



Handloom Entrepreneur

QP Code: TSC/Q7801

Version: 2.0

NSQF Level: 5

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

Qualification Pack

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TSC/Q7801: Handloom Entrepreneur

Brief Job Description

The handloom entrepreneur should be able to collect business related market information for planning and decision making, coordinate team, finance and administrative activities, design, deliver and supervise for quality products ensuring organizational health, safety and security

Personal Attributes

Needs to have basic knowledge of varieties of fabrics, yarn count, designing and card punching methods and tools, different types of weaves, looms, quality parameters, concept of financial and people management, basic computer application, marketing skills, leadership qualities, an eye for detail and alert mind.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [TSC/N7801: Conduct market survey, research and analysis](#)
2. [TSC/N7802: Coordinate with team for finance and administrative activities](#)
3. [TSC/N7803: Design, deliver and supervise for quality textile products](#)
4. [TSC/N7804: Perform marketing and sales activities for increasing the customer base](#)
5. [TSC/N7805: Follow organizational health, safety and security for self and others in the MSME textile sector](#)
6. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Textile
Sub-Sector	Handloom & Khadi
Occupation	Handloom Business
Country	India
NSQF Level	5

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Credits	20
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7318.99
Minimum Educational Qualification & Experience	Graduate (Completed 1st year of UG (UG Certificate) with no experience (OR) Pursuing 2nd year of UG with no experience (OR) Completed 1st year of diploma after 12th with no experience (OR) Pursuing 2nd year of 2-year diploma after 12th with no experience (OR) 12th pass with 1 year Vocational Education & training (NTC or NAC or CITS) with no experience (OR) Completed 3 year diploma after 10th with 1 year of relevant experience (OR) 12th Grade pass with 2 years of relevant experience (OR) 10th Grade pass with 4 years of relevant experience)
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	17/11/2027
NSQC Approval Date	17/11/2022
Version	2.0
Reference code on NQR	2022/TEXT/TSC/07090
NQR Version	1.0

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TSC/N7801: Conduct market survey, research and analysis

Description

This OS unit is about the process followed by the entrepreneur textile MSME to researching and collating textile business-related market information for planning and decision making of starting and running a business in the textile MSME industry.

Scope

The scope covers the following :

- Research and collate business related market data/information
- Analyse the collated data to develop a business plan for opening a business
- Perform activities to start and operate the business

Elements and Performance Criteria

Research and collate business related market data/information

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

- PC1.** research various sources to perform market analysis on textile products e.g., conduct surveys to analyse demand and supply chain, discuss with professionals, experts, go for field visit, etc.
- PC2.** collate information to anticipate the feasibility and scope of business as per region, competitors and other factors related to business
- PC3.** collect information for estimating market demand for textile products at various levels such as local, regional, national and international
- PC4.** verify collected information to find out production viability with respect to various critical factors such as business selection, technology and machinery, financial arrangement, unit development, filing of entrepreneur's memorandum and addresses of DICs, approvals, clearances, quality certification, various available schemes for assisting business initiation/development, etc.

Analyse the collated data to develop a business plan for opening a business

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

- PC5.** analyse the collated information to select the type of viable textile MSME businesses (Weaving/ Processing/ Knitting/ Handloom/ Technical Textiles) by calculating costs of various inputs required for setting up production and sales facility based on land, building or shed, machineries and equipment, raw materials, power and water, skilled manpower, capital, etc.
- PC6.** evaluate various options for raising capital (such as personal means, loans, micro lending, cluster lending, micro financing, etc.) and select as per the business requirement
- PC7.** analyse available government schemes for entrepreneurial development in textile MSME sector and select a few that fit the expected business viability
- PC8.** identify appropriate legal ownership structure (such as sole ownership, partnership, SHG, Co-operative society, Producer company, joint stock companies, corporations, etc.) suitable to the nature of the business activity and convenience of operations

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- PC9.** list the legal, health and safety regulations and guidelines applicable to the business activity along with working objective, own strength and constraints with respect to MSME textile business setup (Weaving/ Processing/ Knitting/ Handloom/ Technical Textiles)

Perform activities to start and operate the business

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

- PC10.** select and register a business name for the business with the respective authority
- PC11.** design or seek help to design an appropriate trademark or logo for the business to build it as a brand for textile products
- PC12.** prepare various documentation required for starting the business such as lease agreement with owner if rented land/building, trademark registration under governments rule and regulations, business name registration, PAN, GST number, etc.
- PC13.** ensure all completed documents are registered and approved by the authorized registration centres for commencing business activities and trade license
- PC14.** follow the appropriate process based on location and type of business -to register the enterprise with the State Directorate or Commissioner of Industries or District Industries Centres (DIC's)
- PC15.** set-up the premises for starting operations such as procure machinery, recruit administrative staff etc.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** legislation, standards, policies and procedures followed in the production house relevant to employment and performance conditions
- KU2.** relevant health and safety requirements applicable for starting a business especially in a confined space/building
- KU3.** importance of health, hygiene, safety and quality standards for business and the impact of noncompliance of the standards on the business
- KU4.** role and responsibilities and sources for information pertaining to the business (Weaving/ Processing/ Knitting/ Handloom/ Technical Textiles)
- KU5.** various authorities and people to coordinate and approach for starting a business
- KU6.** textile products and their market
- KU7.** types of business registrations such as sole ownership, partnership, SHG, Co-operative society, Producer company, joint stock companies, corporations, etc. and its requirements in the MSME textile sector
- KU8.** different types of financial aid and government schemes for entrepreneurial development in MSME textile sector
- KU9.** different legal business ownership structures under government schemes
- KU10.** various authorized trademark registration centres
- KU11.** registration process for trade license
- KU12.** legal formalities for business activities
- KU13.** significance of mathematical functions for business decision, data sorting and analysis

Generic Skills (GS)

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

- GS1.** write proposals and other documents in regional or English language
- GS2.** collate and interpret information in desired format
- GS3.** read instructions and other documents in local/regional or English language
- GS4.** communicate with others in a professional manner
- GS5.** listen attentively and respond accordingly take decisions with systematic course of actions and/or response
- GS6.** interpret various research sources to collate information
- GS7.** build good and long-term relationship with employees, government officials and business associates
- GS8.** overcome and take right action on decision dilemmas
- GS9.** take right decision at the right time related to the business activities

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Research and collate business related market data/information</i>	20	70	-	10
PC1. research various sources to perform market analysis on textile products e.g., conduct surveys to analyse demand and supply chain, discuss with professionals, experts, go for field visit, etc.	-	-	-	-
PC2. collate information to anticipate the feasibility and scope of business as per region, competitors and other factors related to business	-	-	-	-
PC3. collect information for estimating market demand for textile products at various levels such as local, regional, national and international	-	-	-	-
PC4. verify collected information to find out production viability with respect to various critical factors such as business selection, technology and machinery, financial arrangement, unit development, filing of entrepreneur's memorandum and addresses of DICs, approvals, clearances, quality certification, various available schemes for assisting business initiation/ development, etc.	-	-	-	-
<i>Analyse the collated data to develop a business plan for opening a business</i>	20	70	-	10
PC5. analyse the collated information to select the type of viable textile MSME businesses (Weaving/ Processing/ Knitting/ Handloom/ Technical Textiles) by calculating costs of various inputs required for setting up production and sales facility based on land, building or shed, machineries and equipment, raw materials, power and water, skilled manpower, capital, etc.	-	-	-	-
PC6. evaluate various options for raising capital (such as personal means, loans, micro lending, cluster lending, micro financing, etc.) and select as per the business requirement	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC7. analyse available government schemes for entrepreneurial development in textile MSME sector and select a few that fit the expected business viability	-	-	-	-
PC8. identify appropriate legal ownership structure (such as sole ownership, partnership, SHG, Co-operative society, Producer company, joint stock companies, corporations, etc.) suitable to the nature of the business activity and convenience of operations	-	-	-	-
PC9. list the legal, health and safety regulations and guidelines applicable to the business activity along with working objective, own strength and constraints with respect to MSME textile business setup (Weaving/ Processing/ Knitting/ Handloom/ Technical Textiles)	-	-	-	-
<i>Perform activities to start and operate the business</i>	20	70	-	10
PC10. select and register a business name for the business with the respective authority	-	-	-	-
PC11. design or seek help to design an appropriate trademark or logo for the business to build it as a brand for textile products	-	-	-	-
PC12. prepare various documentation required for starting the business such as lease agreement with owner if rented land/building, trademark registration under governments rule and regulations, business name registration, PAN, GST number, etc.	-	-	-	-
PC13. ensure all completed documents are registered and approved by the authorized registration centres for commencing business activities and trade license	-	-	-	-
PC14. follow the appropriate process based on location and type of business -to register the enterprise with the State Directorate or Commissioner of Industries or District Industries Centres (DIC's)	-	-	-	-
PC15. set-up the premises for starting operations such as procure machinery, recruit administrative staff etc.	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	60	210	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	TSC/N7801
NOS Name	Conduct market survey, research and analysis
Sector	Textile
Sub-Sector	Handloom & Khadi
Occupation	Handloom Business
NSQF Level	5
Credits	3
Version	2.0
Last Reviewed Date	NA
Next Review Date	17/11/2027
NSQC Clearance Date	17/11/2022

Qualification Pack

TSC/N7802: Coordinate with team for finance and administrative activities

Description

This OS unit is about developing and using the necessary skills, knowledge and attributes for managing finance and personnel in the MSME textile sector.

Scope

The scope covers the following :

- Build a team for marketing, administration and operations
- Manage financial and administrative activities

Elements and Performance Criteria

Build a team for marketing, administration and operations

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

- PC1.** build a strategy to recruit people for the business
- PC2.** analyse different hiring and marketing strategies to short-list the most feasible and cost-effective ones such as posters, newspaper, online, consultants, references, campus placement, etc.
- PC3.** advertise for employment /contractual positions in the business as per immediate requirement using different channels short-listed
- PC4.** perform recruitment of suitable people with required levels of skill, knowledge and attitude, available within the recruitment budgets, good previous education /employment record, etc. for the required roles in the organization
- PC5.** build an effective team in the organization to handle all functions and monitor team progress by tracking key performance parameters
- PC6.** follow necessary procedures to ensure timely transfer of salaries and payments to the employees and business associates
- PC7.** calculate and issue monetary and non-monetary incentives to motivate the employees based on performance

Manage financial and administrative activities

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

- PC8.** organize and safely store record files of members/employees, bills, office documents in appropriate places
- PC9.** maintain and update the attendance of employees /members in a designated register
- PC10.** compare the features and benefits such as interest rate, flexible repayment option, etc. of financial schemes offered by various financial agencies such as nationalized banks, SIDBI, etc. select the schemes suitable for the business interests of the organization
- PC11.** obtain all the documents required to open a bank account and submit them to the authorized bank officer

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- PC12.** maintain a record book with regular entries of product sales, expenses incurred in production and marketing, general expenses, e.g., rent, utilities charge, loan payments and interests, etc.
- PC13.** calculate profit and loss by analysing the cost and revenue data from the day-to-day financial records
- PC14.** keep cash book and financial documents such as saving and loan ledger, bank ledger, groups bank passbook, individual passbooks, etc. in secured locations financial documents.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** legislation, standards, policies, and procedures followed in the production house relevant to employment and performance conditions
- KU2.** job role and responsibilities and sources for information pertaining to employment terms, compensation, job role and responsibilities relevant to the type of activity (Weaving/ Processing/ Knitting/ Handloom/ Technical Textiles)
- KU3.** relevant people and their responsibilities required for the business
- KU4.** various categories of people that one is required to communicate and coordinate within the organization
- KU5.** different networking channels for regular/contractual recruitment
- KU6.** hiring process and procedures: Issuance of employment letter, contract, facilities like PF, ESI, medical insurance, travel allowance, etc.

Generic Skills (GS)

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

- GS1.** take notes in local or English language of instructions received
- GS2.** read rules, regulations, schemes, and research reports in local or English language for business planning activities
- GS3.** communicate effectively with colleagues, employees, government officials and business associates

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Build a team for marketing, administration and operations</i>	30	105	-	15
PC1. build a strategy to recruit people for the business	-	-	-	-
PC2. analyse different hiring and marketing strategies to short-list the most feasible and cost-effective ones such as posters, newspaper, online, consultants, references, campus placement, etc.	-	-	-	-
PC3. advertise for employment /contractual positions in the business as per immediate requirement using different channels short-listed	-	-	-	-
PC4. perform recruitment of suitable people with required levels of skill, knowledge and attitude, available within the recruitment budgets, good previous education /employment record, etc. for the required roles in the organization	-	-	-	-
PC5. build an effective team in the organization to handle all functions and monitor team progress by tracking key performance parameters	-	-	-	-
PC6. follow necessary procedures to ensure timely transfer of salaries and payments to the employees and business associates	-	-	-	-
PC7. calculate and issue monetary and non-monetary incentives to motivate the employees based on performance	-	-	-	-
<i>Manage financial and administrative activities</i>	30	105	-	15
PC8. organize and safely store record files of members/employees, bills, office documents in appropriate places	-	-	-	-
PC9. maintain and update the attendance of employees /members in a designated register	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. compare the features and benefits such as interest rate, flexible repayment option, etc. of financial schemes offered by various financial agencies such as nationalized banks, SIDBI, etc. select the schemes suitable for the business interests of the organization	-	-	-	-
PC11. obtain all the documents required to open a bank account and submit them to the authorized bank officer	-	-	-	-
PC12. maintain a record book with regular entries of product sales, expenses incurred in production and marketing, general expenses, e.g., rent, utilities charge, loan payments and interests, etc.	-	-	-	-
PC13. calculate profit and loss by analysing the cost and revenue data from the day-to-day financial records	-	-	-	-
PC14. keep cash book and financial documents such as saving and loan ledger, bank ledger, groups bank passbook, individual passbooks, etc. in secured locations financial documents.	-	-	-	-
NOS Total	60	210	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	TSC/N7802
NOS Name	Coordinate with team for finance and administrative activities
Sector	Textile
Sub-Sector	Handloom & Khadi
Occupation	Handloom Business
NSQF Level	5
Credits	3
Version	2.0
Last Reviewed Date	NA
Next Review Date	17/11/2027
NSQC Clearance Date	17/11/2022

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TSC/N7803: Design, deliver and supervise for quality textile products

Description

This unit is about how the textile entrepreneur designs, delivers and supervises the production activity and deliver the quality textile products.

Scope

The scope covers the following :

- Prepare for textile products production
- Design and deliver quality textile products

Elements and Performance Criteria

Prepare for textile products production

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

- PC1.** identify different types of textile products and production centres
- PC2.** procure various raw materials according to market trend and customer need
- PC3.** plan production line for quality products by providing guidance and solution to team members
- PC4.** check for availability of proper techniques, tools and methods for production line

Design and deliver quality textile products

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

- PC5.** identify and create various type of designs using different tools
- PC6.** select colour of the design based on market trends and demand
- PC7.** identify and check quality of the textile product using prescribed tools and methods
- PC8.** identify different types of fabrics along with the end uses
- PC9.** identify constructional particulars of different fabrics along with the process flow
- PC10.** calculate raw material requirement for cost estimation of the fabrics including the various process cost
- PC11.** procure raw material as per the required specification
- PC12.** prepare and implement the production activity as per the client/ market requirement
- PC13.** monitor and supervise the production line for quality products based on the standard requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** designing concept in different textile products
- KU2.** design, colour and fashion forecast
- KU3.** fabric structure, weaves and yarn count

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- KU4.** different fabrics with their application across the various clusters
- KU5.** production techniques of various textile products
- KU6.** advanced production technologies in the textile production industry
- KU7.** quality analysis parameters and process for textile products
- KU8.** raw material and cost calculation methods
- KU9.** preparatory processes and dyeing methods
- KU10.** advanced developments in dyeing and finishing process
- KU11.** basic computer functions and its application in the textile sector

Generic Skills (GS)

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

- GS1.** write local or English language for design and development of the fabric
- GS2.** communicate with colleagues, designers and weavers appropriately
- GS3.** listen carefully
- GS4.** talk effectively to convey information succinctly and unequivocally

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare for textile products production</i>	60	210	-	30
PC1. identify different types of textile products and production centres	-	-	-	-
PC2. procure various raw materials according to market trend and customer need	-	-	-	-
PC3. plan production line for quality products by providing guidance and solution to team members	-	-	-	-
PC4. check for availability of proper techniques, tools and methods for production line	-	-	-	-
<i>Design and deliver quality textile products</i>	60	210	-	30
PC5. identify and create various type of designs using different tools	-	-	-	-
PC6. select colour of the design based on market trends and demand	-	-	-	-
PC7. identify and check quality of the textile product using prescribed tools and methods	-	-	-	-
PC8. identify different types of fabrics along with the end uses	-	-	-	-
PC9. identify constructional particulars of different fabrics along with the process flow	-	-	-	-
PC10. calculate raw material requirement for cost estimation of the fabrics including the various process cost	-	-	-	-
PC11. procure raw material as per the required specification	-	-	-	-
PC12. prepare and implement the production activity as per the client/ market requirement	-	-	-	-
PC13. monitor and supervise the production line for quality products based on the standard requirement	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	120	420	-	60

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National Occupational Standards (NOS) Parameters

NOS Code	TSC/N7803
NOS Name	Design, deliver and supervise for quality textile products
Sector	Textile
Sub-Sector	Handloom & Khadi
Occupation	Handloom Business
NSQF Level	5
Credits	7
Version	2.0
Last Reviewed Date	NA
Next Review Date	17/11/2027
NSQC Clearance Date	17/11/2022

Qualification Pack

TSC/N7804: Perform marketing and sales activities for increasing the customer base

Description

This unit is about the activities the entrepreneur undertaking packaging, sales and promotion of the textile products

Scope

The scope covers the following :

- Undertake packaging, marketing, and distribution of the textile products

Elements and Performance Criteria

Undertake packaging, marketing, and distribution of the textile products

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

- PC1.** identify prospective customers and their requirements w.r.t the textile products being sold
- PC2.** observe latest market trends, pricing and patterns relevant to own line of business and consider the same while deciding on desired product quality
- PC3.** implement steps to ensure zero defect products to meet the market standards by quality checking different parameters such as adherence to customer requirement; strength, evenness, and count of yarn; tensile & tearing strength of fabrics, stiffness & crease recovery, fastness, etc.
- PC4.** take feedback from clients on quality of product, responsiveness and timeliness for improvement
- PC5.** estimate the cost or expenses to fix the price products based on cost of raw materials, taxes, fixed and variable costs, etc.
- PC6.** decide pricing of the product by using simple strategies such as matching competitors offer price, discounting, variable pricing tactics etc. based on data from market research and cost estimates
- PC7.** supervise packaging of textile products professionally and attractively using packing materials and packaging methods suitable for specified product
- PC8.** perform advertising of textile products on various media such as television, radio, print publication, etc. for promotion
- PC9.** implement steps to distribute textile products to different places for sale using proper logistics channel

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard uniform/attire and importance of presenting the organisation in right perspective
- KU2.** latest updates in competition products and services through product brochures/leaflets

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- KU3.** visual merchandizing and display as per the organization norms
- KU4.** features, benefits and prices of all the products to achieve sales targets
- KU5.** products in competition, their pricing and other related information
- KU6.** reasons for customers objection/concern and how to provide resolution
- KU7.** various selling techniques
- KU8.** complete billing and delivery process
- KU9.** monthly sales and performance targets
- KU10.** basic mathematical calculations
- KU11.** data analysis to understand trends
- KU12.** different types of customers and their requirement
- KU13.** packaging techniques and trend in the market

Generic Skills (GS)

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

- GS1.** communicate with customers, business and marketing representatives as per standard protocol
- GS2.** presentation and report writing
- GS3.** follow business ethical practices
- GS4.** awareness about marketing trends and seasonal business
- GS5.** manage the time for various business activities

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Undertake packaging, marketing, and distribution of the textile products</i>	60	210	-	30
PC1. identify prospective customers and their requirements w.r.t the textile products being sold	-	-	-	-
PC2. observe latest market trends, pricing and patterns relevant to own line of business and consider the same while deciding on desired product quality	-	-	-	-
PC3. implement steps to ensure zero defect products to meet the market standards by quality checking different parameters such as adherence to customer requirement; strength, evenness, and count of yarn; tensile & tearing strength of fabrics, stiffness & crease recovery, fastness, etc.	-	-	-	-
PC4. take feedback from clients on quality of product, responsiveness and timeliness for improvement	-	-	-	-
PC5. estimate the cost or expenses to fix the price products based on cost of raw materials, taxes, fixed and variable costs, etc.	-	-	-	-
PC6. decide pricing of the product by using simple strategies such as matching competitors offer price, discounting, variable pricing tactics etc. based on data from market research and cost estimates	-	-	-	-
PC7. supervise packaging of textile products professionally and attractively using packing materials and packaging methods suitable for specified product	-	-	-	-
PC8. perform advertising of textile products on various media such as television, radio, print publication, etc. for promotion	-	-	-	-
PC9. implement steps to distribute textile products to different places for sale using proper logistics channel	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	60	210	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	TSC/N7804
NOS Name	Perform marketing and sales activities for increasing the customer base
Sector	Textile
Sub-Sector	Handloom & Khadi
Occupation	Handloom Business
NSQF Level	5
Credits	4
Version	2.0
Last Reviewed Date	NA
Next Review Date	17/11/2027
NSQC Clearance Date	17/11/2022

Qualification Pack

TSC/N7805: Follow organizational health, safety and security for self and others in the MSME textile sector

Description

This unit provides performance criteria, knowledge, understanding, skills and abilities to ensure organizational health, safety and security procedures in the MSME textile sector to prevent, control and minimize risk to self and others.

Scope

The scope covers the following :

- Recognize and address the hazards in the MSME textile sector
- Ensure organizational health, safety and security for self and others

Elements and Performance Criteria

Recognize and address the hazards in the MSME textile sector

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

- PC1.** identify hazards (environmental, personal, ergonomic and chemical) at the textile workplace (Weaving/ Processing/ Knitting/ Handloom/ Technical Textiles)
- PC2.** make arrangements prevent/ curb the hazards at the workplace
- PC3.** plan safety techniques for the employees in the organization
- PC4.** implement programs for health, safety and security of the people at the workplace
- PC5.** communicate the safety plans to everyone at the workplace
- PC6.** attach disciplinary rules with the implementation at the workplace

Ensure organizational health, safety and security for self and others

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

- PC7.** comply with regulatory health and safety guidelines applicable to the textile workplace (Weaving/ Processing/ Knitting/ Handloom/ Technical Textiles)
- PC8.** educate the use of protective equipment and safety devices in the production house
- PC9.** check organizational activities in line with approved guidelines and procedures
- PC10.** follow environment management system related procedures
- PC11.** follow the storage of materials and tools in line with manufacturers and Cooperative Society/NGO/SHG requirements
- PC12.** follow safe handling and disposal of waste and debris as per the standard protocol
- PC13.** carry out periodic check to keep work area free from hazards and obstructions
- PC14.** arrange periodic mock drills/ evacuation procedures organized at the workplace
- PC15.** organize first aid, fire-fighting and emergency training sessions for others
- PC16.** follow standard evacuation procedure in the event of emergency at the workplace

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** health and safety related practices applicable for the textile sector
- KU2.** potential hazards, risks and threats based on textile production and operations (Weaving/ Processing/ Knitting/ Handloom/ Technical Textiles)
- KU3.** procedures for safe handling of materials and machineries in the MSME textile sector
- KU4.** environmental management system related procedures at the workplace
- KU5.** layout of the production house and details of emergency exits, escape routes, emergency equipment and assembly points
- KU6.** documentation formats
- KU7.** details of personnel trained in first aid, fire-fighting and emergency response
- KU8.** protective equipment and method of use for self and others
- KU9.** disposal system for waste and by-products of textile production unit
- KU10.** importance of health, hygiene at production workplace

Generic Skills (GS)

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

- GS1.** write in local or English language
- GS2.** read and comprehend written safety instructions
- GS3.** listen effectively and orally communicate information accurately
- GS4.** apply problem-solving approaches in different emergency situations
- GS5.** seek clarification on problems from others
- GS6.** analyze data and activities related to health and safety in textile sector
- GS7.** apply balanced judgment to different situations

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Recognize and address the hazards in the MSME textile sector</i>	30	105	-	15
PC1. identify hazards (environmental, personal, ergonomic and chemical) at the textile workplace (Weaving/ Processing/ Knitting/ Handloom/ Technical Textiles)	-	-	-	-
PC2. make arrangements prevent/ curb the hazards at the workplace	-	-	-	-
PC3. plan safety techniques for the employees in the organization	-	-	-	-
PC4. implement programs for health, safety and security of the people at the workplace	-	-	-	-
PC5. communicate the safety plans to everyone at the workplace	-	-	-	-
PC6. attach disciplinary rules with the implementation at the workplace	-	-	-	-
<i>Ensure organizational health, safety and security for self and others</i>	30	105	-	15
PC7. comply with regulatory health and safety guidelines applicable to the textile workplace (Weaving/ Processing/ Knitting/ Handloom/ Technical Textiles)	-	-	-	-
PC8. educate the use of protective equipment and safety devices in the production house	-	-	-	-
PC9. check organizational activities in line with approved guidelines and procedures	-	-	-	-
PC10. follow environment management system related procedures	-	-	-	-
PC11. follow the storage of materials and tools in line with manufacturers and Cooperative Society/NGO/SHG requirements	-	-	-	-
PC12. follow safe handling and disposal of waste and debris as per the standard protocol	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. carry out periodic check to keep work area free from hazards and obstructions	-	-	-	-
PC14. arrange periodic mock drills/ evacuation procedures organized at the workplace	-	-	-	-
PC15. organize first aid, fire-fighting and emergency training sessions for others	-	-	-	-
PC16. follow standard evacuation procedure in the event of emergency at the workplace	-	-	-	-
NOS Total	60	210	-	30

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	TSC/N7805
NOS Name	Follow organizational health, safety and security for self and others in the MSME textile sector
Sector	Textile
Sub-Sector	Handloom & Khadi
Occupation	Handloom Business
NSQF Level	5
Credits	3
Version	2.0
Last Reviewed Date	NA
Next Review Date	17/11/2027
NSQC Clearance Date	17/11/2022

Qualification Pack

DGT/VSQ/N0102: Employability Skills (60 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
- Career Development & Goal Setting
- 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.** identify employability skills required for jobs in various industries
- PC2.** identify and explore learning and employability portals

Constitutional values – Citizenship

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

- PC3.** recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.
- PC4.** follow environmentally sustainable practices

Becoming a Professional in the 21st Century

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

- PC5.** recognize the significance of 21st Century Skills for employment
- PC6.** practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life

Basic English Skills

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

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- PC7.** use basic English for everyday conversation in different contexts, in person and over the telephone
- PC8.** read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC9.** write short messages, notes, letters, e-mails etc. in English

Career Development & Goal Setting

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

- PC10.** understand the difference between job and career
- PC11.** prepare a career development plan with short- and long-term goals, based on aptitude

Communication Skills

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

- PC12.** follow verbal and non-verbal communication etiquette and active listening techniques in various settings
- PC13.** work collaboratively with others in a team

Diversity & Inclusion

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

- PC14.** communicate and behave appropriately with all genders and PwD
- PC15.** escalate any issues related to sexual harassment at workplace according to POSH Act

Financial and Legal Literacy

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

- PC16.** select financial institutions, products and services as per requirement
- PC17.** carry out offline and online financial transactions, safely and securely
- PC18.** identify common components of salary and compute income, expenses, taxes, investments etc
- PC19.** identify relevant rights and laws and use legal aids to fight against legal exploitation

Essential Digital Skills

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

- PC20.** operate digital devices and carry out basic internet operations securely and safely
- PC21.** use e- mail and social media platforms and virtual collaboration tools to work effectively
- PC22.** use basic features of word processor, spreadsheets, and presentations

Entrepreneurship

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

- PC23.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC24.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC25.** identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

Customer Service

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

- PC26.** identify different types of customers
- PC27.** identify and respond to customer requests and needs in a professional manner.

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PC28. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC29. create a professional Curriculum vitae (Résumé)

PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively

PC31. apply to identified job openings using offline /online methods as per requirement

PC32. answer questions politely, with clarity and confidence, during recruitment and selection

PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills and different learning and employability related portals

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 English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up

KU6. importance of career development and setting long- and short-term goals

KU7. about effective communication

KU8. POSH Act

KU9. Gender sensitivity and inclusivity

KU10. different types of financial institutes, products, and services

KU11. how to compute income and expenditure

KU12. importance of maintaining safety and security in offline and online financial transactions

KU13. different legal rights and laws

KU14. different types of digital devices and the procedure to operate them safely and securely

KU15. how to create and operate an e- mail account and use applications such as word processors, spreadsheets etc.

KU16. how to identify business opportunities

KU17. types and needs of customers

KU18. how to apply for a job and prepare for an interview

KU19. apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

GS1. read and write different types of documents/instructions/correspondence

GS2. communicate effectively using appropriate language in formal and informal settings

- GS3.** behave politely and appropriately with all
- GS4.** how to work in a virtual mode
- GS5.** perform calculations efficiently
- GS6.** solve problems effectively
- GS7.** pay attention to details
- GS8.** manage time efficiently
- GS9.** maintain hygiene and sanitization 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. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values – Citizenship</i>	1	1	-	-
PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
PC4. follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	2	4	-	-
PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. understand the difference between job and career	-	-	-	-
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC13. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	2	-	-
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
PC16. select financial institutions, products and services as per requirement	-	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	3	4	-	-
PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Entrepreneurship</i>	2	3	-	-
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	1	2	-	-
PC26. identify different types of customers	-	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
PC29. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC31. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS Total	20	30	-	-

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0102
NOS Name	Employability Skills (60 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	4
Credits	2
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

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each Element/ PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Minimum Aggregate Passing % at QP Level : 70

(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/N7801. Conduct market survey, research and analysis	60	210	-	30	300	16
TSC/N7802. Coordinate with team for finance and administrative activities	60	210	-	30	300	16
TSC/N7803. Design, deliver and supervise for quality textile products	120	420	-	60	600	32
TSC/N7804. Perform marketing and sales activities for increasing the customer base	60	210	-	30	300	16
TSC/N7805. Follow organizational health, safety and security for self and others in the MSME textile sector	60	210	-	30	300	16
DGT/VSQ/N0102. Employability Skills (60 Hours)	20	30	-	-	50	4
Total	380	1290	-	180	1850	100

Acronyms

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

Glossary

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

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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.