



Cone Winding Operator - Manual & Assembly Winding

QP Code: TSC/Q0302

Version: 3.0

NSQF Level: 3

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

Contents

TSC/Q0302: Cone Winding Operator - Manual & Assembly Winding	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/N0305: Taking charge of shift and handing over shift to Cone Winding Operator	5
TSC/N0306: Creeling the cops and knotting the broken yarn during cone winding	12
TSC/N0307: Doffing the cone package at cone winding machine	19
TSC/N0308: Carryout tenting, cleaning and maintenance activities at cone winding	24
TSC/N9001: Maintain work area, tools, and machines	31
TSC/N9002: Working in a team	35
TSC/N9003: Maintain health, safety and security at workplace	39
TSC/N9004: Comply with industry and organizational requirement	45
DGT/VSQ/N0101: Employability Skills (30 Hours)	49
Assessment Guidelines and Weightage	54
<i>Assessment Guidelines</i>	54
<i>Assessment Weightage</i>	55
Acronyms	56
Glossary	57

TSC/Q0302: Cone Winding Operator - Manual & Assembly Winding

Brief Job Description

A cone winding operator is responsible to carry out tenting activities in cone winding / assembly winding machine. he/she should be able to segregate quality cops, creel the cops, knotting the yarn, doff the cones, carry out routine cleaning and maintenance activities thus producing defect free cone package and ensure proper functioning of winding machine. This job requires the individual to have thorough knowledge of process flow and material flow in a textile mill for yarn production and should know about the important functions and operations of winding machine.

Personal Attributes

A winding operator should have good eyesight, hand-eyeleg coordination, motor skills and vision. He/she should also have good interpersonal skills.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [TSC/N0305: Taking charge of shift and handing over shift to Cone Winding Operator](#)
2. [TSC/N0306: Creeling the cops and knotting the broken yarn during cone winding](#)
3. [TSC/N0307: Doffing the cone package at cone winding machine](#)
4. [TSC/N0308: Carryout tenting, cleaning and maintenance activities at cone winding](#)
5. [TSC/N9001: Maintain work area, tools, and machines](#)
6. [TSC/N9002: Working in a team](#)
7. [TSC/N9003: Maintain health, safety and security at workplace](#)
8. [TSC/N9004: Comply with industry and organizational requirement](#)
9. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Textile
Sub-Sector	Spinning – Textiles

Qualification Pack

Occupation	Post Spinning Operations
Country	India
NSQF Level	3
Credits	13
Aligned to NCO/ISCO/ISIC Code	NCO-2015/8151.18
Minimum Educational Qualification & Experience	9th Class (with No Experience (OR) Grade 8 pass and pursuing continuous schooling in regular school with vocational subject with no experience (OR) 8th grade pass with 1 year of relevant experience (OR) 5th grade pass with 4 years of relevant experience (OR) Ability to read and write with 5 years of experience)
Minimum Level of Education for Training in School	9th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	25/11/2024
NSQC Approval Date	17/11/2022
Version	3.0
Reference code on NQR	2022/TEXT/TSC/07044
NQR Version	1.0

Qualification Pack

TSC/N0305: Taking charge of shift and handing over shift to Cone Winding Operator

Description

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

Scope

The scope covers the following :

- Taking charge of shift from cone winding operator
- Handing over shift to cone winding operator

Elements and Performance Criteria

Taking charge of shift from cone winding operator

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

1. come at least 10 - 15 minutes earlier to the work spot
2. bring the necessary operational tools to the department
3. meet the previous shift operator and discuss with him/ her regarding the issues faced by them with respect to the quality, production, spare, safety or any other specific instruction etc.
4. understand the count produced, colour coding, followed in the winding for his allocated number of drums or machines
5. ensure the technical details are mentioned in the display board in the winding machine
6. check for the availability of the ring cops in cheese trolleys
7. ensure all the winding drums are running properly, winding drums which are not running and problems if any should be clarified with the supervisor and operator
8. ensure all the cone drums are running properly, if not the reason for idle cone drums should be enquired for and reported to the superiors
9. ensure proper functioning of winding machine parts
10. check the cleanliness of the machines & other work areas
11. check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas.
12. should question the previous shift operator for any deviation in the above and should bring the same to the knowledge of his/ her shift superior as well as that of the previous shift
13. ensure the wastes collection boxes are empty while taking charge of shift
14. ensure the work spot is clean
15. ensure the OHTC is working properly
16. take over the shift from the outgoing shift operator in a proper manner

Handing over shift to cone winding operator

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

Qualification Pack

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures (SOP) and regulations in a spinning / textile mill
- KU2.** safe working practices to be adopted in spinning / textile mill
- KU3.** quality systems and other processes practiced in the spinning / textile mill
- KU4.** report to the supervisor or higher authority in case of emergency
- KU5.** color coding adopted for different counts in the spinning / textile mill
- KU6.** understanding the importance of: types of fibres, types of yarn, yarn count, types of yarn defects
- KU7.** process flow in a spinning / textile mill
- KU8.** material flow in a spinning / textile mill
- KU9.** importance of cone winding and cone package formation
- KU10.** functions of different parts of winding
- KU11.** importance of colour coding followed for different counts
- KU12.** guidelines for operating the winding machine
- KU13.** understanding the functions of different signal lamps
- KU14.** guidelines for taking charge of shift from previous shift cone winding operator
- KU15.** guidelines for handing over the shift to the next shift cone winding operator
- KU16.** importance of material handling and types of material handling equipment used
- KU17.** functions and methodology for operating different material handling tools
- KU18.** knowledge of waste collection system & equipment used
- KU19.** importance of cleanliness at workplace
- KU20.** safety procedures to be followed in a winding machine

Generic Skills (GS)

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

- GS1.** Write clear and short sentences
- GS2.** comprehend written instructions
- GS3.** communicate with supervisor appropriately
- GS4.** talk to others to convey information effectively
- GS5.** apply problem-solving approaches in different situations
- GS6.** refer anomalies to the supervisor
- GS7.** seek clarification on problems from others
- GS8.** apply good attention to detail
- GS9.** check your work is complete and free from errors
- GS10.** procedure to patrol around the winding machine
- GS11.** procedure to operate the different mechanisms in winding machine
- GS12.** procedure for patrolling around the winding department and identifying worn out or damaged machine parts
- GS13.** procedure to check the quality of ring cops, cone package, proper functioning of machine parts in winding machine
- GS14.** procedure for operating different material handling tools and equipments
- GS15.** maintain neatness at work

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Taking charge of shift from cone winding operator</i>	21	23	-	20
1. come at least 10 - 15 minutes earlier to the work spot	1	1	-	1
2. bring the necessary operational tools to the department	2	1	-	1
3. meet the previous shift operator and discuss with him/ her regarding the issues faced by them with respect to the quality, production, spare, safety or any other specific instruction etc.	1	1	-	3
4. understand the count produced, colour coding, followed in the winding for his allocated number of drums or machines	2	1	-	2
5. ensure the technical details are mentioned in the display board in the winding machine	2	1	-	1
6. check for the availability of the ring cops in cheese trolleys	2	2	-	1
7. ensure all the winding drums are running properly, winding drums which are not running and problems if any should be clarified with the supervisor and operator	1	2	-	1
8. ensure all the cone drums are running properly, if not the reason for idle cone drums should be enquired for and reported to the superiors	1	2	-	1
9. ensure proper functioning of winding machine parts	1	2	-	1
10. check the cleanliness of the machines & other work areas	1	1	-	1
11. check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas.	2	1	-	1

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
12. should question the previous shift operator for any deviation in the above and should bring the same to the knowledge of his/ her shift superior as well as that of the previous shift	1	2	-	2
13. ensure the wastes collection boxes are empty while taking charge of shift	1	2	-	1
14. ensure the work spot is clean	1	1	-	1
15. ensure the OHTC is working properly	1	1	-	1
16. take over the shift from the outgoing shift operator in a proper manner	1	2	-	1
<i>Handing over shift to cone winding operator</i>	9	10	-	17
17. ensure in providing the details regarding count produced, colour coding followed in the winding for his allocated number of cone drums or machines	1	1	-	3
18. provide all relevant information regarding the count produced, idle cone drums, damaged machine parts if any	1	1	-	3
19. get clearance from the incoming counterpart before leaving the work spot	1	2	-	2
20. report to his/ her shift superiors as well as that of the incoming shift report to the supervisor in case his/ her counterpart doesn't report for the incoming shift	1	1	-	2
21. ensure the shift has to be properly handed over to the incoming shift operator	1	1	-	2
22. report to his/ her shift superior about the quality / production / safety issues/ any other issue faced in his/her shift and should leave the department only after getting concurrence for the same from his/ her superiors	1	1	-	2
23. collect the wastes from waste collection bags, weigh them and transport to storage area	1	2	-	1
24. ensure the work spot is clean	2	1	-	2

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	30	33	-	37

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	TSC/N0305
NOS Name	Taking charge of shift and handing over shift to Cone Winding Operator
Sector	Textile
Sub-Sector	Spinning – Textiles
Occupation	Post Spinning Operations
NSQF Level	3
Credits	TBD
Version	2.0
Last Reviewed Date	25/11/2021
Next Review Date	25/11/2024
NSQC Clearance Date	17/11/2022

Qualification Pack

TSC/N0306: Creeling the cops and knotting the broken yarn during cone winding

Description

This unit is about carrying out procedure for creeling the ring cops, and knotting the yarn in cone winding machine

Scope

The scope covers the following :

- Creeling the cops
- Knotting the yarn
- Restarting for winding
- Material handling
- Creeling the knotting in Assembly winder

Elements and Performance Criteria

Creeling the cops

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

1. bring the cops in the cop trolley from storage area
2. ensure correct count cop trolley is taken to winding unit for creeling
3. patrol around the cone winding machine and identify the cop exhaust
4. creel the cops in the creel stand
5. ensure that the cop is properly fixed in the holder
6. ensure that the winding unit should not stop due to cops exhaust
7. ensure that minimum time is taken for creeling the ring cops
8. ensure the cone drum is not running for a long time with cop exhaust
9. lift the cone spindle from the surface of the drum to a certain height
10. properly stop the cone spindle before knotting
11. ensure proper functioning of machine
12. ensure safety while creeling and knotting the yarn

Knotting the yarn

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

13. use hand knotters or splicers for knotting the broken yarn or during cop change and during yarn breakage
14. follow proper procedure for operating the hand knotters for knotting
15. follow proper procedure for operating the hand splicer
16. knot should be done with minimum loss of time and with minimum waste
17. knot should be done with minimum tails and the tails should be trimmed with proper trimmers

Qualification Pack

18. ensure that the knots are of good strength, small in size and of minimum tail ends. if not, get the knotter repaired / replaced.

Restarting for winding

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

19. ensure the yarn is properly knotted / spliced
20. lift the cone holder lever and lay the cone spindle on the cone drum
21. ensure the cone is proper laid in the winding drum and the yarn is properly wound on the cone uniformly

Material Handling

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

22. ensure proper material handling of ring cops and cone
23. ensure proper material handling of cop trolley, knotters and splicers

Creeling and knotting in Assembly winder

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

24. place the single yarn cones in assembly winder
25. ensure correct colour coded and labelled cone package is taken for creeling
26. ensure that time taken is minimum for attending the end breaks
27. ensure both the yarns are parallelly wound in the assemble cheese package
28. knot the ends during breakage
29. ensure that the knots are of good strength
30. ensure proper material handling of cone packages

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures (SOP) and regulations in a spinning / textile mill
- KU2.** safe working practices to be adopted in spinning / textile mill
- KU3.** quality systems and other processes practiced in the spinning / textile mill
- KU4.** report to the supervisor or higher authority in case of emergency
- KU5.** color coding adopted for different counts in the spinning / textile mill
- KU6.** process flow and material flow in textile spinning / textile mill
- KU7.** understanding the importance of types of fibres, types of yarn, yarn count, types of yarn defects, reasons for yarn breakage
- KU8.** function of different parts in winding machine
- KU9.** importance of yarn quality
- KU10.** importance of material handling
- KU11.** importance of cleanliness at work
- KU12.** procedure for material handling of cops, cop trolley, hand knotters, splicing unit and cone packages
- KU13.** importance of time management
- KU14.** procedure for creeling the empty cops

- KU15.** types of knotter
- KU16.** standard procedure for knotting using hand knotters and splicers
- KU17.** various knotting defects and reasons for defects
- KU18.** importance of splicing
- KU19.** types of splicing
- KU20.** standard procedure for splicing
- KU21.** various splicing defects
- KU22.** importance of safety at work place
- KU23.** importance of cleanliness at work place

Generic Skills (GS)

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

- GS1.** Write clear and short sentences
- GS2.** comprehend written instructions
- GS3.** procedure for patrolling around the winding machine
- GS4.** procedure for creeling the cops
- GS5.** standard operating procedure for creeling the cops
- GS6.** procedure for lifting the cops using the lever
- GS7.** knotting procedure
- GS8.** splicing procedure

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Creeling the cops</i>	20	26	-	11
1. bring the cops in the cop trolley from storage area	1	2	-	1
2. ensure correct count cop trolley is taken to winding unit for creeling	2	1	-	1
3. patrol around the cone winding machine and identify the cop exhaust	2	3	-	1
4. creel the cops in the creel stand	2	3	-	1
5. ensure that the cop is properly fixed in the holder	2	2	-	1
6. ensure that the winding unit should not stop due to cops exhaust	2	2	-	-
7. ensure that minimum time is taken for creeling the ring cops	1	2	-	1
8. ensure the cone drum is not running for a long time with cop exhaust	2	2	-	1
9. lift the cone spindle from the surface of the drum to a certain height	2	3	-	1
10. properly stop the cone spindle before knotting	2	2	-	1
11. ensure proper functioning of machine	1	2	-	1
12. ensure safety while creeling and knotting the yarn	1	2	-	1
<i>Knotting the yarn</i>	12	17	-	8
13. use hand knotters or splicers for knotting the broken yarn or during cop change and during yarn breakage	2	3	-	1
14. follow proper procedure for operating the hand knotters for knotting	2	3	-	1

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
15. follow proper procedure for operating the hand splicer	2	3	-	1
16. knot should be done with minimum loss of time and with minimum waste	2	3	-	2
17. knot should be done with minimum tails and the tails should be trimmed with proper trimmers	2	3	-	2
18. ensure that the knots are of good strength, small in size and of minimum tail ends. if not, get the knotter repaired / replaced.	2	2	-	1
<i>Restarting for winding</i>	5	6	-	3
19. ensure the yarn is properly knotted / spliced	2	2	-	1
20. lift the cone holder lever and lay the cone spindle on the cone drum	2	2	-	1
21. ensure the cone is proper laid in the winding drum and the yarn is properly wound on the cone uniformly	1	2	-	1
<i>Material Handling</i>	3	4	-	2
22. ensure proper material handling of ring cops and cone	2	2	-	1
23. ensure proper material handling of cop trolley, knotters and splicers	1	2	-	1
<i>Creeling and knotting in Assembly winder</i>	11	14	-	8
24. place the single yarn cones in assembly winder	2	2	-	1
25. ensure correct colour coded and labelled cone package is taken for creeling	1	2	-	1
26. ensure that time taken is minimum for attending the end breaks	2	1	-	1
27. ensure both the yarns are parallelly wound in the assemble cheese package	1	2	-	1

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
28. knot the ends during breakage	2	3	-	2
29. ensure that the knots are of good strength	2	2	-	1
30. ensure proper material handling of cone packages	1	2	-	1
NOS Total	51	67	-	32

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	TSC/N0306
NOS Name	Creeling the cops and knotting the broken yarn during cone winding
Sector	Textile
Sub-Sector	Spinning – Textiles
Occupation	Post Spinning Operations
NSQF Level	3
Credits	TBD
Version	2.0
Last Reviewed Date	25/11/2021
Next Review Date	25/11/2024
NSQC Clearance Date	17/11/2022

Qualification Pack

TSC/N0307: Doffing the cone package at cone winding machine

Description

This unit is about carrying out procedure for doffing the full cone package in cone winding machine

Scope

The scope covers the following :

- Doffing the cone package
- Weighing and storing the cone package
- Restarting the machine after doffing

Elements and Performance Criteria

Doffing the cone package

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

1. ensure that cone winding happens till the specified length or weight of the cone package is achieved
2. start doffing once the cone package is fully wound to the pre determined length or weight
3. either stop the machine for doffing or doff the cone package while the machine is running as per the instructions of the supervisor
4. ensure proper procedure is adopted for doffing the cone package
5. ensure proper material handling of cone package

Weighing and storing the cone package

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

6. weigh the cone package and ensure the required weight has been achieved
7. fix the cone in the cone spindle and run it again till the cone reaches the predetermined weight
8. place the cones in the cone trolley and store in the storage area as instructed
9. keep empty paper cones in the reserve area for doffing

Restarting the machine after doffing

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

10. insert the empty cones after doffing
11. ensure proper colour coded empty paper cone is mounted in the cone spindle
12. put tail end of minimum 0.5mtrs on the base of the empty cone before starting
13. follow the instructions of the superiors during count change & do the necessary changes
14. release the spindle lever and lay the cone spindle on the winding drum
15. ensure proper traverse of yarn on winding drum
16. ensure proper passage of yarn in winding machine

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

Qualification Pack

- KU1.** safe working practices and organizational standard operating procedures
- KU2.** limits of your own responsibility
- KU3.** ways of resolving problems within the work area
- KU4.** the production process and the specific work activities that relate to the whole process
- KU5.** importance of effective communication with supervisors
- KU6.** lines of communication, authority and reporting procedures
- KU7.** the organization's rules, codes and guidelines (including timekeeping)
- KU8.** the company's quality standards
- KU9.** the importance of complying with written instructions
- KU10.** equipment operating procedures / supervisor's instructions
- KU11.** process flow and material flow in spinning / textile mill
- KU12.** importance of types of fibres, types of yarn, yarn count, types of yarn defects, reasons for yarn breakage
- KU13.** functions of cone winding machine
- KU14.** function of different parts in winding machine
- KU15.** importance of yarn quality
- KU16.** importance of doffing
- KU17.** importance of weighing the cone package
- KU18.** importance of material handling
- KU19.** material handling of cone and cone trolley

Generic Skills (GS)

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

- GS1.** Write clear and short sentences
- GS2.** comprehend written instructions
- GS3.** communicate with supervisor appropriately
- GS4.** talk to others to convey information effectively
- GS5.** standard doffing procedure
- GS6.** standard procedure for weighing the cone package
- GS7.** standard procedure for handling of cone package
- GS8.** standard operating procedure for restarting the machine post doffing

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Doffing the cone package</i>	5	6	-	5
1. ensure that cone winding happens till the specified length or weight of the cone package is achieved	1	1	-	1
2. start doffing once the cone package is fully wound to the pre determined length or weight	1	2	-	1
3. either stop the machine for doffing or doff the cone package while the machine is running as per the instructions of the supervisor	1	1	-	1
4. ensure proper procedure is adopted for doffing the cone package	1	1	-	1
5. ensure proper material handling of cone package	1	1	-	1
<i>Weighing and storing the cone package</i>	4	7	-	1
6. weigh the cone package and ensure the required weight has been achieved	1	2	-	-
7. fix the cone in the cone spindle and run it again till the cone reaches the predetermined weight	1	1	-	1
8. place the cones in the cone trolley and store in the storage area as instructed	1	2	-	-
9. keep empty paper cones in the reserve area for doffing	1	2	-	-
<i>Restarting the machine after doffing</i>	7	10	-	5
10. insert the empty cones after doffing	1	2	-	-
11. ensure proper colour coded empty paper cone is mounted in the cone spindle	1	2	-	1
12. put tail end of minimum 0.5mtrs on the base of the empty cone before starting	1	2	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
13. follow the instructions of the superiors during count change & do the necessary changes	1	1	-	1
14. release the spindle lever and lay the cone spindle on the winding drum	1	1	-	1
15. ensure proper traverse of yarn on winding drum	1	1	-	1
16. ensure proper passage of yarn in winding machine	1	1	-	1
NOS Total	16	23	-	11

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	TSC/N0307
NOS Name	Doffing the cone package at cone winding machine
Sector	Textile
Sub-Sector	Spinning – Textiles
Occupation	Post Spinning Operations
NSQF Level	3
Credits	TBD
Version	2.0
Last Reviewed Date	25/11/2021
Next Review Date	25/11/2024
NSQC Clearance Date	17/11/2022

TSC/N0308: Carryout tenting, cleaning and maintenance activities at cone winding

Description

This unit is about carrying out the cleaning, maintenance and tenting responsibilities in a cone winding machine

Scope

The scope covers the following :

- General tenting responsibilities
- Carryout cleaning activities
- Carryout regular maintenance activities

Elements and Performance Criteria

General tenting responsibilities

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

1. bring the cops in the cop trolley from storage area
2. ensure proper passage of f yarn in the winding units
3. attend the machine on yarn breakage and knot the ends using knotter
4. ensure the knots are of good strength, small in size and with minimum tail ends
5. check the appearance of splicing
6. see the signal lamps & ensure minimum time is taken for creeling
7. proper handling of full cops, empty cops and full cones
8. material handling of waste
9. transport empty cops to ring frame department
10. operate the overhead blower - ensure its working while winding
11. report to superiors immediately, if any defects such as yarn shade variation, strength variation, twist variation, stains etc. are found
12. inform the superiors or maintenance personnel if any faulty winding spindle is found among the spindle allotted

Carryout cleaning activities

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

13. handling of full cops, empty cops and full cones
14. handling of waste material
15. transport empty cops to ring frame department
16. carrying out cleaning activities
17. removing faults from ring cops
18. keep the wastes in waste bag in apron
19. Use the wax rolls, if instructed, for waxing the yarn

Qualification Pack

20. ensure in keeping the wax washers clean
21. clean the waste accumulation from different parts of the machine from time to time
22. package defects produced in the winding machine to be identified and reported to the superiors
23. ensure cleanliness at work place

Carryout regular maintenance activities

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

24. check the waxing unit and fix new waxing rolls if the old one exhausts
25. ensure that all winding drums are in good running condition
26. ensure the working of all stop motions, tension washer and EYC
27. check that the splicing unit is working properly
28. check the proper functioning of hand knotters
29. check the proper functioning of machine parts
30. ensure that the conveyor belt is clean and proper cop transportation occurs
31. attend the jams in winding sections and report to supervisors and fitters
32. in case yarn gets wound on the drum, stop the machine and remove the same gently without damaging the drum
33. report to the maintenance incharge and supervisor if the machine is not functioning properly
34. check the OHTC working condition
35. report to the superiors if any EYC is malfunctioning
36. ensure safety while carrying out maintenance activities

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.** importance of effective communication with supervisors
- KU7.** lines of communication, authority and reporting procedures
- KU8.** organization's rules, codes and guidelines (including timekeeping)
- KU9.** company's quality standards
- KU10.** importance of complying with written instructions
- KU11.** equipment operating procedures / supervisor's instructions
- KU12.** process flow and material flow in spinning / textile mill
- KU13.** function of different parts in winding machine
- KU14.** importance of yarn quality
- KU15.** importance of cleaning
- KU16.** importance of quality

- KU17.** various types of waste
- KU18.** knowledge on types of defects in yarn and cone package
- KU19.** importance of material handling
- KU20.** material handling of cone and cone trolley
- KU21.** standard procedure for material handling of cops, cop trolley, hand knotters, splicing unit and cone packages
- KU22.** importance and procedure for weighing the cone packages
- KU23.** general guidelines for carrying out maintenance activities
- KU24.** importance of cleanliness at work
- KU25.** types of material handling tools and equipments used in winding
- KU26.** types of control switches and signal lamps used in winding machine
- KU27.** importance of safety at work place

Generic Skills (GS)

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

- GS1.** write clear and short sentences
- GS2.** comprehend written instructions
- GS3.** communicate with supervisor appropriately
- GS4.** talk to others to convey information effectively
- GS5.** apply problem-solving approaches in different situations
- GS6.** refer anomalies to the supervisor
- GS7.** seek clarification on problems from others
- GS8.** procedure for material handling of cops, cop trolley, cone packages, empty cones
- GS9.** procedure for knotting the yarn using knotter
- GS10.** procedure for splicing the yarn
- GS11.** procedure for material handling of full cops, empty cops and full cones
- GS12.** procedure for operating the overhead blower
- GS13.** procedure for material handling of cops, cop trolley, hand knotters, splicing unit and cone packages
- GS14.** procedure for carrying out maintenance activities of different parts in winding machine
- GS15.** procedure for operating material handling tools and equipments
- GS16.** procedure for carrying out maintenance activities in different parts of winding machine

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>General tenting responsibilities</i>	12	22	-	17
1. bring the cops in the cop trolley from storage area	1	1	-	3
2. ensure proper passage of f yarn in the winding units	1	2	-	2
3. attend the machine on yarn breakage and knot the ends using knotter	1	3	-	1
4. ensure the knots are of good strength, small in size and with minimum tail ends	1	2	-	1
5. check the appearance of splicing	1	2	-	1
6. see the signal lamps & ensure minimum time is taken for creeling	1	2	-	1
7. proper handling of full cops, empty cops and full cones	1	2	-	1
8. material handling of waste	1	2	-	1
9. transport empty cops to ring frame department	1	2	-	1
10. operate the overhead blower - ensure its working while winding	1	2	-	1
11. report to superiors immediately, if any defects such as yarn shade variation, strength variation, twist variation, stains etc. are found	1	1	-	2
12. inform the superiors or maintenance personnel if any faulty winding spindle is found among the spindle allotted	1	1	-	2
<i>Carryout cleaning activities</i>	12	20	-	11
13. handling of full cops, empty cops and full cones	1	2	-	1
14. handling of waste material	1	1	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
15. transport empty cops to ring frame department	1	2	-	1
16. carrying out cleaning activities	2	2	-	1
17. removing faults from ring cops	1	2	-	1
18. keep the wastes in waste bag in apron	1	2	-	1
19. Use the wax rolls, if instructed, for waxing the yarn	1	2	-	1
20. ensure in keeping the wax washers clean	1	2	-	1
21. clean the waste accumulation from different parts of the machine from time to time	1	2	-	1
22. package defects produced in the winding machine to be identified and reported to the superiors	1	2	-	2
23. ensure cleanliness at work place	1	1	-	1
<i>Carryout regular maintenance activities</i>	17	26	-	13
24. check the waxing unit and fix new waxing rolls if the old one exhausts	1	1	-	1
25. ensure that all winding drums are in good running condition	1	2	-	1
26. ensure the working of all stop motions, tension washer and EYC	1	2	-	1
27. check that the splicing unit is working properly	2	2	-	-
28. check the proper functioning of hand knotters	2	2	-	1
29. check the proper functioning of machine parts	1	2	-	1
30. ensure that the conveyor belt is clean and proper cop transportation occurs	1	2	-	1
31. attend the jams in winding sections and report to supervisors and fitters	2	3	-	1

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
32. in case yarn gets wound on the drum, stop the machine and remove the same gently without damaging the drum	2	3	-	1
33. report to the maintenance incharge and supervisor if the machine is not functioning properly	1	1	-	3
34. check the OHTC working condition	1	2	-	-
35. report to the superiors if any EYC is malfunctioning	1	2	-	1
36. ensure safety while carrying out maintenance activities	1	2	-	1
NOS Total	41	68	-	41

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	TSC/N0308
NOS Name	Carryout tenting, cleaning and maintenance activities at cone winding
Sector	Textile
Sub-Sector	Spinning – Textiles
Occupation	Post Spinning Operations
NSQF Level	3
Credits	TBD
Version	2.0
Last Reviewed Date	25/11/2021
Next Review Date	25/11/2024
NSQC Clearance Date	17/11/2022

Qualification Pack

TSC/N9001: Maintain work area, tools, and machines

Description

This unit provides performance criteria, knowledge & understanding and skills & abilities required to organise/ maintain work areas and activities to ensure tools and machines are maintained as per norms

Scope

The scope covers the following :

- Maintaining the work area, tools and machines

Elements and Performance Criteria

Maintaining the work area, tools and machines

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** personal hygiene and duty of care
- KU2.** safe working practices and organisational standard operating procedures
- KU3.** limits of your own responsibility
- KU4.** ways of resolving problems within the work area
- KU5.** the production process and the specific work activities that relate to the whole process
- KU6.** the importance of effective communication with supervisors
- KU7.** the lines of communication, authority and reporting procedures

Qualification Pack

- KU8.** the organisation's rules, codes and guidelines (including timekeeping)
- KU9.** the company's quality standards
- KU10.** the importance of complying with written instructions
- KU11.** equipment operating procedures / supervisor's instructions
- KU12.** work instructions and specifications and interpret them accurately
- KU13.** relation between work role and the overall manufacturing process
- KU14.** hazards likely to be encountered when conducting routine maintenance
- KU15.** the importance of taking action when problems are identified
- KU16.** different ways of minimising waste
- KU17.** the importance of running maintenance and regular cleaning
- KU18.** effects of contamination on products i.e. machine oil, dirt, foreign materials
- KU19.** common faults with equipment and the method to rectify
- KU20.** maintenance procedures
- KU21.** different types of cleaning equipment and substances and their use
- KU22.** safe working practices for cleaning and the method of carrying them out

Generic Skills (GS)

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

- GS1.** comprehend written instructions
- GS2.** read any application sent by other colleagues
- GS3.** Communicate effectively in local language
- GS4.** communicate with supervisor appropriately
- GS5.** talk to others to convey information effectively
- GS6.** identify the real reason of problem faced
- GS7.** apply problem-solving approaches in different situations
- GS8.** refer anomalies to the supervisor
- GS9.** seek clarification on problems from others
- GS10.** apply good attention to detail
- GS11.** check your work is complete and free from errors
- GS12.** make sure every kind of communication is error free
- GS13.** communicate effectively
- GS14.** apply leadership skills wherever required
- GS15.** take initiative at the right place
- GS16.** understand the requirement to be creative

Assessment Criteria

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

Qualification Pack

National Occupational Standards (NOS) Parameters

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

TSC/N9002: Working in a team

Description

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

Scope

The scope covers the following :

- commitment and trust
- communication
- adaptability
- creative freedom

Elements and Performance Criteria

Commitment and trust

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

1. be accountable to the own role in whole process
2. perform all roles with full responsibility
3. be effective and efficient at workplace

Communication

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

4. properly communicate about company policies
5. report all problems faced during the process
6. talk politely with other team members and colleagues
7. submit daily report of own performance

Adaptability

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

8. adjust in different work situations
9. give due importance to other's point of view
10. avoid conflicting situations

Creative freedom

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

11. develop new ideas for work procedures
12. improve upon the existing techniques to increase process efficiency

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures (SOP) and regulations in a textile mill
- KU2.** procedure followed to get the final output in the mill

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/N9004: Comply with industry and organizational requirement

Description

This unit is about knowing, understanding, and complying with the requirements of the organization and the textile industry

Scope

The scope covers the following :

- self development
- team work
- organizational standards
- industry standards

Elements and Performance Criteria

Self development

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

1. perform own duties effectively
2. take responsibility for own actions
3. be accountable towards the job role and assigned duties
4. take initiative and innovate the existing methods
5. focus on self-learning and improvement

Team work

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

6. co-ordinate with all the team members and colleagues
7. communicate politely
8. avoid conflicts and miscommunication

Organisational standards

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

9. know the organisational standards
10. implement them in your performance
11. motivate others to follow them

Industry standards

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

12. monitor the workplace and work processes for potential risks and threat
13. align them with organisation standards

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

Generic Skills (GS)

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

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

Assessment Criteria

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

Qualification Pack

National Occupational Standards (NOS) Parameters

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

Qualification Pack

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

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Introduction to Employability Skills

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

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

Constitutional values – Citizenship

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

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

Becoming a Professional in the 21st Century

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

PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

Basic English Skills

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

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

Communication Skills

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

PC5. follow good manners while communicating with others

PC6. work with others in a team

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

Qualification Pack

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 : 50

Qualification Pack

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
TSC/N0305.Taking charge of shift and handing over shift to Cone Winding Operator	30	33	-	37	100	12
TSC/N0306.Creeling the cops and knotting the broken yarn during cone winding	51	67	-	32	150	20
TSC/N0307.Doffing the cone package at cone winding machine	16	23	-	11	50	7
TSC/N0308.Carryout tenting, cleaning and maintenance activities at cone winding	41	68	-	41	150	20
TSC/N9001.Maintain work area, tools, and machines	17	20	-	13	50	7
TSC/N9002.Working in a team	19	20	-	11	50	7
TSC/N9003.Maintain health, safety and security at workplace	32	40	-	28	100	13
TSC/N9004.Comply with industry and organizational requirement	15	20	-	15	50	7
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	0	0	50	7
Total	241	321	0	0	750	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.