



Ginning Helper

QP Code: TSC/Q0901

Version: 3.0

NSQF Level: 1

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

Contents

TSC/Q0901: Ginning Helper	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/N0901: Undertake loading, unloading and heaping in the ginning sector	5
TSC/N0902: Assist production department in ginning sector	10
TSC/N0903: Assist maintenance department in ginning sector	14
TSC/N9001: Maintain work area, tools, and machines	18
TSC/N9002: Working in a team	22
TSC/N9003: Maintain health, safety and security at workplace	26
TSC/N9004: Comply with industry and organizational requirement	32
DGT/VSQ/N0101: Employability Skills (30 Hours)	36
Assessment Guidelines and Weightage	41
<i>Assessment Guidelines</i>	41
<i>Assessment Weightage</i>	42
Acronyms	43
Glossary	44

TSC/Q0901: Ginning Helper

Brief Job Description

The ginning helper is responsible for carrying out various labour intensive jobs in the ginning sector under supervision by maintaining health, safety and security in the ginning sector. The person can seek employment in a ginning factory.

Personal Attributes

Needs to have basic knowledge of cleanliness at workplace, sound health, ability to work diligently.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [TSC/N0901: Undertake loading, unloading and heaping in the ginning sector](#)
2. [TSC/N0902: Assist production department in ginning sector](#)
3. [TSC/N0903: Assist maintenance department in ginning sector](#)
4. [TSC/N9001: Maintain work area, tools, and machines](#)
5. [TSC/N9002: Working in a team](#)
6. [TSC/N9003: Maintain health, safety and security at workplace](#)
7. [TSC/N9004: Comply with industry and organizational requirement](#)
8. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Textile
Sub-Sector	Spinning – Textiles
Occupation	Ginning
Country	India
NSQF Level	1

Credits	8
Aligned to NCO/ISCO/ISIC Code	NCO-2015/8151.99
Minimum Educational Qualification & Experience	Ability to read and write
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	31/03/2025
NSQC Approval Date	17/11/2022
Version	3.0
Reference code on NQR	2022/TEXT/TSC/07014
NQR Version	1.0

Qualification Pack

TSC/N0901: Undertake loading, unloading and heaping in the ginning sector

Description

The unit deals with necessary skills, knowledge and attributes required for a ginningworker to load, unload and heap materials in the ginning sector

Scope

The scope covers the following :

- Ensure proper loading, unloading and heaping of materials under supervision

Elements and Performance Criteria

Ensure proper loading, unloading and heaping of materials under supervision

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

1. get count sheet, daily targets of unloading and loading of cotton from the ginning supervisor
2. unload the kapas/boras from truck based on shade marked on them, mentioning where the cotton is picked and store it to the respective area by using proper material handling tools like bale hooks, bale trolleys, mechanical conveyors etc.
3. report to the supervisor regarding any damage/ discrepancies while unloading of kapas/ boras
4. ensure the heaping area is clean before unloading the cotton
5. carry out work in a hygienic condition by cleaning frequently the fiber dust deposits and wear headwear/caps, masks, gloves, etc. to avoid fiber dust inhalation
6. load the pressed bales to truck by mechanical conveyor
7. ensure trucks/carts/tractors are compactly loaded with cotton bales and make it free from external contacts while transportation
8. carry out all unloading of kapas/ boras based on color tag provided with them at their respective heaping areas
9. heap layer by layer of cotton as per instructions
10. dispense the kapas/ boras to the dispensing machine
11. ensure that heap is covered with tarpaulin to protect from rain, sun and airborne impurities
12. open cotton bags by un-sewing instead of cutting twine into small piece
13. store bales on clean, paved and preferably roofed platforms or in well ventilated, covered godown
14. remove all immature fibres and contaminants like metal wires, bolts, machine parts, leather pieces, spilt oil cleaning cloths, etc.
15. collect immature fibers and contaminations in separate bags
16. handle all materials such as kapas, seed and lint with care to avoid mixing with foreign matter
17. ensure that the premises are protected from any harmful chemical, plastics and flammable materials

Qualification Pack

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** policies and procedures followed in the ginning sector relevant to own employment and performance conditions
- KU2.** health , safety requirements, usage of personal protective equipment in the ginning industry
- KU3.** color coding for segregation of bales and material handling procedures
- KU4.** form filling procedure
- KU5.** importance of following health, hygiene, safety and effects of the same
- KU6.** own job role and responsibilities and reporting procedures with various level of management in ginning mill
- KU7.** relevant people and their responsibilities in ginning mill
- KU8.** organizational hierarchy in the ginning industry
- KU9.** methods and safety precautions to avoid fire accidents, methods to keep away cotton from contaminants
- KU10.** Whom to report in case of loss of property
- KU11.** Different types of sound alarms and their significance
- KU12.** Criteria for heaping the cotton based on its variety from different sources of purchase
- KU13.** Types of cotton waste/contaminants like seed coats, paper bits etc. and procedure for their disposal
- KU14.** importance of using personal protective equipment in ginning industry
- KU15.** firefighting methods and emergency evacuation procedure
- KU16.** knowledge about causes for accidents/ emergencies in ginning industry

Generic Skills (GS)

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

- GS1.** write local or English language for recording production, quality related information, numbering, and maintenance of related information and materials, etc.
- GS2.** read to differentiate the different terms like cotton varieties, colour codes, etc.
- GS3.** read and correctly interpret own notes written in local or English language
- GS4.** communicate with co-workers appropriately
- GS5.** listen carefully
- GS6.** talk effectively to convey information succinctly and unequivocally
- GS7.** evaluate the number of persons needed for loading/ unloading the material with the absence of superior
- GS8.** plan and organize own work in a way that all activities are completed in time and as per specifications as directed by the supervisor
- GS9.** interpret work requirements correctly
- GS10.** deliver quality output and maintain long term business relationship with customers
- GS11.** determine timely correction of errors to prevent redoing of work

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure proper loading, unloading and heaping of materials under supervision</i>	45	105	-	-
1. get count sheet, daily targets of unloading and loading of cotton from the ginning supervisor	3	7	-	-
2. unload the kapas/boras from truck based on shade marked on them, mentioning where the cotton is picked and store it to the respective area by using proper material handling tools like bale hooks, bale trolleys, mechanical conveyors etc.	3	7	-	-
3. report to the supervisor regarding any damage/ discrepancies while unloading of kapas/ boras	3	7	-	-
4. ensure the heaping area is clean before unloading the cotton	3	7	-	-
5. carry out work in a hygienic condition by cleaning frequently the fiber dust deposits and wear headwear/caps, masks, gloves, etc. to avoid fiber dust inhalation	3	7	-	-
6. load the pressed bales to truck by mechanical conveyor	3	7	-	-
7. ensure trucks/carts/tractors are compactly loaded with cotton bales and make it free from external contacts while transportation	3	7	-	-
8. carry out all unloading of kapas/ boras based on color tag provided with them at their respective heaping areas	3	7	-	-
9. heap layer by layer of cotton as per instructions	3	7	-	-
10. dispense the kapas/ boras to the dispensing machine	3	7	-	-
11. ensure that heap is covered with tarpaulin to protect from rain, sun and airborne impurities	3	7	-	-
12. open cotton bags by un-sewing instead of cutting twine into small piece	3	7	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
13. store bales on clean, paved and preferably roofed platforms or in well ventilated, covered godown	1	4	-	-
14. remove all immature fibres and contaminants like metal wires, bolts, machine parts, leather pieces, spilt oil cleaning cloths, etc.	1	4	-	-
15. collect immature fibers and contaminations in separate bags	2	3	-	-
16. handle all materials such as kapas, seed and lint with care to avoid mixing with foreign matter	2	3	-	-
17. ensure that the premises are protected from any harmful chemical, plastics and flammable materials	3	7	-	-
NOS Total	45	105	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	TSC/N0901
NOS Name	Undertake loading, unloading and heaping in the ginning sector
Sector	Textile
Sub-Sector	Spinning – Textiles
Occupation	Ginning
NSQF Level	1
Credits	TBD
Version	2.0
Last Reviewed Date	NA
Next Review Date	31/03/2025
NSQC Clearance Date	17/11/2022

Qualification Pack

TSC/N0902: Assist production department in ginning sector

Description

The unit deals with necessary skills, knowledge and attributes to assist production department in ginning sector.

Scope

The scope covers the following :

- Assist production department

Elements and Performance Criteria

Assist production department

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

1. transport the heaped cotton to the ginning department in case of manual feed
2. place the heaped cotton near the ginning machine
3. feed the heaped material to auto feeder in case of chute feed
4. assist bale press operators for feeding the lint to traditional bale pressing machine
5. transport the lint/ raw cotton where ever necessary as directed by ginning supervisor
6. assist the ginning machine operators by supplying or holding materials or tools, etc
7. carry out heaping process near the ginning machine for processing small quantity directed by the ginning supervisor
8. collect the cotton seed from the ginning machine and store in their respective area
9. pack the seeds in desired quantity in sacks as directed by the supervisor
10. mark and tag information provided by the supervisor on cotton seed sacks
11. transport and store the seed bags at their respective area

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** policies and procedures followed in the ginning sector relevant to own employment and performance conditions
- KU2.** health , safety requirements, usage of personal protective equipment in the ginning industry
- KU3.** color coding for segregation of bales and material handling procedures
- KU4.** form filling procedure
- KU5.** importance of following health, hygiene, safety and effects of the same
- KU6.** own job role and responsibilities and reporting procedures with various level of management in ginning mill
- KU7.** relevant people and their responsibilities in ginning mill
- KU8.** organizational hierarchy in the ginning industry

Qualification Pack

- KU9.** methods and safety precautions to avoid fire accidents, methods to keep away cotton from contaminants National Occupational
- KU10.** Criteria for heaping the cotton based on its variety from different sources of purchase
- KU11.** cotton waste/contaminants like seed coats, paper bits etc. and procedures for their disposal
- KU12.** importance of using personal protective equipment in ginning industry
- KU13.** procedure for reporting to the superior
- KU14.** material handling equipment and its uses

Generic Skills (GS)

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

- GS1.** write local or English language for recording production, quality related information, numbering, and maintenance of related information and materials, etc
- GS2.** read to differentiate the different terms like cotton varieties, colour codes, etc.
- GS3.** read and correctly interpret own notes written in local or English language
- GS4.** communicate with co-workers appropriately
- GS5.** plan and organize own work in a way that all activities are completed in time and as per specifications as directed by the supervisor

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist production department</i>	13	47	-	-
1. transport the heaped cotton to the ginning department in case of manual feed	1	4	-	-
2. place the heaped cotton near the ginning machine	1	4	-	-
3. feed the heaped material to auto feeder in case of chute feed	1	4	-	-
4. assist bale press operators for feeding the lint to traditional bale pressing machine	1	4	-	-
5. transport the lint/ raw cotton where ever necessary as directed by ginning supervisor	1	4	-	-
6. assist the ginning machine operators by supplying or holding materials or tools, etc	1	4	-	-
7. carry out heaping process near the ginning machine for processing small quantity directed by the ginning supervisor	1	4	-	-
8. collect the cotton seed from the ginning machine and store in their respective area	3	7	-	-
9. pack the seeds in desired quantity in sacks as directed by the supervisor	1	4	-	-
10. mark and tag information provided by the supervisor on cotton seed sacks	1	4	-	-
11. transport and store the seed bags at their respective area	1	4	-	-
NOS Total	13	47	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	TSC/N0902
NOS Name	Assist production department in ginning sector
Sector	Textile
Sub-Sector	Spinning – Textiles
Occupation	Ginning
NSQF Level	1
Credits	TBD
Version	2.0
Last Reviewed Date	NA
Next Review Date	31/03/2025
NSQC Clearance Date	17/11/2022

Qualification Pack

TSC/N0903: Assist maintenance department in ginning sector

Description

The unit deals with necessary skills, knowledge and attributes to assist maintenance department in ginning sector.

Scope

The scope covers the following :

- Assist maintenance department

Elements and Performance Criteria

Assist maintenance department

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

1. help maintenance team by supplying or holding the materials, tools, etc. in ginning department
2. clean and lubricate the machine/ chute lines in ginning department
3. assist the ginning fitters to clean the dust bags when required
4. assist the ginning fitter for maintenance activities by performing duties of lesser skills
5. transport maintenance tools like ladders, jacks, hoist for the maintenance of chute feed line whenever required inside the ginning department
6. assess personal protective equipment while cleaning/ transporting materials like ladders, jacks, hoist etc. inside the ginning department
7. report any unsafe condition if noticed to the ginning supervisor/ fitter inside the department

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** policies and procedures followed in the ginning sector relevant to own employment and performance conditions
- KU2.** health , safety requirements, usage of personal protective equipment in the ginning industry
- KU3.** color coding for segregation of bales and material handling procedures
- KU4.** form filling procedure
- KU5.** importance of following health, hygiene, safety and effects of the same
- KU6.** own job role and responsibilities and reporting procedures with various level of management in ginning mill
- KU7.** relevant people and their responsibilities in ginning mill
- KU8.** organizational hierarchy in the ginning industry
- KU9.** methods and safety precautions to avoid fire accidents, methods to keep away cotton from contaminants
- KU10.** various maintenance tools and its functions

Qualification Pack

- KU11.** cotton waste/contaminants like seed coats, paper bits etc. and procedure for their disposal
- KU12.** importance of using personal protective equipment in ginning industry
- KU13.** reporting procedure with the superior
- KU14.** material handling equipment and its uses
- KU15.** awareness about various maintenance activities in ginning department

Generic Skills (GS)

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

- GS1.** write local or English language for recording production, quality related information, numbering, and maintenance of related information and materials, etc.
- GS2.** read to differentiate the different terms like cotton varieties, colour codes, etc
- GS3.** read and correctly interpret own notes written in local or English language
- GS4.** communicate with co-workers appropriately
- GS5.** plan and organize own work in a way that all activities are completed in time and as per specifications as directed by the supervisor

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist maintenance department</i>	21	49	-	-
1. help maintenance team by supplying or holding the materials, tools, etc. in ginning department	3	7	-	-
2. clean and lubricate the machine/ chute lines in ginning department	3	7	-	-
3. assist the ginning fitters to clean the dust bags when required	3	7	-	-
4. assist the ginning fitter for maintenance activities by performing duties of lesser skills	3	7	-	-
5. transport maintenance tools like ladders, jacks, hoist for the maintenance of chute feed line whenever required inside the ginning department	3	7	-	-
6. assess personal protective equipment while cleaning/ transporting materials like ladders, jacks, hoist etc. inside the ginning department	3	7	-	-
7. report any unsafe condition if noticed to the ginning supervisor/ fitter inside the department	3	7	-	-
NOS Total	21	49	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	TSC/N0903
NOS Name	Assist maintenance department in ginning sector
Sector	Textile
Sub-Sector	Spinning – Textiles
Occupation	Ginning
NSQF Level	1
Credits	TBD
Version	2.0
Last Reviewed Date	NA
Next Review Date	31/03/2025
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

Qualification Pack

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

- 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

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:

Qualification Pack

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

Generic Skills (GS)

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

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

Assessment Criteria

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

Qualification Pack

National Occupational Standards (NOS) Parameters

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

Qualification Pack

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

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Introduction to Employability Skills

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

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

Constitutional values – Citizenship

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

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

Becoming a Professional in the 21st Century

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

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

Basic English Skills

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

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

Communication Skills

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

PC5. follow good manners while communicating with others

PC6. work with others in a team

Diversity & Inclusion

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

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

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

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

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

Essential Digital Skills

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

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

PC13. use internet and social media platforms securely and safely

Entrepreneurship

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

PC14. identify and assess opportunities for potential business

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

Customer Service

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

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

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

KU5. how to use basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

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

KU9. different types of financial products and services

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

Generic Skills (GS)

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

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

Assessment Criteria

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

Qualification Pack

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

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Last Reviewed Date	NA
Next Review Date	17/10/2024
NSQC Clearance Date	25/06/2020

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each 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/N0901.Undertake loading, unloading and heaping in the ginning sector	45	105	-	-	150	27
TSC/N0902.Assist production department in ginning sector	13	47	-	-	60	10
TSC/N0903.Assist maintenance department in ginning sector	21	49	-	-	70	13
TSC/N9001.Maintain work area, tools, and machines	17	20	-	13	50	8
TSC/N9002.Working in a team	19	20	-	11	50	8
TSC/N9003.Maintain health, safety and security at workplace	32	40	-	28	100	18
TSC/N9004.Comply with industry and organizational requirement	15	20	-	15	50	8
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	0	0	50	8
Total	182	331	0	67	580	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.