

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

Contact Us:

Textile Sector Skill Council,
15th Floor, Nirmal Tower,
26, Barakhamba Road,
New Delhi - 110 001
E-mail:

info@texskill.in



Contents

| | |
|--|----|
| 1. Introduction and Contents..... | 1 |
| 2. Qualifications Pack..... | 2 |
| 3. Glossary of Key Terms..... | 3 |
| 4. OS Units..... | 5 |
| 5. Annexure: Nomenclature for QP & OS..... | 40 |
| 6. Assessment Criteria..... | 42 |

Introduction

Qualifications Pack- Jute Weft Winding Operator

SECTOR/S: TEXTILE

SUB-SECTOR: Spinning, Jute

OCCUPATION: Post Spinning, Jute

REFERENCE ID: TSC/Q0304

ALIGNED TO: NCO- 2015/ 8151.9900

Brief Job Description: A jute weft winding operator is responsible to operate efficiently the Weft Winding Machine so as to maintain the desired productivity and quality of the Cops of Jute Weft Yarn. A jute weft winding operator can seek employment in a Jute factory.

Personal Attributes: A jute weft winding operator should have good eyesight, hand-eye-leg coordination, motor skills and vision. He/she should also have good interpersonal skills.

| | | | | |
|--------------------|---------------------------------|--|-------------------------|-----------------|
| Job Details | Qualifications Pack Code | TSC/Q0304 | | |
| | Job Role | Jute Weft Winding Operator (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 | Post Spinning, Jute | Next review date | 09/08/20 |
| | NSQC Clearance on | 19.12.2018 | | |

| | |
|---|---|
| Job Role | Jute Weft Winding Operator |
| Role Description | A jute weft winding operator is responsible to operate efficiently the Weft Winding Machine so as to maintain the desired productivity and quality of the Cops of Jute Weft Yarn. |
| NSQF level | 4 |
| Minimum Educational Qualifications | Basic Literacy and Numeracy |
| Maximum Educational Qualifications | NA |
| Prerequisite License or Training | NA |
| Minimum Job Entry Age | 18 years |
| Experience | 0-6 months in a Jute Mill |
| Applicable National Occupational Standards (NOS) | <p>Compulsory:</p> <ol style="list-style-type: none"> TSC/N0313 Taking charge of shift and handing over shift to Jute Weft Winding Operator TSC/N0314 Creeling and cop winding TSC/N0315 Maintaining the cop dimension and doffing the jute weft package 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' | |

| | |
|------------------------|--|
| 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/N0313 Taking charge of shift and handing over shift to Jute Weft Winding Operator

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 Weft winding operator.

TSC/N0313 Taking charge of shift and handing over shift to Jute Weft Winding Operator

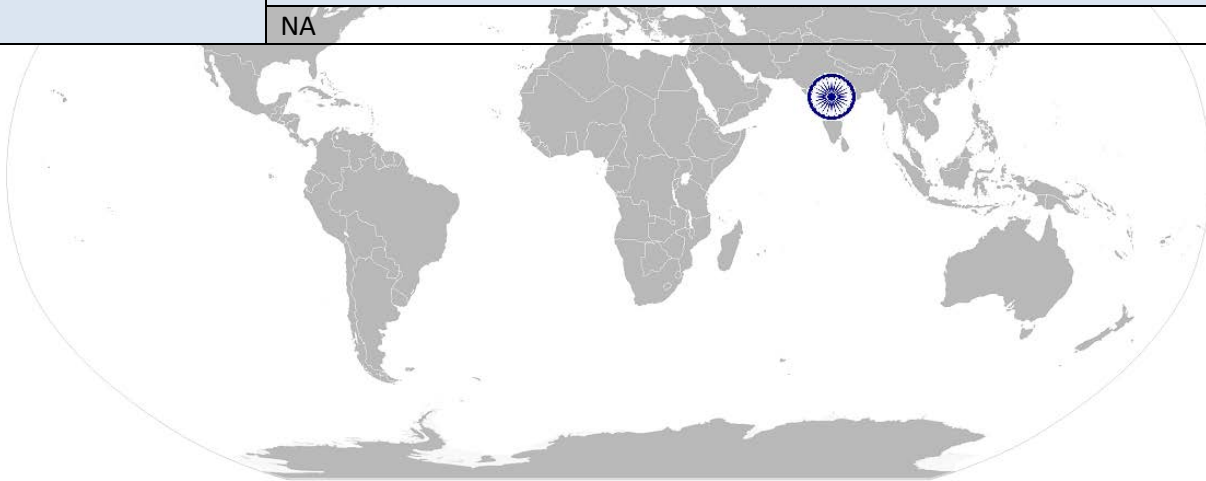
| | | |
|--------------------------------|---|--|
| National Occupational Standard | Unit Code | TSC/N0313 |
| | Unit Title (Task) | Taking charge of shift and hand over shift to Jute weft winding operator |
| | Description | This unit is about taking charge of shift from previous shift Jute spinning sardar and relieving the responsibilities to the next shift Jute Weft winding operator. |
| | Scope | This unit/task covers the following: <ul style="list-style-type: none"> • Taking charge of shift from Jute Weft winding operator • Handing over shift to next Jute Weft winding operator |
| | Performance Criteria(PC) w.r.t. the Scope | |
| | Element | Performance Criteria |
| | Taking charge of shift from Jute weft winding | <p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. reach at least 10 - 15 minutes early to the work place</p> <p>PC2. bring the necessary operational tools (knife, gauge) to the department</p> <p>PC3. collect from the operator in previous shift the information regarding the jute yarn count being processed</p> <p>PC4. follow norms of quality, production norms, safety norms or any other specific instructions, etc.</p> <p>PC5. understand the count of yarn produced, colour codes followed in the cop winding</p> <p>PC6. ensure availability of full spinning bobbins (the feed material) for jute cop winding machine</p> <p>PC7. ensure cleanliness of the machines & other work areas</p> <p>PC8. check whether any spare / raw material/lubricant / tool / yarn / any other material are thrown on the ground or under the machines or in the relevant work place</p> <p>PC9. run the machine smoothly</p> <p>PC10. ensure in providing the details regarding count of jute weft yarn, colour coding followed in spinning and winding as per allocated number of cop spindles or machines</p> <p>PC11. provide all relevant information regarding the jute count produced, and idle spindle of cop winding machine</p> <p>PC12. ensure proper functioning of the machine and report to the supervisor if there is any anomalies or problem found</p> |
| | Hand over shift to next jute weft winding operator | <p>To be competent, the user/individual on the job must be able to:</p> <p>PC13. hand over the shift to the incoming Jute Weft Winding Operator r in proper manner and get clearance from the incoming counterpart</p> <p>PC14. report to the supervisor and incoming Jute Weft Winding Operator if there is any quality change and maintenance work done/or left during his shift</p> <p>PC15. report to the supervisor all specific observations for all running jute spinning</p> |

TSC/N0313 Taking charge of shift and handing over shift to Jute Weft Winding Operator

| | |
|---|---|
| | and winding machinery (about their running / shortages of feed materials, if any / maintenance required / done in any of machinery and absenteeism of workman) |
| 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 working procedures (SWP) and regulations in the Jute mill KA2. safe working practices as adopted in the Jute mill KA3. quality systems and other related processes practiced in the jute mill for ensuring right quality of the end-product KA4. procedure of reporting to the sardar / senior in case of emergency |
| B. Technical Knowledge | The user/individual on the job needs to know and understand: KB1. different Colour Codes used for identifying different yarn counts / products in the jute mill KB2. procedures of running smoothly the jute weft(cop) winding machine (to start and stop properly) KB3. understand the importance of type of jute yarn, count of jute yarn, yarn defects KB4. importance of cop winding and cop package formation KB5. functions of different parts of cop winding machine KB6. importance of colour codes as followed for different counts of jute yarn KB7. importance of cleanliness at workplace KB8. importance of length, dia and nose part of cop winding 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 instructions for communications SA2. 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: SA3. read instructions pass on to previous shift sardar/supervisor SA4. read and comprehend written instructions and log books SA5. 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: SA1. communicate with sardar/supervisor appropriately SA2. convey information effectively SA3. communicate the anomalies to the sardar/supervisor |
| B. Professional Skills | Decision Making |
| | NA |

TSC/N0313 Taking charge of shift and handing over shift to Jute Weft Winding Operator

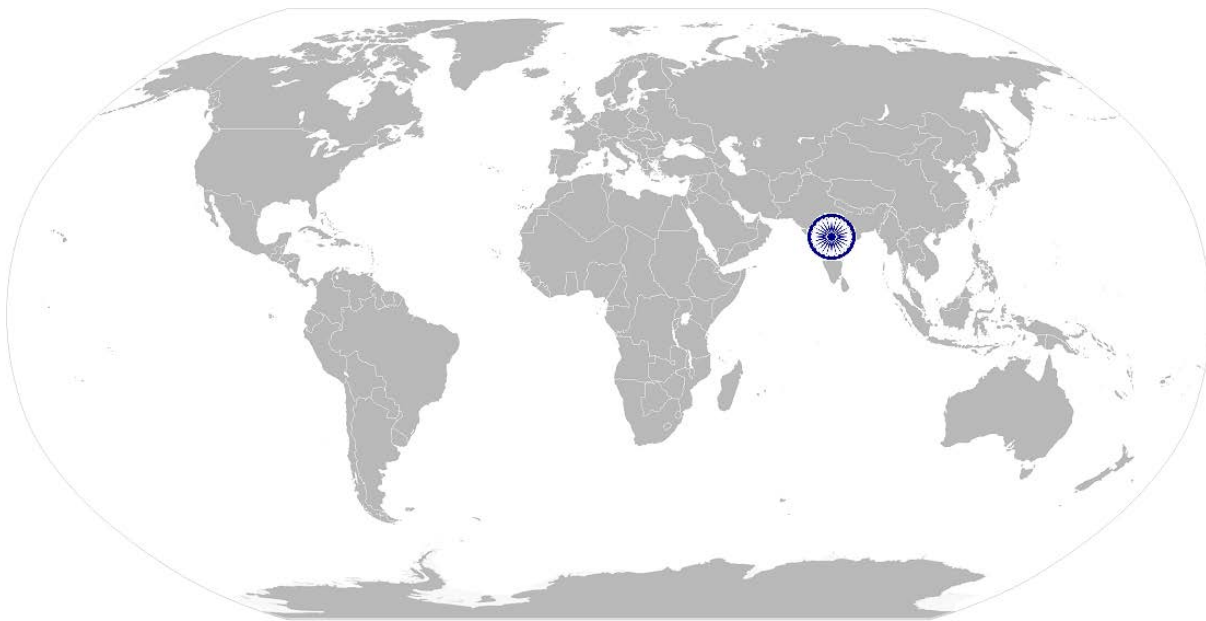
| | |
|--|--|
| | Plan and Organize |
| | NA |
| | Customer Centricity |
| | The user/individual on the job needs to know and understand how to: SB1. be able to produce good uniform weft package for the later process |
| | Problem Solving |
| | The user/individual on the job needs to know and understand how to: SB2. apply problem-solving approaches in different awkward situations SB3. seek clarification of the problem from the concerned persons SB4. able to handle different tools, equipment effectively SB5. complete the work without errors |
| | Analytical Thinking |
| | The user/individual on the job needs to know and understand how to: SB6. seek clarifications on any problems faced from sardars/supervisors/colleagues from other fellow workers |
| | Critical Thinking |
| | NA |



TSC/N0313 Taking charge of shift and handing over shift to Jute Weft Winding Operator

NOS Version Control

| | | | |
|----------------------------|----------------------------|-------------------------|-----------------|
| NOS Code | TSC/N0313 | | |
| 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 | Post Spinning, Jute | Next review date | 09/08/20 |



TSC/N0314

Creeling and cop winding

National Occupational Standard



Overview

This unit provides performance criteria, knowledge & understanding and skills & abilities required to creeling the Spinning Bobbins, Starting and Running the Machine and Knotting the Broken Ends During Cop Winding.

TSC/N0314

Creeling and cop winding

National Occupational Standard

| | |
|--|---|
| Unit Code | TSC/N0314 |
| Unit Title (Task) | Creeling and cop winding |
| Description | This unit provides performance criteria, knowledge & understanding and skills & abilities required to creeling the spinning bobbins, starting and running the machine and knotting the broken ends during cop winding. |
| Scope | This unit/task covers the following: <ul style="list-style-type: none"> Creel the spinning bobbins, start and run the machine and knot the broken ends during cop winding |
| Performance Criteria (PC) w.r.t the Scope | |
| Element | Performance Criteria |
| Creeling and cop winding | <p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. pick up yarn bobbins (feed material) and place them on the bobbin spindles as required</p> <p>PC2. ensure that the bobbins of correct yarn count are taken for feeding</p> <p>PC3. patrol around the cop winding machine and to notice the time of exhaustion, if any, for fed yarn spinning bobbins to the cop winding machine</p> <p>PC4. ensure proper placement of the yarn bobbin in the holder and its tension,</p> <p>PC5. ensure that minimum time is taken for creeling the yarn bobbins</p> <p>PC6. replace the empty feed bobbins with full ones and put the empty bobbins on the conveyer/ box</p> <p>PC7. report about the defective feed bobbin, if any</p> <p>PC8. ensure that the spinning yarn bobbin is fully consumed</p> <p>PC9. ensure safety while creeling and joining or knotting the yarn</p> <p>PC10. use hand knotters for knotting the broken yarn or during cop change and during yarn breakage</p> <p>PC11. take minimum time for knotting using weavers' knot</p> <p>PC12. ensure that the knots are of good strength, small in size and of minimum tail ends</p> <p>PC13. remove thick places of jute yarns, slubs, etc., if visible during knotting.</p> <p>PC14. refrain from joining yarn without knotting</p> <p>PC15. pull yarn from bobbin through thread guide correctly</p> <p>PC16. maintain uniform tension in all cop winding spindle heads</p> <p>PC17. ensure uniform winding of the yarn on each cone(for cop)</p> <p>PC18. ensure proper material handling of spinning bobbins, cops and empty bobbins</p> |
| Knowledge and Understanding (K) | |
| A. Organizational Context (Knowledge of | The user/individual on the job needs to know and understand: <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> |

TSC/N0314

Creeling and cop winding

| | |
|--|---|
| the company/ organization and its processes) | KA3. quality systems and other processes practiced in the jute mill KA4. reporting to the supervisor or higher authority in case of emergency KA5. color coding adopted for different counts/products in the jute mill |
| B. Technical Knowledge | The user/individual on the job needs to know and understand: KB1. procedure to stop cop spindles by foot step break KB2. process and material flow in a jute mill KB3. understanding of types of jute yarn, jute yarn count, types of defects & reasons for jute yarn breakage KB4. function of different parts in cop winding machine KB5. importance of yarn quality KB6. importance of material handling KB7. importance of cleanliness at workplace KB8. procedure for material handling of spinning bobbin, cop, hand knotters KB9. procedure for creeling the KB10. empty bobbins KB11. importance of safety at working place KB12. importance of cleanliness at work place KB13. handling procedure of hand knotter KB14. procedure of making weavers knot |
| Skills (S) | |
| A. Core Skills/ Generic Skills | <p>Writing Skills</p> The user/individual on the job needs to know and understand how to: SA1. write instructions for communications SA2. write any kind of request /memo to the sardar/supervisor/management if required |
| | <p>Reading Skills</p> The user/individual on the job needs to know and understand how to: SA3. read instructions pass on to previous shift sardar/supervisor SA4. read and comprehend written instructions and log books. SA5. read and comprehend written instructions and log books read instruction/ notice written on company notice board |
| | <p>Oral Communication (Listening and Speaking skills)</p> The user/individual on the job needs to know and understand how to: SA6. communicate with sardar/supervisor appropriately SA7. convey information effectively SA8. communicate the anomalies to the sardar/supervisor |
| B. Professional Skills | <p>Decision Making</p> The user/individual on the job needs to know and understand how to: SB1. restart the winding machine after attending the abnormalities during operation |

TSC/N0314

Creeling and cop winding

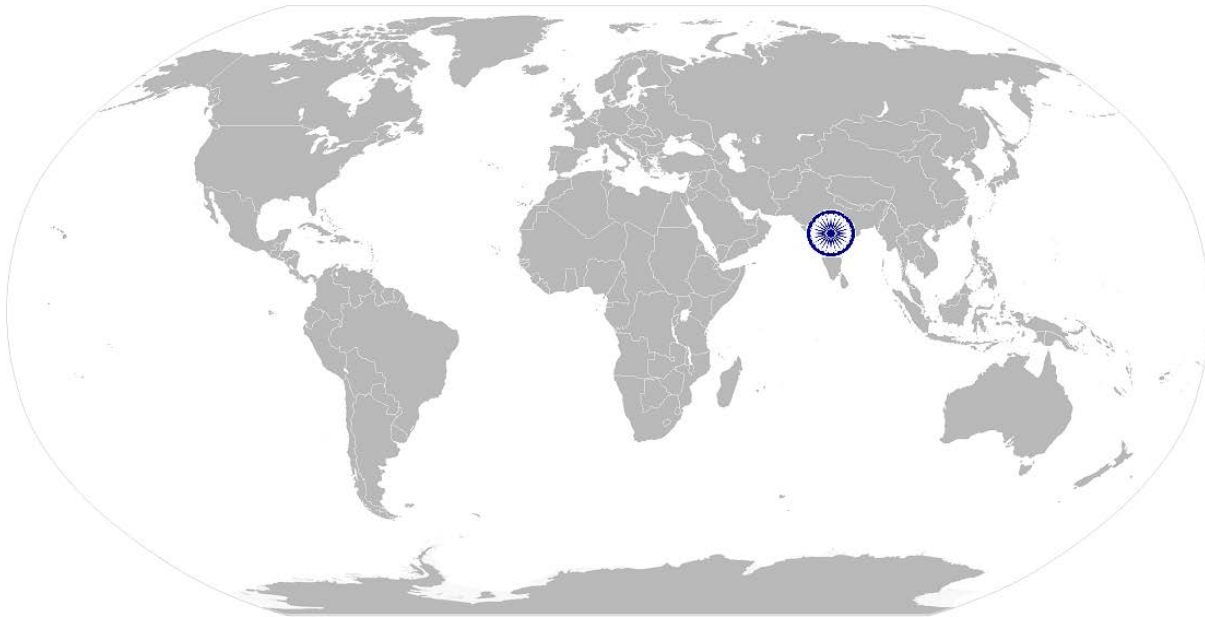
| | |
|--|--|
| | Plan and Organize |
| | The user/individual on the job needs to know and understand how to: SB2. plan to form team and seek quality awareness training programme from experts SB3. plan for higher productivity and enhance product quality among the other shift |
| | Customer Centricity |
| | The user/individual on the job needs to know and understand how to: SB4. able to produce uniform weft package for the later process |
| | Problem Solving |
| | The user/individual on the job needs to know and understand how to: SB5. apply problem-solving approaches in different awkward situations SB6. seek clarification of the problem from the concerned persons SB7. able to handle different tools, equipment effectively at the right place SB8. complete the work without errors SB9. apprehend the incoming problems by taking clue from the vibration/sound of the machine |
| | Analytical Thinking |
| | The user/individual on the job needs to know and understand how to: SB10. seek clarifications on any problems faced from sardars/ supervisors/ colleagues or from other fellow workers |
| | Critical Thinking |
| | The user/individual on the job needs to know and understand how to: SB11. proper handling of tools to reduce the time and productivity |

TSC/N0314

Creeling and cop winding

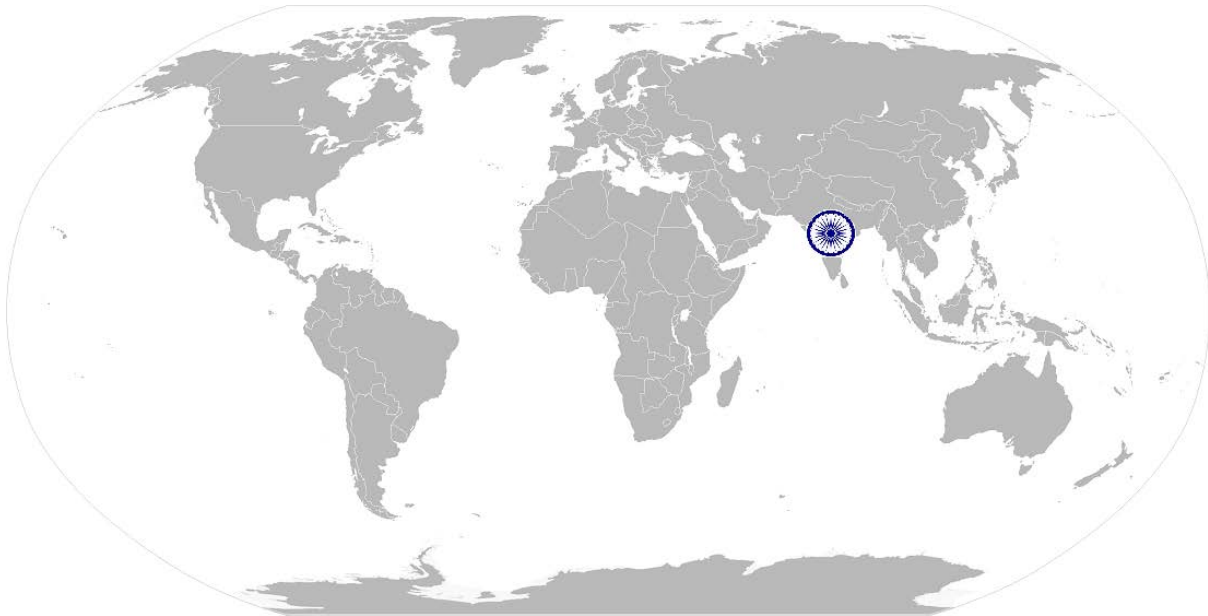
NOS Version Control

| | | | |
|----------------------------|----------------------------|-------------------------|-----------------|
| NOS Code | TSC/N0314 | | |
| 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 | Post Spinning, Jute | Next review date | 09/08/20 |



TSC/N0315 Maintaining the cop dimension and doffing the jute weft package

National Occupational Standard



Overview

This unit is about ensuring maintaining the cop dimensions, doffing of the jute weft (cop) package.

TSC/N0315 Maintaining the cop dimension and doffing the jute weft package

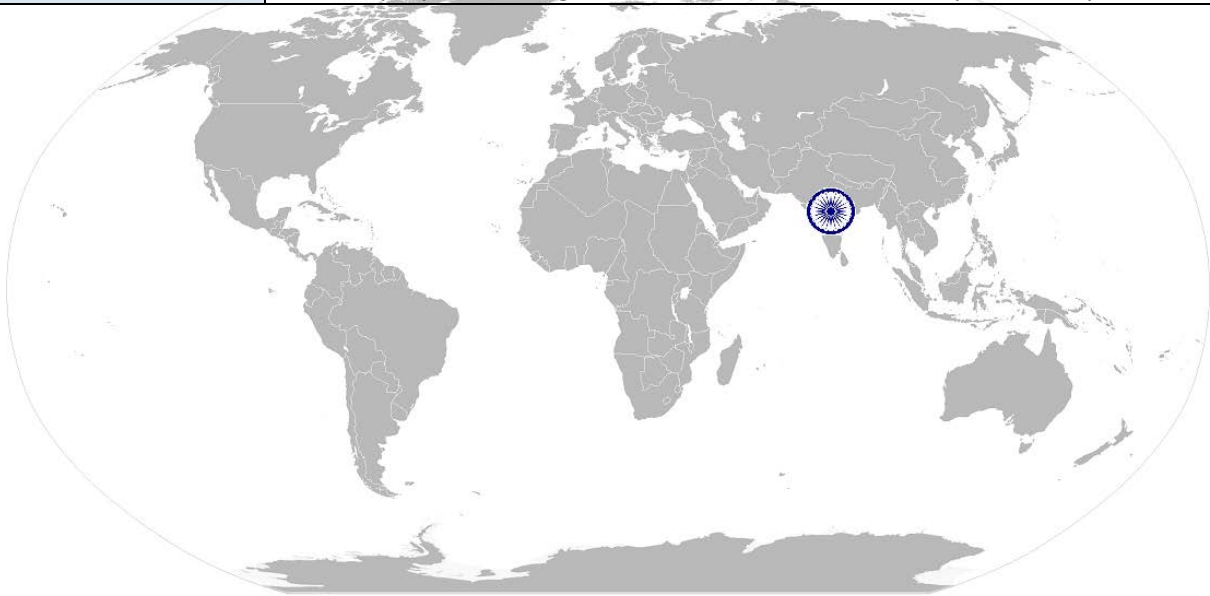
| | | |
|--------------------------------|--|---|
| National Occupational Standard | Unit Code | TSC/N0315 |
| | Unit Title (Task) | Maintaining the cop dimension and doffing the jute weft package |
| | Description | This unit is about ensuring maintaining the cop dimensions, doffing of the jute weft (cop) package. |
| | Scope | This unit/task covers the following: <ul style="list-style-type: none"> Maintaining the cop dimension and doffing the jute weft package |
| | Performance Criteria (PC) w.r.t the Scope | |
| | Element | Performance Criteria |
| | Maintaining the cop dimension and doffing the jute weft package | <p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. adjust the diameter of cops</p> <p>PC2. adjust the length of the cops</p> <p>PC3. check the diameter/ length of cops at regular interval by gauge</p> <p>PC4. check clutch lever, foot step weight and sensitive lever for good running of cop spindle</p> <p>PC5. inform the maintenance department in case of any defects in the lock nut or in other parts</p> <p>PC6. follow any other instructions relating to running of cop winding machines.</p> <p>PC7. doff the cops</p> <p>PC8. take minimum time to doff the cops</p> <p>PC9. identify the defective cops and keep them separately.</p> <p>PC10. inform the sardar or supervisor if there is any soft or hard cop</p> <p>PC11. identify blunt and bullet head cop</p> <p>PC12. ensure that cop bundles are kept with identification slips and correct quality mark</p> <p>PC13. ensure proper stacking and transportation with care of cops</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. safe working practices and organizational standard operating procedures (SOP)</p> <p>KA2. ways of resolving problems in the work area</p> <p>KA3. importance of effective communication with supervisors</p> <p>KA4. lines of communication, authority and reporting procedures</p> <p>KA5. organization's rules, codes and guidelines (including time keeping)</p> <p>KA6. company's quality standards</p> <p>KA7. importance of complying with written instructions</p> <p>KA8. equipment operating procedures / supervisor's instructions</p> |
| | B. Technical Knowledge | <p>The user/individual on the job needs to know and understand:</p> <p>KB1. production process and the specific work activities that relate to the whole process</p> |

TSC/N0315 Maintaining the cop dimension and doffing the jute weft package

| | |
|---|--|
| | <p>KB2. process and material flow in jute mill</p> <p>KB3. types of jute yarn, jute yarn count, types of defects in jute yarn and reasons for jute yarn breakage</p> <p>KB4. function of different parts in cop winding machine</p> <p>KB5. importance of yarn quality</p> <p>KB6. importance of material handling</p> <p>KB7. importance of doffing</p> <p>KB8. importance of weighing the cop package</p> <p>KB9. importance of material handling in general and of</p> <p>KB10. cop and spinning bobbin in particular</p> <p>KB11. standard procedure for weighing the cop package</p> <p>KB12. standard working procedure for restarting the machine after doffing</p> |
| Skills (S) | |
| A. Core Skills/ Generic Skills | Writing Skills |
| | The user/individual on the job needs to know and understand how to: SA1. write instructions for communications SA2. 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: SA3. read instructions pass on to previous shift sardar/supervisor SA4. read and comprehend written instructions and log books SA5. 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: SA6. communicate with sardar/supervisor appropriately SA7. talk to other to convey information effectively SA8. communicate the anomalies to the sardar/supervisor | |
| B. Professional Skills | Decision Making |
| | The user/individual on the job needs to know and understand how to: SB1. restart the winding machine after attending the abnormalities during operation |
| | Plan and Organize |
| | The user/individual on the job needs to know and understand how to: SB2. plan to form team and seek quality awareness training programme from experts SB3. plan for higher productivity and enhance product quality among the other shift |
| | Customer Centricity |
| The user/individual on the job needs to know and understand how to: SB4. be able to produce uniform weft package for the later process | |

TSC/N0315 Maintaining the cop dimension and doffing the jute weft package

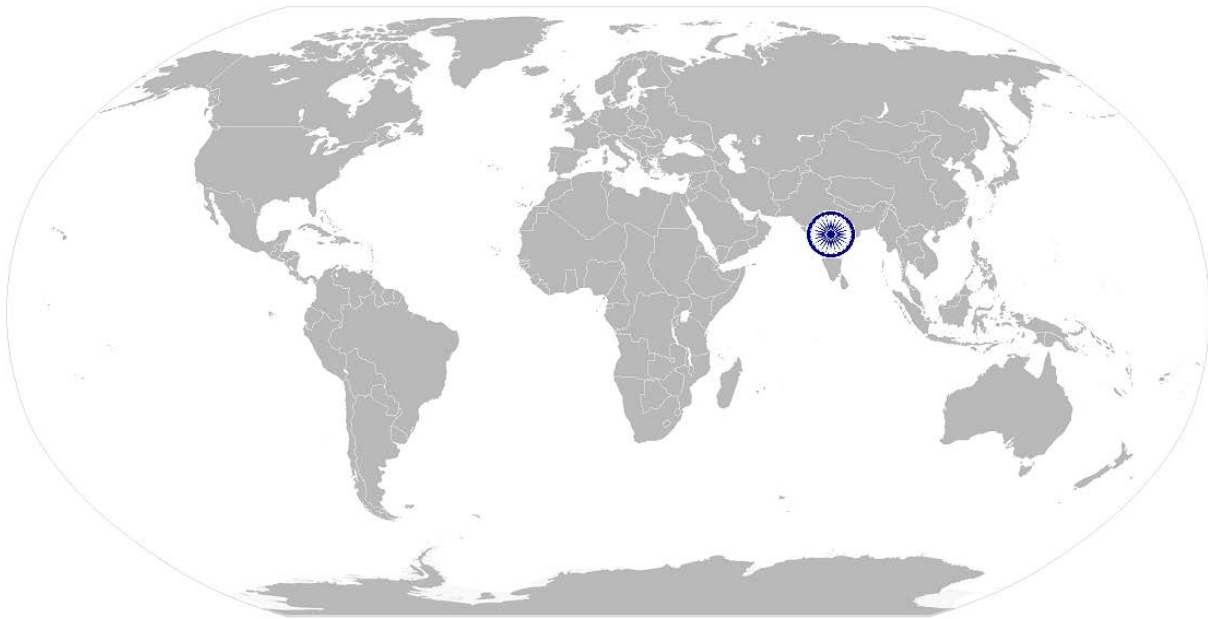
| | |
|--|---|
| | Problem Solving |
| | The user/individual on the job needs to know and understand how to: SB5. apply problem-solving approaches in different awkward situations SB6. seek clarification of the problem from the concerned persons SB7. able to handle different tools, Equipment effectively at right place SB8. apprehend the incoming problems by taking clue from the vibration/sound of the machine |
| | Analytical Thinking |
| | The user/individual on the job needs to know and understand how to: SB9. seek clarifications on any problems faced from sardars/ supervisors/ colleagues or from other fellow workers |
| | Critical Thinking |
| | The user/individual on the job needs to know and understand how to: SB10. proper handling of tools to reduce the time and productivity |



TSC/N0315 Maintaining the cop dimension and doffing the jute weft package

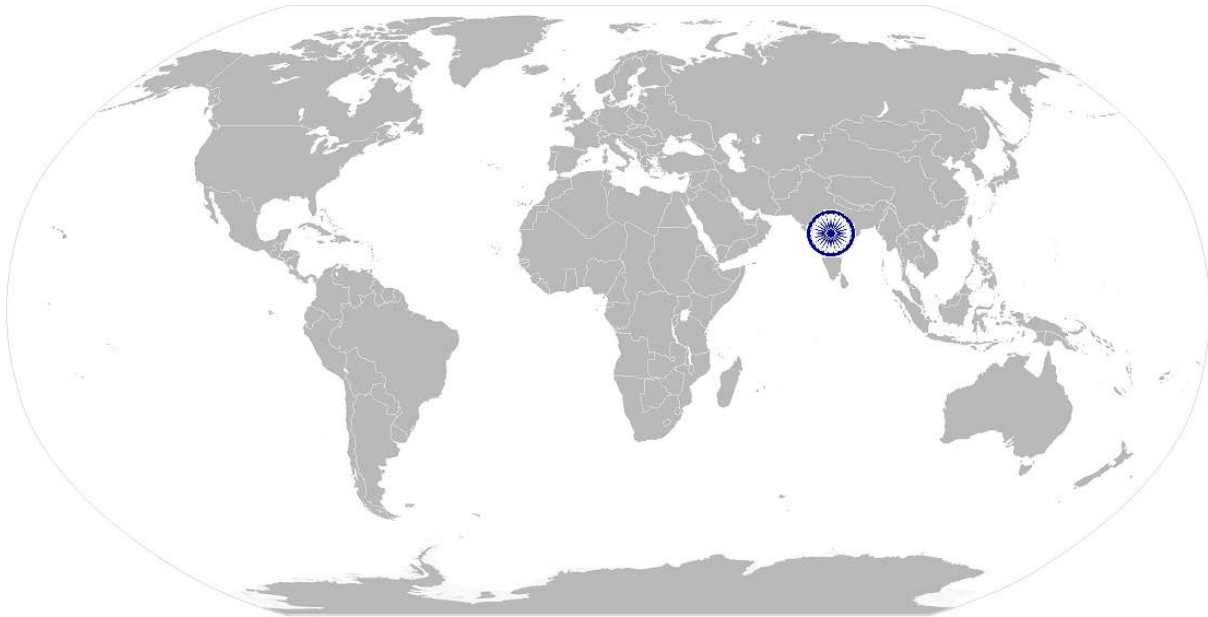
NOS Version Control

| | | | |
|----------------------------|----------------------------|-------------------------|-----------------|
| NOS Code | TSC/N0315 | | |
| 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 | Post 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 is about maintaining work areas and activities to ensure tools and machines are maintained as per norms.

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

| | | |
|--------------------------------|---|---|
| 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 performance criteria, knowledge & understanding and skills & abilities required to organise/ maintain work areas and activities to ensure tools and machines are maintained as per norms. |
| | Scope | This unit/task covers the following: <ul style="list-style-type: none"> Maintain work area, tools, material handling equipment and machinery for jute processing |
| | Performance Criteria (PC) w.r.t the Scope | |
| | Element | Performance Criteria |
| | Maintain work area, tools, material handling equipment and machinery for jute processing | <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</p> <p>Mechanical Handling Equipment: 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> |

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

| | |
|---|---|
| | <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 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. personal hygiene and duty of care</p> <p>KA2. safe working practices and organisational standard operating procedures</p> <p>KA3. limits of your own responsibility</p> <p>KA4. ways of resolving problems within the work area</p> <p>KA5. the production process and the specific work activities that relate to the whole process</p> <p>KA6. the importance of effective communication with supervisors</p> <p>KA7. the lines of communication, authority and reporting procedures</p> <p>KA8. the organisation's rules, codes and guidelines (including timekeeping)</p> <p>KA9. the company's quality standards</p> <p>KA10. the importance of complying with written instructions</p> <p>KA11. equipment operating procedures / supervisor's instructions</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 Tools and Equipment: hand root cutter, circular blade motorized root cutter, chopper, wooden block, bale hook, rope cutter, picking hook, brooms, etc. hand barrow, can trolley, bobbin trolley, beam carrier, spool carrier, cloth carrier, etc.</p> <p>KB9. fair understanding of company's quality standards of all jute yarns for</p> |

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

| | |
|--|--|
| | <p>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. knowledge about reporting/ receiving instructions from the superior</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> <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. knowledge about minimising 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 practice</p> |
|--|--|

| Skills (S) | |
|---|---|
| A. Core Skills/ Generic Skills | Writing Skills |
| | The user/individual on the job needs to know and understand how to: SA1. write instructions for communications SA2. write any kind of request /memo to the supervisor/management if required |
| | Reading Skills |
| | The user/individual on the job needs to know and understand how to: SA3. read instructions pass on to previous shift supervisor SA4. read and comprehend written instructions SA5. 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: SA6. communicate with co-worker appropriately |

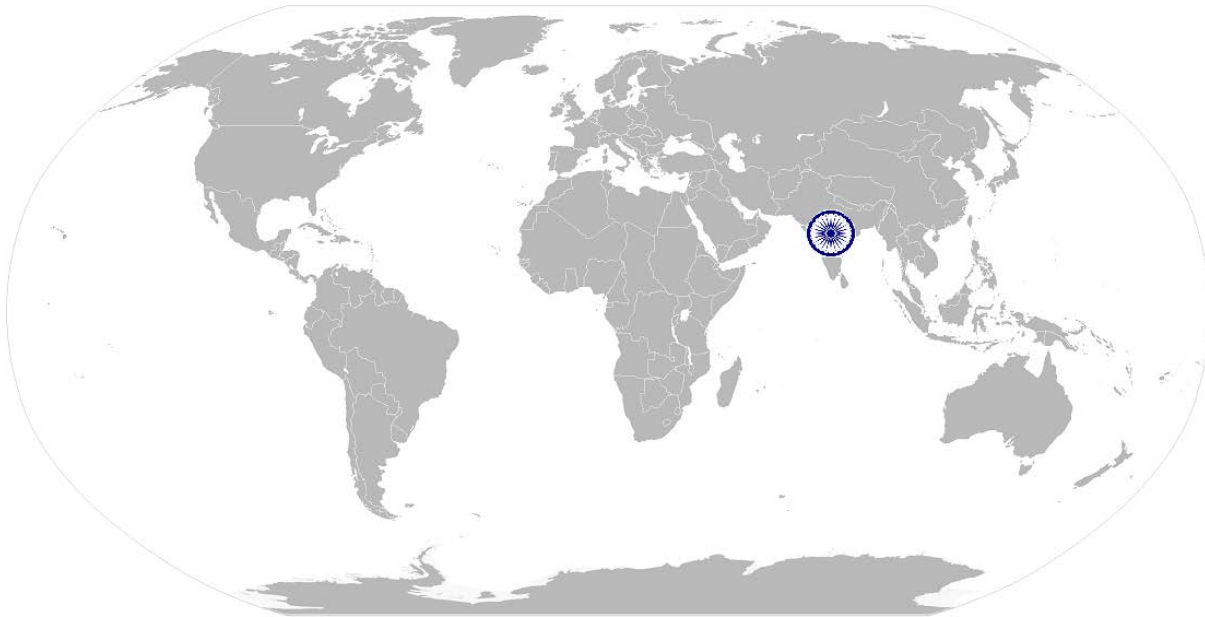
TSC/N9009 Maintain work area, tools, material handling equipment and machinery for jute processing

| | |
|-------------------------------|--|
| | SA7. talk to other to convey information effectively SA8. talk to other for clarifications of problems |
| B. Professional Skills | Decision Making |
| | The user/individual on the job needs to know and understand how to: SB1. take right initiative at the right time for cleaning and maintenance to be done properly for jute machinery SB2. apply innovative ideas for further action required after discussion in Quality 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

NOS Version Control

| | | | |
|----------------------------|------------------------|-------------------------|-----------------|
| 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 as a jute weft winding operator 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 part of a team as a jute weft winding operator 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 jute mill KA3. safe working practices to be adopted in jute mill KA4. reporting to the supervisor or higher authority about any grievances faced | |
| A. Technical Knowledge | The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. procedure of reporting to the supervisor or higher authority about any grievances faced KB2. importance of the previous and next step of the process | |

TSC/N9002

Working in a Team

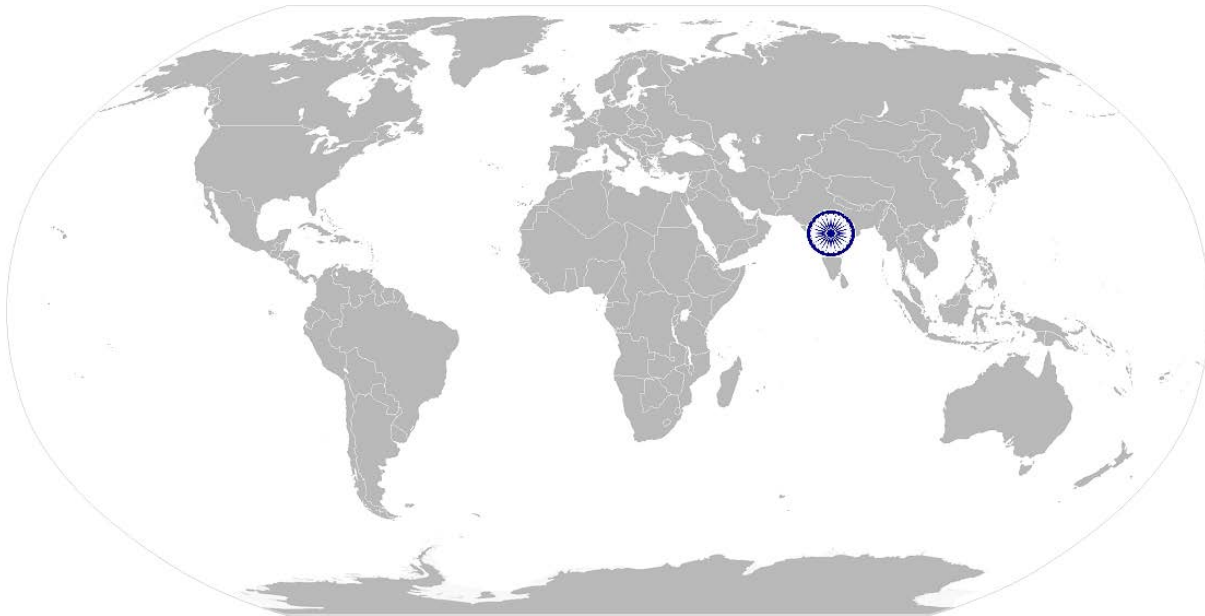
| | |
|---|---|
| | KB3. process flow in a jute mill and the concerned workers KB4. material flow in a jute mill and the required person KB5. functions of different parts of the machine KB6. tools and equipment used KB7. guidelines for operating the machine KB8. safety procedures to be followed in the 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. convey information effectively |
| | B. Professional Skills |
| NA | |
| Plan and Organize | |
| NA | |
| Customer Centricity | |
| NA | |
| Problem Solving | |
| The user/individual on the job needs to know and understand how to: SB1. identify the real reason of problem faced SB2. find the most effective solution to the problems faced SB3. apply good attention to detail SB4. ensure that every kind of communication is error free SB5. communicate effectively SB6. apply leadership skills wherever required SB7. take initiative at the right place SB8. understand the requirement of creative actions | |
| Analytical Thinking | |
| NA | |
| Critical Thinking | |
| NA | |

TSC/N9002

Working in a Team

NOS Version Control

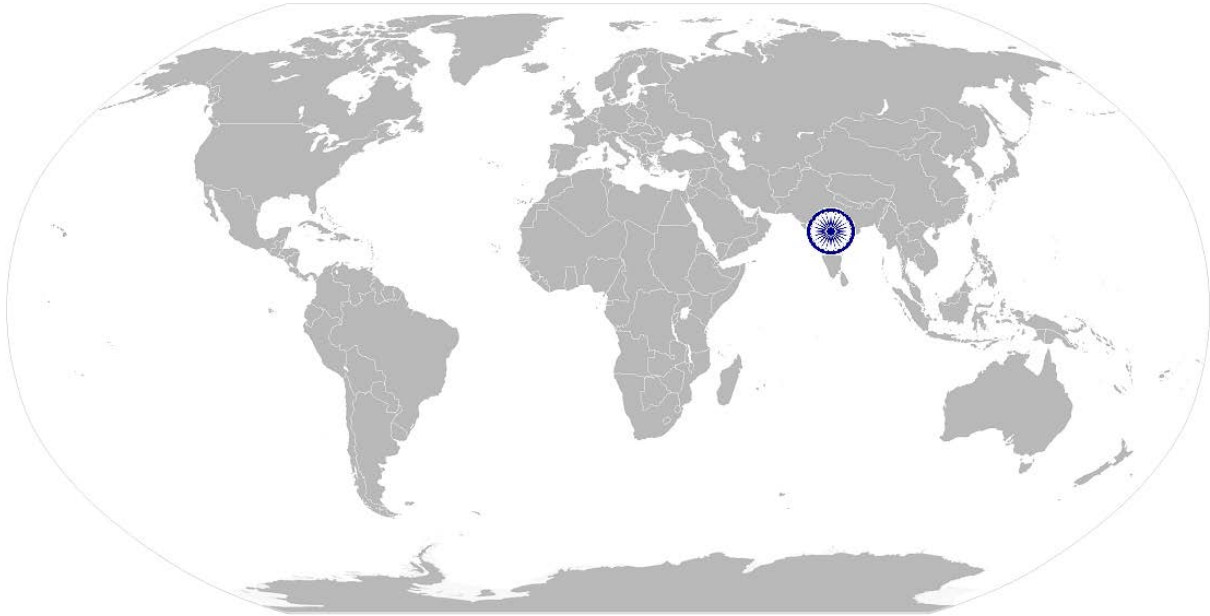
| | | | |
|----------------------------|------------------------|-------------------------|-----------------|
| NOS Code | TSC/N9002 | | |
| Credits | TBD | Version number | 1.0 |
| Industry | Textile | Drafted on | 09/08/17 |
| Industry Sub-sector | Spinning (Jute) | Last reviewed on | 09/08/17 |
|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



TSC/N9003

Maintain Health, Safety and Security at Workplace

National Occupational Standard



Overview

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

TSC/N9003

Maintain Health, Safety and Security at Workplace

| | | |
|---|--|--|
| National Occupational Standard | Unit Code | TSC/N9003 |
| | Unit Title (Task) | Maintain health, safety and security at workplace |
| | Description | This unit provides performance criteria, knowledge & understanding and skills & abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others. |
| | Scope | This unit/task covers the following: <ul style="list-style-type: none"> • Comply with health, safety and security requirements at work • Recognize the hazards • Plan the safety techniques • Implement 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 all hazards and obstructions 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 | |

TSC/N9003 Maintain Health, Safety and Security at Workplace

| | |
|--|---|
| Recognize the hazards | To be competent, the user/individual on the job must be able to: PC19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry PC20. recognise other possible security issues existing in the workplace |
| Plan the safety techniques | To be competent, the user/individual on the job must be able to: PC21. recognise different measures to curb the hazards |
| Implement the programs | To be competent, the user/individual on the job must be able to: PC22. communicate the safety plan to everyone and 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 KA14. the value of physical fitness, personal hygiene and good habits |
| 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, |

TSC/N9003 Maintain Health, Safety and Security at Workplace

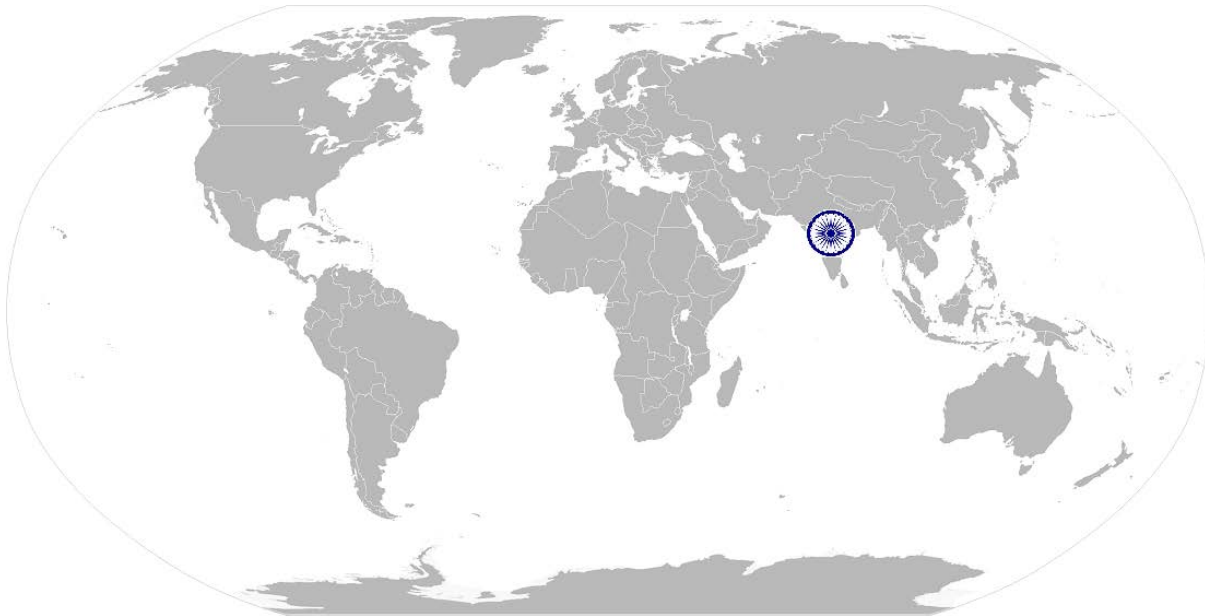
| | |
|-------------------------------|---|
| | SA4. read and understand the safety guidelines |
| | Oral Communication (Listening and Speaking skills) |
| | The user/individual on the job needs to know and understand how to: SA5. listen to others attentively SA6. talk with others politely |
| B. Professional Skills | Decision Making |
| | NA |
| | Plan and Organize |
| | NA |
| | Customer Centricity |
| | NA |
| | Problem Solving |
| | The user/individual on the job needs to know and understand how to: SB1. respond to emergencies, accidents or fire at the workplace SB2. evacuate the premises and help others in need while doing so |
| | Analytical Thinking |
| | NA |
| Critical Thinking | |
| NA | |



TSC/N9003 Maintain Health, Safety and Security at Workplace

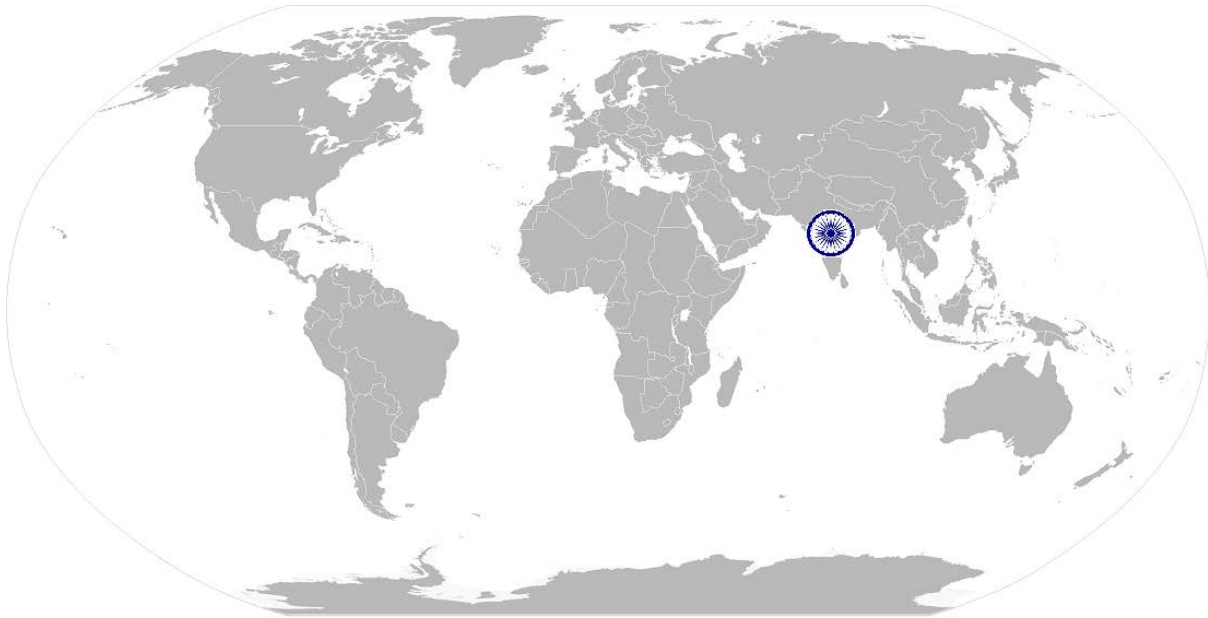
NOS Version Control

| | | | |
|----------------------------|------------------------|-------------------------|-----------------|
| 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 in a jute sector

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 in a jute sector

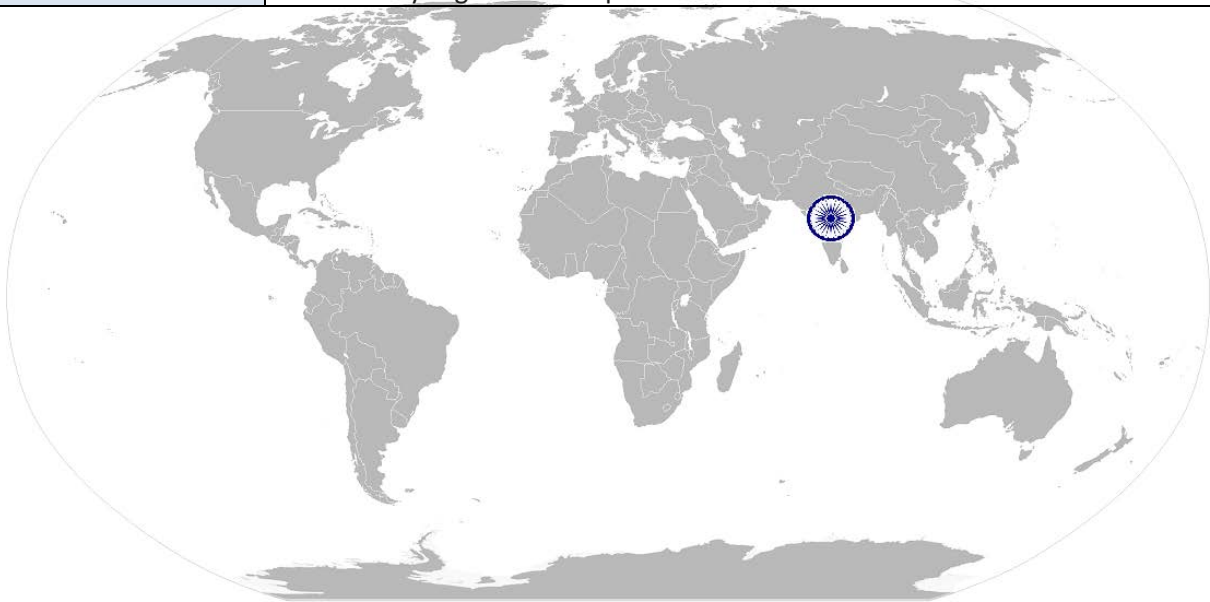
| | | |
|--------------------------------|--|---|
| National Occupational Standard | Unit Code | TSC/N9010 |
| | Unit Title (Task) | Comply with industry and organizational requirement in jute sector |
| | Description | This unit is about knowing, understanding, and complying with the requirements of 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 in a jute sector

| | |
|---|--|
| | <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) | |
| A. Core Skills/ Generic Skills | Writing Skills |
| | The user/individual on the job needs to know and understand how to: |
| | SA1. write notes on quality of jute and products produced in the department |
| | SA2. write instructions for communications |
| | SA3. write the report on any problem faced |
| | SA4. write any kind of request /memo to the supervisor/management if required |
| Reading Skills | |
| The user/individual on the job needs to know and understand how to: | |
| SA5. read instructions pass on to previous shift supervisor | |
| SA6. read and comprehend written instructions and log books | |
| SA7. 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: | |
| SA8. communicate with sardar/supervisor appropriately | |
| SA9. convey information effectively | |
| SA10. talk to other for clarifications of problems | |
| SA11. communicate the anomalies to the sardar/supervisor | |
| B. Professional Skills | Decision Making |
| | The user/individual on the job needs to know and understand how to: |
| | SB1. maintain time for reporting duty |
| | SB2. maintain quality of products |
| | Plan and Organize |
| | The user/individual on the job needs to know and understand how to: |
| | SB3. plan for trouble free running of machines |
| SB4. plan for storing of raw materials and finished products. | |
| SB5. plan for trouble free operation of tools and equipment used for processing | |
| Customer Centricity | |
| NA | |
| 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. | |

TSC/N9010 Comply with industry and organizational requirements in a jute sector

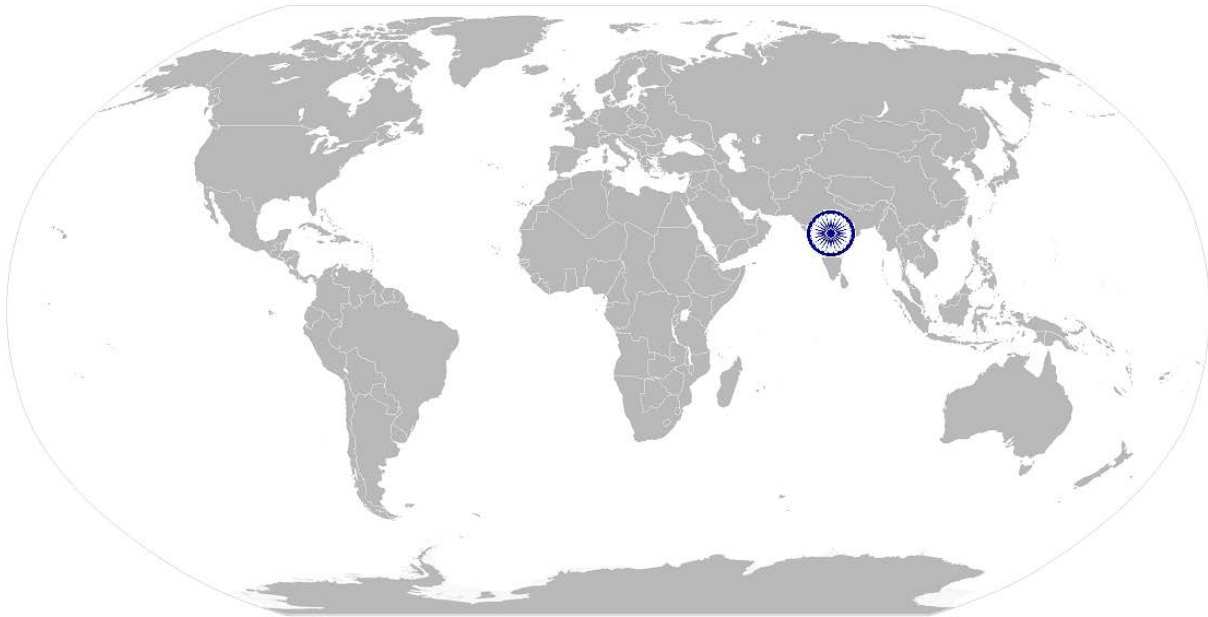
| | |
|--|--|
| | <p>SB7. meet the Organizational requirements for maintaining product specification for different types of yarns and fabrics of jute</p> <p>SB8. have skills for carrying out the job assignment as per norms of Jute Industry</p> <p>SB9. achieve defined competency as per his/her job role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



TSC/N9010 Comply with industry and organizational requirements in a jute sector

NOS Version Control

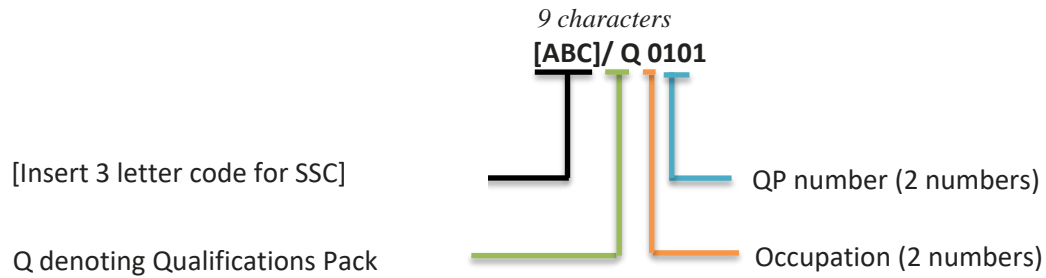
| NOS Code | TSC/N9010 | | |
|---------------------|-----------------|------------------|----------|
| Credits | TBD | Version number | 1.0 |
| Industry | Textile | Drafted on | 09/08/17 |
| Industry Sub-sector | Spinning (Jute) | Last reviewed on | 09/08/17 |
| Occupation | Generic | Next review date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



Annexure

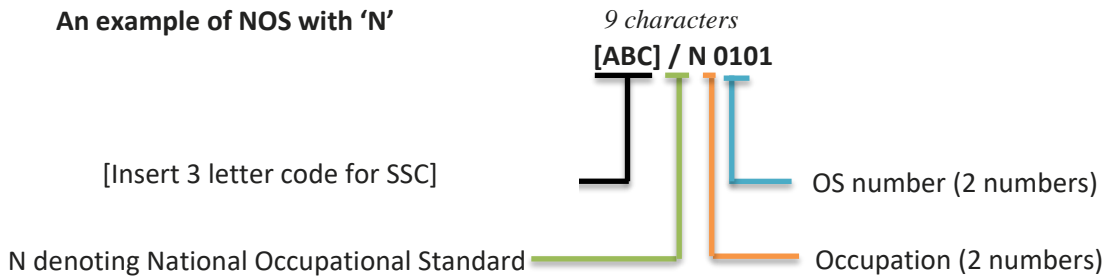
Nomenclature for QP and NOS

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 Weft Winding Operator

Qualification Pack: TSC/Q0304

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/N0313 Taking charge of shift and handing over shift to Jute Weft Winding Operator | PC1.reach at least 10 - 15 minutes early to the work place | | 3 | 1 | 2 |
| | PC2.bring the necessary operational tools (knife, gauge) to the department | | 3 | 1 | 2 |
| | PC3.collect from the operator in previous shift the information regarding the jute yarn count being processed | | 4 | 2 | 2 |
| | PC4.follow norms of quality, production norms, safety norms or any other specific instructions, etc. | | 5 | 3 | 2 |
| | PC5.understand the count of yarn produced, colour codes followed in the cop winding | | 5 | 3 | 2 |
| | PC6.ensure availability of full spinning bobbins (the feed material) for jute cop winding machine | | 4 | 2 | 2 |
| | PC7.ensure cleanliness of the machines & other work areas | | 4 | 1 | 3 |
| | PC8.check whether any spare / raw material/lubricant / tool / yarn / any other material are thrown on the ground or under the machines or in the relevant work place | | 5 | 3 | 2 |

| | | | | | |
|--|---|--------------|-----------|-----------|-----------|
| | PC9.run the machine smoothly | | 5 | 2 | 3 |
| | PC10.ensure in providing the details regarding count of jute weft yarn, colour coding followed in spinning and winding as per allocated number of cop spindles or machines | | 5 | 3 | 2 |
| | PC11.provide all relevant information regarding the jute count produced, and idle spindle of cop winding machine | | 5 | 3 | 2 |
| | PC12.ensure proper functioning of the machine and report to the supervisor if there is any anomalies or problem found To be competent, the user/individual on the job must be able to: | | 4 | 2 | 2 |
| | PC13.hand over the shift to the incoming Jute Weft Winding Operator r in proper manner and get clearance from the incoming counterpart | | 5 | 2 | 3 |
| | PC14.report to the supervisor and incoming Jute Weft Winding Operator if there is any quality change and maintenance work done/or left during his shift | | 5 | 3 | 2 |
| | PC15.report to the supervisor all specific observations for all running jute spinning and winding machinery | | 3 | 1 | 2 |
| | | Total | 65 | 32 | 33 |
| TSC/N0314 Creeling and cop winding | PC1.pick up yarn bobbins (feed material) and place them on the bobbin spindles as required | | 4 | 2 | 2 |
| | PC2.ensure that the bobbins of correct yarn count are taken for feeding | | 4 | 2 | 2 |
| | PC3.patrol around the cop winding machine and to notice the time of exhaustion, if any, for fed yarn spinning bobbins to the cop winding machine, | | 4 | 1 | 3 |
| | PC4.ensure proper placement of the yarn bobbin in the holder and its tension, | | 5 | 2 | 3 |
| | PC5.ensure that minimum time is taken for creeling the yarn bobbins | | 5 | 2 | 3 |
| | PC6.replace the empty feed bobbins with full ones and put the empty bobbins on the conveyer/ box. | | 5 | 2 | 3 |
| | PC7.report about the defective feed bobbin, if any | | 4 | 2 | 2 |
| | PC8.ensure that the spinning yarn bobbin is fully consumed | | 4 | 1 | 3 |
| | PC9.ensure safety while creeling and joining or knotting the yarn | | 5 | 2 | 3 |
| | PC10.use hand knotters for knotting the broken yarn or during cop change and during yarn breakage | | 5 | 2 | 3 |

| | | | | | |
|--|--|--------------|-----------|-----------|-----------|
| | PC11.take minimum time for knotting using weavers' knot | | 5 | 2 | 3 |
| | PC12.ensure that the knots are of good strength, small in size and of minimum tail ends. | | 4 | 2 | 2 |
| | PC13.remove thick places of jute yarns, slubs, etc., if visible during knotting. | | 5 | 2 | 3 |
| | PC14.refrain from joining yarn without knotting | | 4 | 2 | 2 |
| | PC15.pull yarn from bobbin through thread guide correctly | | 4 | 1 | 3 |
| | PC16.maintain uniform tension in all cop winding spindle heads | | 5 | 2 | 3 |
| | PC17.ensure uniform winding of the yarn on each cone(for cop) | | 4 | 2 | 2 |
| | PC18.ensure proper material handling of spinning bobbins, cops and empty bobbins | | 4 | 2 | 2 |
| | | Total | 80 | 33 | 47 |
| TSC/N0315 Maintaining the cop dimension and doffing the jute weft package | PC1.adjust the diameter of cops | | 5 | 2 | 3 |
| | PC2.adjust the length of the cops | | 5 | 2 | 3 |
| | PC3.check the diameter/ length of cops at regular interval by gauge | | 4 | 2 | 2 |
| | PC4.check clutch lever, foot step weight and sensitive lever for good running of cop spindle | | 5 | 2 | 3 |
| | PC5.inform the maintenance department in case of any defects in the lock nut or in other parts | | 4 | 2 | 2 |
| | PC6.follow any other instructions relating to running of cop winding machines. | | 4 | 2 | 2 |
| | PC7.doff the cops | | 4 | 2 | 2 |
| | PC8.take minimum time to doff the cops | | 5 | 1 | 4 |
| | PC9.identify the defective cops and keep them separately | | 5 | 2 | 3 |
| | PC10.inform the sardar or supervisor if there is any soft or hard cop | | 4 | 2 | 2 |
| | PC11.identify blunt and bullet head cop | | 5 | 2 | 3 |
| | PC12.ensure that cop bundles are kept with identification slips and correct quality mark | | 5 | 2 | 3 |
| | PC13.ensure proper stacking and transportation with care of cops | | 5 | 2 | 3 |
| | | Total | 60 | 25 | 35 |

| | | | | |
|---|--|---|---|---|
| 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 |
| | 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 |
| | 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 work place | 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 |
| | 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 | PC1.perform assigned duties effectively section- wise / machine-wise | | 4 | 1 | 3 |
| | PC2.take full responsibility for desired performance | | 4 | 1 | 3 |

| | | | | | |
|---|---|--------------|-----------|-----------|-----------|
| organizational requirement in jute sector | 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 |