सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

Warper - Handloom

QP Code: TSC/Q7302

Version: 3.0

NSQF Level: 3

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

Contents

TSC/Q7302: Warper - Handloom

Brief Job Description

The Warper - Handloom is responsible for running the warping machine efficiently, taking due safety precautions, in the handloom sector in order to ensure maximum output with minimum defects. The individual is also responsible for carrying out other activities like calculating raw material requirement, creeling, doffing of warp yarns, etc. under the supervision of the weaver.

Personal Attributes

The individual should have physical attributes like dexterity, coordination, motor skills, strength, stamina to handle heavy equipment and sensory attributes like hearing ability and vision (normal distance vision, color vision, night vision, peripheral vision, depth perception and ability to change focus).

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. TSC/N7302: Carry out pre-warping activities

2. TSC/N7303: Operate the warping machine

3. TSC/N7304: Carry out post-warping activities

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

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

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

Qualification Pack (QP) Parameters

Sector	Textile
Sub-Sector	Handloom & Khadi
Occupation	Weaver
Country	India
NSQF Level	3
Credits	13

Aligned to NCO/ISCO/ISIC Code	NCO-2015/7318.99
Minimum Educational Qualification & Experience	9th Class (Grade 9 with No Experience (OR) Grade 8 pass and pursuing continuous schooling in regular school with vocational subject with no experience (OR) 8th grade pass with 1 year of relevant experience (OR) 5th grade pass with 4 years of relevant experience (OR) Ability to read and write with 5 years of experience)
Minimum Level of Education for Training in School	9th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	25/11/2024
NSQC Approval Date	17/11/2022
Version	3.0
Reference code on NQR	2022/TEXT/TSC/07048
NQR Version	1.0

TSC/N7302: Carry out pre-warping activities

Description

This OS unit is about preparation for carrying out warping activities such as cleaning the machine, calculating the quantity of raw material required, drawing and creeling the raw material on the machine and tying on the warping drum.

Scope

The scope covers the following :

- Clean the warping machine
- Estimate raw material requirements
- Perform creeling of cones or bobbins on the machine

Elements and Performance Criteria

Clean the warping machine

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

PC1. collect tools and equipment required to perform cleaning as per SOP

PC2. obtain scope of work, job sheet or any other requirements for cleaning from the weaver

PC3. identify run out cones or bobbins in the warping machine to store them in the designated box

PC4. perform cleaning of the warping machine and the area around it

PC5. ensure there are no spills and other waste material present after cleaning, and remove if present

Estimate raw material requirements

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

PC6. estimate the numbers of cones, weight of each cones required for warping as per the specification and collect the required cones from store or weaver

Perform creeling of cones or bobbins on the machine

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

PC7. creel the cones in the creel stand and draw the ends from each creel

PC8. carry out knotting of new set of ends with the old set in the heck box, and if needed, draw the new set of ends through the heck box

PC9. verify that the yarns pass through the prescribed passage on the warping machine

PC10. ensure that the creeled yarns are tied on the warping drum and piece the broken yarn as per specifications

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. cooperative society/NGO/SHG/cluster policies, procedures, guidelines and standards for quality and production

KU2. safety measures and precautions prescribed for warping machine operation

KU3. scope of work and job responsibilities of a warper

KU4. quality standards, typical deviations allowed and issues in quality that are unacceptable in the warping processes

KU5. importance of complying with written instructions provided by weaver

KU6. documenting procedure and formats for recording work status, progress, issues and faults in own and others processes

KU7. reporting procedures incase of deviations in the warping operation

KU8. guidelines for storage and disposal of waste materials as the guidelines

KU9. potential hazards and risks associated with working on machines and their prevention and reporting procedure

KU10. protocol for collecting information on work related tasks and taking feedback from authorized personnel

KU11. different types of yarns, counts and fabric

KU12. importance of warping width

KU13. relation between warping width and reed width

KU14. different types of warping machine, such as manual and motorized, horizontal drum, vertical drum, etc.

KU15. calculation of minimum weight of warp cones or bobbins

KU16. functioning and different parts of the warping machine

KU17. importance of creeling with prescribed passage of yarn

KU18. cleaning of warping machine and its significance

KU19. method of weavers knot and its importance

Generic Skills (GS)

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

GS1. write in clear and short sentences

GS2. read and comprehend written instructions

GS3. carry out basic arithmetic calculation to perform calculation of number of cones or number of bobbins required, money transactions, income/ expense values, etc.

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Clean the warping machine	**16**	**33**	**-**	**-**
PC1. collect tools and equipment required to perform cleaning as per SOP	-	-	-	-
PC2. obtain scope of work, job sheet or any other requirements for cleaning from the weaver	-	-	-	-
PC3. identify run out cones or bobbins in the warping machine to store them in the designated box	-	-	-	-
PC4. perform cleaning of the warping machine and the area around it	-	-	-	-
PC5. ensure there are no spills and other waste material present after cleaning, and remove if present	-	-	-	-
Estimate raw material requirements	**52**	**40**	**-**	**-**
PC6. estimate the numbers of cones, weight of each cones required for warping as per the specification and collect the required cones from store or weaver	-	-	-	-
Perform creeling of cones or bobbins on the machine	**48**	**104**	**-**	**-**
PC7. creel the cones in the creel stand and draw the ends from each creel	-	-	-	-
PC8. carry out knotting of new set of ends with the old set in the heck box, and if needed, draw the new set of ends through the heck box	-	-	-	-
PC9. verify that the yarns pass through the prescribed passage on the warping machine	-	-	-	-
PC10. ensure that the creeled yarns are tied on the warping drum and piece the broken yarn as per specifications	-	-	-	-
NOS Total	**116**	**177**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	TSC/N7302
NOS Name	Carry out pre-warping activities
Sector	Textile
Sub-Sector	Handloom & Khadi
Occupation	Weaver
NSQF Level	3
Credits	TBD
Version	2.0
Last Reviewed Date	NA
Next Review Date	25/11/2024
NSQC Clearance Date	17/11/2022

TSC/N7303: Operate the warping machine

Description

This OS unit is about operating a warping machine, attending to warp breakages winding the completed yarn from warping drum to weaver's beam.

Scope

The scope covers the following :

- Run the warping machine

Elements and Performance Criteria

Run the warping machine

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

PC1. verify that the leasing of ends is done as per the standard method

PC2. ensure that the warping machine is getting started in a prescribed manner and then start warping

PC3. check that there is no overlapping of ends in the warp sheet

PC4. monitor the running machine for yarn breakage, and stop it in case of breakage

PC5. ensure that the yarn should be knotted as per standard knotting procedure with prescribed tension and time

PC6. carryout cone or bobbin replacement in case of exhaust

PC7. stop the machine when warping of required length of first section is complete

PC8. complete the remaining sections of warping as per the set meters with required number of ends

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. functioning of the warping machine

KU2. impact of warp end breakage during warping

KU3. typical issues in warping such as variation in tension within and between beams, missing ends, cross ends, poor quality of beam preparation, production loss due to some cones running out early, pattern not proper, lost end, etc.

KU4. knotting the broken yarn as per standard procedures within stipulated time

KU5. standard operating procedure for operating the warping machine

KU6. material handling methods and protocols

KU7. relationship between yarn count, ends per inch and reed width

KU8. steps for transferring warp sheet from drum to weaver's beam

KU9. method to identify the length of warp sheet wound on warping drum

KU10. defects caused due to improper mending of yarn and overlapping of warp ends

Generic Skills (GS)

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

GS1. write in clear and short sentences regarding the warp beam particulars such as meters, count, ends, repeat size, etc.

GS2. read and comprehend written production instructions

GS3. carry out basic arithmetic calculation to perform calculation of number of sections required to complete the warp as per the work order specification

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Run the warping machine	**73**	**147**	-	-
PC1. verify that the leasing of ends is done as per the standard method	-	-	-	-
PC2. ensure that the warping machine is getting started in a prescribed manner and then start warping	-	-	-	-
PC3. check that there is no overlapping of ends in the warp sheet	-	-	-	-
PC4. monitor the running machine for yarn breakage, and stop it in case of breakage	-	-	-	-
PC5. ensure that the yarn should be knotted as per standard knotting procedure with prescribed tension and time	-	-	-	-
PC6. carryout cone or bobbin replacement in case of exhaust	-	-	-	-
PC7. stop the machine when warping of required length of first section is complete	-	-	-	-
PC8. complete the remaining sections of warping as per the set meters with required number of ends	-	-	-	-
NOS Total	**73**	**147**	-	-

National Occupational Standards (NOS) Parameters

NOS Code	TSC/N7303
NOS Name	Operate the warping machine
Sector	Textile
Sub-Sector	Handloom & Khadi
Occupation	Weaver
NSQF Level	3
Credits	TBD
Version	2.0
Last Reviewed Date	NA
Next Review Date	25/11/2024
NSQC Clearance Date	17/11/2022

TSC/N7304: Carry out post-warping activities

Description

This OS is about carrying out the labeling and storing of the weavers beam.

Scope

The scope covers the following :

- Label the weavers beam
- Store and secure weavers beam

Elements and Performance Criteria

Label the weavers beam

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

PC1. ensure that the machine is stopped and the yarn sections are of proper lengths and number as per requirements

PC2. transfer the completed warp from warping drum to weavers beam as per standard method

PC3. ensure the weaver's beam is doffed from the warping machine as per SOP

PC4. ensure the labels, lot numbers and markings are available for the doffed beams

PC5. label the weaver's beam with required details like count, number of ends etc. as per job specifications sheet given by the weaver

Store and secure weavers beam

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

PC6. ensure that the storage area is dust free and clean

PC7. store the weavers beam as per prescribed manner

PC8. dispose of the waste materials as per norms

PC9. ensure that the work area is clean, safe and secure when work is completed

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. importance and SOP of labeling the weaver's beam

KU2. importance and SOP of prescribed storing of weaver's beam

KU3. importance and SOP of prescribed storing of weaver's beam

KU4. safety procedures to be followed while doffing the weaver's beam from the warping machine

KU5. typical issues in storage of weaver's beam and remedies

KU6. methods of disposing the waste materials

Generic Skills (GS)

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

GS1. write in clear and short sentences regarding the doffing and storing instructions

GS2. read and comprehend written labeling and storing instructions

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Label the weavers beam	**23**	**32**	**-**	**-**
PC1. ensure that the machine is stopped and the yarn sections are of proper lengths and number as per requirements	-	-	-	-
PC2. transfer the completed warp from warping drum to weavers beam as per standard method	-	-	-	-
PC3. ensure the weaver's beam is doffed from the warping machine as per SOP	-	-	-	-
PC4. ensure the labels, lot numbers and markings are available for the doffed beams	-	-	-	-
PC5. label the weaver's beam with required details like count, number of ends etc. as per job specifications sheet given by the weaver	-	-	-	-
Store and secure weavers beam	**34**	**58**	**-**	**-**
PC6. ensure that the storage area is dust free and clean	-	-	-	-
PC7. store the weavers beam as per prescribed manner	-	-	-	-
PC8. dispose of the waste materials as per norms	-	-	-	-
PC9. ensure that the work area is clean, safe and secure when work is completed	-	-	-	-
NOS Total	**57**	**90**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	TSC/N7304
NOS Name	Carry out post-warping activities
Sector	Textile
Sub-Sector	Handloom & Khadi
Occupation	Weaver
NSQF Level	3
Credits	TBD
Version	2.0
Last Reviewed Date	NA
Next Review Date	25/11/2024
NSQC Clearance Date	17/11/2022

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

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Maintaining the work area, tools and machines

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

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

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

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

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

PC5.   maintain record for defective and unsafe equipment and tools

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

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

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

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

Greening and energy conservation in textile sector

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

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

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

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

Health, safety and response to emergencies at textile sector

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

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

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

PC15. avoid dependency on any type of intoxicants

PC16. maintain social distance as per the instruction at workplace

PC17. report hazardous material to superiors at workplace

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

PC19. follow the specified steps in case of electricity failure

PC20. lift heavy objects using correct lifting procedures

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

PC22. practice mock drills and evacuation procedures organized by industry

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

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

PC25. interpret different signs, alarms and take action appropriately

PC26. follow the guidelines while working in hazards atmosphere

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

PC28. follow the approved safety plans at workplace

Organizational standards and policies

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

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

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

PC31. motivate colleagues to follow operational guidelines of organization

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

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

PC34. submit lost and found articles as per standard protocol

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

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

KU3. safe handling procedure of tools and equipment

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

KU5. dos and donts specific to the assigned work responsibilities

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

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

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

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

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

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

KU12. various types of fire extinguishers

KU13. importance of stable mental condition in case of emergency

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

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

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

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

KU18. procedures and formats for reporting lost and found material

KU19. different types of alarms and their significance

Generic Skills (GS)

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

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

GS2. minimize the resource consumption for the assigned task

GS3. solve basic arithmetic calculations related to assigned job role

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

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

GS6. exhibit motor skill required for the allotted task

Assessment Criteria

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

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

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

National Occupational Standards (NOS) Parameters

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

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

Description

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

Scope

The scope covers the following :

- Teamwork and communication
- Adaptability

Elements and Performance Criteria

Teamwork, trust and communication

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

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

PC2. carry out tasks as per instructions received from superiors

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

PC4. build trust with team mates and superiors

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

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

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

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

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

PC10. express views proactively and effectively

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

PC12. report to superior for problems identified in assigned duty

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

Adaptability

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

PC14. adapt to flexible work environment for the assigned task

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

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

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. importance of teamwork and discipline

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

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

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

KU5. importance of reporting as per the standard protocol

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

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

KU8. report and grievance submission formats

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

Generic Skills (GS)

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

GS1. read and comprehend written instructions

GS2. listen effectivity for the instructions

GS3. coordinate with team mates for the allotted tasks

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

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

Assessment Criteria

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

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

National Occupational Standards (NOS) Parameters

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

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

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Introduction to Employability Skills

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

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

Constitutional values – Citizenship

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

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

Becoming a Professional in the 21st Century

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

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

Basic English Skills

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

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

Communication Skills

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

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

Diversity & Inclusion

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

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

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

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

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

Essential Digital Skills

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

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

PC13. use internet and social media platforms securely and safely

Entrepreneurship

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

PC14. identify and assess opportunities for potential business

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

Customer Service

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

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

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

KU5. how to use basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

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

KU9. different types of financial products and services

KU10. how to compute income and expenses

KU11. importance of maintaining safety and security in financial transactions

KU12. different legal rights and laws

KU13. how to operate digital devices and applications safely and securely

KU14. ways to identify business opportunities

KU15. types of customers and their needs

KU16. how to apply for a job and prepare for an interview

KU17. apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

GS1. communicate effectively using appropriate language

GS2. behave politely and appropriately with all

GS3. perform basic calculations

GS4. solve problems effectively

GS5. be careful and attentive at work

GS6. use time effectively

GS7. maintain hygiene and sanitisation to avoid infection

Assessment Criteria

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

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

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

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

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

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

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

In case of successfully passing only certain number of NOSs, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

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

Minimum Aggregate Passing % at QP Level : 50

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

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
TSC/N7302.Carry out pre-warping activities	116	177	-	-	293	30
TSC/N7303.Operate the warping machine	73	147	-	-	220	24
TSC/N7304.Carry out post-warping activities	57	90	-	-	147	16
TSC/N9015.Follow machine, safety, and organizational guidelines in textile sector	65	80	-	50	195	21
TSC/N9016.Follow teamwork, adaptability, and communication guidelines in textile sector	15	20	-	10	45	4
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	0	0	50	5
Total	**346**	**544**	**0**	**60**	**950**	**100**

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
NGO	Non Governmental Organization
SHG	Self Help Group
ISO	International Organization for Standardization
SA	Standard on Auditing

Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.