



Jute spinning Sardar (Jobber) cum Jr. Supervisor

QP Code: TSC/Q0204

Version: 3.0

NSQF Level: 4

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

Contents

TSC/Q0204: Jute spinning Sardar (Jobber) cum Jr. Supervisor	3
<i>Brief Job Description</i>	3
Applicable National Occupational Standards (NOS)	3
<i>Compulsory NOS</i>	3
<i>Qualification Pack (QP) Parameters</i>	3
TSC/N0213: Taking charge of shift and handing over shift to jute spinning sardar (jobber)	5
TSC/N0214: Preparing the jute spinning frame and jute winding machine for operation	12
TSC/N0215: Ensuring process and quality control in jute spinning and winding	17
TSC/N0216: Assisting supervisor for planning man-machine allocation	23
TSC/N0217: Maintaining quality in Jute spinning and winding	28
TSC/N9002: Working in a team	34
TSC/N9003: Maintain health, safety and security at workplace	38
TSC/N9009: Maintain work area, tools, material handling equipment and machinery for jute processing	44
TSC/N9010: Comply with industry and organizational requirement in jute sector	51
DGT/VSQ/N0101: Employability Skills (30 Hours)	56
Assessment Guidelines and Weightage	61
<i>Assessment Guidelines</i>	61
<i>Assessment Weightage</i>	62
Acronyms	63
Glossary	64

Qualification Pack

TSC/Q0204: Jute spinning Sardar (Jobber) cum Jr. Supervisor

Brief Job Description

The role of a Jute Spinning Sardar (Jobber) cum Jr. Supervisor is to assist the supervisor and to guide the workers for smooth running of jute Spinning and Winding Machines in the Spinning and Winding Departments in jute industry. A Jute Spinning Sardar (Jobber) cum Jr. Supervisor can seek employment in a Jute factory.

Personal Attributes

A Jute Spinning Sardar (Jobber) cum Jr. Supervisor should have good leadership quality, skill and knowledge, confidence and pride on work, ability to command respect, ability to motivate, sense of duty and belongingness, good behaviour, good intention and desire, discipline and punctuality.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [TSC/N0213: Taking charge of shift and handing over shift to jute spinning sardar \(jobber\)](#)
2. [TSC/N0214: Preparing the jute spinning frame and jute winding machine for operation](#)
3. [TSC/N0215: Ensuring process and quality control in jute spinning and winding](#)
4. [TSC/N0216: Assisting supervisor for planning man-machine allocation](#)
5. [TSC/N0217: Maintaining quality in Jute spinning and winding](#)
6. [TSC/N9002: Working in a team](#)
7. [TSC/N9003: Maintain health, safety and security at workplace](#)
8. [TSC/N9009: Maintain work area, tools, material handling equipment and machinery for jute processing](#)
9. [TSC/N9010: Comply with industry and organizational requirement in jute sector](#)
10. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Textile
--------	---------

Qualification Pack

Sub-Sector	Spinning – Textiles
Occupation	Spinning
Country	India
NSQF Level	4
Credits	15
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7318.45
Minimum Educational Qualification & Experience	11th Class (with no experience (OR) Completed 1st year of 3-year diploma (after 10th) and pursuing regular diploma with no experience (OR) 10th grade pass plus 1-year NTC/ NAC with no experience (OR) 8th grade pass plus 2-year NTC plus 1 Year NAC with no experience (OR) 8th pass plus 1-year NTC plus 1-Year NAC plus CITS with no experience (OR) 10th grade pass and pursuing continuous schooling (OR) 10th Grade Pass with 2 year relevant experience (OR) Previous relevant Qualification of NSQF Level 3.0 with minimum education as 5th Grade pass (OR) Previous relevant Qualification of NSQF Level 3.5 with 1 year relevant experience)
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/07088
NQR Version	1.0

Qualification Pack

TSC/N0213: Taking charge of shift and handing over shift to jute spinning sardar (jobber)

Description

This unit is about taking charge of shift from previous shift Jute spinning sardar and relieving the responsibilities to the next shift Jute spinning Sardar

Scope

The scope covers the following :

- Taking charge of shift from jute spinning Sardar
- Handing over shift to next jute Jute spinning Sardar

Elements and Performance Criteria

Taking charge of shift from jute beaming operator

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

1. reach at least 15 - 20 minutes early to the work place
2. ensure in consultation with supervisor, proper man-machine allocation to the extent possible
3. make arrangement for necessary operational tools (knife, piecing hooks and winding knotter hook etc. required for this department)
4. collect from spinning sardar of previous shift information regarding process parameters, material flow, material shortage, if any, quality change and quality codes and machine breakdown and maintenance undertaken
5. assess the fed material (jute sliver from 3rd/finisher drawing) position and report to supervisor for excess or shortage of any particular quality material/sliver/empty cans/empty bobbins etc.in the spinning department .i.e. from 3rd/finisher jute drawing to winding
6. check quality of feed material (sliver from finisher drawing machine) for spinning and winding machine (right quality of warp and weft yarn and defects in spinning bobbins)
7. take a quick round in the department to check that in spinning department there is no undesirable mixing of material such as fibre, cans/bobbins etc. deviating from production plan/schedule
8. find out the nature of breakdown, cause and the machine idle time, if a breakdown occur in this shift or even in previous shift
9. assure the availability of full sliver cans to feed in the spinning machine required, and numbers of spinning and that of bobbins to be feed in winding machine (warp and weft winding)
10. ensure that there is no roller lapping in jute spinning frame (coarser and fine jute yarn count) and winding machines (warp/spool winding and weft/cop winding)
11. check and to collect the report regarding the cleanliness of the machines & working areas
12. tune/check mechanical fault of the spinning and winding machine for deciding about necessary action for its maintenance in time before breakdown
13. rectify, in consultation with supervisor any anomalies in yarn count, if found from SQC report

Qualification Pack

14. assure during shift change all the spinning and winding machines are in running condition for specific yarn quality
15. ensure that machines are cleaned and lubricated properly during shift change
16. get clearance from the incoming counterpart Sardar (Jobber) before leaving the work spot after change of shift

Handing over shift to next jute beaming operator

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

17. hand over the shift to the incoming spinning sardar in proper manner and get clearance from the incoming counterpart
18. report to the supervisor and incoming spinning sardar if there is any quality change and maintenance work done/or left during his shift
19. report to the supervisor all specific observations for all running jute spinning and winding machinery (about their running/shortages of feed materials, if any/maintenance required/done in any of machinery and absenteeism of workman)

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures (SOP) and regulations in a jute mill
- KU2.** safe working practices to be adopted in jute mill
- KU3.** quality systems and other processes practiced in the jute mill
- KU4.** reporting to the supervisor or higher authority in case of emergency
- KU5.** color coding adopted for different counts/products in the jute mill
- KU6.** standard operating procedures (SOP) for spinning (Coarser and finer jute yarn) and winding (Warp and Weft Winding) in a jute mill
- KU7.** quality systems being maintained and all the process norms practiced in the jute mill for spinning and winding department
- KU8.** safety measures of the relevant spinning (Coarser- i.e. sacking weft, medium- sacking warp and finer- hessian warp and weft) and winding machinery (jute warp (i.e. spool) winding i.e. cone drum type warp winding and jute weft (i.e. cop) winding machine)
- KU9.** knowledge on Quality Circle activity Understandings of Quality Circle, which includes type of jute bales (60 kg., 150kg/180kg bale), defects of jute fibre, grades of raw jute, types of raw jute of different mokams, type of jute yarn, jute yarn counts and defects of jute yarn
- KU10.** process flow in a jute mill
- KU11.** process defects, i.e. morah weight, root content Percentage, raw jute defects, sliver weight, moisture content at different stage of processing etc.
- KU12.** name of different processing machinery
- KU13.** material flow in a jute mill
- KU14.** function of different material handling equipment
- KU15.** functions of drawing, spinning and winding machine
- KU16.** importance of colour codes followed for different products in Jute mil
- KU17.** knowledge of waste collection system & equipment used
- KU18.** importance of cleanliness at work place

Qualification Pack

- KU19.** working principle of different signal lamps
- KU20.** good practice for operating the spinning and winding machine
- KU21.** guidelines for taking charge of shift from spinning Sardar of previous shift
- KU22.** guidelines for handing over the shift to the next shift spinning Sardar
- KU23.** safety procedures to be followed in spinning and winding department of jute industry
- KU24.** method of maintaining efficiency and keeping wastage low in spinning and winding machine

Generic Skills (GS)

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

- GS1.** write clear and short sentences
- GS2.** write notes on different work done during the shift
- GS3.** write reason for machine breakdown
- GS4.** write any kind of quality change
- GS5.** write log book
- GS6.** write any kind of request/memo to the sardar/supervisor/management if required
- GS7.** read and comprehend written instructions
- GS8.** read instructions pass on to previous shift sardar/supervisor
- GS9.** read and comprehend written instructions and log books
- GS10.** read technical specifications of spinning and winding machines
- GS11.** read instruction/notice written on company notice board
- GS12.** communicate with sardar/supervisor appropriately
- GS13.** convey information effectively
- GS14.** talk to other for clarifications of problems
- GS15.** talk to colleagues and others effectively to convey required information for getting the work done including cleaning and maintenance
- GS16.** communicate the anomalies to the supervisor
- GS17.** able to take decision in case of any mechanical/electrical/steam line problem
- GS18.** maintain time for reporting duty
- GS19.** maintain quality plan and quality parameters of sliver, yarn, wound packages of warp and weft for jute yarn as per company/industry standard
- GS20.** follow machine safety and environmental aspects in the relevant department
- GS21.** understand and to take decision for timely replacement of worn out/defective spare parts taking new spare from store for further action
- GS22.** plan and to carry out disciplined and correct manner for the daily work of material handling, cleaning and maintenance jobs as an effective member of the team for each of the jute processing section as applicable
- GS23.** plan and rectify machine faults and process faults etc. by correct problem solving approaches in different sections of jute processing as applicable
- GS24.** ensure routine cleaning and maintenance schedule specific for different jute machinery

Qualification Pack

- GS25.** plan and organize Quality circle programme to find out and technical fault or other problem in the department
- GS26.** solve the problem, if any in consultation with supervisor
- GS27.** problem solving power for any anomalies in such process of jute spinning and winding machines
- GS28.** changes required in any machinery for change of yarn quality and feed slivers etc
- GS29.** jointly decide in consultation with sardar/supervisor the place of gradation

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Taking charge of shift from jute beaming operator</i>	34	51	-	-
1. reach at least 15 - 20 minutes early to the work place	2	3	-	-
2. ensure in consultation with supervisor, proper man-machine allocation to the extent possible	3	3	-	-
3. make arrangement for necessary operational tools (knife, piecing hooks and winding knotter hook etc. required for this department)	2	4	-	-
4. collect from spinning sardar of previous shift information regarding process parameters, material flow, material shortage, if any, quality change and quality codes and machine breakdown and maintenance undertaken	2	3	-	-
5. assess the fed material (jute sliver from 3rd/finisher drawing) position and report to supervisor for excess or shortage of any particular quality material/sliver/empty cans/empty bobbins etc.in the spinning department .i.e. from 3rd/finisher jute drawing to winding	3	3	-	-
6. check quality of feed material (sliver from finisher drawing machine) for spinning and winding machine (right quality of warp and weft yarn and defects in spinning bobbins)	2	4	-	-
7. take a quick round in the department to check that in spinning department there is no undesirable mixing of material such as fibre, cans/bobbins etc. deviating from production plan/schedule	2	3	-	-
8. find out the nature of breakdown, cause and the machine idle time, if a breakdown occur in this shift or even in previous shift	2	4	-	-
9. assure the availability of full sliver cans to feed in the spinning machine required, and numbers of spinning and that of bobbins to be feed in winding machine (warp and weft winding)	2	3	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
10. ensure that there is no roller lapping in jute spinning frame (coarser and fine jute yarn count) and winding machines (warp/spool winding and weft/cop winding)	2	3	-	-
11. check and to collect the report regarding the cleanliness of the machines & working areas	2	3	-	-
12. tune/check mechanical fault of the spinning and winding machine for deciding about necessary action for its maintenance in time before breakdown	2	3	-	-
13. rectify, in consultation with supervisor any anomalies in yarn count, if found from SQC report	2	3	-	-
14. assure during shift change all the spinning and winding machines are in running condition for specific yarn quality	2	3	-	-
15. ensure that machines are cleaned and lubricated properly during shift change	2	3	-	-
16. get clearance from the incoming counterpart Sardar (Jobber) before leaving the work spot after change of shift	2	3	-	-
<i>Handing over shift to next jute beaming operator</i>	9	6	-	-
17. hand over the shift to the incoming spinning sardar in proper manner and get clearance from the incoming counterpart	3	2	-	-
18. report to the supervisor and incoming spinning sardar if there is any quality change and maintenance work done/or left during his shift	3	2	-	-
19. report to the supervisor all specific observations for all running jute spinning and winding machinery (about their running/shortages of feed materials, if any/maintenance required/done in any of machinery and absenteeism of workman)	3	2	-	-
NOS Total	43	57	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	TSC/N0213
NOS Name	Taking charge of shift and handing over shift to jute spinning sardar (jobber)
Sector	Textile
Sub-Sector	Spinning – Textiles
Occupation	Spinning
NSQF Level	4
Credits	TBD
Version	2.0
Last Reviewed Date	NA
Next Review Date	31/03/2025
NSQC Clearance Date	17/11/2022

Qualification Pack

TSC/N0214: Preparing the jute spinning frame and jute winding machine for operation

Description

This unit provides performance criteria, knowledge & understanding and skills & abilities required to run Jute yarn spinning and winding department smoothly and efficiently

Scope

The scope covers the following :

- Run Jute draw frame smoothly and efficiently to achieve productivity and quality by controlling waste and proper maintenance
- Run Jute spinning frame smoothly and efficiently to achieve productivity and quality by controlling waste and proper maintenance
- Run Jute winding section smoothly and efficiently to achieve productivity and quality by controlling waste and proper maintenance.

Elements and Performance Criteria

Preparing the jute spinning frame and jute winding machine for operation

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

1. ensure proper drafting zone setting of different pitch jute spinning frame for processing coarse, medium and fine count yarn
2. coordinate with maintenance people for proper setting of draft change pinion, twist pinion, felt bob position etc. for different count of yarn
3. ensure that proper color code of cop for different count of jute yarn is maintained by the operator
4. ensure that the winding packages are fault free
5. ensure that in case of fine yarn, color yarn is used by the operator at the time of joining yarn breakage
6. ensure proper setting of building zone
7. coordinate with SQC people and confirm the grist of yarn running
8. ensure there is no worn out parts in spinning and winding machine
9. take report and ensure that all the spindles are in running condition

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization's policies & standard operating procedures (SOP)
- KU2.** awareness & knowledge of customers
- KU3.** potential hazards associated with the machines and the safety precautions must be taken
- KU4.** protocol to obtain more information on work related tasks

Qualification Pack

- KU5.** how to contact person in case of queries on procedure or products and for revolving issues related to defective machines, tools, materials & equipment
- KU6.** details of the various job roles & responsibilities
- KU7.** documentation and reporting formats
- KU8.** work targets & machine with superiors
- KU9.** protocol and format for reporting work related risks/ problems
- KU10.** method of obtaining /giving feed back with respect to performance
- KU11.** importance of team work, harmonious working relationships
- KU12.** process for offering /obtaining work related assistance
- KU13.** responsibilities under health, safety and environmental legislation guidelines for storage & disposal of waste materials
- KU14.** color coding adopted for different sliver counts/ yarn count, all products of any jute mill in spinning and winding department
- KU15.** knowledge of 4pitch, 4 pitch and 5 pitch spinning frame and the respective counts
- KU16.** dial gauging of 4pitch, 4 pitch and 5 pitch spinning frame
- KU17.** drafting zone setting of 4pitch, 4 pitch and 5 pitch spinning frame.
- KU18.** Knowledge of draft, twist
- KU19.** setting of draft change pinion and twist change pinion
- KU20.** knowledge of piecing rate (4 nos of piecing per minute)
- KU21.** defects of spinning bobbins and jute yarn
- KU22.** defects of cops and spools
- KU23.** yarn knotting procedure in winding department

Generic Skills (GS)

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

- GS1.** write notes on different work done during the shift
- GS2.** write reason for machine breakdown.
- GS3.** write any kind of quality change.
- GS4.** write log book
- GS5.** write any kind of request /memo to the sardar/supervisor/management if required
- GS6.** read and comprehend written instructions
- GS7.** read instructions pass on to previous shift sardar/supervisor
- GS8.** read and comprehend written instructions and log books
- GS9.** read technical specifications of spinning and winding machines
- GS10.** read instruction/notice written on company notice board
- GS11.** communicate with sardar/supervisor appropriately
- GS12.** convey information effectively
- GS13.** talk to other for clarifications of problems
- GS14.** talk to colleagues and others effectively to convey required information for getting the work done including cleaning and maintenance

Qualification Pack

- GS15.** communicate the anomalies to the supervisor
- GS16.** able to take decision in case of any mechanical/electrical/steam line problem
- GS17.** maintain time for piecing (4 nos per minute)
- GS18.** maintain quality plan and quality parameters of sliver, yarn, wound packages of warp and weft for jute yarn as per company/ industry standard
- GS19.** follow machine safety and environmental aspects in the relevant department
- GS20.** dismantle and fit change pinion and start and stop of third/ finisher drawing machine, jute yarn spinning machine/ jute spool(warp) winding and jute cop(weft) winding machinery
- GS21.** quality checking of cop and spool for any defects
- GS22.** plan to overcome any short supply of spools
- GS23.** plan and to carry out disciplined and correct manner for the daily work of material handling, cleaning and maintenance jobs as an effective member of the team for each of the jute processing section as applicable.
- GS24.** plan and rectify machine faults and process faults etc. by correct problem solving approaches in different sections of jute processing as applicable
- GS25.** ensure routine cleaning and maintenance schedule specific for different jute machinery
- GS26.** guide workers/operators for proper piecing of yarn in spinning machine and joining of yarns in winding machine properly
- GS27.** guide the worker to find out faults of cop and spool and to rectify them
- GS28.** production of fault free yarns to produce good cloth
- GS29.** solve the problem, if any in consultation with supervisor
- GS30.** jointly decide in consultation with sardar/supervisor the place of gradation

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Preparing the jute spinning frame and jute winding machine for operation</i>	22	28	-	-
1. ensure proper drafting zone setting of different pitch jute spinning frame for processing coarse, medium and fine count yarn	2	4	-	-
2. coordinate with maintenance people for proper setting of draft change pinion, twist pinion, felt bob position etc. for different count of yarn	2	3	-	-
3. ensure that proper color code of cop for different count of jute yarn is maintained by the operator	2	3	-	-
4. ensure that the winding packages are fault free	5	3	-	-
5. ensure that in case of fine yarn, color yarn is used by the operator at the time of joining yarn breakage	3	3	-	-
6. ensure proper setting of building zone	2	3	-	-
7. coordinate with SQC people and confirm the grist of yarn running	2	3	-	-
8. ensure there is no worn out parts in spinning and winding machine	2	3	-	-
9. take report and ensure that all the spindles are in running condition	2	3	-	-
NOS Total	22	28	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	TSC/N0214
NOS Name	Preparing the jute spinning frame and jute winding machine for operation
Sector	Textile
Sub-Sector	Spinning – Textiles
Occupation	Spinning
NSQF Level	4
Credits	TBD
Version	2.0
Last Reviewed Date	NA
Next Review Date	31/03/2025
NSQC Clearance Date	17/11/2022

TSC/N0215: Ensuring process and quality control in jute spinning and winding

Description

This unit is about ensuring process and quality control in jute spinning and winding

Scope

The scope covers the following :

- Ensuring process and quality control in jute spinning and winding

Elements and Performance Criteria

Ensuring process and quality control in jute spinning and winding

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

1. check the delivered material from finisher drawing frames in jute mills
2. ensure that all indicator and stop motions are in working condition and are operating properly
3. ensure sufficient number of finisher drawing sliver can stock
4. check that proper number of doubling (2:1) is maintained by the operator at the finisher drawing frame, so that right quality in finisher drawing sliver is maintained as per jute yarn grist
5. independently to take operators report on the machines, immediately after breakdown occurs or any anomalies found / reported by the operator or by the Sardar himself
6. ensure the removal of sliver lapping is done by the operator, without using knife and without damaging machine parts in spinning machine
7. ensure that quality-wise identification mark for jute yarn (sacking warp, sacking weft, hessian warp, hessian weft and any other qualities) is proper
8. find out the major and minor causes of low production, if any, in case of spinning and winding machines
9. follow the instruction of shift supervisor for changing any quality of jute yarn and related change in machine setting / parts and process parameter in jute spinning machine
10. record shift-wise wastage and report to supervisor if it is beyond the norm (0.5 % - 1 % in spinning and 0.2% - 0.3% in winding)
11. ensure that empty sliver cans remain clean and fully empty before they are returned to the back process (finisher drawing machine)
12. check time to time proper functioning of jute sliver crimping device in finisher drawing machine
13. ensure that all jute sliver wastes are kept inside designated waste sliver cans only for returning to the back process for further use
14. ensure proper picking and cleaning of finisher drawing machine to avoid sliver shortage/wastage and to ensure that proper quality of fed jute sliver etc. are maintained as per spinning and winding production schedule
15. ensure that the machines are well maintained, tuned/set and cleaned and lubricated properly following routine/schedule maintenance and smoot production

Qualification Pack

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard Operating Procedures (SOP) and concern regulations
- KU2.** knowledge of workplace standards
- KU3.** setting and tuning of spinning and winding machinery as per jute yarn count for good operation
- KU4.** standard operating procedures (SOP) for spinning and winding (warp & weft) in a jute mill
- KU5.** quality systems and other processes practiced in the jute mill
- KU6.** knowledge on quality specification of third / finisher drawing sliver /sliver weight/ jute yarn quality/ quality of spool package (warp) and cop package (weft)
- KU7.** knowledge on smooth working and functioning of each parts of spools(warp) and cop(weft) winding machines
- KU8.** awareness of quality of cop and spool of jute yarn
- KU9.** good knowledge on maintenance activities of cop and spool winding machinery
- KU10.** knowledge regular settings and adjustment between specific rollers
- KU11.** good knowledge of setting of length and diameter of cop and spool both and setting of stop motions in those machinery
- KU12.** procedures for controlling the quality of feed material and wastage of cop and spool winding for jute yarns
- KU13.** method of waste control
- KU14.** method of stock checking of empty bobbin, empty can, full can etc.
- KU15.** lubrication schedule
- KU16.** routine maintenance
- KU17.** preventive maintenance
- KU18.** the function and operation of each and every parts of spinning and winding machine
- KU19.** sliver quality
- KU20.** yarn quality
- KU21.** yarn defect

Generic Skills (GS)

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

- GS1.** write in local language
- GS2.** write notes on different work done during the shift
- GS3.** write reason for machine breakdown
- GS4.** write any kind of quality change
- GS5.** write log book
- GS6.** write any kind of request /memo to the sardar/supervisor/management if required
- GS7.** read instructions pass on to previous shift sardar/supervisor
- GS8.** read and comprehend written instructions and log books

Qualification Pack

- GS9.** read technical specifications of spinning and winding machines
- GS10.** read instruction/notice written on company notice board
- GS11.** communicate with sardar/supervisor appropriately
- GS12.** convey information effectively
- GS13.** seek clarifications from others for problems
- GS14.** communicate with colleagues and others effectively to convey required information for getting the work done including cleaning and maintenance
- GS15.** communicate the anomalies to the supervisor
- GS16.** follow rule-based decision-making processes
- GS17.** maintain time for reporting duty
- GS18.** maintain the machines in working condition in consultation with maintenance department
- GS19.** maintain the quality of jute yarn as per specified standard
- GS20.** plan for storing of cop bundles
- GS21.** plan for proper transportation system without damaging the products
- GS22.** trouble free operation of spinning and winding machine
- GS23.** meet customer requirements/market trend
- GS24.** solve the problem, if any in consultation with supervisor
- GS25.** allocation of spinning spindle per winder
- GS26.** jointly decide in consultation with supervisor the productivity of the machine

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensuring process and quality control in jute spinning and winding</i>	32	43	-	-
1. check the delivered material from finisher drawing frames in jute mills	3	3	-	-
2. ensure that all indicator and stop motions are in working condition and are operating properly	3	3	-	-
3. ensure sufficient number of finisher drawing sliver can stock	2	2	-	-
4. check that proper number of doubling (2:1) is maintained by the operator at the finisher drawing frame, so that right quality in finisher drawing sliver is maintained as per jute yarn grist	2	3	-	-
5. independently to take operators report on the machines, immediately after breakdown occurs or any anomalies found / reported by the operator or by the Sardar himself	2	3	-	-
6. ensure the removal of sliver lapping is done by the operator, without using knife and without damaging machine parts in spinning machine	2	3	-	-
7. ensure that quality-wise identification mark for jute yarn (sacking warp, sacking weft, hessian warp, hessian weft and any other qualities) is proper	2	2	-	-
8. find out the major and minor causes of low production, if any, in case of spinning and winding machines	2	3	-	-
9. follow the instruction of shift supervisor for changing any quality of jute yarn and related change in machine setting / parts and process parameter in jute spinning machine	2	3	-	-
10. record shift-wise wastage and report to supervisor if it is beyond the norm (0.5 % - 1 % in spinning and 0.2% - 0.3% in winding)	2	3	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
11. ensure that empty sliver cans remain clean and fully empty before they are returned to the back process (finisher drawing machine)	2	3	-	-
12. check time to time proper functioning of jute sliver crimping device in finisher drawing machine	2	3	-	-
13. ensure that all jute sliver wastes are kept inside designated waste sliver cans only for returning to the back process for further use	2	3	-	-
14. ensure proper picking and cleaning of finisher drawing machine to avoid sliver shortage/wastage and to ensure that proper quality of fed jute sliver etc. are maintained as per spinning and winding production schedule	2	3	-	-
15. ensure that the machines are well maintained, tuned/set and cleaned and lubricated properly following routine/schedule maintenance and smoot production	2	3	-	-
NOS Total	32	43	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	TSC/N0215
NOS Name	Ensuring process and quality control in jute spinning and winding
Sector	Textile
Sub-Sector	Spinning – Textiles
Occupation	Spinning
NSQF Level	4
Credits	TBD
Version	2.0
Last Reviewed Date	NA
Next Review Date	31/03/2025
NSQC Clearance Date	17/11/2022

Qualification Pack

TSC/N0216: Assisting supervisor for planning man-machine allocation

Description

This unit provides performance criteria for Assistant Supervisor to plan man-machine allocation.

Scope

The scope covers the following :

- Assisting supervisor for planning man-machine allocation

Elements and Performance Criteria

Assisting supervisor for planning man machine allocation

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

1. ensure all the workers are present
2. ensure/allocate the spinning operators as per industry norm (one spinner per machine in coarser yarn and one spinner per two machines in fine yarn)
3. ensure/allocate one reliever for 5 operators
4. ensure/allocate bobbin shifter, can carrier as per norm (one bobbin shifter per 5 machines, one can carrier per 8 spinning machines)
5. ensure/allocate number of spinning spindle per winder (two cop winder for one coarse side spinning frame and one spool winder for 1.25 fine side spinning frame)
6. ensure sliver feeder, bobbin cleaner, department mazdoors are there in the department
7. ensure maximum efficiency and minimum doffing time and minimum idle time for all machinery for finisher drawing (to assure right quality and quantity of feed materials) and also for jute spinning machinery and jute warp and weft winding machinery
8. check idle spindle in spinning, idle drum in spool winding idle spindle in cop winding to rectify them immediately
9. ensure maximum efficiency and productivity of the spinning and winding machinery of the department maintaining the product quality and defect free/ minimum defective material
10. ensure that operators maintains minimum idle/ down / stoppage time of drum/spindle during doffing of full winding package (spools for jute warp and cop for jute weft yarn)
11. ensure that operator should maintain good work habit, loyalty and disciplinary norms of the company along-with machine safety and human safety and environmental aspects
12. ensure that any machine parts/gears/lubricant/jute wastes are not thrown on ground and spool/cops are stacked properly, and machines are cleaned timely so that fluff does not settle on machine

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** importance of workers to attend work in time

Qualification Pack

- KU2.** proper process to ensure man-machine allocation
- KU3.** occupational health and safety risks and methods
- KU4.** proper allocation of Man-machine for smooth running of department
- KU5.** norms of man-machine allocation, norms include, one spinner per machine in coarser yarn and one spinner per two machine in fine yarn, one reliever for 5 operator, one bobbin shifter per 5 spinning machine and one can carrier per 8 spinning machine
- KU6.** number of spinning spindles per cop and spool winder include two cop winder for one coarse side spinning frame and one spool winder for 1.25 fine side spinning frame
- KU7.** number of cop spindle and spool drum per winder (15 cop spindle per cop winder and 8 spool drum per spool winder)
- KU8.** importance of man- machine allocation and production of machine
- KU9.** functions and methodology for operating different small tools

Generic Skills (GS)

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

- GS1.** write notes on different work done during the shift
- GS2.** write reason for machine breakdown
- GS3.** write any kind of quality change
- GS4.** write log book
- GS5.** write any kind of request /memo to the sardar/supervisor/management if required
- GS6.** read instructions pass on to previous shift sardar/supervisor
- GS7.** read and comprehend written instructions and log books
- GS8.** read technical specifications of spinning and winding machines
- GS9.** read instruction/notice written on company notice board
- GS10.** communicate with sardar/supervisor appropriately
- GS11.** talk to other to convey information effectively
- GS12.** talk to other for clarifications of problems
- GS13.** talk to colleagues and others effectively to convey required
- GS14.** follow rule-based decision-making processes
- GS15.** maintain proper man-machine allocation
- GS16.** maintain proper cleaning of department to reduce wastage
- GS17.** plan and organize the worker in consultation with supervisor for smooth running of the department
- GS18.** proper man-machine utilization for cost effectiveness
- GS19.** solve the worker problem, if any in consultation with supervisor
- GS20.** disciplinary and good work culture in the department
- GS21.** minor maintenance and fault finding for mechanical defects in spindle in spinning machine and in drums of spool(warp) winding machine and spindle of cop(weft) winding machine
- GS22.** Jointly decide in consultation with supervisor in case of worker absenteeism

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assisting supervisor for planning man machine allocation</i>	23	27	-	-
1. ensure all the workers are present	2	2	-	-
2. ensure/allocate the spinning operators as per industry norm (one spinner per machine in coarser yarn and one spinner per two machines in fine yarn)	2	2	-	-
3. ensure/allocate one reliever for 5 operators	2	2	-	-
4. ensure/allocate bobbin shifter, can carrier as per norm (one bobbin shifter per 5 machines, one can carrier per 8 spinning machines)	2	2	-	-
5. ensure/allocate number of spinning spindle per winder (two cop winder for one coarse side spinning frame and one spool winder for 1.25 fine side spinning frame)	2	3	-	-
6. ensure sliver feeder, bobbin cleaner, department mazdoors are there in the department	1	3	-	-
7. ensure maximum efficiency and minimum doffing time and minimum idle time for all machinery for finisher drawing (to assure right quality and quantity of feed materials) and also for jute spinning machinery and jute warp and weft winding machinery	2	2	-	-
8. check idle spindle in spinning, idle drum in spool winding idle spindle in cop winding to rectify them immediately	2	2	-	-
9. ensure maximum efficiency and productivity of the spinning and winding machinery of the department maintaining the product quality and defect free/ minimum defective material	2	2	-	-
10. ensure that operators maintains minimum idle/ down / stoppage time of drum/spindle during doffing of full winding package (spools for jute warp and cop for jute weft yarn)	2	3	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
11. ensure that operator should maintain good work habit, loyalty and disciplinary norms of the company along-with machine safety and human safety and environmental aspects	2	2	-	-
12. ensure that any machine parts/gears/lubricant/jute wastes are not thrown on ground and spool/cops are stacked properly, and machines are cleaned timely so that fluff does not settle on machine	2	2	-	-
NOS Total	23	27	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	TSC/N0216
NOS Name	Assisting supervisor for planning man-machine allocation
Sector	Textile
Sub-Sector	Spinning – Textiles
Occupation	Spinning
NSQF Level	4
Credits	TBD
Version	2.0
Last Reviewed Date	NA
Next Review Date	31/03/2025
NSQC Clearance Date	17/11/2022

Qualification Pack

TSC/N0217: Maintaining quality in Jute spinning and winding

Description

This unit provides performance criteria for Assistant Supervisor to plan man-machine allocation

Scope

The scope covers the following :

- Maintaining quality in Jute spinning and winding

Elements and Performance Criteria

Maintaining quality in Jute spinning and winding

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

1. check whether the jute sliver quality and jute yarn quality according to desired quality standards and specifications for the specific industry
2. ensure that proper identification mark is always present for different counts of jute yarns being spun or wound
3. ensure that uniform bobbin weight is maintained in spinning machine
4. check and arrange replacement of defective machine parts of spinning and winding machinery by maintenance people in jute mills
5. ensure proper wound angle and diameter in spool (warp package) and proper diameter, cone length and length of the cop for jute weft (cop) yarn
6. ensure that operator follows the right piecing (minimum overlapping of sliver) in spinning and minimum overlapping in jute yarn in winding machine by appropriate method and use of coloured yarn while piecing export quality yarn
7. check and ask the maintenance department to rectify if there is any defect in the building of the bobbins (in spinning) or building the warp package (spool) and weft package (cop)
8. ensure minimum sliver/yarn wastage during piecing and can changing
9. ensure that operator must keep waste material inside his waste collection bag
10. ensure the use of graphite powder lubricant (no grease/oil) in builder rail
11. find out the causes of end break in spinning machine, end break in winding (warp and weft) machine and take the remedial measures for excessive end breakage
12. follow the instruction of Supervisor/shift In-charge during change of count and quality
13. check frequently the quality of cop and spool and ensure that quality standards and specifications are maintained
14. keep the empty spinning bobbin in the container provided for this
15. ensure that operators join the broken ends by proper weavers knots using mechanical knoter hook
16. ensure that operators make the knots small and tight, with minimum yarn wastage
17. ensure that operators release the yarn tightly after knotting to avoid snarls formation

Qualification Pack

18. ensure that winding tension in all drum/spindles are same and uniform throughout winding operation
19. ensure that defective packages (bobbins) are kept separately
20. check the mark on the bobbin so that lot mixing can be avoided
21. minimize unnecessary wastage of yarn while removing faults or during starting of winding and knotting
22. report immediately to the supervisor or concern superiors, if any technological or mechanical problem occurs in machine
23. ensure that no drum (for spool) or spindle(for cop) should remain idle in winding machinery
24. ensure that all spinning bobbins are fully consumed/emptied if for any reason, it cannot be done, manual unwinding/emptying the spinning bobbins is to be arranged separately

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** importance of workers to attend work in time
- KU2.** proper process to ensure quality in jute spinning and winding
- KU3.** moisture content and finisher drawing sliver weight as desired for good spinning
- KU4.** importance of equipment and tools/ material handling system and working of the material handling equipment used in relevant department of jute mill (spinning and winding department)
- KU5.** fair knowledge on working principles of different signal system/ stop motion and lamps/indicator for spinning and winding machines for jute mill
- KU6.** knowledge of waste collection system & equipment used
- KU7.** importance of cleanliness at work place
- KU8.** working principle of different signal lamps
- KU9.** good practice for operating the spinning and winding machine
- KU10.** knowledge of grist of yarn (lbs per 14400 yds)
- KU11.** sliver/yarn irregularity,
- KU12.** knowledge of piecing rate
- KU13.** knowledge of bobbin weight, piecing procedure,
- KU14.** lubrication procedure i.e. use of grease gun, oil can, graphite powder etc.
- KU15.** fault identification and rectification

Generic Skills (GS)

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

- GS1.** write notes on different work done during the shift
- GS2.** write reason for machine breakdown
- GS3.** write any kind of quality change
- GS4.** write log book

Qualification Pack

- GS5.** write any kind of request/ memo to the sardar/ supervisor/ management if required
- GS6.** read instructions pass on to previous shift sardar/supervisor
- GS7.** read and comprehend written instructions and log books
- GS8.** read technical specifications of spinning and winding machines
- GS9.** read instruction/notice written on company notice board
- GS10.** communicate with sardar/supervisor appropriately
- GS11.** talk to other to convey information effectively
- GS12.** talk to other for clarifications of problems
- GS13.** talk to colleagues and others effectively to convey required information for getting the work done including cleaning and maintenance
- GS14.** communicate the anomalies to the supervisor
- GS15.** maintain the moisture content of the yarn as per norm (16 % for hessian i.e. fine yarn, 20 % for sacking i.e. coarse yarn)
- GS16.** maintain proper marking of jute yarn count
- GS17.** plan for non-stop running of all the machine
- GS18.** plan for availability of empty bobbin, full sliver cans etc.
- GS19.** proper quality product for next process
- GS20.** solve the problem faced by the worker regarding sliver/ bobbin shortage if any, in consultation with supervisor
- GS21.** find out causes of end breakages and take remedial measures
- GS22.** minor maintenance and fault finding for mechanical defects in spindle in spinning machine and in drums of spool (warp) winding machine and spindle of cop (weft) winding machine
- GS23.** jointly decide in consultation with supervisor the maintenance of quality product

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintaining quality in Jute spinning and winding</i>	48	52	-	-
1. check whether the jute sliver quality and jute yarn quality according to desired quality standards and specifications for the specific industry	2	3	-	-
2. ensure that proper identification mark is always present for different counts of jute yarns being spun or wound	2	2	-	-
3. ensure that uniform bobbin weight is maintained in spinning machine	2	2	-	-
4. check and arrange replacement of defective machine parts of spinning and winding machinery by maintenance people in jute mills	2	2	-	-
5. ensure proper wound angle and diameter in spool (warp package) and proper diameter, cone length and length of the cop for jute weft (cop) yarn	2	3	-	-
6. ensure that operator follows the right piecing (minimum overlapping of sliver) in spinning and minimum overlapping in jute yarn in winding machine by appropriate method and use of coloured yarn while piecing export quality yarn	2	3	-	-
7. check and ask the maintenance department to rectify if there is any defect in the building of the bobbins (in spinning) or building the warp package (spool) and weft package (cop)	2	2	-	-
8. ensure minimum sliver/yarn wastage during piecing and can changing	2	2	-	-
9. ensure that operator must keep waste material inside his waste collection bag	2	2	-	-
10. ensure the use of graphite powder lubricant (no grease/oil) in builder rail	2	2	-	-
11. find out the causes of end break in spinning machine, end break in winding (warp and weft) machine and take the remedial measures for excessive end breakage	2	3	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
12. follow the instruction of Supervisor/shift In-charge during change of count and quality	2	2	-	-
13. check frequently the quality of cop and spool and ensure that quality standards and specifications are maintained	2	2	-	-
14. keep the empty spinning bobbin in the container provided for this	2	2	-	-
15. ensure that operators join the broken ends by proper weavers knots using mechanical knotter hook	2	2	-	-
16. ensure that operators make the knots small and tight, with minimum yarn wastage	2	2	-	-
17. ensure that operators release the yarn tightly after knotting to avoid snarls formation	2	2	-	-
18. ensure that winding tension in all drum/spindles are same and uniform throughout winding operation	2	2	-	-
19. ensure that defective packages (bobbins) are kept separately	2	2	-	-
20. check the mark on the bobbin so that lot mixing can be avoided	2	2	-	-
21. minimize unnecessary wastage of yarn while removing faults or during starting of winding and knotting	2	2	-	-
22. report immediately to the supervisor or concern superiors, if any technological or mechanical problem occurs in machine	2	2	-	-
23. ensure that no drum (for spool) or spindle(for cop) should remain idle in winding machinery	2	2	-	-
24. ensure that all spinning bobbins are fully consumed/emptied if for any reason, it cannot be done, manual unwinding/emptying the spinning bobbins is to be arranged separately	2	2	-	-
NOS Total	48	52	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	TSC/N0217
NOS Name	Maintaining quality in Jute spinning and winding
Sector	Textile
Sub-Sector	Spinning – Textiles
Occupation	Spinning
NSQF Level	4
Credits	TBD
Version	2.0
Last Reviewed Date	NA
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

Qualification Pack

- KU3.** safe working practices to be adopted in textile mill
- KU4.** reporting to the supervisor or higher authority about any grievances faced
- KU5.** the importance of the previous and next step of the process
- KU6.** process flow in a textile mill and the concerned workers
- KU7.** material flow in a textile mill and the required person
- KU8.** functions of different parts of the machine
- KU9.** tools and equipments used
- KU10.** guidelines for operating the machine
- KU11.** safety procedures to be followed in the machine

Generic Skills (GS)

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

- GS1.** write clear and short sentences
- GS2.** write daily work report
- GS3.** write grievance complaint application
- GS4.** comprehend written instructions
- GS5.** read any application sent by other colleagues
- GS6.** communicate with supervisor appropriately
- GS7.** talk to co-workers to convey information effectively
- GS8.** identify the real reason of problem faced
- GS9.** be able to find the most effective solution to the problems faced
- GS10.** apply good attention to detail
- GS11.** ensure every kind of communication is error free
- GS12.** communicate effectively
- GS13.** apply leadership skills wherever required
- GS14.** take initiative at the right place
- GS15.** understand the requirement to be creative

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Commitment and trust</i>	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

Qualification Pack

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:

Qualification Pack

19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry
20. recognise other possible security issues existing in the workplace

Planning the safety techniques Implementing the programs

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

21. recognise different measures to curb the hazards
22. communicate the safety plan to everyone
23. attach disciplinary rules with the implementation

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures (SOP) and regulations in a textile mill
- KU2.** safe working practices to be adopted in textile mill
- KU3.** quality systems and other processes practiced in the textile mill
- KU4.** health and safety related practices applicable at the workplace
- KU5.** potential hazards, risks and threats based on nature of operations
- KU6.** organizational procedures for safe handling of equipment and machine operations
- KU7.** potential risks due to own actions and methods to minimize these
- KU8.** environmental management system related procedures at the workplace
- KU9.** layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points
- KU10.** potential accidents and emergencies and response to these scenarios
- KU11.** reporting protocol and documentation required
- KU12.** details of personnel trained in first aid, fire-fighting and emergency response
- KU13.** actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire
- KU14.** occupational health and safety risks and methods
- KU15.** personal protective equipment and method of use
- KU16.** identification, handling and storage of hazardous substances
- KU17.** proper disposal system for waste and by-products
- KU18.** signage related to health and safety and their meaning
- KU19.** importance of sound health, hygiene and good habits
- KU20.** ill-effects of alcohol, tobacco and drugs

Generic Skills (GS)

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

- GS1.** write clear and short sentences
- GS2.** read and understand the company instructions

Qualification Pack

- 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

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
15. participate in mock drills/ evacuation procedures organized at the workplace	1	2	-	-
16. undertake first aid, fire-fighting and emergency response training, if asked to do so	1	2	-	1
17. take action based on instructions in the event of fire, emergencies or accidents	1	2	-	1
18. follow organisation procedures for shutdown and evacuation when required	1	1	-	1
<i>Recognizing the hazards</i>	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

Qualification Pack

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

Qualification Pack

- 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

Qualification Pack

- 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	-	-

Qualification Pack

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'ts 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

Qualification Pack

- 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

Qualification Pack

- 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

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

Qualification Pack

Diversity & Inclusion

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

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

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

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

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

Essential Digital Skills

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

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

PC13. use internet and social media platforms securely and safely

Entrepreneurship

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

PC14. identify and assess opportunities for potential business

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

Customer Service

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

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

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

KU5. how to use basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

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

KU9. different types of financial products and services

Qualification Pack

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

Generic Skills (GS)

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

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

Assessment Criteria

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

Qualification Pack

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

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Last Reviewed Date	NA
Next Review Date	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 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 : 70

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/N0213.Taking charge of shift and handing over shift to jute spinning sardar (jobber)	43	57	-	-	100	15
TSC/N0214.Preparing the jute spinning frame and jute winding machine for operation	22	28	-	-	50	7
TSC/N0215.Ensuring process and quality control in jute spinning and winding	32	43	-	-	75	13
TSC/N0216.Assisting supervisor for planning man-machine allocation	23	27	-	-	50	7
TSC/N0217.Maintaining quality in Jute spinning and winding	48	52	-	-	100	15
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/N9009.Maintain work area, tools, material handling equipment and machinery for jute processing	20	30	-	-	50	7
TSC/N9010.Comply with industry and organizational requirement in jute sector	21	29	-	-	50	7
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	0	0	50	7
Total	280	356	0	39	675	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.