

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR TEXTILE INDUSTRY

What are Occupational Standards(OS) ?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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Introduction

Qualifications Pack- Jute spinning Sardar (Jobber) cum Jr. Supervisor

SECTOR/S: TEXTILE

SUB-SECTOR: Spinning, Jute

OCCUPATION: Spinning, Jute

REFERENCE ID: TSC/Q0204

ALIGNED TO: NCO- 2011/ 8151.9900

Brief Job Description: The role of a Jute Spinning Sardar (Jobber) cum Jr. Spervisor is to assist the supervisor and to guide the workers for smooth running of jute Spinning and Winding Machines in the Spinning and Winding Departments in jute industry. A Jute Spinning Sardar (Jobber) cum Jr. Spervisor can seek employment in a Jute factory.

Personal Attributes: A Jute Spinning Sardar (Jobber) cum Jr. Spervisor should have good leadership quality, skill and knowledge, confidence and pride on work, ability to command respect, ability to motivate, sense of duty and belongingness, good behaviour, good intention and desire, discipline and punctuality.

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|--------------------|---------------------------------|--|-------------------------|-----------------|
| Job Details | Qualifications Pack Code | TSC/Q0204 | | |
| | Job Role | Jute Spinning Sardar (Jobber) cum Jr. Supervisor (Applicable for National Scenarios) | | |
| | Credits | TBD | Version number | 1.0 |
| | Sector | Textile | Drafted on | 09/08/17 |
| | Sub-sector | Spinning (Jute) | Last reviewed on | 09/08/17 |
| | Occupation | Spinning, Jute | Next review date | 09/08/20 |
| | NSQC Clearance on | 19.12.2018 | | |

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| Job Role | Jute Spinning Sardar (Jobber) cum Jr. Supervisor |
| Role Description | A jute spinning sardar should have the proper knowledge skill, idea and understanding of material flow from second drawing to winding. He should also have the knowledge of quality parameters of sliver and yarn according to specification or order. |
| NSQF level | 5 |
| Minimum Educational Qualifications | Basic Literacy and Numeracy |
| Maximum Educational Qualifications | NA |
| Prerequisite License or Training | NA |
| Minimum Job Entry Age | 21 years |
| Experience | 0-6 Months in a Jute Mill |
| Applicable National Occupational Standards (NOS) | <p>Compulsory:</p> <ol style="list-style-type: none"> TSC/N0213 Taking charge of shift and handing over shift to Jute Spinning Sardar (jobber) TSC/N0214 Preparing the jute spinning frame and jute winding machine for operation TSC/N0215 Ensuring process and quality control in jute spinning and winding TSC/N0216 Assisting supervisor for planning man-machine allocation TSC/N0217 Maintaining quality in Jute spinning and winding TSC/N9009 Maintain work area, tools, material handling equipment and machinery for jute processing TSC/N9002 Working in a team TSC/N9003 Maintain health, safety and security at work place TSC/N9010 Comply with industry and organizational requirement in jute sector |
| Performance Criteria | As described in the relevant OS units |

Definitions

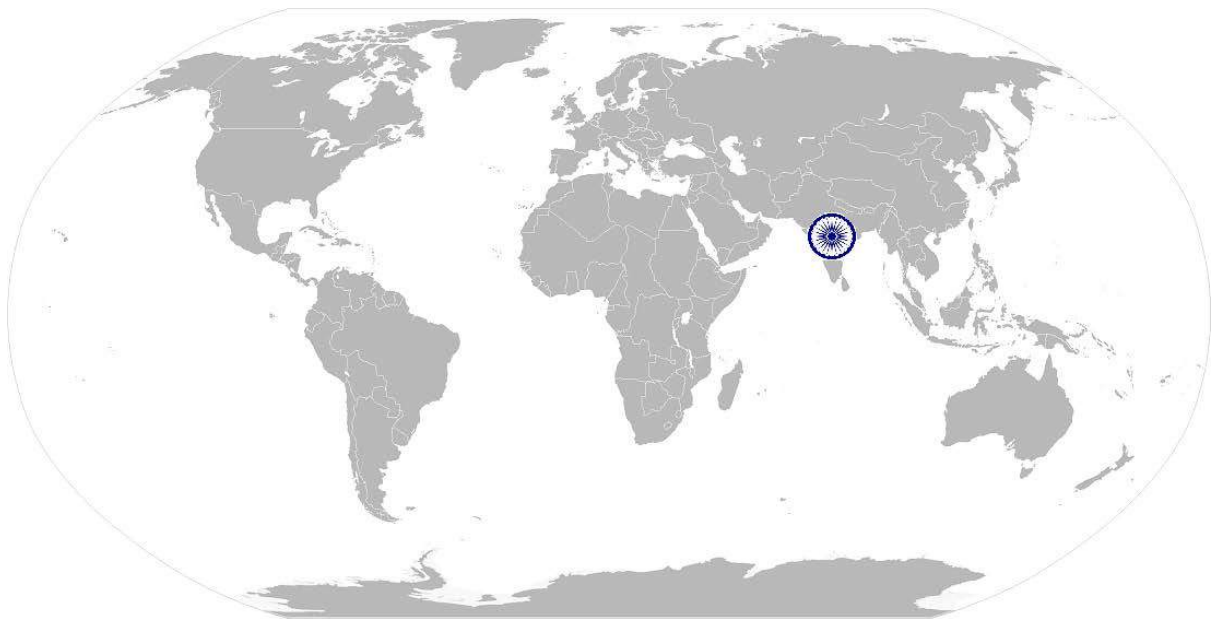
| Keywords /Terms | Description |
|---------------------------------------|---|
| Core Skills/Generic Skills | Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the NOS, these include communication related skills that are applicable to most job roles. |
| Function | Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of NOS. |
| Job role | Job role defines a unique set of functions that together form a unique employment opportunity in an organization. |
| Knowledge and Understanding | Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard. |
| National Occupational Standards (NOS) | NOS are Occupational Standards which apply uniquely in the Indian context |
| Occupation | Occupation is a set of job roles, which perform similar/related set of functions in an industry. |
| Organisational Context | Organisational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility. |
| 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 they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts. |
| Performance Criteria | Performance Criteria are statements that together specify the standard of performance required when carrying out a task. |
| Qualifications Pack(QP) | Qualifications Pack comprises the set of NOS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code. |
| Qualifications Pack Code | Qualifications Pack Code is a unique reference code that identifies a qualifications pack. |
| Scope | Scope is the 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 the quality of performance required. |
| Sector | Sector is a conglomeration of different business operations having similar businesses 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. |
| Sub-functions | Sub-functions are sub-activities essential to fulfil the achieving the objectives of the function. |
| Technical Knowledge | Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities. |
| Unit Code | Unit Code is a unique identifier for a NOS unit, which can be denoted with an 'N' |

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| Unit Title | Unit Title gives a clear overall statement about what the incumbent should be able to do. |
| Vertical | Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry. |
| 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. |
| Keywords /Terms | Description |
| SSC | Sector Skill Council |
| OS | Occupational Standard(s) |
| NOS | National Occupational Standard(s) |
| QP | Qualifications Pack |
| NSQF | National Skill Qualifications Framework |
| NCO | National Classifications of Occupation |
| TBD | To Be Determined |
| TSC | Textile Sector Skill Council |
| NSDC | National Skill Development Corporation |

Acronyms

TSC/N0213 Taking charge of shift and handing over shift to Jute Spinning Sardar (jobber)

National Occupational Standard



Overview

This unit is about taking charge of shift from previous shift Jute spinning sardar and relieving the responsibilities to the next shift Jute spinning Sardar.

TSC/N0213 Taking charge of shift and handing over shift to jute spinning sardar (jobber)

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| National Occupational Standard | Unit Code | TSC/N0213 |
| | Unit Title (Task) | Taking charge of shift and handing over shift to Jute Jute Spinning Sardar (jobber) |
| | Description | This unit is about taking charge of shift from previous shift Jute spinning sardar and relieving the responsibilities to the next shift Jute spinning Sardar |
| | Scope | <p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Taking charge of shift from jute spinning Sardar • Handing over shift to next jute Jute spinning Sardar |
| | Performance Criteria(PC) w.r.t. the Scope | |
| Element | Performance Criteria | |
| Taking charge of shift from jute beaming operator | <p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. reach at least 15 - 20 minutes early to the work place</p> <p>PC2. ensure in consultation with supervisor, proper man-machine allocation to the extent possible</p> <p>PC3. make arrangement for necessary operational tools (knife, piecing hooks and winding knotter hook etc. required for this department)</p> <p>PC4. collect from spinning sardar of previous shift information regarding process parameters, material flow, material shortage ,if any, quality change and quality codes and machine breakdown and maintenance undertaken</p> <p>PC5. assess the fed material (jute sliver from 3rd/ finisher drawing)position and report to supervisor for excess or shortage of any particular quality material/ sliver /empty cans/empty bobbins etc.in the spinning department .i.e. from 3rd /finisher jute drawing to winding</p> <p>PC6. check quality of feed material (sliver from finisher drawing machine) for spinning and winding machine (right quality of warp and weft yarn and defects in spinning bobbins)</p> <p>PC7. take a quick round in the department to check that in spinning department there is no undesirable mixing of material such as fibre, cans/bobbins etc. deviating from production plan / schedule</p> <p>PC8. find out the nature of breakdown, cause and the machine idle time, if a breakdown occur in this shift or even in previous shift,</p> <p>PC9. assure the availability of full sliver cans to feed in the spinning machine required, and numbers of spinning and that of bobbins to be feed in winding machine (warp and weft winding)</p> <p>PC10. ensure that there is no roller lapping in jute spinning frame (coarser and fine jute yarn count) and winding machines (warp/spool winding and weft/cop winding,</p> <p>PC11. check and to collect the report regarding the cleanliness of the machines & working areas</p> <p>PC12. tune /check mechanical fault of the spinning and winding machine for deciding about necessary action for its maintenance in time before</p> | |

TSC/N0213 Taking charge of shift and handing over shift to Jute Spinning Sardar (jobber)

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| | <p>breakdown</p> <p>PC13. rectify, in consultation with supervisor any anomalies in yarn count , if found from SQC report</p> <p>PC14. assure during shift change all the spinning and winding machines are in running condition for specific yarn quality</p> <p>PC15. ensure that machines are cleaned and lubricated properly during shift change</p> <p>PC16. get clearance from the incoming counterpart Sardar (Jobber) before leaving the work spot after change of shift</p> |
| <p>Handing over shift to next jute beaming operator</p> | <p>To be competent, the user/individual on the job must be able to:</p> <p>PC17. hand over the shift to the incoming spinning sardar in proper manner and get clearance from the incoming counterpart</p> <p>PC18. report to the supervisor and incoming spinning sardar if there is any quality change and maintenance work done/or left during his shift</p> <p>PC19. report to the supervisor all specific observations for all running jute spinning and winding machinery (about their running / shortages of feed materials, if any / maintenance required / done in any of machinery and absenteeism of workman)</p> |
| <p>Knowledge and Understanding (K)</p> | |
| <p>A. Organizational Context (Knowledge of the company / organization and its processes)</p> | <p>The user/individual on the job needs to know and understand:</p> <p>KA1. standard operating procedures (SOP) and regulations in a jute mill</p> <p>KA2. safe working practices to be adopted in jute mill</p> <p>KA3. quality systems and other processes practiced in the jute mill</p> <p>KA4. reporting to the supervisor or higher authority in case of emergency</p> <p>KA5. color coding adopted for different counts/products in the jute mill</p> |
| <p>B. Technical Knowledge</p> | <p>The user/individual on the job needs to know and understand:</p> <p>KB1. standard operating procedures (SOP) for spinning (Coarser and finer jute yarn) and winding (Warp and Weft Winding) in a jute mill</p> <p>KB2. quality systems being maintained and all the process norms practiced in the jute mill for spinning and winding department</p> <p>KB3. safety measures of the relevant spinning (Coarser- i.e. sacking weft, medium- sacking warp and finer- hessian warp and weft) and winding machinery (jute warp (i.e. spool) winding i.e. cone drum type warp winding and jute weft (i.e. cop) winding machine)</p> <p>KB4. knowledge on Quality Circle activity Understandings of Quality Circle, which includes type of jute bales (60 kg., 150kg/ 180kg bale), defects of jute fibre, grades of raw jute, types of raw jute of different mokams, type of jute yarn, jute yarn counts and defects of jute yarn</p> <p>KB5. process flow in a jute mill</p> <p>KB6. process defects, i.e. morah weight, root content Percentage, raw jute defects, sliver weight, moisture content at different stage of processing etc.</p> <p>KB7. name of different processing machinery</p> <p>KB8. material flow in a jute mill</p> <p>KB9. function of different material handling equipment</p> <p>KB10. functions of drawing, spinning and winding machine</p> |

TSC/N0213 Taking charge of shift and handing over shift to Jute Spinning Sardar (jobber)

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| | <p>KB11. importance of colour codes followed for different products in Jute mil KB12. knowledge of waste collection system & equipment used KB13. importance of cleanliness at work place KB14. working principle of different signal lamps KB15. good practice for operating the spinning and winding machine KB16. guidelines for taking charge of shift from spinning Sardar of previous shift KB17. guidelines for handing over the shift to the next shift spinning Sardar KB18. safety procedures to be followed in spinning and winding department of jute industry KB19. method of maintaining efficiency and keeping wastage low in spinning and winding machine</p> |
| Skills (S) | |
| <p>A. Core Skills/ Generic Skills</p> | <p>Writing Skills</p> |
| | <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. write clear and short sentences SA2. write notes on different work done during the shift SA3. write reason for machine breakdown SA4. write any kind of quality change SA5. write log book SA6. write any kind of request /memo to the sardar/supervisor/management if required</p> |
| | <p>Reading Skills</p> |
| | <p>The user/individual on the job needs to know and understand how to:</p> <p>SA7. read and comprehend written instructions SA8. read instructions pass on to previous shift sardar/supervisor SA9. read and comprehend written instructions and log books SA10. read technical specifications of spinning and winding machines SA11. read instruction/notice written on company notice board</p> |
| <p>B. Professional Skills</p> | <p>Oral Communication (Listening and Speaking skills)</p> |
| | <p>The user/individual on the job needs to know and understand how to:</p> <p>SA12. communicate with sardar/supervisor appropriately SA13. convey information effectively SA14. talk to other for clarifications of problems SA15. talk to colleagues and others effectively to convey required information for getting the work done including cleaning and maintenance SA16. communicate the anomalies to the supervisor</p> |
| <p>B. Professional Skills</p> | <p>Decision Making</p> |
| | <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. able to take decision in case of any mechanical/electrical/steam line problem SB2. maintain time for reporting duty. SB3. maintain quality plan and quality parameters of sliver, yarn, wound packages of warp and weft for jute yarn as per company/ industry standard</p> |

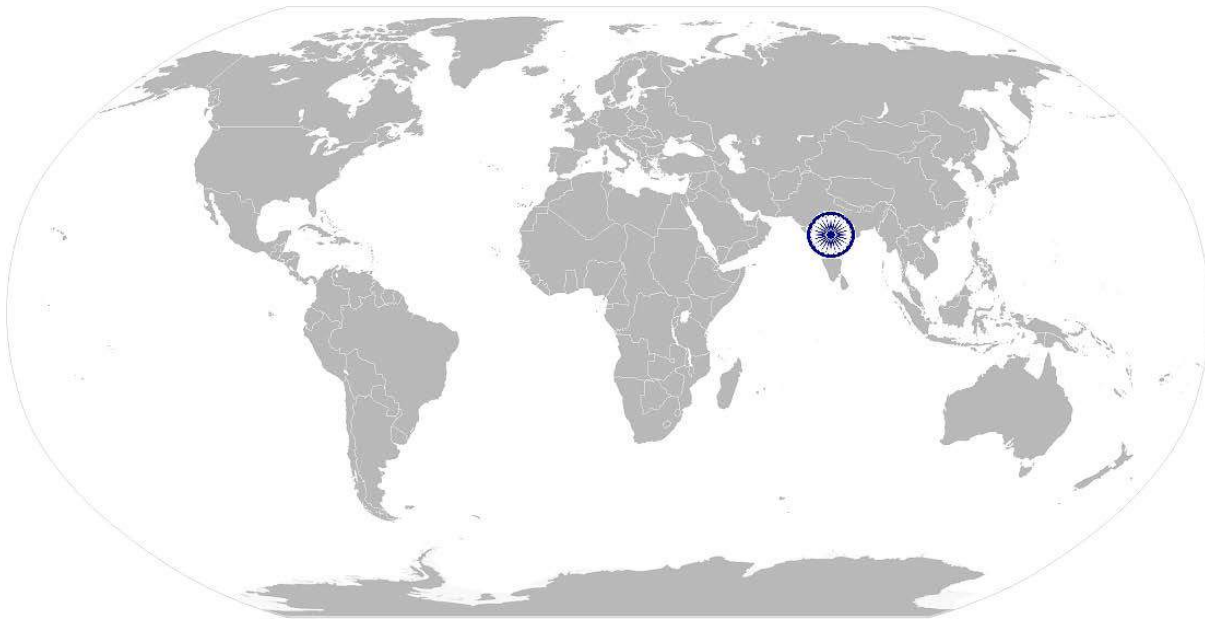
TSC/N0213 Taking charge of shift and handing over shift to Jute Spinning Sardar (jobber)

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| | <p>SB4. follow machine safety and environmental aspects in the relevant department</p> <p>SB5. understand and to take decision for timely replacement of worn out /defective spare parts taking new spare from store for further action</p> |
| | <p>Plan and Organize</p> |
| | <p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. plan and to carry out disciplined and correct manner for the daily work of material handling, cleaning and maintenance jobs as an effective member of the team for each of the jute processing section as applicable.</p> <p>SB7. plan and rectify machine faults and process faults etc. by correct problem-solving approaches in different sections of jute processing as applicable,</p> <p>SB8. ensure routine cleaning and maintenance schedule specific for different jute machinery,</p> <p>SB9. plan and organize Quality circle programme to find out and technical fault or other problem in the department</p> |
| | <p>Customer Centricity</p> |
| | <p>NA</p> |
| | <p>Problem Solving</p> |
| | <p>The user/individual on the job needs to know and understand how to:</p> <p>SB10. solve the problem, if any in consultation with supervisor.</p> <p>SB11. problem solving power for any anomalies in such process of jute spinning and winding machines</p> |
| | <p>Analytical Thinking</p> |
| | <p>The user/individual on the job needs to know and understand how to:</p> <p>SB12. changes required in any machinery for change of yarn quality and feed slivers etc.</p> |
| | <p>Critical Thinking</p> |
| | <p>The user/individual on the job needs to know and understand how to:</p> <p>SB13. jointly decide in consultation with sardar/supervisor the place of gradation.</p> |

TSC/N0213 Taking charge of shift and handing over shift to Jute Spinning Sardar (jobber)

NOS Version Control

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|----------------------------|------------------------|-------------------------|-----------------|
| NOS Code | TSC/N0213 | | |
| Credits | TBD | Version number | 1.0 |
| Industry | Textile | Drafted on | 09/08/17 |
| Industry Sub-sector | Spinning (Jute) | Last reviewed on | 09/08/17 |
| Occupation | Spinning, Jute | Next review date | 09/08/20 |



TSC/N0214 Preparing the jute spinning frame and jute winding machine for operation

National Occupational Standard



Overview

This unit provides performance criteria, knowledge & understanding and skills & abilities required to run Jute yarn spinning and winding department smoothly and efficiently.

TSC/N0214 Preparing the jute spinning frame and jute winding machine for operation

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| National Occupational Standard | Unit Code | TSC/N0214 |
| | Unit Title (Task) | Preparing the jute spinning frame and jute winding machine for operation |
| | Description | This unit provides performance criteria, knowledge & understanding and skills & abilities required to run Jute yarn spinning and winding department smoothly and efficiently |
| | Scope | <p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Run Jute draw frame smoothly and efficiently to achieve productivity and quality by controlling waste and proper maintenance. • Run Jute spinning frame smoothly and efficiently to achieve productivity and quality by controlling waste and proper maintenance. • Run Jute winding section smoothly and efficiently to achieve productivity and quality by controlling waste and proper maintenance. |
| Performance Criteria (PC) w.r.t the Scope | | |
| Element | Performance Criteria | |
| Preparing the jute spinning frame and jute winding machine for operation | <p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. ensure proper drafting zone setting of different pitch jute spinning frame for processing coarse, medium and fine count yarn</p> <p>PC2. coordinate with maintenance people for proper setting of draft change pinion, twist pinion, felt bob position etc. for different count of yarn</p> <p>PC3. ensure that proper color code of cop for different count of jute yarn is maintained by the operator</p> <p>PC4. ensure that the winding packages are fault free</p> <p>PC5. ensure that in case of fine yarn, color yarn is used by the operator at the time of joining yarn breakage</p> <p>PC6. ensure proper setting of building zone</p> <p>PC7. coordinate with SQC people and confirm the grist of yarn running</p> <p>PC8. ensure there is no worn out parts in spinning and winding machine</p> <p>PC9. take report and ensure that all the spindles are in running condition</p> | |
| Knowledge and Understanding (K) | | |
| A. Organizational Context (Knowledge of the company/organization and its processes) | <p>The user/individual on the job needs to know and understand:</p> <p>KA1. the organization's policies & standard operating procedures (SOP)</p> <p>KA2. awareness & knowledge of customers</p> <p>KA3. potential hazards associated with the machines and the safety precautions must be taken</p> <p>KA4. protocol to obtain more information on work related tasks</p> <p>KA5. how to contact person in case of queries on procedure or products and for revolving issues related to defective machines, tools, materials & equipment</p> <p>KA6. details of the various job roles & responsibilities</p> | |

TSC/N0214 Preparing the jute spinning frame and jute winding machine for operation

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| | <p>KA7. documentation and reporting formats KA8. work targets & machine with superiors KA9. protocol and format for reporting work related risks/ problems KA10. method of obtaining /giving feed back with respect to performance KA11. importance of team work .harmonious working relationships KA12. process for offering /obtaining work related assistance KA13. responsibilities under health, safety and environmental legislation guidelines for storage & disposal of waste materials</p> |
| <p>B. Technical Knowledge</p> | <p>The user/individual on the job needs to know and understand:</p> <p>KB1. color coding adopted for different sliver counts/ yarn count, all products of any jute mill in spinning and winding department. KB2. knowledge of 4¼"pitch, 4¾" pitch and 5½" pitch spinning frame and the respective counts KB3. dial gauging of 4¼"pitch, 4¾" pitch and 5½" pitch spinning frame KB4. drafting zone setting of 4¼"pitch, 4¾" pitch and 5½" pitch spinning frame. KB5. Knowledge of draft, twist KB6. setting of draft change pinion and twist change pinion KB7. knowledge of piecing rate (4nos of piecing per minute) KB8. defects of spinning bobbins and jute yarn KB9. defects of cops and spools KB10. yarn knotting procedure in winding department</p> |
| <p>Skills (S)</p> | |
| <p>A. Core Skills/ Generic Skills</p> | <p>Writing Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. write notes on different work done during the shift SA2. write reason for machine breakdown. SA3. write any kind of quality change. SA4. write log book SA5. write any kind of request /memo to the sardar/supervisor/management if required</p> <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. read and comprehend written instructions SA7. read instructions pass on to previous shift sardar/supervisor SA8. read and comprehend written instructions and log books SA9. read technical specifications of spinning and winding machines SA10. read instruction/notice written on company notice board</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA11. communicate with sardar/supervisor appropriately SA12. convey information effectively SA13. talk to other for clarifications of problems</p> |

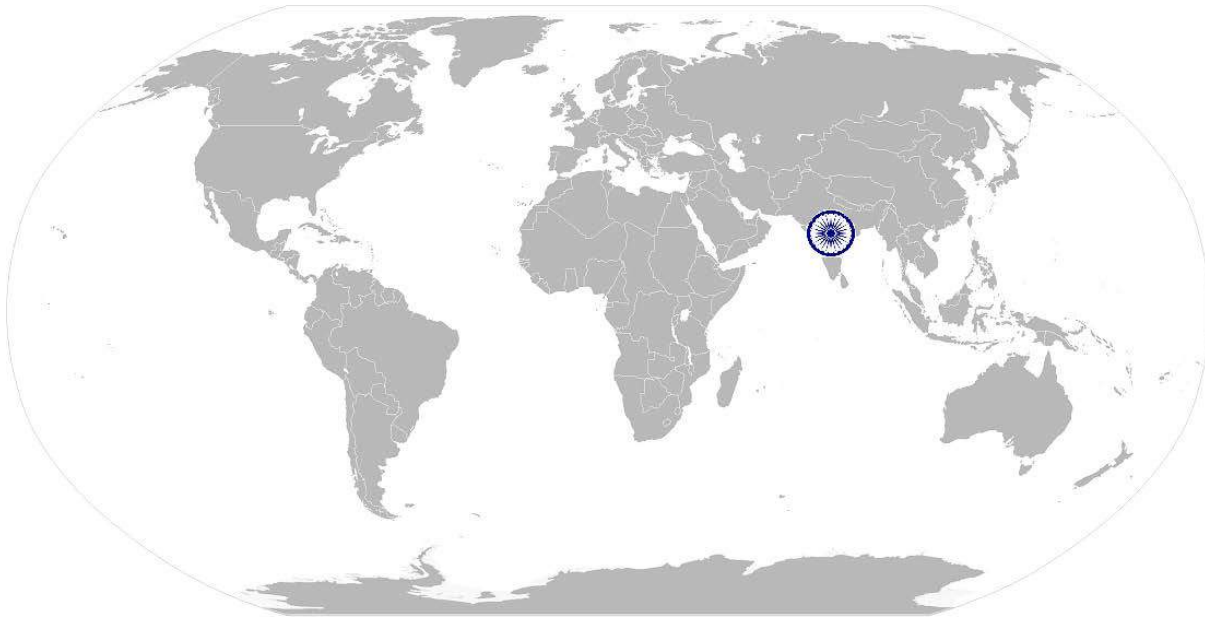
TSC/N0214 Preparing the jute spinning frame and jute winding machine for operation

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| | <p>SA14. talk to colleagues and others effectively to convey required information for getting the work done including cleaning and maintenance, SA15. communicate the anomalies to the supervisor</p> |
| B. Professional Skills | Decision Making |
| | <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. able to take decision in case of any mechanical/electrical/steam line problem SB2. maintain time for piecing (4 nos per minute) SB3. maintain quality plan and quality parameters of sliver, yarn, wound packages of warp and weft for jute yarn as per company/ industry standard SB4. follow machine safety and environmental aspects in the relevant department SB5. dismantle and fit change pinion and start and stop of third/ finisher drawing machine, jute yarn spinning machine/ jute spool(warp) winding and jute cop(weft) winding machinery SB6. quality checking of cop and spool for any defects</p> |
| | Plan and Organize |
| | <p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. plan to overcome any short supply of spools SB8. plan and to carry out disciplined and correct manner for the daily work of material handling, cleaning and maintenance jobs as an effective member of the team for each of the jute processing section as applicable. SB9. plan and rectify machine faults and process faults etc. by correct problem solving approaches in different sections of jute processing as applicable, SB10. ensure routine cleaning and maintenance schedule specific for different jute machinery SB11. guide workers/operators for proper piecing of yarn in spinning machine and joining of yarns in winding machine properly SB12. guide the worker to find out faults of cop and spool and to rectify them</p> |
| | Customer Centricity |
| | <p>The user/individual on the job needs to know and understand how to:</p> <p>SB13. production of fault free yarns to produce good cloth</p> |
| | Problem Solving |
| | <p>The user/individual on the job needs to know and understand how to:</p> <p>SB14. solve the problem, if any in consultation with supervisor</p> |
| | Analytical Thinking |
| | NA |
| Critical Thinking | |
| <p>The user/individual on the job needs to know and understand how to:</p> <p>SB15. jointly decide in consultation with sardar/supervisor the place of gradation</p> | |

TSC/N0214 Preparing the jute spinning frame and jute winding machine for operation

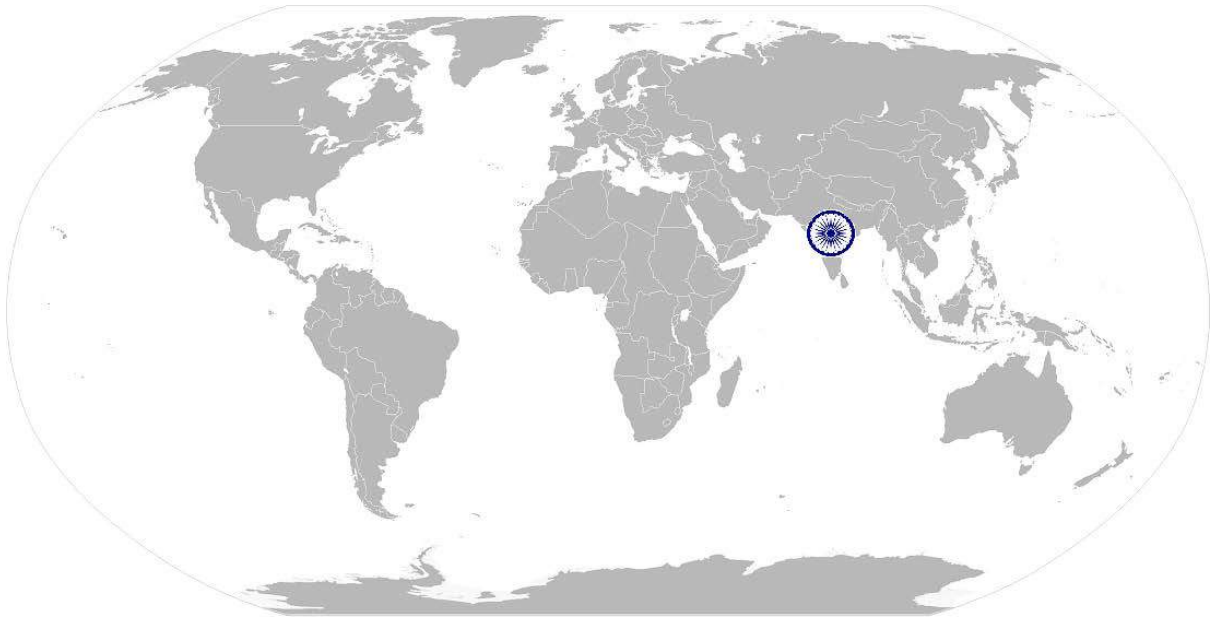
NOS Version Control

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|----------------------------|------------------------|-------------------------|-----------------|
| NOS Code | TSC/N0214 | | |
| Credits | TBD | Version number | 1.0 |
| Industry | Textile | Drafted on | 09/08/17 |
| Industry Sub-sector | Spinning (Jute) | Last reviewed on | 09/08/17 |
| Occupation | Spinning, Jute | Next review date | 09/08/20 |



TSC/N0215 Ensuring process and quality control in jute spinning and winding

National Occupational Standard



Overview

This unit is about ensuring process and quality control in jute spinning and winding.

TSC/N0215 Ensuring process and quality control in jute spinning and winding

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| National Occupational Standard | Unit Code | TSC/N0215 |
| | Unit Title (Task) | Ensuring process and quality control in jute spinning and winding |
| | Description | This unit is about ensuring process and quality control in jute spinning and winding. |
| | Scope | This unit/task covers the following: <ul style="list-style-type: none"> Ensuring process and quality control in jute spinning and winding |
| | Performance Criteria (PC) w.r.t the Scope | |
| | Element | Performance Criteria |
| | Ensuring process and quality control in jute spinning and winding | <p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. check the delivered material from finisher drawing frames in jute mills</p> <p>PC2. ensure that all indicator and stop motions are in working condition and are operating properly</p> <p>PC3. ensure sufficient number of finisher drawing sliver can stock</p> <p>PC4. check that proper number of doubling (2:1) is maintained by the operator at the finisher drawing frame, so that right quality in finisher drawing sliver is maintained as per jute yarn grist</p> <p>PC5. independently to take operator's report on the machines, immediately after breakdown occurs or any anomalies found / reported by the operator or by the Sardar himself</p> <p>PC6. ensure the removal of sliver lapping is done by the operator, without using knife and without damaging machine parts in spinning machine</p> <p>PC7. ensure that quality-wise identification mark for jute yarn (sacking warp, sacking weft, hessian warp, hessian weft and any other qualities) is proper</p> <p>PC8. find out the major and minor causes of low production, if any, in case of spinning and winding machines</p> <p>PC9. follow the instruction of shift supervisor for changing any quality of jute yarn and related change in machine setting / parts and process parameter in jute spinning machine</p> <p>PC10. record shift-wise wastage and report to supervisor if it is beyond the norm (0.5 % - 1 % in spinning and 0.2% - 0.3% in winding)</p> <p>PC11. ensure that empty sliver cans remain clean and fully empty before they are returned to the back process (finisher drawing machine)</p> <p>PC12. check time to time proper functioning of jute sliver crimping device in finisher drawing machine</p> <p>PC13. ensure that all jute sliver wastes are kept inside designated waste sliver cans only for returning to the back process for further use</p> <p>PC14. ensure proper picking and cleaning of finisher drawing machine to avoid sliver shortage/wastage and to ensure that proper quality of fed jute sliver etc. are maintained as per spinning and winding production schedule</p> <p>PC15. ensure that the machines are well maintained, tuned/set and cleaned and lubricated properly following routine/schedule maintenance and smooth production</p> |

TSC/N0215 Ensuring process and quality control in jute spinning and winding

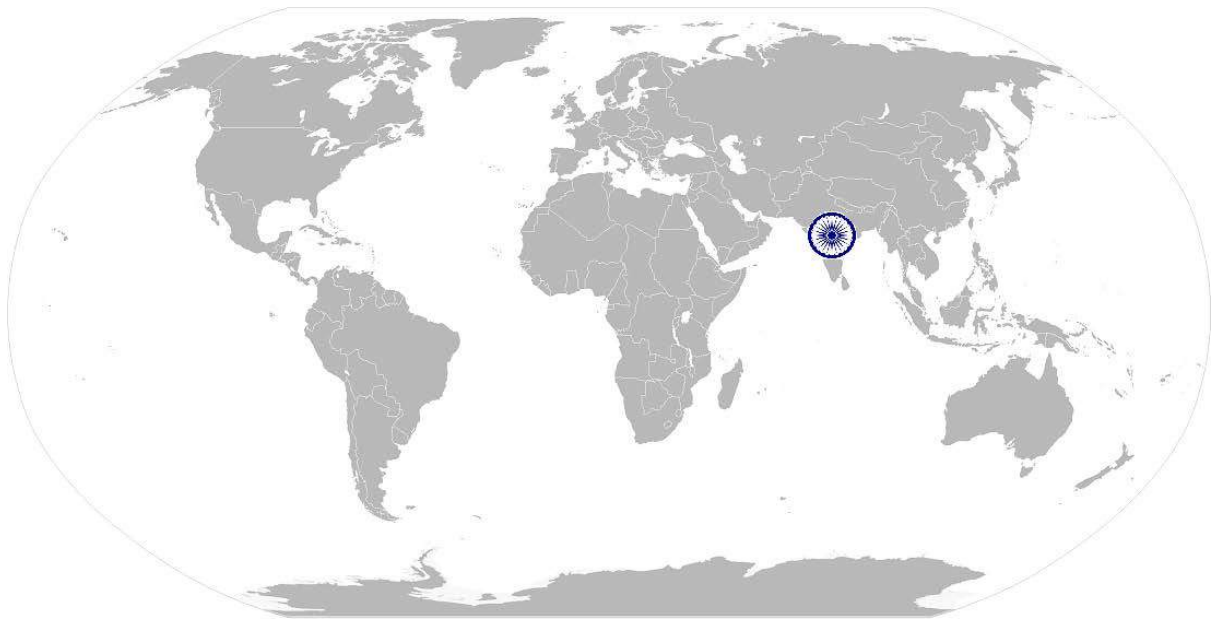
| Knowledge and Understanding (K) | |
|--|--|
| A. Organizational Context (Knowledge of the company/ organization and its processes) | The user/individual on the job needs to know and understand: KA1. standard Operating Procedures (SOP) and concern regulations KA2. knowledge of workplace standards |
| B. Technical Knowledge | The user/individual on the job needs to know and understand: KB1. setting and tuning of spinning and winding machinery as per jute yarn count for good operation KB2. standard operating procedures (SOP) for spinning and winding(warp & weft) in a jute mill KB3. quality systems and other processes practiced in the jute mill KB4. knowledge on quality specification of third / finisher drawing sliver /sliver weight/ jute yarn quality/ quality of spool package (warp) and cop package (weft) KB5. knowledge on smooth working and functioning of each parts of spools(warp) and cop(weft) winding machines KB6. awareness of quality of cop and spool of jute yarn KB7. good knowledge on maintenance activities of cop and spool winding machinery KB8. knowledge regular settings and adjustment between specific rollers KB9. good knowledge of setting of length and diameter of cop and spool both and setting of stop motions in those machinery KB10. procedures for controlling the quality of feed material and wastage of cop and spool winding for jute yarns KB11. method of waste control KB12. method of stock checking of empty bobbin, empty can, full can etc. KB13. lubrication schedule KB14. routine maintenance KB15. preventive maintenance KB16. the function and operation of each and every parts of spinning and winding machine KB17. sliver quality KB18. yarn quality KB19. yarn defect |
| Skills (S) | |
| A. Core Skills/ Generic Skills | Writing Skills |
| | The user/individual on the job needs to know and understand how to: SA1. write in local language SA2. write notes on different work done during the shift SA3. write reason for machine breakdown |

TSC/N0215 Ensuring process and quality control in jute spinning and winding

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| | <p>SA4. write any kind of quality change</p> <p>SA5. write log book</p> <p>SA6. write any kind of request /memo to the sardar/supervisor/management if required</p> |
| | <p>Reading Skills</p> |
| | <p>The user/individual on the job needs to know and understand how to:</p> <p>SA7. read instructions pass on to previous shift sardar/supervisor</p> <p>SA8. read and comprehend written instructions and log books</p> <p>SA9. read technical specifications of spinning and winding machines</p> <p>SA10. read instruction/notice written on company notice board</p> |
| | <p>Oral Communication (Listening and Speaking skills)</p> |
| | <p>The user/individual on the job needs to know and understand how to:</p> <p>SA11. communicate with sardar/supervisor appropriately</p> <p>SA12. convey information effectively</p> <p>SA13. seek clarifications from others for problems</p> <p>SA14. communicate with colleagues and others effectively to convey required information for getting the work done including cleaning and maintenance,</p> <p>SA15. communicate the anomalies to the supervisor</p> |
| B. Professional Skills | <p>Decision Making</p> |
| | <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. follow rule-based decision-making processes</p> <p>SB2. maintain time for reporting duty</p> <p>SB3. maintain the machines in working condition in consultation with maintenance department</p> <p>SB4. maintain the quality of jute yarn as per specified standard</p> |
| | <p>Plan and Organize</p> |
| | <p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. plan for storing of cop bundles</p> <p>SB6. plan for proper transportation system without damaging the products</p> <p>SB7. trouble free operation of spinning and winding machine</p> |
| | <p>Customer Centricity</p> |
| | <p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. meet customer requirements/market trend</p> |
| | <p>Problem Solving</p> |
| | <p>The user/individual on the job needs to know and understand how to:</p> <p>SB9. solve the problem, if any in consultation with supervisor</p> |
| | <p>Analytical Thinking</p> |
| | <p>The user/individual on the job needs to know and understand how to:</p> <p>SB10. allocation of spinning spindle per winder</p> |
| | <p>Critical Thinking</p> |

TSC/N0215 Ensuring process and quality control in jute spinning and winding

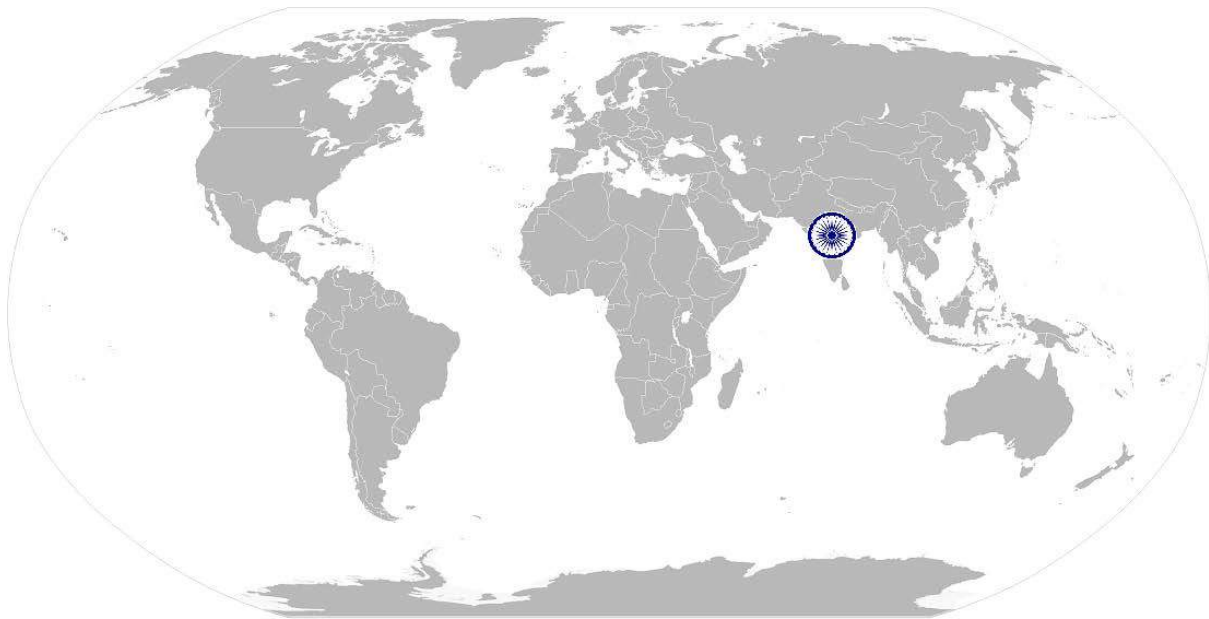
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| | The user/individual on the job needs to know and understand how to: SB11. jointly decide in consultation with supervisor the productivity of the machine |
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TSC/N0215 Ensuring process and quality control in jute spinning and winding

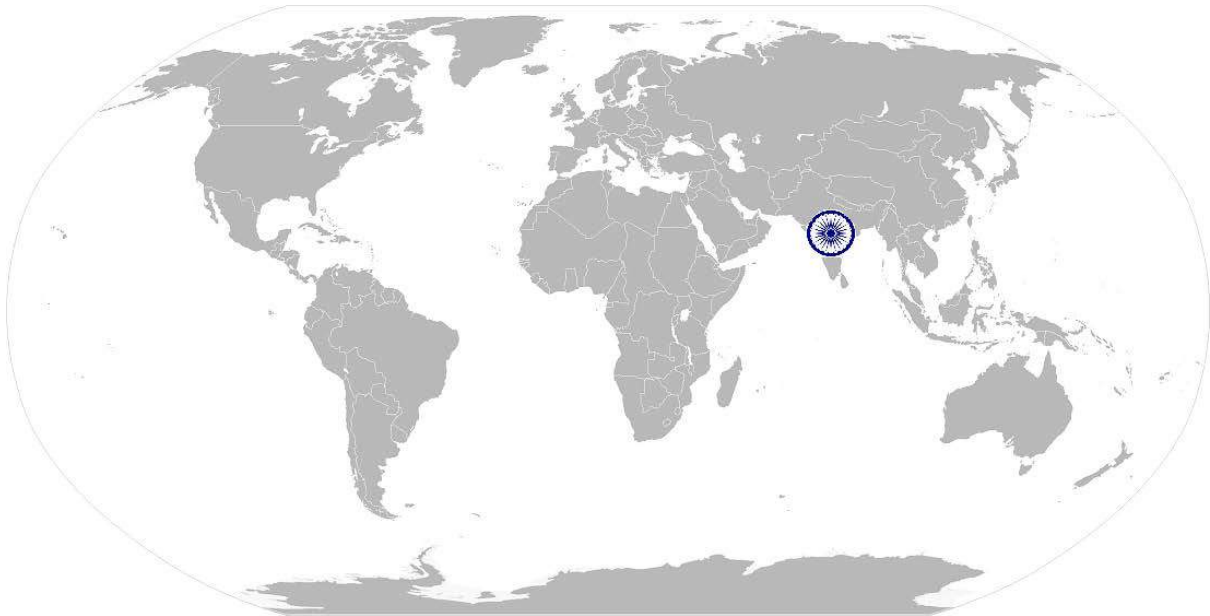
NOS Version Control

| NOS Code | | TSC/N0215 | |
|---------------------|-----------------|------------------|----------|
| Credits | TBD | Version number | 1.0 |
| Industry | Textile | Drafted on | 09/08/17 |
| Industry Sub-sector | Spinning (Jute) | Last reviewed on | 09/08/17 |
| Occupation | Spinning, Jute | Next review date | 09/08/20 |



TSC/N0216 Assisting supervisor for planning man-machine allocation

National Occupational Standard



Overview

This unit provides performance criteria for Assistant Supervisor to plan man-machine allocation.

TSC/N0216

Assisting supervisor for planning man-machine allocation

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|---------------------------------------|---|--|
| National Occupational Standard | Unit Code | TSC/N0216 |
| | Unit Title (Task) | Assisting supervisor for planning man-machine allocation |
| | Description | This unit provides performance criteria for Assistant Supervisor to plan man-machine allocation. |
| | Scope | This unit/task covers the following: <ul style="list-style-type: none"> Assisting supervisor for planning man-machine allocation |
| | Performance Criteria (PC) w.r.t the Scope | |
| | Element | Performance Criteria |
| | Assisting supervisor for planning man-machine allocation | <p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. ensure all the workers are present</p> <p>PC2. ensure/allocate the spinning operators as per industry norm (one spinner per machine in coarser yarn and one spinner per two machine in fine yarn)</p> <p>PC3. ensure/allocate one reliever for 5 operator</p> <p>PC4. ensure/allocate bobbin shifter, can carrier as per norm (one bobbin shifter per 5 machine, one can carrier per 8 spinning machine)</p> <p>PC5. ensure/allocate number of spinning spindle per winder (two cop winder for one coarse side spinning frame and one spool winder for 1.25 fine side spinning frame)</p> <p>PC6. ensure sliver feeder, bobbin cleaner, department mazdoors are there in the department</p> <p>PC7. ensure maximum efficiency and minimum doffing time and minimum idle time for all machinery for finisher drawing (to assure right quality and quantity of feed materials) and also for jute spinning machinery and jute warp and weft winding machinery</p> <p>PC8. check idle spindle in spinning, idle drum in spool winding idle spindle in cop winding to rectify them immediately</p> <p>PC9. ensure maximum efficiency and productivity of the spinning and winding machinery of the department maintaining the product quality and defect-free/minimum defective material</p> <p>PC10. ensure that operators maintains minimum idle/ down / stoppage time of drum/spindle during doffing of full winding package (spools for jute warp and cop for jute weft yarn)</p> <p>PC11. ensure that operator should maintain good work habit, loyalty and disciplinary norms of the company along-with machine safety and human safety and environmental aspects</p> <p>PC12. ensure that any machine parts/gears/lubricant/jute wastes are not thrown on ground and spool/cops are stacked properly, and machines are cleaned timely so that fluff does not settle on machine</p> |

TSC/N0216 Assisting supervisor for planning man-machine allocation

| Knowledge and Understanding (K) | |
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| A. Organizational Context (Knowledge of the company/ organization and its processes) | The user/individual on the job needs to know and understand: KA1. importance of workers to attend work in time KA2. proper process to ensure man-machine allocation |
| B. Technical Knowledge | The user/individual on the job needs to know and understand: KB1. occupational health and safety risks and methods KB2. proper allocation of Man-machine for smooth running of department KB3. norms of man-machine allocation, norms include, one spinner per machine in coarser yarn and one spinner per two machine in fine yarn, one reliever for 5 operator, one bobbin shifter per 5 spinning machine and one can carrier per 8 spinning machine KB4. number of spinning spindles per cop and spool winder include two cop winder for one coarse side spinning frame and one spool winder for 1.25 fine side spinning frame KB5. number of cop spindle and spool drum per winder (15 cop spindle per cop winder and 8 spool drum per spool winder) KB6. importance of man- machine allocation and production of machine KB7. functions and methodology for operating different small tools |
| Skills (S) | |
| A. Core Skills/ Generic Skills | Writing Skills |
| | The user/individual on the job needs to know and understand how to: SA1. write notes on different work done during the shift SA2. write reason for machine breakdown SA3. write any kind of quality change SA4. write log book SA5. write any kind of request /memo to the sardar/supervisor/management if required |
| | Reading Skills |
| | The user/individual on the job needs to know and understand how to: SA6. read instructions pass on to previous shift sardar/supervisor SA7. read and comprehend written instructions and log books SA8. read technical specifications of spinning and winding machines SA9. read instruction/notice written on company notice board |
| | Oral Communication (Listening and Speaking skills) |
| | The user/individual on the job needs to know and understand how to: SA10. communicate with sardar/supervisor appropriately SA11. talk to other to convey information effectively SA12. talk to other for clarifications of problems SA13. talk to colleagues and others effectively to convey required |

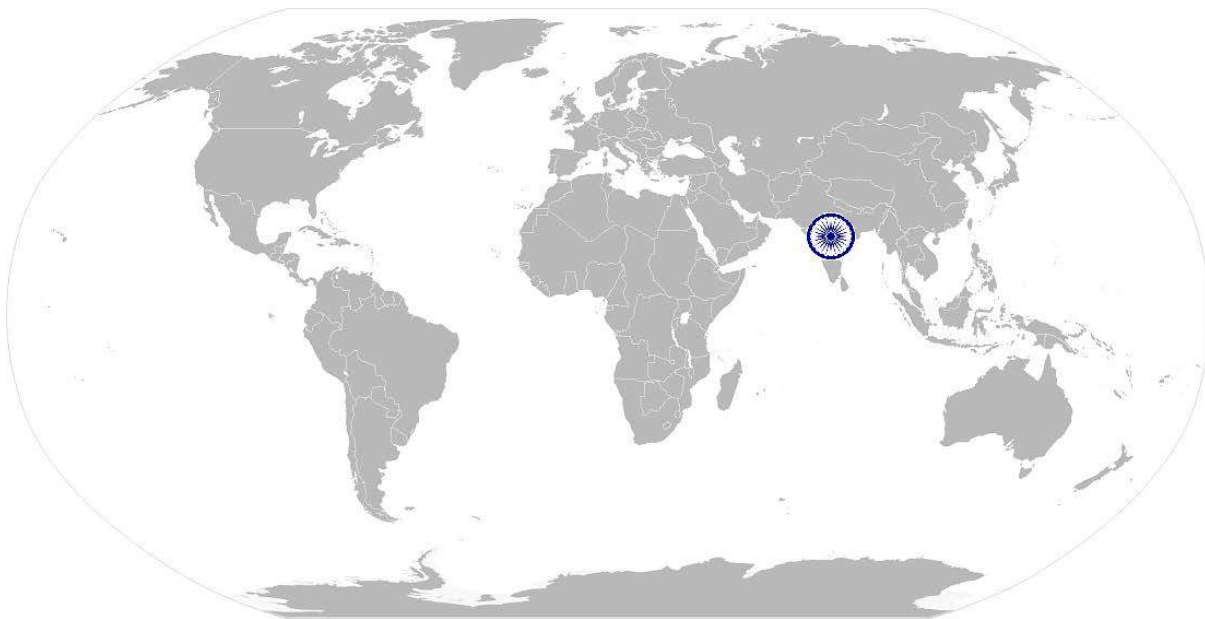
TSC/N0216 Assisting supervisor for planning man-machine allocation

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| B. Professional Skills | Decision Making |
| | The user/individual on the job needs to know and understand how to: SB1. follow rule-based decision-making processes SB2. maintain proper man-machine allocation SB3. maintain proper cleaning of department to reduce wastage |
| | Plan and Organize |
| | The user/individual on the job needs to know and understand how to: SB4. plan and organize the worker in consultation with supervisor for smooth running of the department |
| | Customer Centricity |
| | The user/individual on the job needs to know and understand how to: SB5. proper man-machine utilisation for cost effectiveness |
| | Problem Solving |
| | The user/individual on the job needs to know and understand how to: SB6. solve the worker problem, if any in consultation with supervisor SB7. disciplinary and good work culture in the department |
| | Analytical Thinking |
| | The user/individual on the job needs to know and understand how to: SB8. minor maintenance and fault finding for mechanical defects in spindle in spinning machine and in drums of spool(warp) winding machine and spindle of cop(weft) winding machine |
| Critical Thinking | |
| The user/individual on the job needs to know and understand how to: SB9. Jointly decide in consultation with supervisor in case of worker absenteeism | |

TSC/N 0216 Assisting supervisor for planning man-machine allocation

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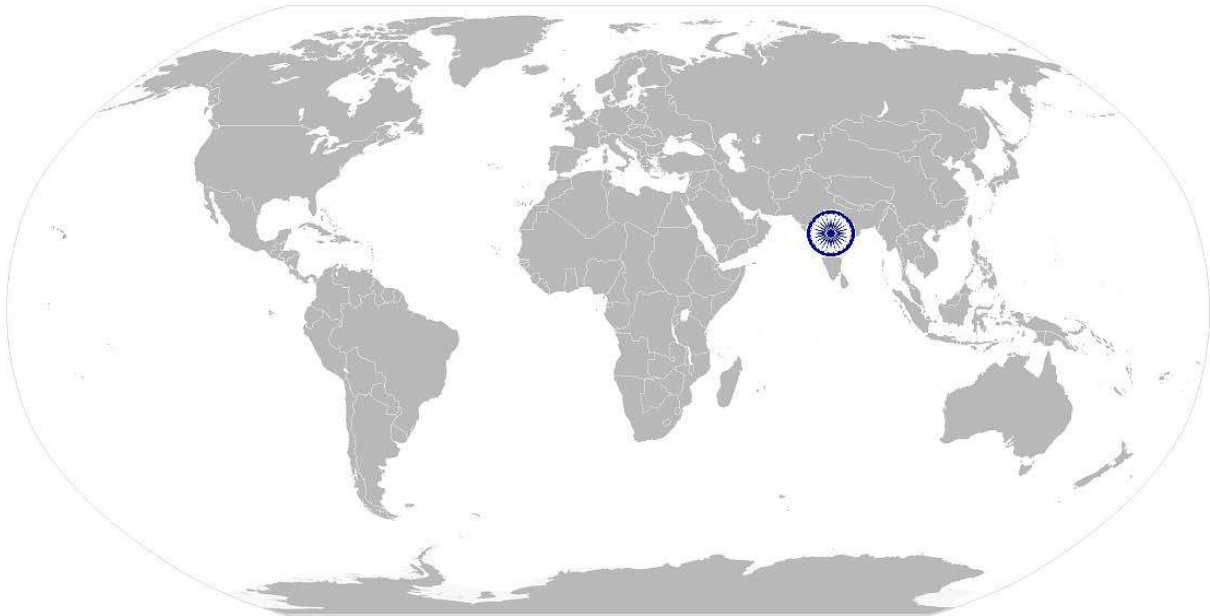
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|----------------------------|------------------------|-------------------------|-----------------|
| NOS Code | TSC/N0216 | | |
| Credits | TBD | Version number | 1.0 |
| Industry | Textile | Drafted on | 09/08/17 |
| Industry Sub-sector | Spinning (Jute) | Last reviewed on | 09/08/17 |
| Occupation | Spinning, Jute | Next review date | 09/08/20 |



TSC/N0217

Maintaining quality in Jute spinning and winding

National Occupational Standard



Overview

This unit provides performance criteria for Assistant Supervisor to plan man-machine allocation.

TSC/N0217

Maintaining quality in Jute spinning and winding

National Occupational Standard

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| Unit Code | TSC/N0217 |
| Unit Title (Task) | Maintaining quality in Jute spinning and winding |
| Description | This unit provides performance criteria for Assistant Supervisor to plan man-machine allocation. |
| Scope | This unit/task covers the following: <ul style="list-style-type: none"> Maintaining quality in Jute spinning and winding |
| Performance Criteria (PC) w.r.t the Scope | |
| Element | Performance Criteria |
| Maintaining quality in Jute spinning and winding | <p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. check whether the jute sliver quality and jute yarn quality according to desired quality standards and specifications for the specific industry</p> <p>PC2. ensure that proper identification mark is always present for different counts of jute yarns being spun or wound</p> <p>PC3. ensure that uniform bobbin weight is maintained in spinning machine</p> <p>PC4. check and arrange replacement of defective machine parts of spinning and winding machinery by maintenance people in jute mills</p> <p>PC5. ensure proper wound angle and diameter in spool (warp package) and proper dia, cone length and length of the cop for jute weft (cop) yarn</p> <p>PC6. ensure that operator follows the right piecing (minimum overlapping of sliver) in spinning and minimum overlapping in jute yarn in winding machine by appropriate method and use of coloured yarn while piecing export quality yarn</p> <p>PC7. check and ask the maintenance department to rectify if there is any defect in the building of the bobbins (in spinning) or building the warp package (spool) and weft package (cop)</p> <p>PC8. ensure minimum sliver/yarn wastage during piecing and can changing</p> <p>PC9. ensure that operator must keep waste material inside his waste collection bag</p> <p>PC10. ensure the use of graphite powder lubricant (no grease/oil) in builder rail</p> <p>PC11. find out the causes of end break in spinning machine, end break in winding (warp and weft) machine and take the remedial measures for excessive end breakage</p> <p>PC12. follow the instruction of Supervisor/shift In-charge during change of count and quality</p> <p>PC13. check frequently the quality of cop and spool and ensure that quality standards and specifications are maintained</p> <p>PC14. keep the empty spinning bobbin in the container provided for this</p> <p>PC15. ensure that operators join the broken ends by proper weavers' knots using mechanical knotter hook</p> <p>PC16. ensure that operators make the knots small and tight, with minimum yarn</p> |

TSC/N0217

Maintaining quality in Jute spinning and winding

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| | <p>wastage</p> <p>PC17. ensure that operators release the yarn tightly after knotting to avoid snarls formation</p> <p>PC18. ensure that winding tension in all drum/spindles are same and uniform throughout winding operation</p> <p>PC19. ensure that defective packages (bobbins) are kept separately</p> <p>PC20. check the mark on the bobbin so that lot mixing can be avoided</p> <p>PC21. minimise unnecessary wastage of yarn while removing faults or during starting of winding and knotting</p> <p>PC22. report immediately to the supervisor or concern superiors, if any technological or mechanical problem occurs in machine</p> <p>PC23. ensure that no drum(for spool) or spindle(for cop) should remain idle in winding machinery</p> <p>PC24. ensure that all spinning bobbins are fully consumed/emptied if for any reason, it cannot be done, manual unwinding/emptying the spinning bobbins is to be arranged separately</p> |
| <p>Knowledge and Understanding (K)</p> | |
| <p>A. Organizational Context (Knowledge of the company/ organization and its processes)</p> | <p>The user/individual on the job needs to know and understand:</p> <p>KA1. importance of workers to attend work in time</p> <p>KA2. proper process to ensure quality in jute spinning and winding</p> |
| <p>B. Technical Knowledge</p> | <p>The user/individual on the job needs to know and understand:</p> <p>KB1. moisture content and finisher drawing sliver weight as desired for good spinning</p> <p>KB2. importance of equipment and tools/ material handling system and working of the material handling equipment used in relevant department of jute mill (spinning and winding department)</p> <p>KB3. fair knowledge on working principles of different signal system/ stop motion and lamps/indicator for spinning and winding machines for jute mill</p> <p>KB4. knowledge of waste collection system & equipment used</p> <p>KB5. importance of cleanliness at work place</p> <p>KB6. working principle of different signal lamps</p> <p>KB7. good practice for operating the spinning and winding machine</p> <p>KB8. knowledge of grist of yarn (lbs per 14400 yds)</p> <p>KB9. sliver/yarn irregularity,</p> <p>KB10. knowledge of piecing rate</p> <p>KB11. knowledge of bobbin weight, piecing procedure,</p> <p>KB12. lubrication procedure i.e. use of grease gun, oil can, graphite powder etc.</p> <p>KB13. fault identification and rectification</p> |

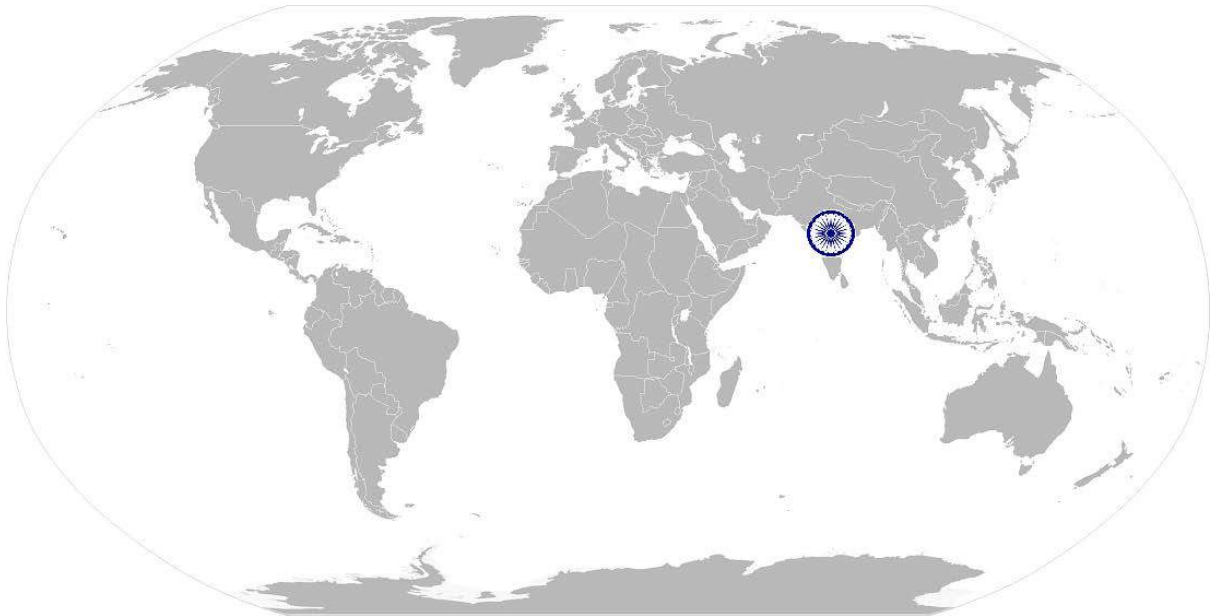
TSC/N0217 Maintaining quality in Jute spinning and winding

| Skills (S) | |
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| A. Core Skills/ Generic Skills | Writing Skills |
| | The user/individual on the job needs to know and understand how to: SA1. write notes on different work done during the shift SA2. write reason for machine breakdown SA3. write any kind of quality change SA4. write log book SA5. write any kind of request/ memo to the sardar/ supervisor/ management if required |
| | Reading Skills |
| | The user/individual on the job needs to know and understand how to: SA6. read instructions pass on to previous shift sardar/supervisor SA7. read and comprehend written instructions and log books SA8. read technical specifications of spinning and winding machines SA9. read instruction/notice written on company notice board |
| | Oral Communication (Listening and Speaking skills) |
| The user/individual on the job needs to know and understand how to: SA10. communicate with sardar/supervisor appropriately SA11. talk to other to convey information effectively SA12. talk to other for clarifications of problems SA13. talk to colleagues and others effectively to convey required information for getting the work done including cleaning and maintenance SA14. communicate the anomalies to the supervisor | |
| B. Professional Skills | Decision Making |
| | The user/individual on the job needs to know and understand how to: SB1. maintain the moisture content of the yarn as per norm (16 % for hessian i.e. fine yarn, 20 % for sacking i.e. coarse yarn) SB2. maintain proper marking of jute yarn count |
| | Plan and Organize |
| | The user/individual on the job needs to know and understand how to: SB3. plan for non-stop running of all the machine SB4. plan for availability of empty bobbin, full sliver cans etc. |
| | Customer Centricity |
| | The user/individual on the job needs to know and understand how to: SB5. proper quality product for next process |
| | Problem Solving |
| | The user/individual on the job needs to know and understand how to: SB6. solve the problem faced by the worker regarding sliver/ bobbin shortage if any, in consultation with supervisor. SB7. find out causes of end breakages and take remedial measures |
| Analytical Thinking | |
| The user/individual on the job needs to know and understand how to: SB8. minor maintenance and fault finding for mechanical defects in spindle in | |

TSC/N0217

Maintaining quality in Jute spinning and winding

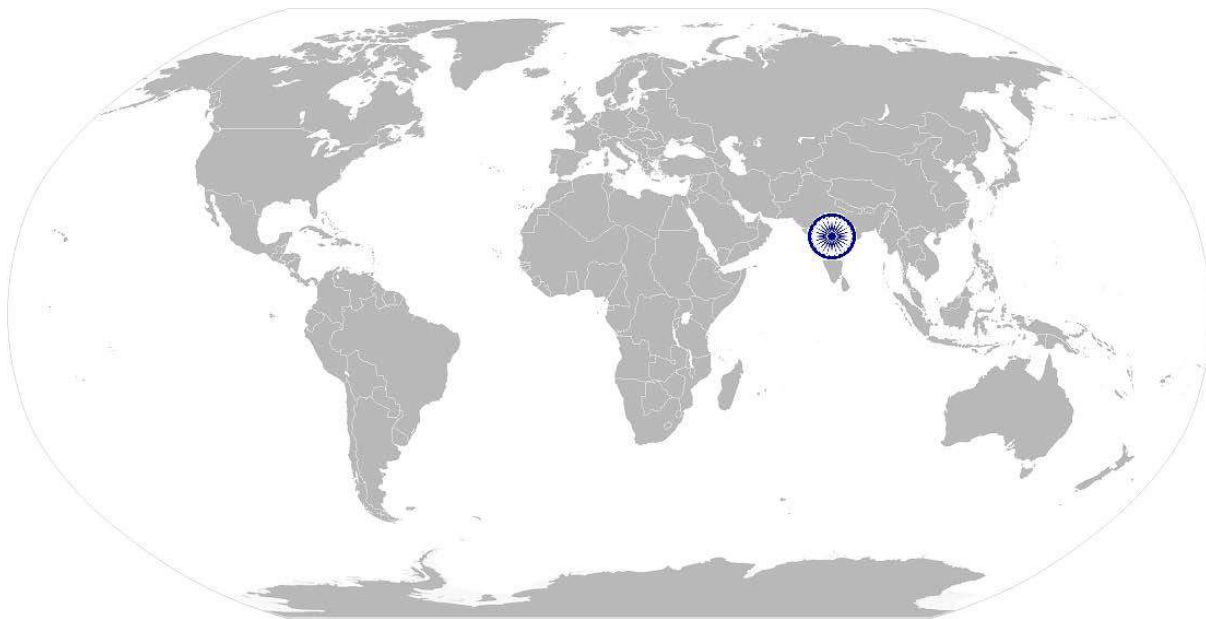
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| | spinning machine and in drums of spool(warp) winding machine and spindle of cop(weft) winding machine |
| | Critical Thinking |
| | The user/individual on the job needs to know and understand how to: SB9. jointly decide in consultation with supervisor the maintenance of quality product |



TSC/N0217 Maintaining quality in Jute spinning and winding

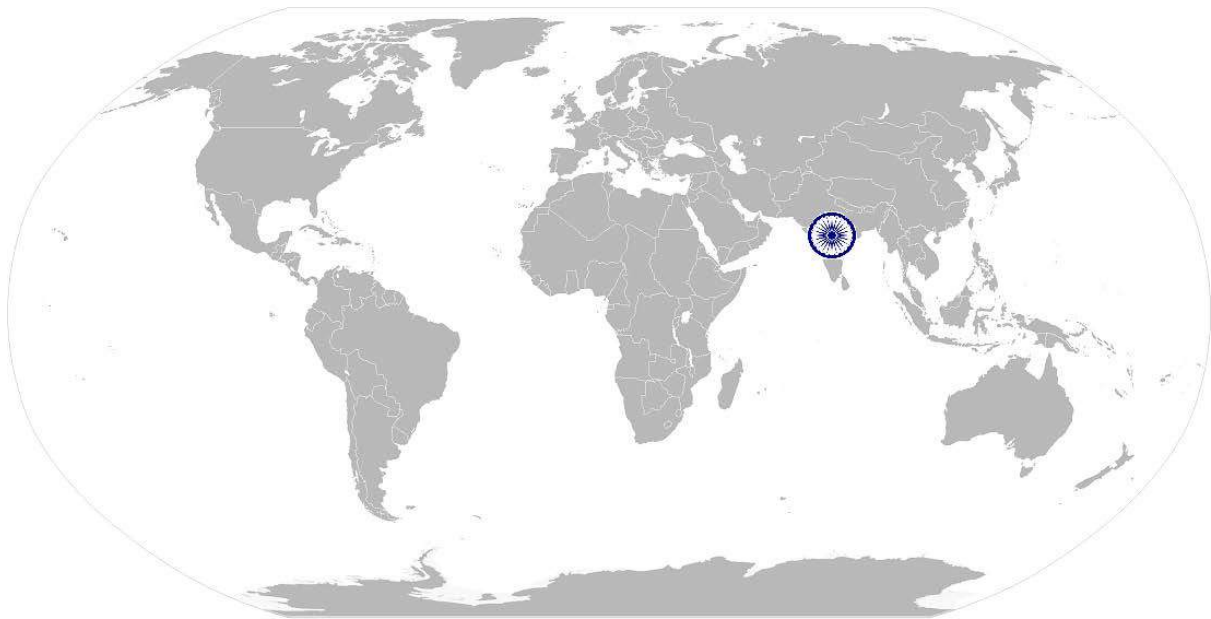
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|----------------------------|------------------------|-------------------------|-----------------|
| NOS Code | TSC/N0217 | | |
| Credits | TBD | Version number | 1.0 |
| Industry | Textile | Drafted on | 09/08/17 |
| Industry Sub-sector | Spinning (Jute) | Last reviewed on | 09/08/17 |
| Occupation | Spinning, Jute | Next review date | 09/08/20 |



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

National Occupational Standard



Overview

This unit provides details to Maintain work area, tools, material handling equipment and machinery for jute processing.

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

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| National Occupational Standard | Unit Code | TSC/N9009 |
| | Unit Title (Task) | Maintain work area, tools, material handling equipment and machinery for jute processing |
| | Description | This unit provides details on Maintaining quality in Jute spinning and winding. |
| | Scope | This unit/task covers the following: <ul style="list-style-type: none"> Maintain the work area, tools and machines |
| | Performance Criteria (PC) w.r.t the Scope | |
| | Element | Performance Criteria |
| | Maintain the work area, tools and machines | <p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. maintain personal hygiene and human safety, machine safety and specific dress code</p> <p>PC2. carefully handle raw jute, slivers of jute, jute yarns and fabrics to minimize wastage</p> <p>PC3. carefully handle all tools such as hand root cutter, circular blade motorized root cutter, chopper, wooden block, bale hook, rope cutter, picking hook, brooms, etc.</p> <p>PC4. carefully handle moisture meter</p> <p>PC5. carefully handle weigh machine</p> <p>PC6. use proper mechanical handling equipment for lifting and handling jute and other materials such as hand barrow, can trolley, bobbin trolley, beam carrier, spool carrier, cloth carrier, etc.</p> <p>PC7. keep all waste jute materials in a specified place for further processing</p> <p>PC8. maintain a clean and hazard free working area, keeping floors free from all encumbrances</p> <p>PC9. maintain tools and equipment being used for jute processing</p> <p>PC10. carry out scheduled running maintenance like shift-wise cleaning and oiling in respective jute processing machinery</p> <p>PC11. report to supervisor for any abnormal sound, from any machine for jute processing</p> <p>PC12. report to supervisor all anomalies and unsafe conditions of equipment and other unprecedented occurrences</p> <p>PC13. ensure that the doors and covers for gear side/ belt side of the jute machinery are kept properly closed and all machine guards are in appropriate place</p> <p>PC14. ensure that standing place in working position are free from all encumbrances, to maintain correct posture of working/sitting/standing during working in respective jute processing machinery</p> <p>PC15. use appropriate cleaning equipment like knife, brooms, pliers, screw driver etc. and follow appropriate cleaning methods for the work to be carried out in particular jute processing machine</p> <p>PC16. stack/dispose jute fibre/sliver/yarn waste safely in the designated</p> |

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

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| | <p>location/place/bag to help usage of all wastages for further processing</p> <p>PC17. store all gadgets, tools and cleaning equipment safely after their use in designated place after cleaning them properly</p> <p>PC18. carry out cleaning and minor/small maintenance jobs for each jute processing machine as per schedule within limits of specific responsibility, as instructed</p> |
| Knowledge and Understanding (K) | |
| <p>A. Organizational Context (Knowledge of the company/ organization and its processes)</p> | <p>The user/individual on the job needs to know and understand:</p> <p>KA1. process of personal hygiene and care</p> <p>KA2. organisational safety rules</p> |
| <p>B. Technical Knowledge</p> | <p>The user/individual on the job needs to know and understand:</p> <p>KB1. importance of personal hygiene and care</p> <p>KB2. safe working practices and human safety, machine safety for all jute processing machinery</p> <p>KB3. organisational Standard, operating procedures (SOP) and safety rules specific for jute industry and specific for respective jute machinery,</p> <p>KB4. aware about limits of each one's responsibility for cleaning and minor maintenance of work area and cleaning of machinery</p> <p>KB5. appropriate material flow in production process and the specific work activities that relate to the whole process, needing time to time cleaning during shift change/ quality change or otherwise as per schedule,</p> <p>KB6. importance and method of effective communication with Sardar and supervisors for resolving any problem / reporting anomalies,</p> <p>KB7. names and function of each cleaning and maintenance tools,</p> <p>KB8. names and functions of each tools and equipment used in a jute mill such as hand root cutter, circular blade motorized root cutter, chopper, wooden block, bale hook, rope cutter, picking hook, brooms, etc., hand barrow, can trolley, bobbin trolley, beam carrie, spool carrier, cloth carrier, etc.</p> <p>KB9. fair understanding of company's quality standards of all jute yarns for sacking/hessian and other decorative fabrics and their process norms to maintain</p> <p>KB10. importance and method of complying with instructions for production process, cleaning and maintenance as well as safety aspects</p> <p>KB11. good understanding of Sardar's or Supervisor's instructions time to time to follow the same for smooth and efficient running of jute goods production</p> <p>KB12. methods of cleaning the tools and equipment after use and process of safe storing for next use</p> <p>KB13. safety procedure of each jute machinery as applicable</p> <p>KB14. interpretation of work information, cleaning procedure and safety aspects,</p> <p>KB15. good understanding of relation between the safety/cleaning and material handling work role and the overall manufacturing process performance</p> |

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

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| | <p>KB16. adequate awareness about types of possible hazards likely to be encountered when conducting minor or major routine cleaning and maintenance as per schedule for jute machinery</p> <p>KB17. importance of taking immediate action when any anomalies and problems are identified (may be abnormal sound in machine, fire, excessive breakage of sliver and yarn etc.)</p> <p>KB18. different ways of minimizing jute fibre/yarn and other waste</p> <p>KB19. importance of running maintenance and regular cleaning on production efficiency of jute machinery</p> <p>KB20. ways how to avoid contamination /undesirable mixing of different quality of jute or other materials like machine oil, foreign materials including lube oil/spindle oil/graphite powder etc.</p> <p>KB21. common machine faults and product faults etc. and method to rectify those following proper/correct procedure</p> <p>KB22. correct maintenance procedures for each jute machinery of different sections as applicable</p> <p>KB23. correct procedure of different types of cleaning and maintenance of equipment and machinery for their effective use during processing</p> <p>KB24. safe working practices</p> |
| Skills (S) | |
| A. Core Skills/ Generic Skills | Writing Skills |
| | <p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. write instructions for communications</p> <p>SA2. write any kind of request /memo to the supervisor/management if required</p> |
| | Reading Skills |
| | <p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. read instructions pass on to previous shift supervisor</p> <p>SA4. read and comprehend written instruction.</p> <p>SA5. read instruction/notice written on company notice board</p> |
| B. Professional Skills | Oral Communication (Listening and Speaking skills) |
| | <p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. communicate with sardar/supervisor appropriately</p> <p>SA7. talk to other to convey information effectively</p> <p>SA8. talk to other for clarifications of problems</p> <p>SA9. talk to colleagues and others effectively to convey required information for getting the work done including cleaning and maintenance</p> <p>SA10. communicate the anomalies to the supervisor</p> |
| B. Professional Skills | Decision Making |
| | <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. take right initiative at the right time for cleaning and maintenance to be done properly for jute machinery</p> <p>SB2. supply innovative ideas for further action required after discussion in Quality</p> |

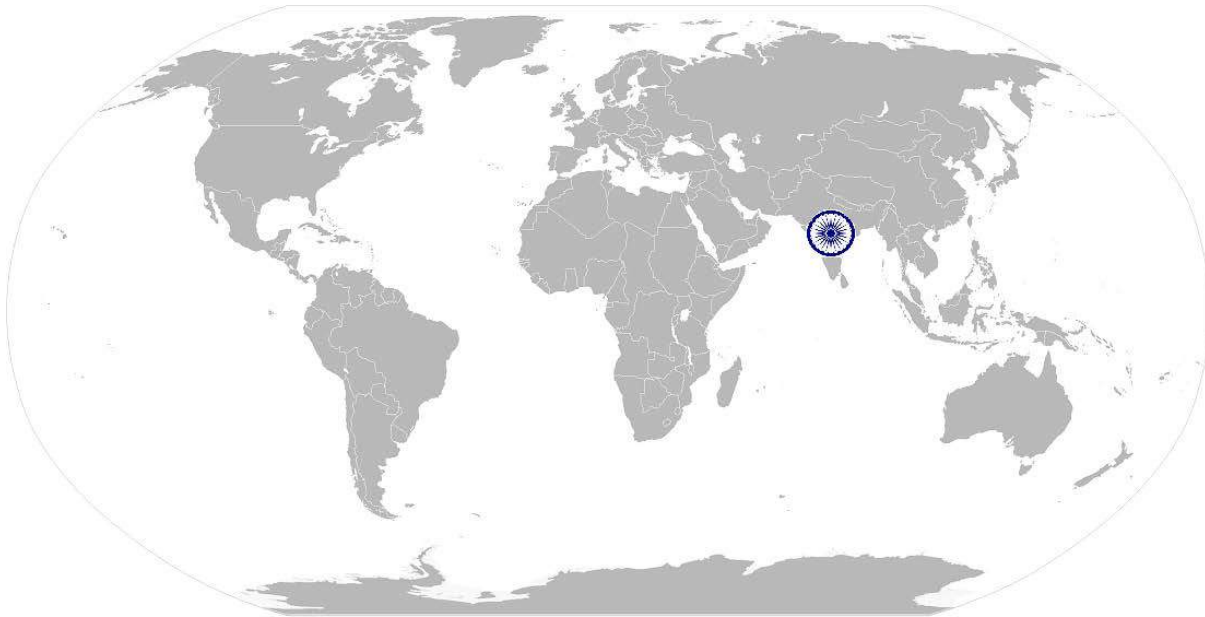
TSC/N9009 Maintain work area, tools, material handling equipment and machinery for jute processing

| | |
|--|--|
| | circle meeting SB3. understand and to take decision for timely replacement of worn out /defective spare parts taking new spare from store for further action |
| | Plan and Organize |
| | NA |
| | Customer Centricity |
| | NA |
| | Problem Solving |
| | The user/individual on the job needs to know and understand how to: SB4. identify the real reason of problem faced and solve the problem in consultation with other SB5. refer anomalies to the supervisor SB6. take initiative at the right place to understand and to solve the problem SB7. identify the reasons of different faults and deviations in specifications if any, SB8. rectify machine faults and process faults etc. by correct problem-solving approaches in different sections of jute processing as applicable SB9. offer good attention to the process and spares of machine for checking their correctness SB10. ensure routine cleaning and maintenance schedule specific for different jute machinery SB11. make sure that every action taken is error-free, SB12. apply leadership skills for motivating fellow workers and others to get the work done |
| | Analytical Thinking |
| | NA |
| | Critical Thinking |
| | NA |

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

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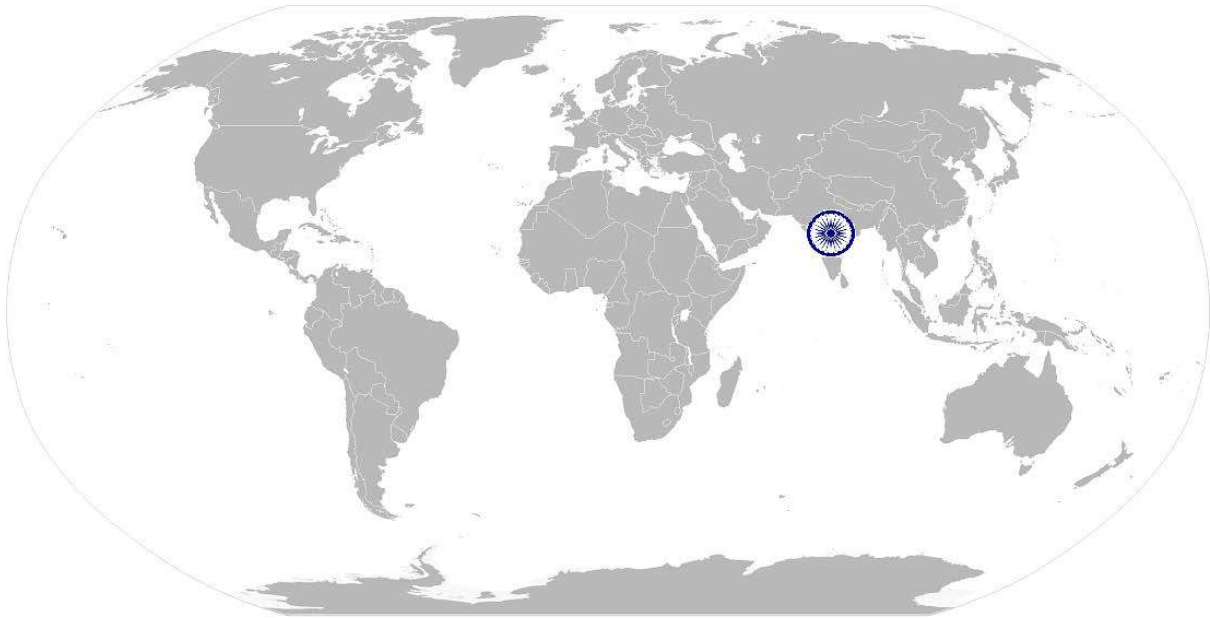
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| NOS Code | TSC/N9009 | | |
| Credits | TBD | Version number | 1.0 |
| Industry | Textile | Drafted on | 09/08/17 |
| Industry Sub-sector | Spinning (Jute) | Last reviewed on | 09/08/17 |
| Occupation | Generic | Next review date | 09/08/20 |



TSC/N9002

Working in a Team

National Occupational Standard



Overview

This unit is about working as part of a team in the Jute industry.

TSC/N9002

Working in a Team

| | | |
|--|---|--|
| National Occupational Standard | Unit Code | TSC/N9002 |
| | Unit Title (Task) | Working in a team |
| | Description | This unit is about working as a team member in the jute industry. |
| | Scope | This unit/task covers the following: <ul style="list-style-type: none"> • commitment and trust • communication • adaptability • creative freedom |
| | Performance Criteria (PC) w.r.t the Scope | |
| | Element | Performance Criteria |
| | Commitment and trust | To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. be accountable to the own role in whole process PC2. perform all roles with full responsibility PC3. be effective and efficient at workplace |
| | Communication | To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC4. properly communicate about company policies PC5. report all problems faced during the process PC6. talk politely with other team members and colleagues PC7. submit daily report of own performance |
| | Adaptability | To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC8. adjust in different work situations PC9. give due importance to others' point of view PC10. avoid conflicting situations |
| | Creative freedom | To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC11. develop new ideas for work procedures PC12. improve upon the existing techniques to increase process efficiency |
| Knowledge and Understanding (K) | | |
| A. Organizational Context (Knowledge of the company/ organization and its processes) | The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. standard operating procedures (SOP) and regulations in a jute mill KA2. procedure followed to get the final output in the mill KA3. safe working practices to be adopted in jute mill KA4. procedure of reporting to the supervisor or higher authority about any grievances faced | |
| B. Technical Knowledge | The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. importance of the previous and next step of the process KB2. process flow in a jute mill and the concerned workers KB3. material flow in a jute mill and the required person KB4. functions of different parts of the machine KB5. knowledge of Tools and equipment used in the department KB6. guidelines for operating the machine | |

TSC/N9002

Working in a Team

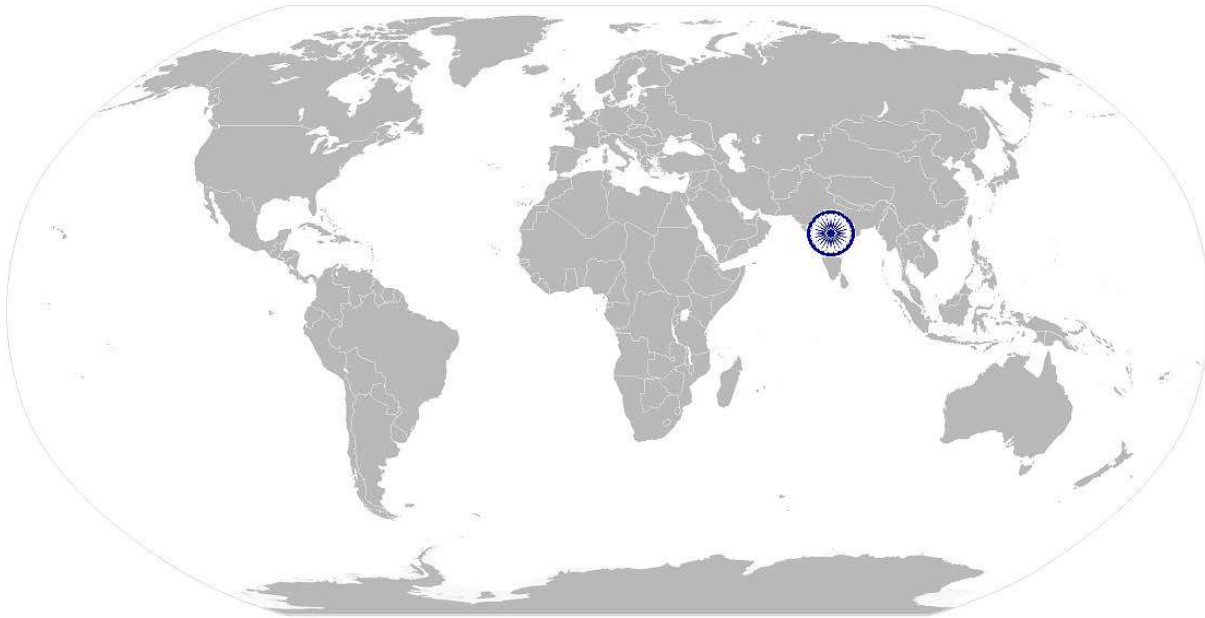
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| | KB7. safety procedures to be followed in the machine |
| Skills (S) | |
| A. Core Skills/ Generic Skills | Writing Skills |
| | The user/individual on the job needs to know and understand how to: SA1. write clear and short sentences SA2. write daily work report SA3. write grievance complaint application SA4. comprehend written instructions |
| | Reading Skills |
| | The user/individual on the job needs to know and understand how to: SA5. read any application sent by other colleagues |
| | Oral Communication (Listening and Speaking skills) |
| | The user/individual on the job needs to know and understand how to: SA6. communicate with supervisor appropriately SA7. talk to co-workers to convey information effectively |
| | B. Professional Skills |
| Decision Making | |
| The user/individual on the job needs to know and understand how to: SB1. follow rule-based decision-making processes SB2. maintain proper man-machine allocation SB3. maintain proper cleaning of department to reduce wastage | |
| Plan and Organize | |
| The user/individual on the job needs to know and understand how to: SB4. plan and organize the worker in consultation with supervisor for smooth running of the department | |
| Customer Centricity | |
| The user/individual on the job needs to know and understand how to: SB5. proper man-machine utilisation for cost effectiveness | |
| Problem Solving | |
| The user/individual on the job needs to know and understand how to: SB6. identify the real reason of problem faced SB7. be able to find the most effective solution to the problems faced SB8. apply good attention to detail SB9. ensure every kind of communication is error free SB10. communicate effectively SB11. apply leadership skills wherever required SB12. take initiative at the right place SB13. understand the requirement to be creative | |
| Analytical Thinking | |
| NA | |
| Critical Thinking | |
| NA | |

TSC/N9002

Working in a Team

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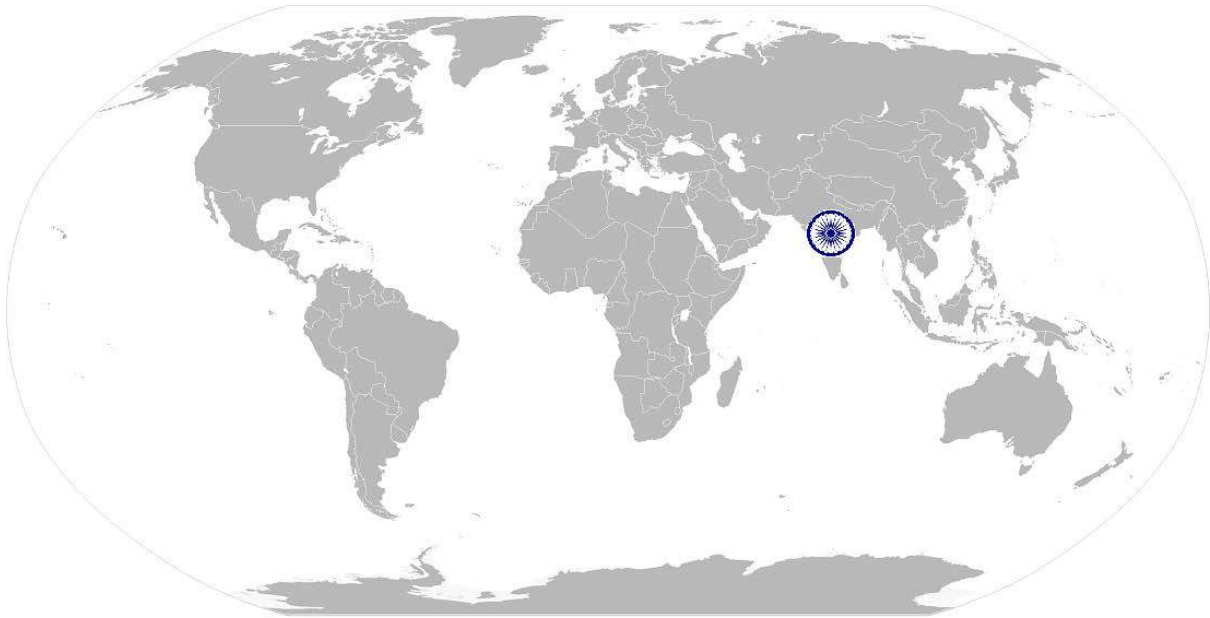
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| NOS Code | TSC/N9002 | | |
| Credits | TBD | Version number | 1.0 |
| Industry | Textile | Drafted on | 09/08/17 |
| Industry Sub-sector | Spinning(Jute) | Last reviewed on | 09/08/17 |
| Occupation | Generic | Next review date | 09/08/20 |



TSC/N9003

Maintain Health, Safety and Security at Work Place

National Occupational Standard



Overview

This unit is about maintaining health, safety, and security standards at workplace.

TSC/N9003

Maintain Health, Safety and Security at Work Place

| | | |
|--------------------------------|---|---|
| National Occupational Standard | Unit Code | TSC/N9003 |
| | Unit Title (Task) | Maintain health, safety, and security at work place |
| | Description | This unit provides performance criteria, knowledge & understanding and skills & abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others. |
| | Scope | This unit/task covers the following: <ul style="list-style-type: none"> • comply with health, safety and security requirements at work • recognizing the hazards • planning the safety techniques • implementing the programs |
| | Performance Criteria (PC) w.r.t the Scope | |
| | Element | Performance Criteria |
| | Comply with health, Safety and security requirements at work | To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. comply with health and safety related instructions applicable to the workplace PC2. use and maintain personal protective equipment such as “ear plug”, “ nose mask “, “ head cap” etc., as per protocol PC3. carry out own activities in line with approved guidelines and procedures PC4. maintain a healthy lifestyle and guard against dependency on intoxicants PC5. follow environment management system related procedures PC6. identify and correct (if possible) malfunctions in machinery and equipment PC7. report any service malfunctions that cannot be rectified PC8. store materials and equipment in line with organisational requirements PC9. safely handle and remove waste PC10. minimize health and safety risks to self and others due to own actions PC11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks PC12. monitor the workplace and work processes for potential risks and threat PC13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned PC14. report hazards and potential risks/ threats to supervisors or other authorized personnel PC15. participate in mock drills/ evacuation procedures organized at the workplace PC16. undertake first aid, fire-fighting and emergency response training, if asked to do so PC17. take action based on instructions in the event of fire, emergencies or accidents PC18. follow organisation procedures for shutdown and evacuation when required |
| | Recognizing the hazards | To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC19. identify different kinds of possible hazards (environmental, personal, |

TSC/N9003 Maintain Health, Safety and Security at Work Place

| | |
|--|--|
| | ergonomic, chemical) of the industry PC20. recognise other possible security issues existing in the workplace |
| Planning the safety techniques | To be competent, the user/individual on the job must be able to: PC21. recognize different measures to curb the hazards |
| Implementing the programs | To be competent, the user/individual on the job must be able to: PC22. communicate the safety plan to everyone PC23. attach disciplinary rules with the implementation |
| Knowledge and Understanding (K) | |
| A. Organizational Context (Knowledge of the company/ organization and its processes) | The user/individual on the job needs to know and understand: KA1. standard operating procedures (SOP) and regulations in a jute mill KA2. safe working practices to be adopted in jute mill KA3. quality systems and other processes practiced in the jute mill KA4. health and safety related practices applicable at the workplace KA5. potential hazards, risks and threats based on nature of operations KA6. organizational procedures for safe handling of equipment and machine operations KA7. potential risks due to own actions and methods to minimize these KA8. environmental management system related procedures at the workplace KA9. layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points KA10. potential accidents and emergencies and response to these scenarios KA11. reporting protocol and documentation required KA12. details of personnel trained in first aid, fire-fighting and emergency response KA13. actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire |
| B. Technical Knowledge | The user/individual on the job needs to know and understand: KB1. occupational health and safety risks and methods KB2. personal protective equipment and method of use KB3. identification, handling and storage of hazardous substances KB4. proper disposal system for waste and by-products KB5. signage related to health and safety and their meaning KB6. importance of sound health, hygiene and good habits KB7. ill-effects of alcohol, tobacco and drugs |
| Skills (S) | |
| A. Core Skills/ Generic Skills | Writing Skills |
| | The user/individual on the job needs to know and understand how to: SA1. write clear and short sentences |
| | Reading Skills |
| | The user/individual on the job needs to know and understand how to: SA2. read and understand the company instructions SA3. read and understand work instructions SA4. read and understand the safety guidelines |

TSC/N9003 Maintain Health, Safety and Security at Work Place

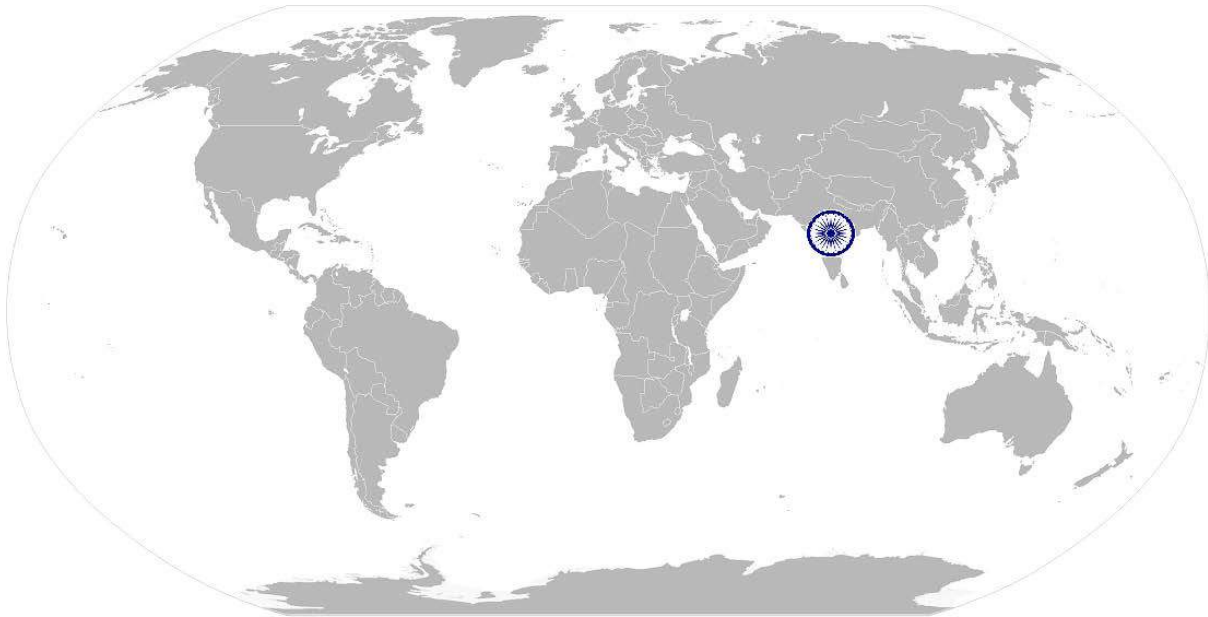
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| | Oral Communication (Listening and Speaking skills) |
| | The user/individual on the job needs to know and understand how to: SA5. listen to others attentively SA6. respond to emergencies, accidents or fire at the workplace SA7. evacuate the premises and help others in need while doing so SA8. the value of physical fitness, personal hygiene and good habits SA9. talk with others politely |
| B. Professional Skills | Decision Making |
| | The user/individual on the job needs to know and understand how to: SB1. identify correct safety measure for particular hazard SB2. make required safety plans as and when required SB3. raise alarm in case of emergency |
| | Plan and Organize |
| | NA |
| | Customer Centricity |
| | NA |
| | Problem Solving |
| | The user/individual on the job needs to know and understand how to: SB4. solve the worker problem, if any in consultation with supervisor SB5. disciplinary and good work culture in the department |
| | Analytical Thinking |
| | NA |
| Critical Thinking | |
| NA | |

TSC/N9003

Maintain Health, Safety and Security at Work Place

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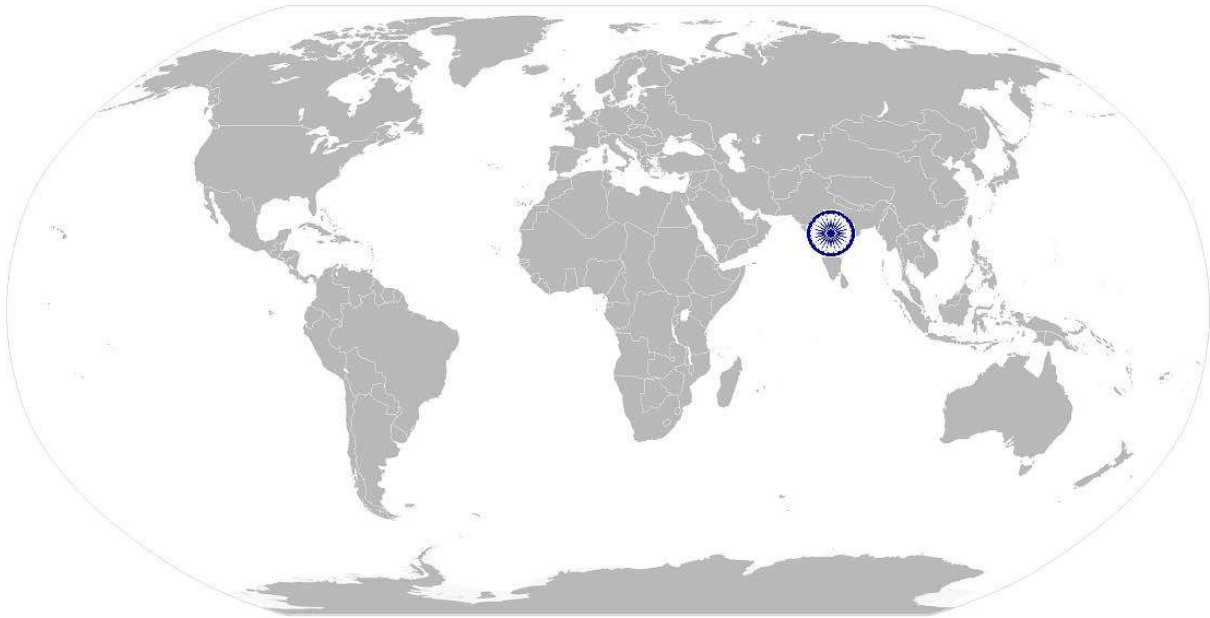
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| NOS Code | TSC/N9003 | | |
| Credits | TBD | Version number | 1.0 |
| Industry | Textile | Drafted on | 09/08/17 |
| Industry Sub-sector | Spinning (Jute) | Last reviewed on | 09/08/17 |
| Occupation | Generic | Next review date | 09/08/20 |



TSC/N9010

Comply with Industry and Organizational Requirements

National Occupational Standard



Overview

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

TSC/N9010 Comply with Industry and Organizational Requirements

| | | |
|--------------------------------|--|---|
| National Occupational Standard | Unit Code | TSC/N9010 |
| | Unit Title (Task) | Comply with industry and organizational requirement in jute sector |
| | Description | This unit is about knowing, understanding, and complying with the requirements of the organization and the textile industry. |
| | Scope | This unit/task covers the following: <ul style="list-style-type: none"> Comply with industry and organizational requirement in jute sector |
| | Performance Criteria (PC) w.r.t the Scope | |
| | Element | Performance Criteria |
| | Comply with industry and organizational requirement in jute sector | To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. perform assigned duties effectively section- wise / machine- wise PC2. take full responsibility for desired performance PC3. be accountable towards the job role and assigned duties PC4. report any anomalies found in the section / machinery to the Sardar (Jobber) or Supervisors PC5. take drive on self-learning for improving efficiency PC6. co-ordinate with all the team members and colleagues PC7. communicate politely PC8. avoid conflicts and miscommunication PC9. take part in Quality Circle activity to discuss process and innovative ideas in Quality Circle PC10. take all initiative to achieve organisational norms for processing of yarn and fabrics of jute and to motivate all other fellow workers to follow them PC11. implement the collection of wastage in a proper method (as instructed) for further processing PC12. follow specific environmental regulation for jute industry PC13. keep area of work and machine clean |
| | Knowledge and Understanding (K) | |
| | A. Organizational Context (Knowledge of the company/ organization and its processes) | The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. standard operating procedures (SOP) of different processing sections of a jute mill KA2. do's and don'ts for each process of jute processing as applicable KA3. fair knowledge of organizational standards KA4. standard operating procedures (SOP) and regulations in a textile mill KA5. report to the supervisor or higher authority KA6. knowledge of organisational standards KA7. knowledge of industry standards |
| | B. Technical Knowledge | The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. fair knowledge of jute and products standards for jute yarn types and fabric types KB2. fair knowledge on received and delivered materials so that any anomalies / |

TSC/N9010 Comply with Industry and Organizational Requirements

| | |
|--|--|
| | <p>defects can be identified in those materials</p> <p>KB3. process and material flow for different section-wise processes in a jute mill for different stages of jute yarn/fabric production</p> <p>KB4. importance and procedure of complying with the standards of process / product / environment / safety for Jute Industry</p> <p>KB5. jute industry's general standards of work performance for assigned job role / machine operation for jute mills</p> <p>KB6. knowledge on reducing wastages in jute processing</p> <p>KB7. how to have a fair idea about environmental standards for jute industry</p> <p>KB8. the importance and procedure of cleaning work area and machineries in different section of jute mill</p> |
| Skills (S) | |
| <p>A. Core Skills/ Generic Skills</p> | <p>Writing Skills</p> |
| | <p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. write notes on quality of jute and products produced in the department</p> <p>SA2. write instructions for communications</p> <p>SA3. write the report on any problem faced</p> <p>SA4. write any kind of request /memo to the supervisor/management if required</p> |
| | <p>Reading Skills</p> |
| | <p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. read instructions pass on to previous shift supervisor</p> <p>SA6. read and comprehend written instructions and log books</p> <p>SA7. read instruction/notice written on company notice board</p> |
| | <p>Oral Communication (Listening and Speaking skills)</p> |
| <p>The user/individual on the job needs to know and understand how to:</p> <p>SA8. communicate with sardar/supervisor appropriately</p> <p>SA9. convey information effectively</p> <p>SA10. talk to other for clarifications of problems</p> <p>SA11. communicate the anomalies to the sardar/supervisor</p> | |
| <p>B. Professional Skills</p> | <p>Decision Making</p> |
| | <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. maintain time for reporting duty</p> <p>SB2. maintain quality of products</p> |
| | <p>Plan and Organize</p> |
| | <p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. plan for trouble free running of machines</p> <p>SB4. plan for storing of raw materials and finished products.</p> <p>SB5. plan for trouble free operation of tools and equipment used for processing</p> |
| | <p>Customer Centricity</p> |
| <p>NA</p> | |

TSC/N9010 Comply with Industry and Organizational Requirements

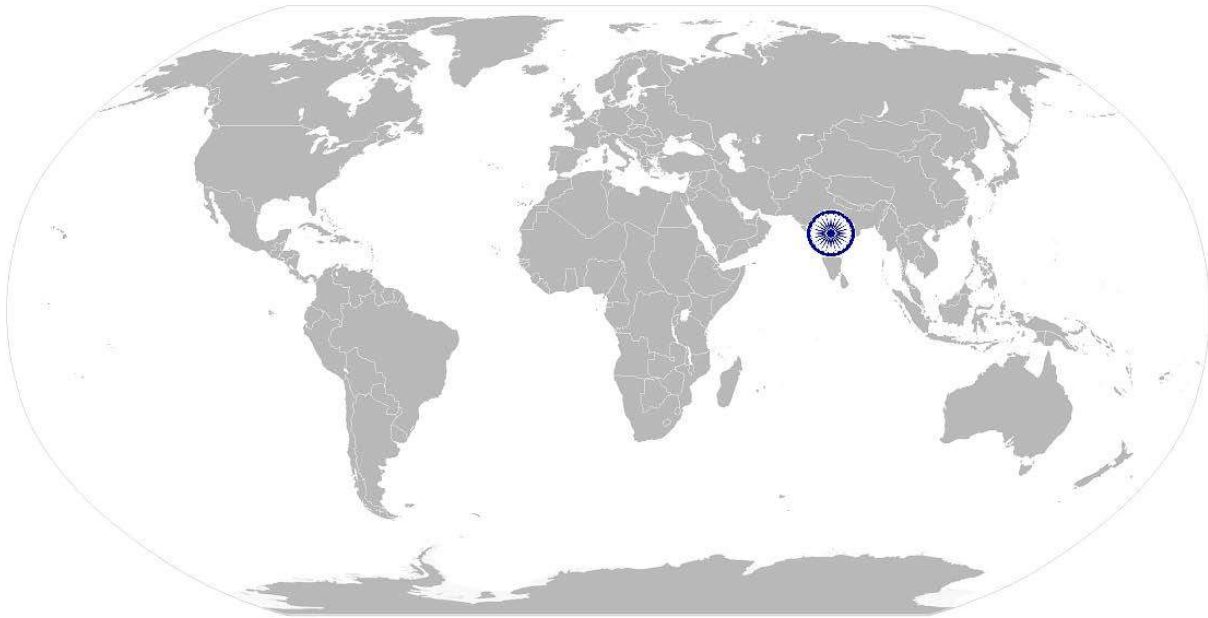
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|---|---|
| | Problem Solving |
| | The user/individual on the job needs to know and understand how to: SB6. solve the problem, if any in consultation with supervisor. SB7. meet the Organizational requirements for maintaining product specification for different types of yarns and fabrics of jute SB8. have skills for carrying out the job assignment as per norms of Jute Industry SB9. achieve defined competency as per his/her job role for working in deferent sections / machines/ in jute mills SB10. run smoothly a specific machine of jute processing as applicable SB11. comply and achieve product-wise and process-wise Industry standards for each process / product as applicable for a jute mill processing |
| | Analytical Thinking |
| | NA |
| | Critical Thinking |
| The user/individual on the job needs to know and understand how to: SB12. jointly decide in consultation with sardar/supervisor regarding team work and any organisational problem faced | |



TSC/N9010 Comply with Industry and Organizational Requirements

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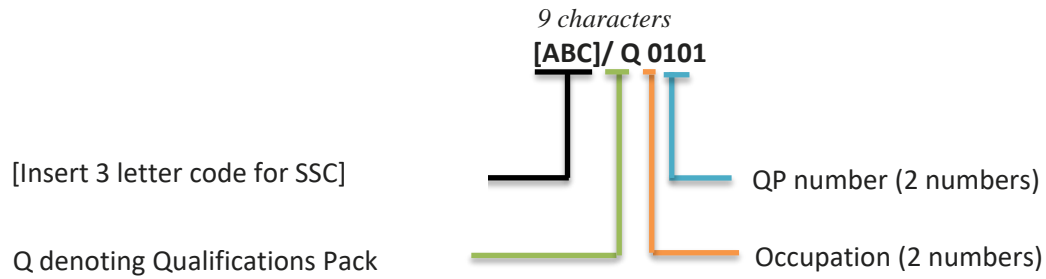
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| NOS Code | TSC/N9010 | | |
| Credits | TBD | Version number | 1.0 |
| Industry | Textile | Drafted on | 09/08/17 |
| Industry Sub-sector | Spinning (Jute) | Last reviewed on | 09/08/17 |
| Occupation | Generic | Next review date | 09/08/20 |



Annexure

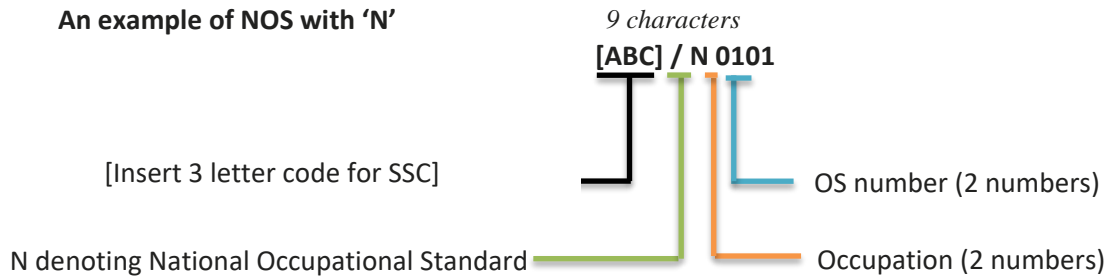
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



The following acronyms/codes have been used in the nomenclature above:

| Sequence | Description | Example |
|------------------|------------------------------|---------|
| Three letters | Textile Sector Skill Council | TSC |
| Slash | / | / |
| Next letter | Whether QP or NOS | N |
| Next two numbers | Occupation code | 01 |
| Next two numbers | OS number | 01 |

ASSESSMENT CRITERIA

Job Role: Jute Spinning Sardar (Jobber) cum Jr. Spervisor

Qualification Pack: TSC/Q0204

Sector Skill Council: Textile Sector Skill Council

Guidelines for Assessment:

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on this criteria.
5. To pass the Qualification Pack, every trainee should score a minimum of 70% in aggregate.
6. The marks are allocated PC wise, however, every NOS will carry a weightage in the total marks allocated to the specific QP.
7. In case of *unsuccessful completion*, the trainee may seek reassessment on the Qualification Pack.

| Assessable Outcomes | Assessment Criteria | Total Marks | Out of | Theory | Practical Skills |
|---|--|-------------|--------|--------|------------------|
| TSC/N0213 Taking charge of shift and handing over shift to Jute Spinning Sardar (jobber) | PC1.reach at least 15 - 20 minutes early to the work place | | 5 | 2 | 3 |
| | PC2.ensure in consultation with supervisor, proper man-machine allocation to the extent possible | | 6 | 3 | 3 |
| | PC3.make arrangement for necessary operational tools (knife, piecing hooks and winding knotter hook etc. required for this department) | | 6 | 2 | 4 |
| | PC4. collect from spinning sardar of previous shift information regarding process parameters, material flow, material shortage ,if any, quality change and quality codes and machine breakdown and maintenance undertaken | | 5 | 2 | 3 |
| | PC5.assess the fed material (jute sliver from 3rd/ finisher drawing)position and report to supervisor for excess or shortage of any particular quality material/ sliver /empty cans/empty bobbins etc.in the spinning department . | | 6 | 3 | 3 |

| | | | |
|---|---|---|---|
| PC6.check quality of feed material (sliver from finisher drawing machine) for spinning and winding machine (right quality of warp and weft yarn and defects in spinning bobbins) | 6 | 2 | 4 |
| PC7.take a quick round in the department to check that in spinning department there is no undesirable mixing of material such as fibre, cans/bobbins etc. deviating from production plan / schedule | 5 | 2 | 3 |
| PC8.find out the nature of breakdown, cause and the machine idle time, if a breakdown occur in this shift or even in previous shift, | 6 | 2 | 4 |
| PC9.assure the availability of full sliver cans to feed in the spinning machine required, and numbers of spinning and that of bobbins to be feed in winding machine (warp and weft winding) | 5 | 2 | 3 |
| PC10.ensure that there is no roller lapping in jute spinning frame (coarser and fine jute yarn count) and winding machines (warp/spool winding and weft/cop winding, | 5 | 2 | 3 |
| PC11.check and to collect the report regarding the cleanliness of the machines & working areas | 5 | 2 | 3 |
| PC12.tune /check mechanical fault of the spinning and winding machine for deciding about necessary action for its maintenance in time before breakdown | 5 | 2 | 3 |
| PC13.rectify, in consultation with supervisor any anomalies in yarn count , if found from SQC report | 5 | 2 | 3 |
| PC14.assure during shift change all the spinning and winding machines are in running condition for specific yarn quality | 5 | 2 | 3 |
| PC15.ensure that machines are cleaned and lubricated properly during shift change | 5 | 2 | 3 |
| PC16.get clearance from the incoming counterpart Sardar (Jobber) before leaving the work spot after change of shift | 5 | 2 | 3 |

| | | | | | |
|---|--|--------------|------------|-----------|-----------|
| | PC17.hand over the shift to the incoming spinning sardar in proper manner and get clearance from the incoming counterpart | | 5 | 3 | 2 |
| | PC18.report to the supervisor and incoming spinning sardar if there is any quality change and maintenance work done/or left during his shift | | 5 | 3 | 2 |
| | PC19.report to the supervisor all specific observations for all running jute spinning and winding machinery (about their running / shortages of feed materials, if any / maintenance required / done in any of machinery and absenteeism of workman) | | 5 | 3 | 2 |
| | | Total | 100 | 43 | 57 |
| TSC/N0214 Preparing the jute spinning frame and jute winding machine for operation | PC1. ensure proper drafting zone setting of different pitch jute spinning frame for processing coarse, medium and fine count yarn | | 6 | 2 | 4 |
| | PC2. coordinate with maintenance people for proper setting of draft change pinion, twist pinion, felt bob position etc. for different count of yarn | | 5 | 2 | 3 |
| | PC3. ensure that proper color code of cop for different count of jute yarn is maintained by the operator | | 5 | 2 | 3 |
| | PC4. ensure that the winding packages are fault free. | | 8 | 5 | 3 |
| | PC5. ensure that in case of fine yarn, color yarn is used by the operator at the time of joining yarn breakage | | 6 | 3 | 3 |
| | PC6. ensure proper setting of building zone | | 5 | 2 | 3 |
| | PC7. coordinate with SQC people and confirm the grist of yarn running | | 5 | 2 | 3 |
| | PC8. ensure there is no worn out parts in spinning and winding machine | | 5 | 2 | 3 |
| | PC9. take report and ensure that all the spindles are in running condition | | 5 | 2 | 3 |
| | | Total | 50 | 22 | 28 |
| TSC/N0215 Ensure | PC1. check the delivered material from finisher drawing frames in jute mills | | 6 | 3 | 3 |

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| process and quality control in jute spinning and winding | PC2. ensure that all indicator and stop motions are in working condition and are operating properly | 6 | 3 | 3 |
| | PC3. ensure sufficient number of finisher drawing sliver can stock | 4 | 2 | 2 |
| | PC4. check that proper number of doubling (2:1) is maintained by the operator at the finisher drawing frame, so that right quality in finisher drawing sliver is maintained as per jute yarn grist | 5 | 2 | 3 |
| | PC5. independently to take operator's report on the machines, immediately after breakdown occurs or any anomalies found / reported by the operator or by the Sardar himself | 5 | 2 | 3 |
| | PC6. ensure the removal of sliver lapping is done by the operator, without using knife and without damaging machine parts in spinning machine | 5 | 2 | 3 |
| | PC7. ensure that quality-wise identification mark for jute yarn (sacking warp, sacking weft, hessian warp, hessian weft and any other qualities) is proper | 4 | 2 | 2 |
| | PC8. find out the major and minor causes of low production, if any, in case of spinning and winding machines | 5 | 2 | 3 |
| | PC9. follow the instruction of shift supervisor for changing any quality of jute yarn and related change in machine setting / parts and process parameter in jute spinning machine | 5 | 2 | 3 |
| | PC10. record shift-wise wastage and report to supervisor if it is beyond the norm (0.5 % - 1 % in spinning and 0.2% - 0.3% in winding) | 5 | 2 | 3 |
| | PC11. ensure that empty sliver cans remain clean and fully empty before they are returned to the back process (finisher drawing machine) | 5 | 2 | 3 |
| | PC12. check time to time proper functioning of jute sliver crimping device in finisher drawing machine | 5 | 2 | 3 |
| | PC13. ensure that all jute sliver wastes are kept inside designated waste sliver cans only for returning to the back process for further use | 5 | 2 | 3 |

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| | PC14. ensure proper picking and cleaning of finisher drawing machine to avoid sliver shortage/wastage and to ensure that proper quality of fed jute sliver etc. are maintained as per spinning and winding production schedule | | 5 | 2 | 3 |
| | PC15. ensure that the machines are well maintained, tuned/set and cleaned and lubricated properly following routine/schedule maintenance and smooth production | | 5 | 2 | 3 |
| | | Total | 75 | 32 | 43 |
| TSC/N0216 Assisting supervisor for planning man-machine allocation | PC1. ensure all the workers are present | | 4 | 2 | 2 |
| | PC2. ensure/allocate the spinning operators as per industry norm (one spinner per machine in coarser yarn and one spinner per two machine in fine yarn) | | 4 | 2 | 2 |
| | PC3. ensure/allocate one reliever for 5 operator | | 4 | 2 | 2 |
| | PC4. ensure/allocate bobbin shifter, can carrier as per norm (one bobbin shifter per 5 machine, one can carrier per 8 spinning machine) | | 4 | 2 | 2 |
| | PC5. ensure/allocate number of spinning spindle per winder (two cop winder for one coarse side spinning frame and one spool winder for 1.25 fine side spinning frame) | | 5 | 2 | 3 |
| | PC6. ensure sliver feeder, bobbin cleaner, department mazdoors are there in the department | | 4 | 1 | 3 |
| | PC7. ensure maximum efficiency and minimum doffing time and minimum idle time for all machinery for finisher drawing (to assure right quality and quantity of feed materials) and also for jute spinning machinery and jute warp and weft winding machinery | | 4 | 2 | 2 |
| | PC8. check idle spindle in spinning, idle drum in spool winding idle spindle in cop winding to rectify them immediately, | | 4 | 2 | 2 |
| | PC9. ensure maximum efficiency and productivity of the spinning and winding machinery of the department maintaining the product quality and defect-free/minimum defective material | | 4 | 2 | 2 |

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| | PC10. ensure that operators maintains minimum idle/ down / stoppage time of drum/spindle during doffing of full winding package (spools for jute warp and cop for jute weft yarn) | | 5 | 2 | 3 |
| | PC11. ensure that operator should maintain good work habit, loyalty and disciplinary norms of the company along-with machine safety and human safety and environmental aspects | | 4 | 2 | 2 |
| | PC12. ensure that any machine parts/gears/lubricant/jute wastes are not thrown on ground and spool/cops are stacked properly, and machines are cleaned timely so that fluff does not settle on machine | | 4 | 2 | 2 |
| | | Total | 50 | 23 | 27 |
| TSC/N0217 Maintaining quality in Jute spinning and winding | PC1. check whether the jute sliver quality and jute yarn quality according to desired quality standards and specifications for the specific industry | | 5 | 2 | 3 |
| | PC2. ensure that proper identification mark is always present for different counts of jute yarns being spun or wound | | 4 | 2 | 2 |
| | PC3. ensure that uniform bobbin weight is maintained in spinning machine | | 4 | 2 | 2 |
| | PC4. check and arrange replacement of defective machine parts of spinning and winding machinery by maintenance people in jute mills | | 4 | 2 | 2 |
| | PC5. ensure proper wound angle and diameter in spool (warp package) and proper dia, cone length and length of the cop for jute weft (cop) yarn | | 5 | 2 | 3 |
| | PC6. ensure that operator follows the right piecing (minimum overlapping of sliver) in spinning and minimum overlapping in jute yarn in winding machine by appropriate method and use of coloured yarn while piecing export quality yarn | | 5 | 2 | 3 |

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| PC7. check and ask the maintenance department to rectify if there is any defect in the building of the bobbins (in spinning) or building the warp package (spool) and weft package (cop) | 4 | 2 | 2 |
| PC8. ensure minimum sliver/yarn wastage during piecing and can changing | 4 | 2 | 2 |
| PC9. ensure that operator must keep waste material inside his waste collection bag | 4 | 2 | 2 |
| PC10. ensure the use of graphite powder lubricant (no grease/oil) in builder rail, | 4 | 2 | 2 |
| PC11. find out the causes of end break in spinning machine, end break in winding(warp and weft) machine and take the remedial measures for excessive end breakage | 5 | 2 | 3 |
| PC12. follow the instruction of Supervisor/shift In-charge during change of count and quality | 4 | 2 | 2 |
| PC13. check frequently the quality of cop and spool and ensure that quality standards and specifications are maintained | 4 | 2 | 2 |
| PC14. keep the empty spinning bobbin in the container provided for this | 4 | 2 | 2 |
| PC15. ensure that operators join the broken ends by proper weavers' knots using mechanical knotter hook | 4 | 2 | 2 |
| PC16. ensure that operators make the knots small and tight, with minimum yarn wastage | 4 | 2 | 2 |
| PC17. ensure that operators release the yarn tightly after knotting to avoid snarls formation | 4 | 2 | 2 |
| PC18. ensure that winding tension in all drum/spindles are same and uniform throughout winding operation | 4 | 2 | 2 |
| PC19. ensure that defective packages (bobbins) are kept separately | 4 | 2 | 2 |
| PC20. check the mark on the bobbin so that lot mixing can be avoided | 4 | 2 | 2 |
| PC21. minimise unnecessary wastage of yarn while removing faults or during starting of winding and knotting | 4 | 2 | 2 |

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| | PC22. report immediately to the supervisor or concern superiors, if any technological or mechanical problem occurs in machine | | 4 | 2 | 2 |
| | PC23. ensure that no drum(for spool) or spindle(for cop) should remain idle in winding machinery | | 4 | 2 | 2 |
| | PC24. ensure that all spinning bobbins are fully consumed/emptied if for any reason, it cannot be done, manual unwinding/emptying the spinning bobbins is to be arranged separately | | 4 | 2 | 2 |
| | | Total | 100 | 48 | 52 |
| TSC/N9009 Maintain work area, tools, material handling equipment and machinery for jute processing | PC1.maintain personal hygiene and human safety, machine safety and specific dress code | | 2 | 1 | 1 |
| | PC2.carefully handle raw jute, slivers of jute, jute yarns and fabrics to minimize wastage | | 3 | 1 | 2 |
| | PC3.carefully handle all tools such as hand root cutter, circular blade motorized root cutter, chopper, wooden block, bale hook, rope cutter, picking hook, brooms etc. | | 3 | 1 | 2 |
| | PC4.carefully handle moisture meter | | 2 | 1 | 1 |
| | PC5.carefully handle weigh machine, | | 2 | 1 | 1 |
| | PC6.use proper mechanical handling equipment for lifting and handling jute and other materials | | 3 | 1 | 2 |
| | PC7.keep all waste jute materials in a specified place for further processing | | 4 | 1 | 3 |
| | PC8.maintain a clean and hazard free working area, keeping floors free from all encumbrances | | 3 | 1 | 2 |
| | PC9.maintain tools and equipment being used for jute processing | | 3 | 1 | 2 |
| | PC10.carry out scheduled running maintenance like shift-wise cleaning and oiling in respective jute processing machinery | | 4 | 2 | 2 |
| | PC11.report to supervisor for any abnormal sound, from any machine for jute processing | | 2 | 1 | 1 |
| | PC12.report to supervisor all anomalies and unsafe conditions of equipment and other unprecedented occurrences | | 3 | 2 | 1 |

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| | PC13.ensure that the doors and covers for gear side/ belt side of the jute machinery are kept properly closed and all machine guards are in appropriate place | | 3 | 1 | 2 |
| | PC14.ensure that standing place in working position are free from all encumbrances, to maintain correct posture of working/sitting/standing during working in respective jute processing machinery | | 3 | 1 | 2 |
| | PC15.use appropriate cleaning equipment like knife, brooms, pliers, screw driver etc. and follow appropriate cleaning methods for the work to be carried out in particular jute processing machine | | 2 | 1 | 1 |
| | PC16.stack/dispose jute fibre/sliver/yarn waste safely in the designated location/place/bag to help usage of all wastages for further processing | | 3 | 1 | 2 |
| | PC17.store all gadgets, tools and cleaning equipment safely after their use in designated place after cleaning them properly | | 2 | 1 | 1 |
| | PC18.carry out cleaning and minor/small maintenance jobs for each jute processing machine as per schedule within limits of specific responsibility, as instructed | | 3 | 1 | 2 |
| | | Total | 50 | 20 | 30 |
| TSC/N9002 Working in a team | PC1.be accountable to the own role in whole process | | 4 | 2 | 2 |
| | PC2.perform all roles with full responsibility | | 4 | 2 | 2 |
| | PC3.be effective and efficient at workplace | | 4 | 1 | 3 |
| | PC4.properly communicate about company policies | | 4 | 1 | 3 |
| | PC5.report all problems faced during the process | | 4 | 1 | 3 |
| | PC6.talk politely with other team members and colleagues | | 4 | 1 | 3 |
| | PC7.submit daily report of own performance | | 5 | 2 | 3 |
| | PC8.adjust in different work situations | | 4 | 1 | 3 |
| | PC9.give due importance to others' point of view | | 4 | 2 | 2 |
| | PC10.avoid conflicting situations | | 4 | 2 | 2 |
| | PC11.develop new ideas for work procedures | | 5 | 1 | 4 |

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| | PC12.improve upon the existing techniques to increase process efficiency | | 4 | 1 | 3 |
| | | Total | 50 | 17 | 33 |
| TSC/N9003 Maintain health, safety and security at workplace | PC1.comply with health and safety related instructions applicable to the workplace | | 5 | 2 | 3 |
| | PC2.use and maintain personal protective equipment such as “ear plug”, “ nose mask”, “head cap” etc., as per protocol | | 5 | 2 | 3 |
| | PC3.carry out own activities in line with approved guidelines and procedures | | 4 | 2 | 2 |
| | PC4.maintain a healthy lifestyle and guard against dependency on intoxicants | | 4 | 2 | 2 |
| | PC5.follow environment management system related procedures | | 4 | 2 | 2 |
| | PC6.identify and correct (if possible) malfunctions in machinery and equipment | | 5 | 2 | 3 |
| | PC7.report any service malfunctions that cannot be rectified | | 4 | 2 | 2 |
| | PC8.store materials and equipment in line with organisational requirements | | 4 | 1 | 3 |
| | PC9.safely handle and remove waste | | 4 | 1 | 3 |
| | PC10.minimize health and safety risks to self and others due to own actions | | 5 | 2 | 3 |
| | PC11.seek clarifications, from supervisors or other authorized personnel in case of perceived risks | | 4 | 2 | 2 |
| | PC12.monitor the workplace and work processes for potential risks and threat | | 5 | 2 | 3 |
| | PC13.carry out periodic walk-through to keep work area free from all hazards and obstructions | | 5 | 2 | 3 |
| | PC14.report hazards and potential risks/ threats to supervisors or other authorized personnel | | 4 | 1 | 3 |
| | PC15.participate in mock drills/ evacuation procedures organized at the workplace | | 4 | 2 | 2 |
| | PC16.undertake first aid, fire-fighting and emergency response training, if asked to do so | | 5 | 2 | 3 |
| | PC17.take action based on instructions in the event of fire, emergencies or accidents | | 5 | 2 | 3 |
| | PC18.follow organisation procedures for shutdown and evacuation when required | | 4 | 2 | 2 |

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| | PC19.identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry | | 4 | 2 | 2 |
| | PC20.recognise other possible security issues existing in the workplace | | 4 | 2 | 2 |
| | PC21.recognise different measures to curb the hazards | | 4 | 2 | 2 |
| | PC22.communicate the safety plan to everyone and | | 4 | 2 | 2 |
| | PC23.attach disciplinary rules with the implementation | | 4 | 2 | 2 |
| | | Total | 100 | 43 | 57 |
| TSC/N9010 Comply with industry and organizational requirement in jute sector | PC1.perform assigned duties effectively section- wise / machine- wise | | 4 | 1 | 3 |
| | PC2.take full responsibility for desired performance | | 4 | 1 | 3 |
| | PC3.be accountable towards the job role and assigned duties | | 4 | 2 | 2 |
| | PC4.report any anomalies found in the section / machinery to the Sardar (Jobber) or Supervisors | | 4 | 2 | 2 |
| | PC5.take drive on self-learning for improving efficiency | | 4 | 2 | 2 |
| | PC6.co-ordinate with all the team members and colleagues | | 4 | 2 | 2 |
| | PC7.communicate politely | | 3 | 1 | 2 |
| | PC8.avoid conflicts and miscommunication | | 3 | 1 | 2 |
| | PC9.take part in Quality Circle activity to discuss process and innovative ideas in Quality Circle | | 4 | 2 | 2 |
| | PC10.take all initiative to achieve organisational norms for processing of yarn and fabrics of jute and to motivate all other fellow workers to follow them | | 5 | 3 | 2 |
| | PC11.implement the collection of wastage in a proper method (as instructed) for further processing | | 4 | 2 | 2 |
| | PC12.follow specific environmental regulation for jute industry | | 4 | 1 | 3 |
| | PC13.keep area of work and machine clean | | 3 | 1 | 2 |
| | | Total | 50 | 21 | 29 |