GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

Finished Package Checker-cum-Packer - Spinning

Options: Yarn Conditioning

QP Code: TSC/Q0306

Version: 2.0

NSQF Level: 3

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

TSC/Q0306: Finished Package Checker-cum-Packer - Spinning

Brief Job Description

A Finished Package Checker-cum-Packer - Spinning is responsible for inspecting all the finished yarn packages after yarn winding process (cone, cheese, etc.), packing inspected yarn packages according to the package specifications and ensuring finished package is within the prescribed limit of weight variation by following the safety and security protocols in a spinning mill.

Personal Attributes

A Finished Package Checker-cum-Packer should have physical attributes like dexterity, coordination, motor skills, strength, stamina and handle heavy equipment. The Finished package checker-cum-packer should also have sensory attributes like hearing ability and vision (normal distance vision, colour vision, night vision, peripheral vision, depth perception and ability to change focus).

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. TSC/N0320: Carryout shift change, cone inspection, and packing of finished cones in the packing department

2. TSC/N9015: Follow machine, safety, and organizational guidelines in textile sector

3. TSC/N9016: Follow teamwork, adaptability, and communication guidelines in textile sector

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

Options*(Not mandatory):*

Option : Yarn Conditioning

A Finished Package Checker-cum-Packer - Yarn conditioning should be able to carry out manual conditioning of the finished cone packages using yarn conditioning plant by following the standard conditioning parameters in a spinning mill.

1. TSC/N0321: Carryout batch loading, unloading and other responsibilities in yarn conditioning department

Qualification Pack (QP) Parameters

Sector	Textile

Sub-Sector	Spinning – Textiles
Occupation	Post Spinning Operations
Country	India
NSQF Level	3
Credits	15
Aligned to NCO/ISCO/ISIC Code	NCO-2015/8151.9900
Minimum Educational Qualification & Experience	9th Class (Grade 9 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	2.0
Reference code on NQR	2022/TEXT/TSC/07046
NQR Version	1.0

TSC/N0320: Carryout shift change, cone inspection, and packing of finished cones in the packing department

Description

This unit is about performance criteria, knowledge and understanding and generic skills and abilities required to carryout shift change, cone Inspection and packing of the finished cones as per the packing requirements in the packing department of a spinning mill.

Scope

The scope covers the following :

- Taking charge and handing over of shift in the packing department
- Checking the finished cone packages
- Preparation for cone packing
- Carryout packing of cones using carton box
- Carryout packing of cones using a hessian bag
- Carryout packing of cones using pallet
- Perform other responsibilities in the packing department

Elements and Performance Criteria

Taking charge and handing over of shift in the packing department

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

PC1. report for the shift 10-15 minutes before the scheduled time with necessary operational tools

PC2. discuss with the previous shift packer and gather the shift details on production, count wise finished packages stock, colour coding, non-conforming packages, etc. as per the SOP

PC3. check the condition and availability of packing materials, equipment such as packing fixer, strapping machine, weigh scale, pallet wrapper, trolley, HDPE sack, twine, needle, strap, carton box, carton pads, PE covers, disk, packing slip, cone label, etc.

PC4. provide shift details to the incoming packer on production, availability of packing materials, running counts, availability of finished packages, etc.

PC5. complete the shift end jobs like writing production log report, waste collection, waste disposal, cleaning as per standard protocol

PC6. report the observed deviation to the incoming shift supervisor on production, maintenance, absenteeism, etc.

PC7. get clearance from the incoming packer and shift supervisor before leaving the shift

Checking the finished cone packages

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

PC8. identify the finished cone packages to be inspected as per the given datasheet

PC9. transport the finished cone packages from the storage area to the inspection table using the trolley

PC10. inspect the finished cone packages visually for damages such as stitch, bad shape, stains, ribboning, tail end missing, cut end, etc.

PC11. correct the mendable defects in packages as per the SOP

PC12. store the rejected cone packages in the allotted area

PC13. inspect the finished cone packages under the Ultra Violet (UV) light for mix-ups

PC14. weight and segregate the weight varied cones

PC15. segregate the non-conforming packages such as weight varied packages, poorly conditioned packages, etc.

PC16. paste verification sticker and description label to inspected packages with the details of investigator or checker code, approvals such as OK, quality OK, tested OK, count, weight, etc.

PC17. record finished cone inspection data in the given register

Preparation for cone packing

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

PC18. prepare cone packing material checklist based on the type of packing such as carton packing, hessian packing, pallet packing, etc. and their quantity

PC19. procure the packing materials from the store using standard procurement or requisition form

PC20. record the procured materials data in the allocated record

PC21. check the condition of packing equipment required for finished cone packing

PC22. clean packages using the allotted brush, if required

PC23. wrap the cone packages with a polythene cover and put disk inserts, if required

PC24. maintain defective and non-confirmed packages separately, if found at the time of random checking

Carryout packing of cones using carton box

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

PC25. prepare the carton box with required specifications such as the bottom, middle, top pieces, polyethylene covers, etc.

PC26. arrange the required number of cone packages inside the carton box in a specified manner

PC27. close the flaps by tape sealing as per requirement

PC28. carryout strapping by using the strapping machine as per the requirement

PC29. carryout stencil marking or sticker pasting on the surface of the carton box

Carryout packing of cones using a hessian bag

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

PC30. prepare the hessian bag at packing fixer as per the requirement

PC31. stitch the top portion of the hessian bag by providing the "handle" at the corner of the bags

Carryout packing of cones using pallet

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

PC32. arrange cone packages layer by layer on the pallet concerning the pallet size

PC33. set the pallet packing machine for wrapping activity

PC34. operate the pallet packing machine to wrap film sheet around pallet with required cardboard inserts and pads

PC35. fix the strap to the wrapped pallet using prescribed strapping hand tools

Perform other responsibilities in the packing department

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

PC36. transport finished packages to yarn godown using specified material handling tools such as trolley, etc. for stacking as per guidelines

PC37. check the functioning of equipment such as UV light, weigh scale, packing fixer, inspection table, trolley, etc.

PC38. segregate the paper waster and plastic waste as per the guidelines

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. basics of staple yarn spinning such as types of fibres, types of yarn, count, process flow, material flow in a typical spinning mill

KU2. organizational chart, name of department HODs, locations of various departments, offices in the spinning mill

KU3. rules and regulations followed in a spinning mill like shift timing and duration, limits of leave and holidays, etc.

KU4. roles and responsibilities of finished package checker-cum-packer

KU5. types of finished cone package defects such as stitch, bad shape, stains, ribboning, tail end missing, cut end, etc.

KU6. guidelines for identification of defective cone packages

KU7. different types of packing methods and their specifications such as packing material type, package weight, number of packages, etc.

KU8. different packing materials i.e., hessian bag, cartons, polyethylene wrappers, twine, strap, etc.

KU9. available types of packing tools and equipment such as packing fixer, needle, strapping machine, trolley, pallet packing machine, etc.

KU10. importance of checking packages under UV light, lens, etc.

KU11. SOP for cleaning defective cone packages

KU12. tolerance of allowable weight variation in packages and the hessian bag, carton box, and pallet

KU13. checklist for inspecting finished packages

KU14. guidelines for adjusting bag or box weight within the weight tolerance

KU15. the use needle and twine for stitching hessian bag

KU16. logbook and reporting formats to superiors

KU17. need for prescribed packing quality of finished cone packages

Generic Skills (GS)

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

GS1. write production details in the logbook in local or English language

GS2. communicate with colleagues and superiors as per standard protocol

GS3. comprehend written details of count identification label or board, production stocks, SOP, work method posters, etc.

GS4. perform basic arithmetical calculations to calculate packing production, estimate packing material quantity, etc.

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Taking charge and handing over of shift in the packing department	**18**	**22**	**-**	**20**
PC1. report for the shift 10-15 minutes before the scheduled time with necessary operational tools	-	-	-	-
PC2. discuss with the previous shift packer and gather the shift details on production, count wise finished packages stock, colour coding, non-conforming packages, etc. as per the SOP	-	-	-	-
PC3. check the condition and availability of packing materials, equipment such as packing fixer, strapping machine, weigh scale, pallet wrapper, trolley, HDPE sack, twine, needle, strap, carton box, carton pads, PE covers, disk, packing slip, cone label, etc.	-	-	-	-
PC4. provide shift details to the incoming packer on production, availability of packing materials, running counts, availability of finished packages, etc.	-	-	-	-
PC5. complete the shift end jobs like writing production log report, waste collection, waste disposal, cleaning as per standard protocol	-	-	-	-
PC6. report the observed deviation to the incoming shift supervisor on production, maintenance, absenteeism, etc.	-	-	-	-
PC7. get clearance from the incoming packer and shift supervisor before leaving the shift	-	-	-	-
Checking the finished cone packages	**75**	**100**	**-**	**75**
PC8. identify the finished cone packages to be inspected as per the given datasheet	-	-	-	-
PC9. transport the finished cone packages from the storage area to the inspection table using the trolley	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. inspect the finished cone packages visually for damages such as stitch, bad shape, stains, ribboning, tail end missing, cut end, etc.	-	-	-	-
PC11. correct the mendable defects in packages as per the SOP	-	-	-	-
PC12. store the rejected cone packages in the allotted area	-	-	-	-
PC13. inspect the finished cone packages under the Ultra Violet (UV) light for mix-ups	-	-	-	-
PC14. weight and segregate the weight varied cones	-	-	-	-
PC15. segregate the non-conforming packages such as weight varied packages, poorly conditioned packages, etc.	-	-	-	-
PC16. paste verification sticker and description label to inspected packages with the details of investigator or checker code, approvals such as OK, quality OK, tested OK, count, weight, etc.	-	-	-	-
PC17. record finished cone inspection data in the given register	-	-	-	-
Preparation for cone packing	**20**	**41**	**-**	**12**
PC18. prepare cone packing material checklist based on the type of packing such as carton packing, hessian packing, pallet packing, etc. and their quantity	-	-	-	-
PC19. procure the packing materials from the store using standard procurement or requisition form	-	-	-	-
PC20. record the procured materials data in the allocated record	-	-	-	-
PC21. check the condition of packing equipment required for finished cone packing	-	-	-	-
PC22. clean packages using the allotted brush, if required	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC23. wrap the cone packages with a polythene cover and put disk inserts, if required	-	-	-	-
PC24. maintain defective and non-confirmed packages separately, if found at the time of random checking	-	-	-	-
Carryout packing of cones using carton box	**37**	**60**	**-**	**16**
PC25. prepare the carton box with required specifications such as the bottom, middle, top pieces, polyethylene covers, etc.	-	-	-	-
PC26. arrange the required number of cone packages inside the carton box in a specified manner	-	-	-	-
PC27. close the flaps by tape sealing as per requirement	-	-	-	-
PC28. carryout strapping by using the strapping machine as per the requirement	-	-	-	-
PC29. carryout stencil marking or sticker pasting on the surface of the carton box	-	-	-	-
Carryout packing of cones using a hessian bag	**15**	**25**	**-**	**6**
PC30. prepare the hessian bag at packing fixer as per the requirement	-	-	-	-
PC31. stitch the top portion of the hessian bag by providing the "handle" at the corner of the bags	-	-	-	-
Carryout packing of cones using pallet	**21**	**45**	**-**	**10**
PC32. arrange cone packages layer by layer on the pallet concerning the pallet size	-	-	-	-
PC33. set the pallet packing machine for wrapping activity	-	-	-	-
PC34. operate the pallet packing machine to wrap film sheet around pallet with required cardboard inserts and pads	-	-	-	-
PC35. fix the strap to the wrapped pallet using prescribed strapping hand tools	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Perform other responsibilities in the packing department	**12**	**25**	**-**	**5**
PC36. transport finished packages to yarn godown using specified material handling tools such as trolley, etc. for stacking as per guidelines	-	-	-	-
PC37. check the functioning of equipment such as UV light, weigh scale, packing fixer, inspection table, trolley, etc.	-	-	-	-
PC38. segregate the paper waster and plastic waste as per the guidelines	-	-	-	-
NOS Total	**198**	**318**	**-**	**144**

National Occupational Standards (NOS) Parameters

NOS Code	TSC/N0320
NOS Name	Carryout shift change, cone inspection, and packing of finished cones in the packing department
Sector	Textile
Sub-Sector	Spinning – Textiles
Occupation	Post Spinning Operations
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	19/07/2021
Next Review Date	25/11/2024
NSQC Clearance Date	17/11/2022

TSC/N9015: Follow machine, safety, and organizational guidelines in textile sector

Description

This unit provides performance criteria, knowledge and skills required to follow machine, safety and organizational guidelines in textile sector.

Scope

The scope covers the following :

- Maintaining the work area, tools and machines
- Greening and energy conservation in textile sector
- Health, safety and response to emergencies at textile sector
- Organizational standards and policies

Elements and Performance Criteria

Maintaining the work area, tools and machines

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

PC1. handle materials, machinery, equipment and tools as per standard procedure

PC2. use appropriate material handling equipment and tools as per standard procedure

PC3. keep the equipment, machine and work area clean using appropriate cleaning tools as per standard procedure

PC4. undertake minor routine maintenance of equipment and tools as per standard maintenance procedure

PC5. maintain record for defective and unsafe equipment and tools

PC6. verify that machine guards are in place as per standard specifications

PC7. follow specified ergonomics for the assigned job role in textile sector

PC8. collect and store worn-out spare parts at specified location

PC9. report the condition of worn out parts as per standard procedure

Greening and energy conservation in textile sector

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

PC10. segregate wastes such as recyclable, non-recyclable, hazardous as per standard protocol

PC11. optimize usage of material and resources including water, electricity in various tasks

PC12. switch off the machines and lights when not in use

Health, safety and response to emergencies at textile sector

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

PC13. use Personal Protective Equipment (PPEs) like body protector, ear plugs, nose mask, head cap, etc. as per guidelines

PC14. identify abnormal sounds emanating from faulty or worn out machine parts and take appropriate action

PC15. avoid dependency on any type of intoxicants

PC16. maintain social distance as per the instruction at workplace

PC17. report hazardous material to superiors at workplace

PC18. use the various appropriate fire extinguishers on different types of fires correctly

PC19. follow the specified steps in case of electricity failure

PC20. lift heavy objects using correct lifting procedures

PC21. recall emergency exits, safe spots, etc. of workplace

PC22. practice mock drills and evacuation procedures organized by industry

PC23. assist others to reach to safe spots in emergency situations

PC24. provide basic first aid for injury to peers and report to superiors

PC25. interpret different signs, alarms and take action appropriately

PC26. follow the guidelines while working in hazards atmosphere

PC27. assist in designing the safety plans with peers and superiors

PC28. follow the approved safety plans at workplace

Organizational standards and policies

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

PC29. perform assigned duties as per organization's protocol within scheduled time period

PC30. follow organization policies, quality standards, rules and regulations for working in textile sector

PC31. motivate colleagues to follow operational guidelines of organization

PC32. wear specified uniform and follow etiquette as per standard guidelines for the textile sector

PC33. maintain hygienic working atmosphere as per protocol of the textile sector

PC34. submit lost and found articles as per standard protocol

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. organizational standard procedures, quality standards, rules, codes, policies and safety standards in the textile sector

KU2. different type of tools and equipment used in textile sub- sector and their specifications and operating procedures

KU3. safe handling procedure of tools and equipment

KU4. the importance of displays and written instructions for the allocated machines

KU5. dos and donts specific to the assigned work responsibilities

KU6. protocol for minimizing the wastage of material, effort and time

KU7. organization's formats and procedures for reporting production, defects, faults, material/tool requisition and quality parameters and task completed for assigned job

KU8. schedule for cleaning and waste collection for the assigned job role

KU9. importance and standard procedure for disposal of soft, hard, non-hazardous and hazardous wastes and materials

KU10. available types of material handling equipment and handling methods used in the textile sector

KU11. hazards of unsafe workplace conditions and procedures in the textile industry and methods to avoid hazards

KU12. various types of fire extinguishers

KU13. importance of stable mental condition in case of emergency

KU14. correct work posture and importance of ergonomics for the assigned job role

KU15. organizational quality systems like quality circle, 5S, ISO, SA, etc. followed in the textile sector

KU16. importance of following work wear standards, behavioral protocols and etiquette in the textile sector

KU17. importance of energy conservation through proper maintenance schedule in the textile sector

KU18. procedures and formats for reporting lost and found material

KU19. different types of alarms and their significance

Generic Skills (GS)

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

GS1. read and comprehend policies in notice boards displayed in the workplace

GS2. minimize the resource consumption for the assigned task

GS3. solve basic arithmetic calculations related to assigned job role

GS4. recognize and differentiate colors of materials used in textile sector

GS5. lift specified materials for the allotted task using prescribed ergonomic position

GS6. exhibit motor skill required for the allotted task

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Maintaining the work area, tools and machines	**10**	**10**	**-**	**6**
PC1. handle materials, machinery, equipment and tools as per standard procedure	-	-	-	-
PC2. use appropriate material handling equipment and tools as per standard procedure	-	-	-	-
PC3. keep the equipment, machine and work area clean using appropriate cleaning tools as per standard procedure	-	-	-	-
PC4. undertake minor routine maintenance of equipment and tools as per standard maintenance procedure	-	-	-	-
PC5. maintain record for defective and unsafe equipment and tools	-	-	-	-
PC6. verify that machine guards are in place as per standard specifications	-	-	-	-
PC7. follow specified ergonomics for the assigned job role in textile sector	-	-	-	-
PC8. collect and store worn-out spare parts at specified location	-	-	-	-
PC9. report the condition of worn out parts as per standard procedure	-	-	-	-
Greening and energy conservation in textile sector	**7**	**10**	**-**	**6**
PC10. segregate wastes such as recyclable, non-recyclable, hazardous as per standard protocol	-	-	-	-
PC11. optimize usage of material and resources including water, electricity in various tasks	-	-	-	-
PC12. switch off the machines and lights when not in use	-	-	-	-
Health, safety and response to emergencies at textile sector	**32**	**40**	**-**	**28**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. use Personal Protective Equipment (PPEs) like body protector, ear plugs, nose mask, head cap, etc. as per guidelines	-	-	-	-
PC14. identify abnormal sounds emanating from faulty or worn out machine parts and take appropriate action	-	-	-	-
PC15. avoid dependency on any type of intoxicants	-	-	-	-
PC16. maintain social distance as per the instruction at workplace	-	-	-	-
PC17. report hazardous material to superiors at workplace	-	-	-	-
PC18. use the various appropriate fire extinguishers on different types of fires correctly	-	-	-	-
PC19. follow the specified steps in case of electricity failure	-	-	-	-
PC20. lift heavy objects using correct lifting procedures	-	-	-	-
PC21. recall emergency exits, safe spots, etc. of workplace	-	-	-	-
PC22. practice mock drills and evacuation procedures organized by industry	-	-	-	-
PC23. assist others to reach to safe spots in emergency situations	-	-	-	-
PC24. provide basic first aid for injury to peers and report to superiors	-	-	-	-
PC25. interpret different signs, alarms and take action appropriately	-	-	-	-
PC26. follow the guidelines while working in hazards atmosphere	-	-	-	-
PC27. assist in designing the safety plans with peers and superiors	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC28. follow the approved safety plans at workplace	-	-	-	-
Organizational standards and policies	**16**	**20**	**-**	**10**
PC29. perform assigned duties as per organization's protocol within scheduled time period	-	-	-	-
PC30. follow organization policies, quality standards, rules and regulations for working in textile sector	-	-	-	-
PC31. motivate colleagues to follow operational guidelines of organization	-	-	-	-
PC32. wear specified uniform and follow etiquette as per standard guidelines for the textile sector	-	-	-	-
PC33. maintain hygienic working atmosphere as per protocol of the textile sector	-	-	-	-
PC34. submit lost and found articles as per standard protocol	-	-	-	-
NOS Total	**65**	**80**	**-**	**50**

National Occupational Standards (NOS) Parameters

NOS Code	TSC/N9015
NOS Name	Follow machine, safety, and organizational guidelines in textile sector
Sector	Textile
Sub-Sector	Generic - Textiles Handloom
Occupation	Generic - Textiles & Handloom
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	27/01/2022
Next Review Date	31/03/2025
NSQC Clearance Date	17/11/2022

TSC/N9016: Follow teamwork, adaptability, and communication guidelines in textile sector

Description

This unit provides performance criteria, knowledge and skills required to follow team work, communication and adaptability in textile sector

Scope

The scope covers the following :

- Teamwork and communication
- Adaptability

Elements and Performance Criteria

Teamwork, trust and communication

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

PC1. contribute to create a positive work environment in the team

PC2. carry out tasks as per instructions received from superiors

PC3. contribute to team work as per allocated responsibility to complete the task by using appropriate tools and methods

PC4. build trust with team mates and superiors

PC5. implement the ideas after superior's approval at work place

PC6. communicate clearly with the team members as per standard protocol

PC7. use suggested hand signs, vocal sound signals to convey the information in the production area

PC8. listen effectively to the ideas and concerns of the peers

PC9. use correct and respectful terms while communicating as per industry policy

PC10. express views proactively and effectively

PC11. make efforts to resolve difference of opinion with superiors and team members

PC12. report to superior for problems identified in assigned duty

PC13. report the daily performance to superior in prescribed manner and formats

Adaptability

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

PC14. adapt to flexible work environment for the assigned task

PC15. adapt to work with various members of different ethnicity, gender and PwD without biases

PC16. consider opinions of colleagues, fitters, superiors for the assigned task

PC17. plan the work-routine within the limits of the responsibility

PC18. adopt new ideas after due approval from superior for improving the productivity

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. importance of teamwork and discipline

KU2. limits and responsibilities for the assigned duties in the textile sector

KU3. possible conflicts in the assigned job role and methods to resolve the same

KU4. importance of teamwork, group discussions and healthy work environment

KU5. importance of reporting as per the standard protocol

KU6. hierarchy of communication and communication etiquettes in the textile sector

KU7. protocol for communication with different ethnicity, gender and PwD

KU8. report and grievance submission formats

KU9. importance of hand, vocal sound signals in the textile sector

Generic Skills (GS)

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

GS1. read and comprehend written instructions

GS2. listen effectivity for the instructions

GS3. coordinate with team mates for the allotted tasks

GS4. use and comprehend prescribed voice and hand signals in the textile production area

GS5. fill forms and prepare reports such as production report, material requisition forms, leave application, etc. as per standard formats

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Teamwork, trust and communication	**10**	**15**	**-**	**5**
PC1. contribute to create a positive work environment in the team	-	-	-	-
PC2. carry out tasks as per instructions received from superiors	-	-	-	-
PC3. contribute to team work as per allocated responsibility to complete the task by using appropriate tools and methods	-	-	-	-
PC4. build trust with team mates and superiors	-	-	-	-
PC5. implement the ideas after superior's approval at work place	-	-	-	-
PC6. communicate clearly with the team members as per standard protocol	-	-	-	-
PC7. use suggested hand signs, vocal sound signals to convey the information in the production area	-	-	-	-
PC8. listen effectively to the ideas and concerns of the peers	-	-	-	-
PC9. use correct and respectful terms while communicating as per industry policy	-	-	-	-
PC10. express views proactively and effectively	-	-	-	-
PC11. make efforts to resolve difference of opinion with superiors and team members	-	-	-	-
PC12. report to superior for problems identified in assigned duty	-	-	-	-
PC13. report the daily performance to superior in prescribed manner and formats	-	-	-	-
Adaptability	**5**	**5**	**-**	**5**
PC14. adapt to flexible work environment for the assigned task	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15. adapt to work with various members of different ethnicity, gender and PwD without biases	-	-	-	-
PC16. consider opinions of colleagues, fitters, superiors for the assigned task	-	-	-	-
PC17. plan the work-routine within the limits of the responsibility	-	-	-	-
PC18. adopt new ideas after due approval from superior for improving the productivity	-	-	-	-
NOS Total	**15**	**20**	**-**	**10**

National Occupational Standards (NOS) Parameters

NOS Code	TSC/N9016
NOS Name	Follow teamwork, adaptability, and communication guidelines in textile sector
Sector	Textile
Sub-Sector	Generic - Textiles Handloom
Occupation	Generic - Textiles & Handloom
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	27/01/2022
Next Review Date	31/03/2025
NSQC Clearance Date	17/11/2022

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

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Introduction to Employability Skills

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

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

Constitutional values – Citizenship

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

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

Becoming a Professional in the 21st Century

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

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

Basic English Skills

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

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

Communication Skills

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

PC5. follow good manners while communicating with others
PC6. work with others in a team

Diversity & Inclusion

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

PC7.   communicate and behave appropriately with all genders and PwD

PC8.   report any issues related to sexual harassment

Financial and Legal Literacy

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

PC9.   use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

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

Essential Digital Skills

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

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

PC13. use internet and social media platforms securely and safely

Entrepreneurship

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

PC14. identify and assess opportunities for potential business

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

Customer Service

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

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1.   need for employability skills

KU2.   various constitutional and personal values

KU3.   different environmentally sustainable practices and their importance

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

KU5.   how to use basic spoken English language

KU6.   Do and dont of effective communication

KU7.   inclusivity and its importance

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

KU9.   different types of financial products and services

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

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	-	-	-	-
Essential Digital Skills	**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	-	-	-	-
Entrepreneurship	**3**	**5**	**-**	**-**
PC14. identify and assess opportunities for potential business	-	-	-	-
PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
Customer Service	**2**	**2**	**-**	**-**
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	**1**	**3**	**-**	**-**
PC19. create a basic biodata	-	-	-	-
PC20. search for suitable jobs and apply	-	-	-	-
PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
NOS Total	**20**	**30**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Last Reviewed Date	NA
Next Review Date	30/12/2024
NSQC Clearance Date	30/12/2021

TSC/N0321: Carryout batch loading, unloading and other responsibilities in yarn conditioning department

Description

This unit is about performance criteria, knowledge and understanding and generic skills and abilities required to carry out batch loading, unloading and other responsibilities in yarn conditioning department as per the yarn conditioning requirements.

Scope

The scope covers the following :

- Operating the Yarn Conditioning Plant (YCP)
- Carryout batch loading, unloading and other responsibilities at YCP

Elements and Performance Criteria

Operating the Yarn Conditioning Plant (YCP)

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

PC1. operate YCP using control switches and buttons such as stopping and starting plant, opening and closing lid, loading and unloading of platform, etc.

PC2. operate display panel and feed required details for yarn conditioning such as count, quantity, temperature, duration, etc.

PC3. follow the different signal lamps used in yarn conditioning plant

PC4. identify the reasons for machine stoppages with the help of display panel and signal lamps

Carryout batch loading, unloading and other responsibilities at YCP

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

PC5. load packages in YCP trolley as per the standard loading method

PC6. monitor the plant parameters such as water quantity, temperature, steam, pressure requirements, etc.

PC7. place package loaded trolleys inside the plant

PC8. verify the conditioning parameters at display panel, proper loading, and closing of plant before start of plant

PC9. check the quality of yarn conditioning with respect to the standard requirements such as package weight, moisture content, etc.

PC10. send the conditioned package to the packing area using specified material handling tools

PC11. monitor the availability water source to meet the daily yarn conditioning requirements

PC12. register batch wise production details in the specified record book

PC13. support the maintenance team during conditioning plant maintenance, cleaning, and breakdown activities

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. objectives of spun yarn conditioning process

KU2. technical details of the yarn conditioning plant such as loading capacity, production per day, heating type, water requirement, etc.

KU3. different parts of yarn conditioning plant and their functions

KU4. basic electrical connections and motor drives used in YCP

KU5. conditioning parameters such as conditioning duration, temperature, RH, moisture content, steam level, pressure level, etc.

KU6. functions of different signal lamps, control buttons, and display panel in plant

KU7. measurement methods of finished package moisture content and YCP plant settings according to moisture level

KU8. typical malfunctions of YCP and methods to rectify them

KU9. cleaning, maintenance schedules of YCP

KU10. logbook and reporting formats to superiors

Generic Skills (GS)

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

GS1. write production details in the logbook in local or English language

GS2. communicate with colleagues and superiors as per standard protocol

GS3. comprehend written details of count identification label or board, production stocks, SOP, work method posters, etc.

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Operating the Yarn Conditioning Plant (YCP)	**12**	**22**	**-**	**10**
PC1. operate YCP using control switches and buttons such as stopping and starting plant, opening and closing lid, loading and unloading of platform, etc.	-	-	-	-
PC2. operate display panel and feed required details for yarn conditioning such as count, quantity, temperature, duration, etc.	-	-	-	-
PC3. follow the different signal lamps used in yarn conditioning plant	-	-	-	-
PC4. identify the reasons for machine stoppages with the help of display panel and signal lamps	-	-	-	-
Carryout batch loading, unloading and other responsibilities at YCP	**42**	**62**	**-**	**32**
PC5. load packages in YCP trolley as per the standard loading method	-	-	-	-
PC6. monitor the plant parameters such as water quantity, temperature, steam, pressure requirements, etc.	-	-	-	-
PC7. place package loaded trolleys inside the plant	-	-	-	-
PC8. verify the conditioning parameters at display panel, proper loading, and closing of plant before start of plant	-	-	-	-
PC9. check the quality of yarn conditioning with respect to the standard requirements such as package weight, moisture content, etc.	-	-	-	-
PC10. send the conditioned package to the packing area using specified material handling tools	-	-	-	-
PC11. monitor the availability water source to meet the daily yarn conditioning requirements	-	-	-	-

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MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

Qualification Pack

NSDC
National Skill Development Corporation
Transforming the skill landscape

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. register batch wise production details in the specified record book	-	-	-	-
PC13. support the maintenance team during conditioning plant maintenance, cleaning, and breakdown activities	-	-	-	-
NOS Total	**54**	**84**	**-**	**42**

National Occupational Standards (NOS) Parameters

NOS Code	TSC/N0321
NOS Name	Carryout batch loading, unloading and other responsibilities in yarn conditioning department
Sector	Textile
Sub-Sector	Spinning – Textiles
Occupation	Post Spinning Operations
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	19/07/2021
Next Review Date	25/11/2024
NSQC Clearance Date	17/11/2022

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.

The assessment for the theory part will be based on knowledge bank of questions created by the SSC.

Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).

Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.

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.

In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

Minimum Aggregate Passing % at QP Level : 50

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

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
TSC/N0320.Carryout shift change, cone inspection, and packing of finished cones in the packing department	198	318	-	144	660	70
TSC/N9015.Follow machine, safety, and organizational guidelines in textile sector	65	80	-	50	195	20
TSC/N9016.Follow teamwork, adaptability, and communication guidelines in textile sector	15	20	-	10	45	5
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	0	0	50	5
Total	**298**	**448**	**0**	**204**	**950**	**100**

Optional: 1 Yarn Conditioning

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
TSC/N0321.Carryout batch loading, unloading and other responsibilities in yarn conditioning department	54	84	-	42	180	18
Total	**54**	**84**	**-**	**42**	**180**	**18**

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
HDPE	High-Density Poly Ethylene
HOD	Head of Department
SOP	Standard Operating Procedure
PE	Poly Ethylene
UV	Ultra-Violet
RH	Relative Humidity
YCP	Yarn Conditioning Plant

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.

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.