

Qualification Pack



Jute Beaming Operator

QP Code: TSC/Q2104

Version: 3.0

NSQF Level: 2

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

Qualification Pack

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TSC/Q2104: Jute Beaming Operator

Brief Job Description

The role of a Jute beaming operator is to produce a sized weavers beam containing a wrapped sheet of parallelised wrap yarns of jute from large number of individual spools, according to the number of jute warp yarns required in cloth as per quality and make the weavers beam ready with jute yarns of desired quality. The person can seek employment in a Jute factory.

Personal Attributes

A Jute beaming operator should have good eyesight, Eye-hand coordination, motor skills and vision (including near vision, distance vision, colour vision, peripheral vision, depth perception and ability to change focus).

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [TSC/N2112: Taking charge of shift and handing over shift to Jute beaming operator](#)
2. [TSC/N2113: Operating the jute beaming machine](#)
3. [TSC/N2114: Leasing of jute warp sheet](#)
4. [TSC/N2115: Drying jute warp sheet](#)
5. [TSC/N9002: Working in a team](#)
6. [TSC/N9003: Maintain health, safety and security at workplace](#)
7. [TSC/N9009: Maintain work area, tools, material handling equipment and machinery for jute processing](#)
8. [TSC/N9010: Comply with industry and organizational requirement in jute sector](#)
9. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

| | |
|-------------------|--------------------|
| Sector | Textile |
| Sub-Sector | Weaving – Textiles |

Qualification Pack

| | |
|---|---------------------------|
| Occupation | Preparatory - Weaving |
| Country | India |
| NSQF Level | 2 |
| Credits | 11 |
| Aligned to NCO/ISCO/ISIC Code | NCO-2015/8152.17 |
| 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/07035 |
| NQR Version | 1.0 |

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TSC/N2112: Taking charge of shift and handing over shift to Jute beaming operator

Description

This unit is about taking charge of shift from previous shift operator and relieving the responsibilities to the next shift jute beaming operator.

Scope

The scope covers the following :

- Take charge of shift from jute beaming operator
- Hand over shift to next jute beaming operator

Elements and Performance Criteria

Take charge of shift from jute beaming operator

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

1. reach at least 10-15 minutes earlier to the work place
2. bring the knives and to check the availability or necessary items like marking chalk, pen etc
3. meet the previous shift operator and discuss with him/her the problems faced by him with respect to the quality/ production/mechanical problems
4. check the availability of sufficient spool (with identification mark)
5. check the condition of sizing box and the quality of the size paste
6. check the steam trap, steam roller, pipe line of steam (there should not be any leakage of steam) and its insulation, different valves in the steam line
7. ensure correct steam pressure (30-35P.S.I.) as shown in pressure gauge
8. ensure correct functioning of stop motions and safety devices
9. check whether any written instruction for quality change to be carried out
10. check the whether waste collection boxes are empty
11. ensure cleanliness of the machine and the area
12. ensure lubrication as scheduled

Hand over shift to next jute beaming operator

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

13. hand over the shift to the incoming beaming operator in proper manner and get clearance from the incoming counterpart
14. report to the supervisor and incoming beaming operator if there is any quality change and maintenance work done/or left during his shift
15. reports to supervisor if his counterpart is absent in such a case to handover the shift to his superiors

Knowledge and Understanding (KU)

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The individual on the job needs to know and understand:

- KU1.** the organisations policies & standard working procedure (SOP)
- KU2.** awareness & knowledge of customers
- KU3.** potential hazards associated with the machines and the safety precautions that must be taken
- KU4.** protocol to obtain more information on work related tasks
- KU5.** how to contact the concerned person in case of queries on procedure or products and for revolving issues related to defective machines, tools, materials & equipments
- KU6.** details of the various job roles & responsibilities
- KU7.** documentation and reporting formats
- KU8.** work targets & review with superiors
- KU9.** protocol and format for reporting work related risks/ problems
- KU10.** method of obtaining /giving feed back with respect to performance
- KU11.** importance of team work harmonious working relationships
- KU12.** process for offering /obtaining work related assistance
- KU13.** responsibilities under health, safety and environmental legislation
- KU14.** guidelines for storage & disposal of waste materials
- KU15.** technique to use different tools, knife etc
- KU16.** the concept of common problems in the beaming machines and their solutions
- KU17.** have knowledge regarding the quality/specification
- KU18.** colour coding mark for count of the yarn
- KU19.** requirement of the spools for the quality to run
- KU20.** concept of different zones of the beaming machines like creel zone, sizing zone, drying zone and doffing zone, and their functioning
- KU21.** steam line and its proper functioning
- KU22.** concept and knowledge of different stop motions and safety devices provided
- KU23.** knowledge to carry out any fresh instructions
- KU24.** procedure of cleaning the different zones
- KU25.** understand the procedure of lubrication, and its schedule
- KU26.** concept of waste collecting procedure and proper storing
- KU27.** procedure to refer the problems to the concerned persons

Generic Skills (GS)

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

- GS1.** write clear and short sentences
- GS2.** read and comprehend written instructions
- GS3.** talk to other co-workers to convey the departmental information effectively
- GS4.** communicate the facts to your supervisors appropriately
- GS5.** patience hearing of the problems/facts



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- GS6.** able to take decision in case of any mechanical/electrical/steam line problem
- GS7.** able to know the procedure to fill up the gaps if any co-worker is absent
- GS8.** manage to overcome the tight supply of the spools
- GS9.** able to maintain the quality of the product if steam pressure is inadequate temporally

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Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|--------------|-----------------|---------------|------------|
| <i>Take charge of shift from jute beaming operator</i> | 17 | 24 | - | - |
| 1. reach at least 10-15 minutes earlier to the work place | 1 | 2 | - | - |
| 2. bring the knives and to check the availability or necessary items like marking chalk, pen etc | 1 | 2 | - | - |
| 3. meet the previous shift operator and discuss with him/her the problems faced by him with respect to the quality/ production/mechanical problems | 2 | 2 | - | - |
| 4. check the availability of sufficient spool (with identification mark) | 2 | 2 | - | - |
| 5. check the condition of sizing box and the quality of the size paste | 1 | 2 | - | - |
| 6. check the steam trap, steam roller, pipe line of steam (there should not be any leakage of steam) and its insulation, different valves in the steam line | 2 | 2 | - | - |
| 7. ensure correct steam pressure (30-35P.S.I.) as shown in pressure gauge | 1 | 2 | - | - |
| 8. ensure correct functioning of stop motions and safety devices | 2 | 2 | - | - |
| 9. check whether any written instruction for quality change to be carried out | 1 | 2 | - | - |
| 10. check the whether waste collection boxes are empty | 1 | 2 | - | - |
| 11. ensure cleanliness of the machine and the area | 1 | 2 | - | - |
| 12. ensure lubrication as scheduled | 2 | 2 | - | - |
| <i>Hand over shift to next jute beaming operator</i> | 3 | 6 | - | - |

Qualification Pack

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--|--------------|-----------------|---------------|------------|
| 13. hand over the shift to the incoming beaming operator in proper manner and get clearance from the incoming counterpart | 1 | 2 | - | - |
| 14. report to the supervisor and incoming beaming operator if there is any quality change and maintenance work done/or left during his shift | 1 | 2 | - | - |
| 15. reports to supervisor if his counterpart is absent in such a case to handover the shift to his superiors | 1 | 2 | - | - |
| NOS Total | 20 | 30 | - | - |

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National Occupational Standards (NOS) Parameters

| | |
|----------------------------|--|
| NOS Code | TSC/N2112 |
| NOS Name | Taking charge of shift and handing over shift to Jute beaming operator |
| Sector | Textile |
| Sub-Sector | Weaving - Textiles |
| Occupation | Preparatory - Weaving |
| NSQF Level | 2 |
| Credits | TBD |
| Version | 2.0 |
| Last Reviewed Date | NA |
| Next Review Date | 31/03/2025 |
| NSQC Clearance Date | 17/11/2022 |

Qualification Pack

TSC/N2113: Operating the jute beaming machine

Description

This unit is about carrying out procedure for operating the beaming machine

Scope

The scope covers the following :

- Operate the beaming machine
- Carryout cleaning activities
- Carryout maintenance activities
- Material handling and safety at workplace

Elements and Performance Criteria

Operating the jute beaming machine

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

1. before running the machine, ensure the quality of the beam (with its specification) to be produced
2. ensure that control switches for starting, running and stopping the beaming machine functioning properly
3. operate the beaming machine, with continuous assistance of co-workers/side beamers
4. instruct co-workers/side beamers to check the creel for the no. of spools required as per quality
5. involve side beamers to keep sufficient stock of spools near the machine
6. ensure recommended yarn count of the spool (ask side beamers to follow the colour mark)
7. check the empty beam, clean it and then mount on the beaming machine properly
8. ensure that yarn from spool passes through yarn guides, tensioners, stop motion guide, lease rod, guide reed etc., involve co-workers accordingly
9. count and set the exact number of threads or runners at the start for a particular quality of beam (needed for a specified fabric) and continue frequent checking
10. ensure correct take up of sizing paste by the yarn and squeezing properly, adjust the pressing roller accordingly
11. ensure clean surface of the steam cylinders, correct steam pressure to get proper drying of yarn
12. ensure moisture content (30%-35% for sackings & 18% -22% for hessian) & 1.5-2 % size (TKP) application in beam in consultation with superiors as practiced in jute industry
13. ensure 70%. wet pick-up of size (TKP)
14. check the steam pressure to keep it at 25-35 psi
15. lease the warp yarns properly before doffing full beam
16. put right identification mark for its quality
17. control manually the beam speed to maintain right yarn tension in jute beaming machine, clean the machine and to lubricate the machine periodically as a part of total productive maintenance
18. clean the reeds, sow-box and cylinder surface periodically and as whenever necessary

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19. segregate the wastes collected and to deposit at the waste bins
20. clean and to maintain second guide reed and guide roller in good condition after starch roller
21. support the mechanic during maintenance activities
22. check and maintain friction plate in working condition
23. mount the spools carefully so that they rotate freely on the creel
24. align the warp yarns on the extreme selvage so that these warp
25. Carry out and handle of spools and full beam
26. ensure the use of proper material handling tools and equipment
27. ensure man and machine safety while operating the beaming machine, and keep the working place (floor) clean i.e. free from any unwanted elements like spool centre, thread waste, broken machine parts etc
28. ensure small knot while joining a broken ends/replacing a empty spool

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization's policies & standard operating procedures (SOP)
- KU2.** awareness & knowledge of customers
- KU3.** potential hazards associated with the machines and the safety precautions must be taken
- KU4.** protocol to obtain more information on work related tasks
- KU5.** how to contact person in case of queries on procedure or products and for revolving issues related to defective machines, tools, materials & equipment
- KU6.** details of the various job roles & responsibilities
- KU7.** documentation and reporting formats
- KU8.** work targets & machine with superiors
- KU9.** protocol and format for reporting work related risks/ problems
- KU10.** method of obtaining /giving feed back with respect to performance
- KU11.** importance of team work/harmonious working relationships
- KU12.** process for offering /obtaining work related assistance
- KU13.** responsibilities under health, safety and environmental legislation guidelines for storage & disposal of waste materials
- KU14.** knowledge about the quality specification
- KU15.** understand the function of different switches and the correct usages
- KU16.** no of warp ends required according to the quality of the cloth
- KU17.** colour mark adopted to identify the count
- KU18.** technique to mount a beam
- KU19.** importance of different guides, tensioners and reeds and the right technique of their functioning
- KU20.** correct technique of placing the spools in the creel
- KU21.** technique to adjust size take up, squeezing
- KU22.** correct method of drawing the warp ends

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- KU23.** knowledge about knotting procedure
- KU24.** concept of recipe of the size paste, its temperature to maintain (600 C in the sow box), technique to regulate take up and squeezing etc
- KU25.** understand the permissible moisture content (30%-35% for sackings & 18% - 22% for hessian) & 1.5-2 % size (TKP) content
- KU26.** thorough concept of stem line, different valves & keys and their regulating system
- KU27.** cleaning procedure of steam line, sow box, guide reeds, creel zone, tension guides and disc tensioners etc. either manually or compressed air line
- KU28.** procedure of maintaining the required beam tension
- KU29.** concept of colour identification mark to differentiate the variety of beam
- KU30.** collection and segregation of different wastages and storing procedure
- KU31.** method of maintaining the warp ends parallel and in line with the beam

Generic Skills (GS)

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

- GS1.** write clear and short sentences
- GS2.** read and comprehend written instructions
- GS3.** talk to other co-workers to convey the departmental information effectively
- GS4.** communicate the facts to your supervisors appropriately
- GS5.** patience hearing of the problems/facts
- GS6.** able to take decision in case of any mechanical/electrical/steam line problem
- GS7.** Plan to overcome any short supply of spools
- GS8.** fill up the gaps if any co-worker is absent
- GS9.** manage to overcome the tight supply of the spools
- GS10.** maintain the quality of the product if steam pressure is inadequate temporarily
- GS11.** maintain compactness of the beam and adjust the tension accordingly

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Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--|--------------|-----------------|---------------|------------|
| <i>Operating the jute beaming machine</i> | 51 | 74 | - | - |
| 1. before running the machine, ensure the quality of the beam (with its specification) to be produced | 2 | 2 | - | - |
| 2. ensure that control switches for starting, running and stopping the beaming machine functioning properly | 2 | 3 | - | - |
| 3. operate the beaming machine, with continuous assistance of co-workers/side beamers | 1 | 3 | - | - |
| 4. instruct co-workers/side beamers to check the creel for the no. of spools required as per quality | 1 | 3 | - | - |
| 5. involve side beamers to keep sufficient stock of spools near the machine | 2 | 2 | - | - |
| 6. ensure recommended yarn count of the spool (ask side beamers to follow the colour mark) | 2 | 2 | - | - |
| 7. check the empty beam, clean it and then mount on the beaming machine properly | 2 | 3 | - | - |
| 8. ensure that yarn from spool passes through yarn guides, tensioners, stop motion guide, lease rod, guide reed etc., involve co-workers accordingly | 2 | 3 | - | - |
| 9. count and set the exact number of threads or runners at the start for a particular quality of beam (needed for a specified fabric) and continue frequent checking | 2 | 3 | - | - |
| 10. ensure correct take up of sizing paste by the yarn and squeezing properly, adjust the pressing roller accordingly | 2 | 3 | - | - |
| 11. ensure clean surface of the steam cylinders, correct steam pressure to get proper drying of yarn | 2 | 3 | - | - |

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| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|--------------|-----------------|---------------|------------|
| 12. ensure moisture content (30%-35% for sackings & 18% -22% for hessian) & 1.5-2 % size (TKP) application in beam in consultation with superiors as practiced in jute industry | 2 | 3 | - | - |
| 13. ensure 70%. wet pick-up of size (TKP) | 2 | 3 | - | - |
| 14. check the steam pressure to keep it at 25-35 psi | 2 | 3 | - | - |
| 15. lease the warp yarns properly before doffing full beam | 2 | 2 | - | - |
| 16. put right identification mark for its quality | 1 | 3 | - | - |
| 17. control manually the beam speed to maintain right yarn tension in jute beaming machine, clean the machine and to lubricate the machine periodically as a part of total productive maintenance | 2 | 3 | - | - |
| 18. clean the reeds, sow-box and cylinder surface periodically and as whenever necessary | 2 | 3 | - | - |
| 19. segregate the wastes collected and to deposit at the waste bins | 2 | 2 | - | - |
| 20. clean and to maintain second guide reed and guide roller in good condition after starch roller | 2 | 2 | - | - |
| 21. support the mechanic during maintenance activities | 2 | 2 | - | - |
| 22. check and maintain friction plate in working condition | 2 | 2 | - | - |
| 23. mount the spools carefully so that they rotate freely on the creel | 1 | 3 | - | - |
| 24. align the warp yarns on the extreme selvedge so that these warp | 2 | 2 | - | - |
| 25. Carry out and handle of spools and full beam | 1 | 3 | - | - |
| 26. ensure the use of proper material handling tools and equipment | 2 | 2 | - | - |

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| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--|--------------|-----------------|---------------|------------|
| 27. ensure man and machine safety while operating the beaming machine, and keep the working place (floor) clean i.e. free from any unwanted elements like spool centre, thread waste, broken machine parts etc | 2 | 3 | - | - |
| 28. ensure small knot while joining a broken ends/replacing a empty spool | 2 | 3 | - | - |
| NOS Total | 51 | 74 | - | - |

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National Occupational Standards (NOS) Parameters

| | |
|----------------------------|------------------------------------|
| NOS Code | TSC/N2113 |
| NOS Name | Operating the jute beaming machine |
| Sector | Textile |
| Sub-Sector | Weaving - Textiles |
| Occupation | Preparatory - Weaving |
| NSQF Level | 2 |
| Credits | TBD |
| Version | 2.0 |
| Last Reviewed Date | NA |
| Next Review Date | 31/03/2025 |
| NSQF Clearance Date | 17/11/2022 |

Qualification Pack

TSC/N2114: Leasing of jute warp sheet

Description

This unit is about leasing jute yarn to ease denting operation in weaving sector

Scope

The scope covers the following :

- Leasing of jute warp sheet

Elements and Performance Criteria

Leasing of jute warp sheet

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

1. check the right passage of yarn through lease rod
2. lease the warp yarns properly before doffing full beam
3. use proper group knotting
4. protect the cut ends of warp sheet by pasting a tape on the upper surface of the beam
5. ensure unlocking of the beam, doffing carefully

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard Operating Procedures (SOP) and regulations in the cooperative society/NGO/SHG
- KU2.** knowledge of workplace standards
- KU3.** importance of leasing and separating the warp yarns
- KU4.** method of leasing
- KU5.** procedure of correct knotting the bunch of warp ends
- KU6.** technique to protect the warp sheet by gum tape
- KU7.** procedure of unlocking and doffing the beam safely
- KU8.** method of handling the full beam and their storing
- KU9.** method of tagging the beam having all the related informations like, no. of ends, yardage/meterage, no. of cuts, operators name, beaming machine number etc

Generic Skills (GS)

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

- GS1.** write clear and short sentences
- GS2.** read and comprehend written instructions
- GS3.** talk to other co-workers to convey the departmental information effectively.

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- GS4.** communicate the facts to your supervisors appropriately.
- GS5.** patience hearing of the problems/facts
- GS6.** able to take decision in case of any mechanical/electrical/steam line problem
- GS7.** be able to know the procedure to fill up the gaps if any co-worker is absent
- GS8.** be able to maintain the separation between the consecutive yarn thread

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Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--|--------------|-----------------|---------------|------------|
| <i>Leasing of jute warp sheet</i> | 10 | 15 | - | - |
| 1. check the right passage of yarn through lease rod | 2 | 3 | - | - |
| 2. lease the warp yarns properly before doffing full beam | 2 | 3 | - | - |
| 3. use proper group knotting | 2 | 3 | - | - |
| 4. protect the cut ends of warp sheet by pasting a tape on the upper surface of the beam | 2 | 3 | - | - |
| 5. ensure unlocking of the beam, doffing carefully | 2 | 3 | - | - |
| NOS Total | 10 | 15 | - | - |

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National Occupational Standards (NOS) Parameters

| | |
|----------------------------|----------------------------|
| NOS Code | TSC/N2114 |
| NOS Name | Leasing of jute warp sheet |
| Sector | Textile |
| Sub-Sector | Weaving – Textiles |
| Occupation | Preparatory - Weaving |
| NSQF Level | 2 |
| Credits | TBD |
| Version | 2.0 |
| Last Reviewed Date | NA |
| Next Review Date | 31/03/2025 |
| NSQC Clearance Date | 17/11/2022 |

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TSC/N2115: Drying jute warp sheet

Description

This unit is about drying the jute warp sheet

Scope

The scope covers the following :

- Drying jute warp sheet

Elements and Performance Criteria

Drying jute warp sheet

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

1. check the availability of steam
2. check and ensure the steam pressure of the steam cylinder at 25-35 psi
3. check the smooth running of steam roller
4. check the cleanliness of the surface of the steam roller
5. ensure adequate squeezing of size take up
6. ensure the proper functioning of the pressing roller
7. ensure that, there should not be any leakage, refer the problem to the concerned persons
8. clear the condensate deposit in the steam roller
9. check the steam trap
10. check the steam pipe line
11. check the pipe line insulation of the pipe line

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organisations policies & standard working procedure (SOP)
- KU2.** technique to use different tools, knife etc
- KU3.** the concept of common problems in the beaming machines and their solutions
- KU4.** have knowledge regarding the quality/specification
- KU5.** clear knowledge of steam, the nature and behaviour of steam
- KU6.** concept of steam pressure, its correct pressure for jute industry
- KU7.** the factors affecting the pressure, and the remedial measures
- KU8.** correct method of cleaning the steam cylinder surface
- KU9.** clearing the condensate, any related problem and the remedial measures
- KU10.** steam strap/valves, their functions and timing to refer for maintenance
- KU11.** correct take up of size paste and corrected method of squeezing

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Generic Skills (GS)

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

- GS1.** write clear and short sentences
- GS2.** read and comprehend written instructions
- GS3.** talk to other co-workers to convey the departmental information effectively
- GS4.** communicate the facts to your supervisors appropriately
- GS5.** patience hearing of the problems/facts
- GS6.** be able to take decision in case of any mechanical/electrical/steam line problem
- GS7.** arrange timing of the cleaning necessity of steam cylinder
- GS8.** be able to know the procedure to fill up the gaps if any co-worker is absent
- GS9.** manage to overcome the problems related to low pressure of steam
- GS10.** clean the jam in the reed, guide reed etc. during running condition of the machine

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Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|--------------|-----------------|---------------|------------|
| <i>Drying jute warp sheet</i> | 20 | 30 | - | - |
| 1. check the availability of steam | 2 | 2 | - | - |
| 2. check and ensure the steam pressure of the steam cylinder at 25-35 psi | 2 | 3 | - | - |
| 3. check the smooth running of steam roller | 2 | 2 | - | - |
| 4. check the cleanliness of the surface of the steam roller | 2 | 2 | - | - |
| 5. ensure adequate squeezing of size take up | 1 | 3 | - | - |
| 6. ensure the proper functioning of the pressing roller | 2 | 3 | - | - |
| 7. ensure that, there should not be any leakage, refer the problem to the concerned persons | 2 | 3 | - | - |
| 8. clear the condensate deposit in the steam roller | 2 | 3 | - | - |
| 9. check the steam trap | 2 | 3 | - | - |
| 10. check the steam pipe line | 2 | 3 | - | - |
| 11. check the pipe line insulation of the pipe line | 1 | 3 | - | - |
| NOS Total | 20 | 30 | - | - |

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National Occupational Standards (NOS) Parameters

| | |
|----------------------------|------------------------|
| NOS Code | TSC/N2115 |
| NOS Name | Drying jute warp sheet |
| Sector | Textile |
| Sub-Sector | Weaving - Textiles |
| Occupation | Preparatory - Weaving |
| NSQF Level | 2 |
| Credits | TBD |
| Version | 2.0 |
| Last Reviewed Date | NA |
| Next Review Date | 31/03/2025 |
| NSQC Clearance Date | 17/11/2022 |

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TSC/N9002: Working in a team

Description

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

Scope

The scope covers the following :

- commitment and trust
- communication
- adaptability
- creative freedom

Elements and Performance Criteria

Commitment and trust

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

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

Communication

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

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

Adaptability

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

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

Creative freedom

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

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

Generic Skills (GS)

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

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

Qualification Pack

Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|--------------|-----------------|---------------|------------|
| <i>Commitment and trust</i> | 5 | 4 | - | 2 |
| 1. be accountable to the own role in whole process | 2 | 1 | - | 1 |
| 2. perform all roles with full responsibility | 2 | 1 | - | 1 |
| 3. be effective and efficient at workplace | 1 | 2 | - | - |
| <i>Communication</i> | 6 | 7 | - | 4 |
| 4. properly communicate about company policies | 1 | 2 | - | 1 |
| 5. report all problems faced during the process | 1 | 2 | - | 1 |
| 6. talk politely with other team members and colleagues | 2 | 1 | - | 1 |
| 7. submit daily report of own performance | 2 | 2 | - | 1 |
| <i>Adaptability</i> | 5 | 4 | - | 3 |
| 8. adjust in different work situations | 1 | 1 | - | 1 |
| 9. give due importance to other's point of view | 2 | 1 | - | 1 |
| 10. avoid conflicting situations | 2 | 2 | - | 1 |
| <i>Creative freedom</i> | 3 | 5 | - | 2 |
| 11. develop new ideas for work procedures | 1 | 3 | - | 1 |
| 12. improve upon the existing techniques to increase process efficiency | 2 | 2 | - | 1 |
| NOS Total | 19 | 20 | - | 11 |

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National Occupational Standards (NOS) Parameters

| | |
|----------------------------|---|
| NOS Code | TSC/N9002 |
| NOS Name | Working in a team |
| Sector | Textile |
| Sub-Sector | Spinning, Weaving, Processing, Knitting |
| Occupation | Textile Mill sector - Cotton |
| NSQF Level | 3 |
| Credits | TBD |
| Version | 6.0 |
| Last Reviewed Date | 27/01/2022 |
| Next Review Date | 31/03/2025 |
| NSQC Clearance Date | 17/11/2022 |

Qualification Pack

TSC/N9003: Maintain health, safety and security at workplace

Description

This unit provides performance criteria, knowledge & understanding and skills & abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others.

Scope

The scope covers the following :

- comply with health, safety and security requirements at work
- Recognizing the hazards
- Planning the safety techniques
- Implementing the programs

Elements and Performance Criteria

Comply with health, Safety and security requirements at work

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

1. comply with health and safety related instructions applicable to the workplace
2. use and maintain personal protective equipment such as ear plug, nose mask , head cap etc., as per protocol
3. carry out own activities in line with approved guidelines and procedures
4. maintain a healthy lifestyle and guard against dependency on intoxicants
5. follow environment management system related procedures
6. identify and correct (if possible) malfunctions in machinery and equipment
7. report any service malfunctions that cannot be rectified
8. store materials and equipment in line with organisational requirements
9. safely handle and remove waste
10. minimize health and safety risks to self and others due to own actions
11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks
12. monitor the workplace and work processes for potential risks and threat
13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned
14. report hazards and potential risks/ threats to supervisors or other authorized personnel
15. participate in mock drills/ evacuation procedures organized at the workplace
16. undertake first aid, fire-fighting and emergency response training, if asked to do so
17. take action based on instructions in the event of fire, emergencies or accidents
18. follow organisation procedures for shutdown and evacuation when required

Recognizing the hazards

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

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

Planning the safety techniques Implementing the programs

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

Generic Skills (GS)

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

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

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- GS3.** read and understand work instructions
- GS4.** read and understand the safety guidelines
- GS5.** listen to others attentively
- GS6.** respond to emergencies, accidents or fire at the workplace
- GS7.** evacuate the premises and help others in need while doing so
- GS8.** the value of physical fitness, personal hygiene and good habits
- GS9.** talk with others politely
- GS10.** identify correct safety measure for particular hazard
- GS11.** make required safety plans as and when required
- GS12.** raise alarm in case of emergency
- GS13.** know the use of correct safety measure whenever required
- GS14.** be attentive to details
- GS15.** be careful to avoid occurrence of hazards
- GS16.** maintenance of neatness at work
- GS17.** procedure for reporting unwanted behavior

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Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--|--------------|-----------------|---------------|------------|
| <i>Comply with health, Safety and security requirements at work</i> | 27 | 35 | - | 23 |
| 1. comply with health and safety related instructions applicable to the workplace | 2 | 2 | - | 2 |
| 2. use and maintain personal protective equipment such as ear plug, nose mask , head cap etc., as per protocol | 2 | 2 | - | 2 |
| 3. carry out own activities in line with approved guidelines and procedures | 2 | 2 | - | 2 |
| 4. maintain a healthy lifestyle and guard against dependency on intoxicants | 2 | 2 | - | 2 |
| 5. follow environment management system related procedures | 2 | 2 | - | 2 |
| 6. identify and correct (if possible) malfunctions in machinery and equipment | 2 | 2 | - | 1 |
| 7. report any service malfunctions that cannot be rectified | 2 | 2 | - | 1 |
| 8. store materials and equipment in line with organisational requirements | 2 | 2 | - | 1 |
| 9. safely handle and remove waste | 2 | 2 | - | 1 |
| 10. minimize health and safety risks to self and others due to own actions | 1 | 2 | - | 1 |
| 11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks | 1 | 2 | - | 2 |
| 12. monitor the workplace and work processes for potential risks and threat | 1 | 2 | - | 1 |
| 13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned | 1 | 2 | - | 1 |
| 14. report hazards and potential risks/ threats to supervisors or other authorized personnel | 1 | 2 | - | 1 |

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| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|--------------|-----------------|---------------|------------|
| 15. participate in mock drills/ evacuation procedures organized at the workplace | 1 | 2 | - | - |
| 16. undertake first aid, fire-fighting and emergency response training, if asked to do so | 1 | 2 | - | 1 |
| 17. take action based on instructions in the event of fire, emergencies or accidents | 1 | 2 | - | 1 |
| 18. follow organisation procedures for shutdown and evacuation when required | 1 | 1 | - | 1 |
| <i>Recognizing the hazards</i> | 2 | 2 | - | 2 |
| 19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry | 1 | 1 | - | 1 |
| 20. recognise other possible security issues existing in the workplace | 1 | 1 | - | 1 |
| <i>Planning the safety techniques Implementing the programs</i> | 3 | 3 | - | 3 |
| 21. recognise different measures to curb the hazards | 1 | 1 | - | 1 |
| 22. communicate the safety plan to everyone | 1 | 1 | - | 1 |
| 23. attach disciplinary rules with the implementation | 1 | 1 | - | 1 |
| NOS Total | 32 | 40 | - | 28 |

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National Occupational Standards (NOS) Parameters

| | |
|----------------------------|---|
| NOS Code | TSC/N9003 |
| NOS Name | Maintain health, safety and security at workplace |
| Sector | Textile |
| Sub-Sector | Spinning, Weaving, Processing, Knitting |
| Occupation | Textile Mill sector - Cotton |
| NSQF Level | 3 |
| Credits | TBD |
| Version | 5.0 |
| Last Reviewed Date | 27/01/2022 |
| Next Review Date | 31/03/2025 |
| NSQC Clearance Date | 17/11/2022 |

Qualification Pack

TSC/N9009: Maintain work area, tools, material handling equipment and machinery for jute processing

Description

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

Scope

The scope covers the following :

- Maintain work area, tools, material handling equipment and machinery for jute processing

Elements and Performance Criteria

Maintain work area, tools, material handling equipment and machinery for jute processing

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

1. maintain personal hygiene and human safety, machine safety and specific dress code
2. carefully handle raw jute, slivers of jute, jute yarns and fabrics to minimize wastage
3. carefully handle all tools such as hand root cutter, circular blade motorized root cutter, chopper, wooden block, bale hook, rope cutter, picking hook, brooms etc
4. carefully handle moisture meter
5. carefully handle weigh machine
6. use proper mechanical handling equipment for lifting and handling jute and other materials, Mechanical Handling Equipment: hand barrow, can trolley, bobbin trolley, beam carrier, spool carrier, cloth carrier etc.
7. keep all waste jute materials in a specified place for further processing
8. maintain a clean and hazard free working area, keeping floors free from all encumbrances
9. maintain tools and equipment being used for jute processing
10. carry out scheduled running maintenance like shift-wise cleaning and oiling in respective jute processing machinery
11. report to supervisor for any abnormal sound, from any machine for jute processing
12. report to supervisor all anomalies and unsafe conditions of equipment and other unprecedented occurrences
13. ensure that the doors and covers for gear side/ belt side of the jute machinery are kept properly closed and all machine guards are in appropriate place
14. ensure that standing place in working position are free from all encumbrances, to maintain correct posture of working/sitting/standing during working in respective jute processing machinery
15. use appropriate cleaning equipment like knife, brooms, pliers, screw driver etc. and follow appropriate cleaning methods for the work to be carried out in particular jute processing machine

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16. stack/dispose jute fibre/sliver/yarn waste safely in the designated location/place/bag to help usage of all wastages for further processing
17. store all gadgets, tools and cleaning equipment safely after their use in designated place after cleaning them properly
18. carry out cleaning and minor/small maintenance jobs for each jute processing machine as per schedule within limits of specific responsibility, as instructed

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** personal hygiene and duty of care
- KU2.** safe working practices and organizational standard operating procedures
- KU3.** limits of your own responsibility
- KU4.** ways of resolving problems within the work area
- KU5.** the production process and the specific work activities that relate to the whole process
- KU6.** the importance of effective communication with supervisors
- KU7.** the lines of communication, authority and reporting procedures
- KU8.** the organisation's rules, codes and guidelines (including timekeeping)
- KU9.** the company's quality standards
- KU10.** the importance of complying with written instructions
- KU11.** equipment operating procedures / supervisor's instructions
- KU12.** importance of personal hygiene and care
- KU13.** safe working practices and human safety, machine safety for all jute processing machinery
- KU14.** organisational Standard, operating procedures (SOP) and safety rules specific for jute industry and specific for respective jute machinery
- KU15.** aware about limits of each one's responsibility for cleaning and minor maintenance of work area and cleaning of machinery
- KU16.** appropriate material flow in production process and the specific work activities that relate to the whole process, needing time to time cleaning during shift change/ quality change or otherwise as per schedule
- KU17.** importance and method of effective communication with Sardar and supervisors for resolving any problem / reporting anomalies
- KU18.** names and function of each cleaning and maintenance tools
- KU19.** names and functions of each tools and equipment used in a jute mill, Tools and Equipment: hand root cutter, circular blade motorized root cutter, chopper, wooden block, bale hook, rope cutter, picking hook, brooms, etc. hand barrow, can trolley, bobbin trolley, beam carrier, spool carrier, cloth carrier, etc.
- KU20.** fair understanding of company's quality standards of all jute yarns for sacking/hessian and other decorative fabrics and their process norms to maintain
- KU21.** importance and method of complying with instructions for production process, cleaning and maintenance as well as safety aspects
- KU22.** knowledge about reporting/ receiving instructions from the superior

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- KU23.** methods of cleaning the tools and equipment after use and process of safe storing for next use
- KU24.** safety procedure of each jute machinery as applicable
- KU25.** interpretation of work information, cleaning procedure and safety aspects
- KU26.** good understanding of relation between the safety/cleaning and material, handling work role and the overall manufacturing process performance
- KU27.** adequate awareness about types of possible hazards likely to be encountered when conducting minor or major routine cleaning and maintenance as per schedule for jute machinery
- KU28.** importance of taking immediate action when any anomalies and problems are identified (may be abnormal sound in machine, fire, excessive breakage of sliver and yarn etc.)
- KU29.** knowledge about minimising jute fibre/yarn and other waste
- KU30.** importance of running maintenance and regular cleaning on production efficiency of jute machinery
- KU31.** ways how to avoid contamination/ undesirable mixing of different quality of jute or other materials like machine oil, foreign materials including lube oil/spindle oil/graphite powder etc
- KU32.** common machine faults and product faults etc. and method to rectify those following proper/correct procedure
- KU33.** correct maintenance procedures for each jute machinery of different sections as applicable
- KU34.** correct procedure of different types of cleaning and maintenance of equipment and machinery for their effective use during processing
- KU35.** safe working practice

Generic Skills (GS)

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

- GS1.** write instructions for communications
- GS2.** write any kind of request /memo to the supervisor/management if required
- GS3.** read instructions pass on to previous shift supervisor
- GS4.** read and comprehend written instructions
- GS5.** read instruction/notice written on company notice board
- GS6.** communicate with co-worker appropriately
- GS7.** talk to other to convey information effectively
- GS8.** talk to other for clarifications of problems
- GS9.** take right initiative at the right time for cleaning and maintenance to be done properly for jute machinery
- GS10.** apply innovative ideas for further action required after discussion in Quality Circle meeting
- GS11.** understand and to take decision for timely replacement of worn out /defective spare parts taking new spare from store for further action
- GS12.** identify the real reason of problem faced and solve the problem in consultation with other
- GS13.** refer anomalies to the supervisor
- GS14.** take initiative at the right place to understand and to solve the problem

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- GS15.** identify the reasons of different faults and deviations in specifications if any
- GS16.** rectify machine faults and process faults etc. by correct problem-solving approaches in different sections of jute processing as applicable
- GS17.** offer good attention to the process and spares of machine for checking their correctness
- GS18.** ensure routine cleaning and maintenance schedule specific for different jute machinery
- GS19.** make sure that every action taken is error-free
- GS20.** apply leadership skills for motivating fellow workers and others to get the work done

Qualification Pack

Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|--------------|-----------------|---------------|------------|
| <i>Maintain work area, tools, material handling equipment and machinery for jute processing</i> | 20 | 30 | - | - |
| 1. maintain personal hygiene and human safety, machine safety and specific dress code | 1 | 1 | - | - |
| 2. carefully handle raw jute, slivers of jute, jute yarns and fabrics to minimize wastage | 1 | 2 | - | - |
| 3. carefully handle all tools such as hand root cutter, circular blade motorized root cutter, chopper, wooden block, bale hook, rope cutter, picking hook, brooms etc | 1 | 2 | - | - |
| 4. carefully handle moisture meter | 1 | 1 | - | - |
| 5. carefully handle weigh machine | 1 | 1 | - | - |
| 6. use proper mechanical handling equipment for lifting and handling jute and other materials, Mechanical Handling Equipment: hand barrow, can trolley, bobbin trolley, beam carrier, spool carrier, cloth carrier etc. | 1 | 2 | - | - |
| 7. keep all waste jute materials in a specified place for further processing | 1 | 3 | - | - |
| 8. maintain a clean and hazard free working area, keeping floors free from all encumbrances | 1 | 2 | - | - |
| 9. maintain tools and equipment being used for jute processing | 1 | 2 | - | - |
| 10. carry out scheduled running maintenance like shift-wise cleaning and oiling in respective jute processing machinery | 2 | 2 | - | - |
| 11. report to supervisor for any abnormal sound, from any machine for jute processing | 1 | 1 | - | - |
| 12. report to supervisor all anomalies and unsafe conditions of equipment and other unprecedented occurrences | 2 | 1 | - | - |

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| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|--------------|-----------------|---------------|------------|
| 13. ensure that the doors and covers for gear side/ belt side of the jute machinery are kept properly closed and all machine guards are in appropriate place | 1 | 2 | - | - |
| 14. ensure that standing place in working position are free from all encumbrances, to maintain correct posture of working/sitting/standing during working in respective jute processing machinery | 1 | 2 | - | - |
| 15. use appropriate cleaning equipment like knife, brooms, pliers, screw driver etc. and follow appropriate cleaning methods for the work to be carried out in particular jute processing machine | 1 | 1 | - | - |
| 16. stack/dispose jute fibre/sliver/yarn waste safely in the designated location/place/bag to help usage of all wastages for further processing | 1 | 2 | - | - |
| 17. store all gadgets, tools and cleaning equipment safely after their use in designated place after cleaning them properly | 1 | 1 | - | - |
| 18. carry out cleaning and minor/small maintenance jobs for each jute processing machine as per schedule within limits of specific responsibility, as instructed | 1 | 2 | - | - |
| NOS Total | 20 | 30 | - | - |

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National Occupational Standards (NOS) Parameters

| | |
|----------------------------|--|
| NOS Code | TSC/N9009 |
| NOS Name | Maintain work area, tools, material handling equipment and machinery for jute processing |
| Sector | Textile |
| Sub-Sector | Spinning, Weaving, Processing |
| Occupation | Textile Mill sector - Jute |
| NSQF Level | 3 |
| Credits | TBD |
| Version | 2.0 |
| Last Reviewed Date | NA |
| Next Review Date | 31/03/2025 |
| NSQC Clearance Date | 17/11/2022 |

Qualification Pack

TSC/N9010: Comply with industry and organizational requirement in jute sector

Description

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

Scope

The scope covers the following :

- Comply with industry and organizational requirement in jute sector

Elements and Performance Criteria

Comply with industry and organizational requirement in jute sector

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

1. perform assigned duties effectively section- wise / machine- wise
2. take full responsibility for desired performance
3. be accountable towards the job role and assigned duties
4. report any anomalies found in the section / machinery to the Sardar (Jobber) or Supervisors
5. take drive on self-learning for improving efficiency
6. co-ordinate with all the team members and colleagues
7. communicate politely
8. avoid conflicts and miscommunication
9. take part in Quality Circle activity to discuss process and innovative ideas in Quality Circle
10. take all initiative to achieve organisational norms for processing of yarn and fabrics of jute and to motivate all other fellow workers to follow them
11. implement the collection of wastage in a proper method (as instructed) for further processing
12. follow specific environmental regulation for jute industry
13. keep area of work and machine clean

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures (SOP) of different processing sections of a jute mill
- KU2.** do's and don't's for each process of jute processing as applicable
- KU3.** fair knowledge of organizational standards
- KU4.** standard operating procedures (SOP) and regulations in a textile mill
- KU5.** report to the supervisor or higher authority
- KU6.** knowledge of organizational standards

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- KU7.** knowledge of industry standards
- KU8.** fair knowledge of jute and products standards for jute yarn types and fabric types
- KU9.** fair knowledge on received and delivered materials so that any anomalies /defects can be identified in those materials
- KU10.** process and material flow for different section-wise processes in a jute mill for different stages of jute yarn/fabric production
- KU11.** importance and procedure of complying with the standards of process / product / environment / safety for Jute Industry
- KU12.** jute industry's general standards of work performance for assigned job role / machine operation for jute mills
- KU13.** knowledge on reducing wastages in jute processing
- KU14.** how to have a fair idea about environmental standards for jute industry
- KU15.** the importance and procedure of cleaning work area and machineries in different section of jute mill

Generic Skills (GS)

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

- GS1.** write notes on quality of jute and products produced in the department
- GS2.** write instructions for communications
- GS3.** write the report on any problem faced
- GS4.** write any kind of request /memo to the supervisor/management if required
- GS5.** read instructions pass on to previous shift supervisor
- GS6.** read and comprehend written instructions and log books
- GS7.** read instruction/notice written on company notice board
- GS8.** communicate with sardar/supervisor appropriately
- GS9.** convey information effectively
- GS10.** talk to other for clarifications of problems
- GS11.** communicate the anomalies to the sardar/supervisor
- GS12.** maintain time for reporting duty
- GS13.** maintain quality of products
- GS14.** plan for trouble free running of machines
- GS15.** plan for storing of raw materials and finished products.
- GS16.** plan for trouble free operation of tools and equipment used for processing
- GS17.** solve the problem, if any in consultation with supervisor
- GS18.** meet the Organizational requirements for maintaining product specification for different types of yarns and fabrics of jute
- GS19.** have skills for carrying out the job assignment as per norms of Jute Industry
- GS20.** achieve defined competency as per his/her job role for working in deferent sections / machines/ in jute mills
- GS21.** run smoothly a specific machine of jute processing as applicable



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- GS22.** comply and achieve product-wise and process-wise Industry standards for each process / product as applicable for a jute mill processing
- GS23.** jointly decide in consultation with sardar/supervisor regarding team work and any organisational problem faced

Qualification Pack

Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--|--------------|-----------------|---------------|------------|
| <i>Comply with industry and organizational requirement in jute sector</i> | 21 | 29 | - | - |
| 1. perform assigned duties effectively section-wise / machine- wise | 1 | 3 | - | - |
| 2. take full responsibility for desired performance | 1 | 3 | - | - |
| 3. be accountable towards the job role and assigned duties | 2 | 2 | - | - |
| 4. report any anomalies found in the section / machinery to the Sardar (Jobber) or Supervisors | 2 | 2 | - | - |
| 5. take drive on self-learning for improving efficiency | 2 | 2 | - | - |
| 6. co-ordinate with all the team members and colleagues | 2 | 2 | - | - |
| 7. communicate politely | 1 | 2 | - | - |
| 8. avoid conflicts and miscommunication | 1 | 2 | - | - |
| 9. take part in Quality Circle activity to discuss process and innovative ideas in Quality Circle | 2 | 2 | - | - |
| 10. take all initiative to achieve organisational norms for processing of yarn and fabrics of jute and to motivate all other fellow workers to follow them | 3 | 2 | - | - |
| 11. implement the collection of wastage in a proper method (as instructed) for further processing | 2 | 2 | - | - |
| 12. follow specific environmental regulation for jute industry | 1 | 3 | - | - |
| 13. keep area of work and machine clean | 1 | 2 | - | - |
| NOS Total | 21 | 29 | - | - |

Qualification Pack

National Occupational Standards (NOS) Parameters

| | |
|----------------------------|--|
| NOS Code | TSC/N9010 |
| NOS Name | Comply with industry and organizational requirement in jute sector |
| Sector | Textile |
| Sub-Sector | Spinning, Weaving, Processing |
| Occupation | Textile Mill sector - Jute |
| NSQF Level | 3 |
| Credits | TBD |
| Version | 2.0 |
| Last Reviewed Date | NA |
| Next Review Date | 31/03/2025 |
| NSQC Clearance Date | 17/11/2022 |

Qualification Pack

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

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Introduction to Employability Skills

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

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

Constitutional values - Citizenship

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

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

Becoming a Professional in the 21st Century

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

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

Basic English Skills

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

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

Communication Skills

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

PC5. follow good manners while communicating with others

PC6. work with others in a team

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Diversity & Inclusion

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

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

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

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

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

Essential Digital Skills

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

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

PC13. use internet and social media platforms securely and safely

Entrepreneurship

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

PC14. identify and assess opportunities for potential business

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

Customer Service

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

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

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

KU5. how to use basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

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

KU9. different types of financial products and services

Qualification Pack

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

Generic Skills (GS)

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

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

Assessment Criteria

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

Qualification Pack

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

Qualification Pack

National Occupational Standards (NOS) Parameters

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

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
5. In case of successfully passing only certain number of NOSs, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.
6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Minimum Aggregate Passing % at QP Level : 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/N2112.Taking charge of shift and handing over shift to Jute beaming operator | 20 | 30 | - | - | 50 | 9 |
| TSC/N2113.Operating the jute beaming machine | 51 | 74 | - | - | 125 | 23 |
| TSC/N2114.Leasing of jute warp sheet | 10 | 15 | - | - | 25 | 5 |
| TSC/N2115.Drying jute warp sheet | 20 | 30 | - | - | 50 | 9 |
| TSC/N9002.Working in a team | 19 | 20 | - | 11 | 50 | 9 |
| TSC/N9003.Maintain health, safety and security at workplace | 32 | 40 | - | 28 | 100 | 18 |
| TSC/N9009.Maintain work area, tools, material handling equipment and machinery for jute processing | 20 | 30 | - | - | 50 | 9 |
| TSC/N9010.Comply with industry and organizational requirement in jute sector | 21 | 29 | - | - | 50 | 9 |
| DGT/VSQ/N0101.Employability Skills (30 Hours) | 20 | 30 | 0 | 0 | 50 | 9 |
| Total | 213 | 298 | 0 | 39 | 550 | 100 |

Acronyms

| | |
|-------------|---|
| NOS | National Occupational Standard(s) |
| NSQF | National Skills Qualifications Framework |
| QP | Qualifications Pack |
| TVET | Technical and Vocational Education and Training |

Qualification Pack

Glossary

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|--|--|
| 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

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|---|---|
| Knowledge and Understanding (KU) | <p>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.</p> |
| Organisational Context | <p>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.</p> |
| Technical Knowledge | <p>Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.</p> |
| Core Skills/ Generic Skills (GS) | <p>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.</p> |
| Electives | <p>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.</p> |
| Options | <p>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.</p> |