	1	2	-	1
34. Carry out activities assigned by the supervisor from time to time	1	2	-	1
35. take part in doffs wherever necessary as instructed by the supervisor	1	2	-	1
36. transport the empty bobbins to the speed frame department storage area after count change	1	2	-	1
37. ensure cleanliness at work place	1	2	-	1
NOS Total	41	71	-	38

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	TSC/N0207
NOS Name	Carry out Ring Frame doffing activity and post doffing activities
Sector	Textile
Sub-Sector	Spinning – Textiles
Occupation	Spinning
NSQF Level	3
Credits	TBD
Version	2.0
Last Reviewed Date	30/09/2021
Next Review Date	30/09/2024
NSQC Clearance Date	17/11/2022

Qualification Pack

TSC/N0208: Responsibilities while working in auto doffer ring frame

Description

This unit is about carrying out the tenting responsibilities in a Ring frame machine with auto doffer

Scope

The scope covers the following :

- Responsibilities while working in auto doffer ring frame
- other doffing responsibilities

Elements and Performance Criteria

Responsibilities while working in auto doffer ring frame

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

1. ensure there is no empties or full cop under the doffing unit
2. ensure empty ring tubes are ready in all c channel peg tray before the machine reaches the doff length
3. ensure there is no empties or full cops found under the doffing unit to avoid any stuck up
4. ensure empty ring tubes are loaded fully in the tube loader reserve box before doffing is started.
5. ensure doffing person reaches the machine for gaiting work before starting the doffing activity
6. ensure doff trolleys are kept in the off end in a specified position.
7. ensure that doffing process is functioning properly without any malfunction.
8. ensure that after doffing gaiting to be done properly and timely
9. ensure that all the full cops are removed from the spindles and empties are loaded in spindles during doffing to avoid yarn wound on empty spindle.
10. ensure that all the grippers in the doffing unit are available in position without missing during doffing.
11. ensure that there is no air leakage in the grippers.
12. ensure the wastes collected from different parts of machine are deposited in the respective dustbins
13. ensure the ring frame department is neat and clean

Other Doffing responsibilities

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

14. verify the proper build of the ring cop
15. record the production details in the production report
16. report to the supervisor in case of emergency stoppage of machine
17. support the tenter and maintenance team for carrying out cleaning activities, on need basis
18. support the maintenance team while machine is under maintenance
19. ensure all details related to production are provided to the next shift doffer while relieving

Qualification Pack

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures (SOP) and regulations in a spinning mill
- KU2.** safe working practices to be adopted in spinning mill
- KU3.** quality systems and other processes practiced in the spinning mill
- KU4.** reporting to the supervisor or higher authority in case of emergency
- KU5.** Process flow and material flow in a spinning mill
- KU6.** functions of different parts of a ring frame machine
- KU7.** importance and functions of auto doffing
- KU8.** functions of different mechanisms of auto doffing unit
- KU9.** advantages and disadvantages of auto doffing
- KU10.** importance of tube loader, pin spacer, gripper
- KU11.** importance of material handling
- KU12.** knowledge of gaiting
- KU13.** importance of cop build
- KU14.** knowledge of manual doffing of ring cops
- KU15.** importance of cleanliness at work place
- KU16.** guidelines for identifying worn out parts
- KU17.** guidelines for carrying out cleaning and maintenance activities
- KU18.** importance of waste collection
- KU19.** guidelines for collecting wastes
- KU20.** understand the safety precautions to be followed in a ring frame machine
- KU21.** cleaning of trolley wheels from waste
- KU22.** contamination free trolleys
- KU23.** placing bobbins in a systematic manner in box (tip one side)
- KU24.** no variation in length of bobbins
- KU25.** no broken bobbin to be used

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 and convey information effectively
- GS5.** doffing procedure as applicable to work requirements
- GS6.** procedure for handling of cops, wastes & doff trolleys
- GS7.** gaiting procedure

GS8. maintain neatness at work place

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Responsibilities while working in auto doffer ring frame</i>	15	22	-	13
1. ensure there is no empties or full cop under the doffing unit	1	2	-	1
2. ensure empty ring tubes are ready in all c channel peg tray before the machine reaches the doff length	1	2	-	1
3. ensure there is no empties or full cops found under the doffing unit to avoid any stuck up	1	1	-	1
4. ensure empty ring tubes are loaded fully in the tube loader reserve box before doffing is started.	1	2	-	1
5. ensure doffing person reaches the machine for gaiting work before starting the doffing activity	1	2	-	1
6. ensure doff trolleys are kept in the off end in a specified position.	1	1	-	1
7. ensure that doffing process is functioning properly without any malfunction.	1	2	-	1
8. ensure that after doffing gaiting to be done properly and timely	2	2	-	1
9. ensure that all the full cops are removed from the spindles and empties are loaded in spindles during doffing to avoid yarn wound on empty spindle.	1	2	-	1
10. ensure that all the grippers in the doffing unit are available in position without missing during doffing.	2	2	-	1
11. ensure that there is no air leakage in the grippers.	1	2	-	1
12. ensure the wastes collected from different parts of machine are deposited in the respective dustbins	1	1	-	1

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
13. ensure the ring frame department is neat and clean	1	1	-	1
<i>Other Doffing responsibilities</i>	6	10	-	9
14. verify the proper build of the ring cop	1	2	-	1
15. record the production details in the production report	1	2	-	1
16. report to the supervisor in case of emergency stoppage of machine	1	1	-	2
17. support the tenter and maintenance team for carrying out cleaning activities, on need basis	1	2	-	2
18. support the maintenance team while machine is under maintenance	1	2	-	1
19. ensure all details related to production are provided to the next shift doffer while relieving	1	1	-	2
NOS Total	21	32	-	22

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	TSC/N0208
NOS Name	Responsibilities while working in auto doffer ring frame
Sector	Textile
Sub-Sector	Spinning – Textiles
Occupation	Spinning
NSQF Level	3
Credits	TBD
Version	2.0
Last Reviewed Date	30/09/2021
Next Review Date	30/09/2024
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

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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

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

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	-	-

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	17/10/2024
NSQC Clearance Date	25/06/2020

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ Performance Criteria (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 Element/ PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

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/N0205.Taking charge of shift and handling over shift to Ring Frame doffer	20	29	-	26	75	11
TSC/N0206.Preparing for Ring Frame doffing activity	33	43	-	24	100	14
TSC/N0207.Carry out Ring Frame doffing activity and post doffing activities	41	71	-	38	150	21
TSC/N0208.Responsibilities while working in auto doffer ring frame	21	32	-	22	75	11
TSC/N9001.Maintain work area, tools, and machines	17	20	-	13	50	7
TSC/N9002.Working in a team	19	20	-	11	50	7
TSC/N9003.Maintain health, safety and security at workplace	32	40	-	28	100	15
TSC/N9004.Comply with industry and organizational requirement	15	20	-	15	50	7
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	0	0	50	7
Total	218	305	0	177	700	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.