

Qualification Pack



Jute Handloom Weaver

QP Code: HCS/Q7402

Version: 1.0

NSQF Level: 4

Handicrafts and Carpet Sector Skill Council || OCF, Plot No. 2, Pocket 9, Sector B, Vasant Kunj
New Delhi - 110070

Qualification Pack

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HCS/Q7402: Jute Handloom Weaver

Brief Job Description

A jute handloom weaver should be able to produce good quality of jute cloth efficiently with the knowledge of weavers knot, wastage reduction and basic care and maintenance of weaving machines.

Personal Attributes

A jute handloom weaver should have good eyehand coordination, good motor skills and good vision (including near vision, distance vision, colour vision, peripheral vision, depth perception and ability to change focus).

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [HCS/N7404: Take charge of shift and hand over shift to Jute Handloom Weaver](#)
2. [HCS/N7405: Run jute handloom efficiently](#)
3. [HCS/N9005: Maintain work area and tools in handloom sector](#)
4. [HCS/N9006: Working in a team in handloom sector](#)
5. [HCS/N9007: Maintain health, safety and security at work place in handloom sector](#)
6. [HCS/N9008: Comply with work place requirements in handloom sector](#)

Qualification Pack (QP) Parameters

Sector	Handicrafts and Carpet
Sub-Sector	Weaving (Jute)
Occupation	JuteWeaving(Handloom)
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7319.94

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Minimum Educational Qualification & Experience	Basic Literacy and Numeracy with 6-12 Months of experience on job practice
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	10/11/2017
Next Review Date	21/08/2023
NSQC Approval Date	22/08/2019
Version	1.0
Reference code on NQR	2019/HC/HCSSC/03339
NQR Version	1.0

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HCS/N7404: Take charge of shift and hand over shift to Jute Handloom Weaver

Description

This unit is about taking charge of shift from previous shift Jute handloom weaver and relieving the responsibilities to the next Jute handloom weaver.

Scope

This unit/task covers the following:

Elements and Performance Criteria

Take charge of shift from Jute handloom weaver

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

- PC1.** reach atleast 10 - 15 minutes early to the work place
- PC2.** bring the necessary operational tools to the department
- PC3.** meet the previous shift operator and collect the information regarding the count, process, issues faced by them with respect to the quality, production, spare, safety or any other specific instructions etc.
- PC4.** identify the type of fabric produced, specifications of fabrics followed in the handloom for his allocated number of looms or machines
- PC5.** ensure the technical details are mentioned in the display board
- PC6.** check for the availability of the weft package & the condition of the same
- PC7.** check the condition of the running beams for cross ends, ends pulling out particularly at the selvages
- PC8.** check the cloth for the running damages like end out, wrong drawing, wrong denting, double end, reed mark, let off mark, take up fault, oil stain, hole, cloth torn,tails.etc.
- PC9.** check for the size of the cloth rolls & to see whether any indication is there in the cloth rolls
- PC10.** check the cleanliness of the machines & other work areas
- PC11.** check whether any spare/raw material/ tool / fabric/ any other material are thrown under the machines or in the other work areas
- PC12.** question the previous shift weaver for any deviation in the above and should bring the same to the knowledge of his/ her shift superior as well that of the previous shift
- PC13.** proper functioning of handloom machine parts and machine
- PC14.** ensure the work spot is clean

Hand over shift to Jute handloom weaver

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

- PC15.** hand over the shift to the incoming jute handloom weaver in a proper manner
- PC16.** ensure in providing the details regarding fabric produced, colour coding followed in the jute handloom for his allocated number of looms or machines
- PC17.** provide all relevant information regarding the type of fabric production, damaged machine parts if any

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- PC18.** get clearance from the incoming counterpart before leaving the work spot
- PC19.** report to his/ her shift superiors as well as that of the incoming shift operator in case his/ her counterpart doesn't report for duty
- PC20.** ensure the shift is properly handed over to the incoming shift operator
- PC21.** report to his/ her shift superior about the quality / production / safety issues/ any other issue faced in his/ her shift and should leave the department only after getting concurrence for the same from his/ her superiors
- PC22.** ensure the work spot is clean

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures (sop)and regulations in a jute mill
- KU2.** safe working practices to be adopted in jute mill
- KU3.** quality systems and other processes practiced in the jute mill
- KU4.** reporting to the supervisor or higher authority in case of emergency
- KU5.** color coding adopted for different counts/products in the jute mill
- KU6.** the importance of type of fibres, type of yarn, yarn counts, types of fabric, types of fabric defects, types of weaving machines - handloom, conventional jute loom, shuttleless loom (s4)
- KU7.** process flow in a hand loom unit mill
- KU8.** material flow in a hand loom unit
- KU9.** functions of different parts of handloom
- KU10.** importance of colour coding followed for different products
- KU11.** knowledge of waste collection system & equipments used
- KU12.** importance of material handling and types of material handling equipments used
- KU13.** importance of cleanliness at workplace
- KU14.** functions and methodology for operating different material handling equipments
- KU15.** understanding the functions of different signal lamps
- KU16.** guidelines for operating the handloom
- KU17.** guidelines for taking charge of shift from previous shift operator
- KU18.** guidelines for handing over the shift to the next shift operator
- KU19.** safety procedures to be followed in a handloom

Generic Skills (GS)

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

- GS1.** write clear and short sentences
- GS2.** read and comprehend written instructions
- GS3.** communicate with supervisor appropriately
- GS4.** talk to others to convey information effectively

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- GS5.** identify the real reason of problem faced
- GS6.** apply problem-solving approaches in different situations
- GS7.** refer anomalies to the supervisor
- GS8.** seek clarification on problems from others
- GS9.** apply good attention to detail
- GS10.** check your work is complete and free from errors
- GS11.** patrol around the handloom and identify warp and weft breakage
- GS12.** procedure for operating different material handling tools and equipments
- GS13.** procedure for patrolling around the loom and identifying worn out or damaged machine parts
- GS14.** maintain cleanliness at work place

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Take charge of shift from Jute handloom weaver</i>	18	45	-	-
PC1. reach atleast 10 - 15 minutes early to the work place	1	3	-	-
PC2. bring the necessary operational tools to the department	1	3	-	-
PC3. meet the previous shift operator and collect the information regarding the count, process, issues faced by them with respect to the quality, production, spare, safety or any other specific instructions etc.	2	4	-	-
PC4. identify the type of fabric produced, specifications of fabrics followed in the handloom for his allocated number of looms or machines	1	3	-	-
PC5. ensure the technical details are mentioned in the display board	1	3	-	-
PC6. check for the availability of the weft package & the condition of the same	1	3	-	-
PC7. check the condition of the running beams for cross ends, ends pulling out particularly at the selvages	1	3	-	-
PC8. check the cloth for the running damages like end out, wrong drawing, wrong denting, double end, reed mark, let off mark, take up fault, oil stain, hole, cloth torn,tails.etc.	2	3	-	-
PC9. check for the size of the cloth rolls & to see whether any indication is there in the cloth rolls	2	3	-	-
PC10. check the cleanliness of the machines & other work areas	1	3	-	-
PC11. check whether any spare/raw material/ tool / fabric/ any other material are thrown under the machines or in the other work areas	1	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. question the previous shift weaver for any deviation in the above and should bring the same to the knowledge of his/ her shift superior as well that of the previous shift	2	4	-	-
PC13. proper functioning of handloom machine parts and machine	1	4	-	-
PC14. ensure the work spot is clean	1	3	-	-
<i>Hand over shift to Jute handloom weaver</i>	12	25	-	-
PC15. hand over the shift to the incoming jute handloom weaver in a proper manner	1	3	-	-
PC16. ensure in providing the details regarding fabric produced, colour coding followed in the jute handloom for his allocated number of looms or machines	2	3	-	-
PC17. provide all relevant information regarding the type of fabric production, damaged machine parts if any	2	3	-	-
PC18. get clearance from the incoming counterpart before leaving the work spot	1	4	-	-
PC19. report to his/ her shift superiors as well as that of the incoming shift operator in case his/ her counterpart doesn't report for duty	2	3	-	-
PC20. ensure the shift is properly handed over to the incoming shift operator	1	3	-	-
PC21. report to his/ her shift superior about the quality / production / safety issues/ any other issue faced in his/ her shift and should leave the department only after getting concurrence for the same from his/ her superiors	2	3	-	-
PC22. ensure the work spot is clean	1	3	-	-
NOS Total	30	70	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	HCS/N7404
NOS Name	Take charge of shift and hand over shift to Jute Handloom Weaver
Sector	Handicrafts and Carpet
Sub-Sector	Hand Crafted Textiles
Occupation	Natural Fibre Crafts
NSQF Level	4
Credits	TBD
Version	1.0
Next Review Date	10/11/2019

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HCS/N7405: Run jute handloom efficiently

Description

Take charge of shift from Jute handloom weaver

Scope

This unit/task covers the following:

Elements and Performance Criteria

Improvement of Productivity and Quality

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

- PC1.** fully aware of the quality standards, specifications and possible faults of woven fabrics and should know required quality standards of warp yarns and weft yarns for jute fabrics of different specifications
- PC2.** should have the knowledge of fabric faults/defects and their remedial measures
- PC3.** ensure warp yarns should properly pass through lease rods, mail eyes and reed dents in correct sequence
- PC4.** ensure that broken warp ends should be mended by small weavers knot and ensure that it can pass through lease rod, camb and reed
- PC5.** ensure to maintain the proper sequence of warp threads as per specification and quality
- PC6.** ensure to maintain proper tension at the selvages otherwise inadequate shed depth and movement of shuttle will hinder
- PC7.** ensure that tension of the warp yarns is properly adjusted
- PC8.** ensure to replace the missing warp on the reed, lease rod and beam with additional warp from left-over small/half spool
- PC9.** ensure to put each weaver's own mark on the woven cloth at the start of the shift
- PC10.** ensure the perfect arrangement of warp yarn eliminating cross end, taut end, missing end and big knots etc.
- PC11.** ensure to maintain proper warp tension and fabric tension
- PC12.** ensure to check the number of warp yarns (runners) and to control the width of the cloth
- PC13.** ensure to use correct warp count, weft count, correct reed porter and proper camb filing
- PC14.** ensure to avoid quality mix-up by use of proper quality tag for cop and spools
- PC15.** avoid contamination, interference, staining of fabric ensure to clean the machine and surrounding area. no dust, fluffs etc. should be allowed to be deposited on the machine/machine part. the loom should be cleaned and oiled regularly in time
- PC16.** ensure to follow the instruction of supervisor and sardar for quality change

Control of Wastage in weaving shed

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

- PC17.** ensure that weavers should know the reasons for wastage of warp and weft yarns
- PC18.** ensure that the weavers should have motivation to reduce yarn wastage
- PC19.** ensure that warp beam are fully exhausted, i.e, do not doff beams without its full exhaustion

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- PC20.** ensure that for repairing missing ends and broken warps, yarn from small cops must not be used
- PC21.** ensure cops should be fully consumed and yarn must not be pulled from cops
- PC22.** ensure while joining fresh warp beam, yarn must not be pulled unnecessarily causing wastage of beam yarns
- PC23.** ensure to sort out the defective cops separately and to consume the same as far as practicable
- PC24.** ensure to give up the habit of pick-back practice
- PC25.** ensure to use individual wastage bag and keep it at proper
- PC26.** ensure to use correct weft count and warp count during replacement of missing ends
- PC27.** ensure proper use of cop bands and mark for quality for avoiding quality mix-up
- PC28.** ensure that weavers must not store excessive number of cops near the looms as the cops get distorted and become soft due to this reason

Maintenance of loom and accessories and Cleanliness

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

- PC29.** ensure that weavers should take proper care towards cleaning and proper maintenance of loom keeping good relation with maintenance mistry
- PC30.** ensure that weavers should do the periodical of loom and loom parts, particularly reeds and camb. the lower parts of the loom can be cleaned periodically at least before installation of new warp beams
- PC31.** ensure that weaver should do minor lubrication and minor repair job as a regular practice
- PC32.** ensure to identify broken or worn out loom parts and to be replaced
- PC33.** ensure to check all the loom parts in case of frequent loom knock-off and high warp breakages. after identifying the causes, it should be rectified as early as possible
- PC34.** ensure to check various loom parts including shuttle and shuttle box, which is very essential
- PC35.** ensure to eliminate the malpractice of throwing thread waste, empty spool centre, caddies, cop bands etc. on floor
- PC36.** ensure to maintain good housekeeping and surroundings clean
- PC37.** ensure to report the concerned sardar or other superior about any mechanical irregularity in running the loom so that the same can rectified early before breakdown occurs
- PC38.** ensure to check and rectify the settings and looseness/tightness of any loom parts

Other work practices

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

- PC39.** correct the fabric defects like wrong drawing, wrong denting, end out, double end etc., immediately and also ensure that the other fabric defects too are corrected at the earliest, before continuing further production
- PC40.** ensure to check the proper alignment of the sley race, reed and box back and adjust accordingly to avoid shuttle flying out
- PC41.** ensure that reed screw are properly fixed and there is no broken reed
- PC42.** heald frame height should be properly maintained and take the help of proper template to fix the heald frame with reed
- PC43.** unweave if there are any floats & run the machine without starting mark or crack

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- PC44.** ensure that the loose threads are no changed in higher length (not more than 4 mm) after attending to the warp breaks. accordingly it has to be trimmed
- PC45.** ensure that the looms are stopped for a minimum possible down time due to whatever reason to achieve maximum output
- PC46.** ensure that cloth rolls are doffed whenever/ wherever necessary
- PC47.** give preference to safety. should not enter the area, where he/ she is not allowed. should not do a job in which training has not being given

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures (sop) and regulations in a jute mill
- KU2.** safe working practices to be adopted in jute mill
- KU3.** quality systems and other processes practiced in the jute mill
- KU4.** reporting to the supervisor or higher authority in case of emergency
- KU5.** color coding adopted for different counts/products in the jute mill
- KU6.** details of the various job roles & responsibilities
- KU7.** documentation and reporting formats
- KU8.** work targets & review with superiors
- KU9.** protocol and format for reporting work related risks/ problems
- KU10.** method of obtaining /giving feed back with respect to performance
- KU11.** importance of team work, harmonious working relationships
- KU12.** process for offering /obtaining work related assistance
- KU13.** responsibilities under health, safety and environmental legislation
- KU14.** guidelines for storage & disposal of waste materials
- KU15.** minimum quality requirements of the product with respect to permissible/nonpermissible defects
- KU16.** fabric quality particulars such as ends & picks per inch, width, weave etc.
- KU17.** handloom, conventional jute loom and shuttleless loom (s4)
- KU18.** plain weave, twill, drill, plain satin, stripe satin, dobby designs, jacquard designs
- KU19.** wrong drawing, wrong denting, end out, double end, broken pick, double pick, missing pick, hand stain , hole, wrong weft, bad selvedge
- KU20.** end out, let off, take up problem, temple mark, temple cut, emery hole /emery cut/ emery mark, broken pick, missing pick, double pick, short pick, snarls, impression mark, oil stain, selvedge cut, loops, weft stitches, warp stitches, bumping mark, weft crack, cloth torn , bad shedding, warp floats, weft floats, reed mark, bad selvedge, starting mark, thin & thick place , hair line crack, under tick in, tails
- KU21.** spinning faults thin place, thick place, contamination
- KU22.** colour flies, yarn variation, shade variation
- KU23.** sizing faults shade variation, size patches, sizing oil, bead formation
- KU24.** weaving faults wrong weft, wrong pattern, less width, low epi, low ppi, wrong warp
- KU25.** bis or other standards like iso 9001, iso 14001, sa 8001

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- KU26.** the safety mechanisms of the machines & ensure that the same are in order
- KU27.** about the functions of stop motions & ensure that the same are in order
- KU28.** about the functions of various indication lamps & ensure that the same are in order
- KU29.** about the functional operations of the machines, where he/she is working

Generic Skills (GS)

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

- GS1.** write clear and short sentences
- GS2.** read and comprehend written instructions
- GS3.** communicate with supervisor appropriately
- GS4.** talk to others to convey information effectively
- GS5.** identify the real reason of problem faced
- GS6.** apply problem-solving approaches in different situations
- GS7.** refer anomalies to the supervisor
- GS8.** seek clarification on problems from others
- GS9.** apply good attention to detail
- GS10.** check your work is complete and free from errors
- GS11.** patrol around the handloom and identify warp and weft breakage
- GS12.** procedure for operating different material handling tools and equipments
- GS13.** procedure for patrolling around the loom and identifying worn out or damaged machine parts
- GS14.** maintain cleanliness at work place

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Improvement of Productivity and Quality</i>	18	34	-	-
PC1. fully aware of the quality standards, specifications and possible faults of woven fabrics and should know required quality standards of warp yarns and weft yarns for jute fabrics of different specifications	2	3	-	-
PC2. should have the knowledge of fabric faults/defects and their remedial measures	1	2	-	-
PC3. ensure warp yarns should properly pass through lease rods, mail eyes and reed dents in correct sequence	1	2	-	-
PC4. ensure that broken warp ends should be mended by small weavers knot and ensure that it can pass through lease rod, camb and reed	1	2	-	-
PC5. ensure to maintain the proper sequence of warp threads as per specification and quality	1	2	-	-
PC6. ensure to maintain proper tension at the selvages otherwise inadequate shed depth and movement of shuttle will hinder	1	2	-	-
PC7. ensure that tension of the warp yarns is properly adjusted	1	2	-	-
PC8. ensure to replace the missing warp on the reed, lease rod and beam with additional warp from left-over small/half spool	1	2	-	-
PC9. ensure to put each weavers own mark on the woven cloth at the start of the shift	1	2	-	-
PC10. ensure the perfect arrangement of warp yarn eliminating cross end, taut end, missing end and big knots etc.	1	2	-	-
PC11. ensure to maintain proper warp tension and fabric tension	1	2	-	-
PC12. ensure to check the number of warp yarns (runners) and to control the width of the cloth	1	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. ensure to use correct warp count, weft count, correct reed porter and proper camb filing	1	2	-	-
PC14. ensure to avoid quality mix-up by use of proper quality tag for cop and spools	1	2	-	-
PC15. avoid contamination, interference, staining of fabric ensure to clean the machine and surrounding area. no dust, fluffs etc. should be allowed to be deposited on the machine/machine part. the loom should be cleaned and oiled regularly in time	2	3	-	-
PC16. ensure to follow the instruction of supervisor and sardar for quality change	1	2	-	-
<i>Control of Wastage in weaving shed</i>	13	24	-	-
PC17. ensure that weavers should know the reasons for wastage of warp and weft yarns	1	2	-	-
PC18. ensure that the weavers should have motivation to reduce yarn wastage	1	2	-	-
PC19. ensure that warp beam are fully exhausted, i.e, do not doff beams without its full exhaustion	1	2	-	-
PC20. ensure that for repairing missing ends and broken warps, yarn from small cops must not be used	1	2	-	-
PC21. ensure cops should be fully consumed and yarn must not be pulled from cops	1	2	-	-
PC22. ensure while joining fresh warp beam, yarn must not be pulled unnecessarily causing wastage of beam yarns	2	2	-	-
PC23. ensure to sort out the defective cops separately and to consume the same as far as practicable	1	2	-	-
PC24. ensure to give up the habit of pick-back practice	1	2	-	-
PC25. ensure to use individual wastage bag and keep it at proper	1	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC26. ensure to use correct weft count and warp count during replacement of missing ends	1	2	-	-
PC27. ensure proper use of cop bands and mark for quality for avoiding quality mix-up	1	2	-	-
PC28. ensure that weavers must not store excessive number of cops near the looms as the cops get distorted and become soft due to this reason	1	2	-	-
<i>Maintenance of loom and accessories and Cleanliness</i>	13	20	-	-
PC29. ensure that weavers should take proper care towards cleaning and proper maintenance of loom keeping good relation with maintenance mistry	1	2	-	-
PC30. ensure that weavers should do the periodical of loom and loom parts, particularly reeds and cambs. the lower parts of the loom can be cleaned periodically at least before installation of new warp beams	2	2	-	-
PC31. ensure that weaver should do minor lubrication and minor repair job as a regular practice	1	2	-	-
PC32. ensure to identify broken or worn out loom parts and to be replaced	1	2	-	-
PC33. ensure to check all the loom parts in case of frequent loom knock-off and high warp breakages. after identifying the causes, it should be rectified as early as possible	1	2	-	-
PC34. ensure to check various loom parts including shuttle and shuttle box, which is very essential	2	2	-	-
PC35. ensure to eliminate the malpractice of throwing thread waste, empty spool centre, caddies, cop bands etc. on floor	1	2	-	-
PC36. ensure to maintain good housekeeping and surroundings clean	1	2	-	-
PC37. ensure to report the concerned sardar or other superior about any mechanical irregularity in running the loom so that the same can rectified early before breakdown occurs	2	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC38. ensure to check and rectify the settings and looseness/tightness of any loom parts	1	2	-	-
<i>Other work practices</i>	12	16	-	-
PC39. correct the fabric defects like wrong drawing, wrong denting, end out, double end etc., immediately and also ensure that the other fabric defects too are corrected at the earliest, before continuing further production	2	2	-	-
PC40. ensure to check the proper alignment of the sley race, reed and box back and adjust accordingly to avoid shuttle flying out	2	2	-	-
PC41. ensure that reed screw are properly fixed and there is no broken reed	1	1	-	-
PC42. heald frame height should be properly maintained and take the help of proper template to fix the heald frame with reed	2	2	-	-
PC43. unweave if there are any floats & run the machine without starting mark or crack	1	2	-	-
PC44. ensure that the loose threads are nothanged in higher length (not more than 4 mm) after attending to the warp breaks. accordingly it has to be trimmed	1	2	-	-
PC45. ensure that the looms are stopped for a minimum possible down time due to whatever reason to achieve maximum output	1	2	-	-
PC46. ensure that cloth rolls are doffed whenever/ wherever necessary	1	1	-	-
PC47. give preference to safety. should not enter the area, where he/ she is not allowed. should not do a job in which training has not being given	1	2	-	-
NOS Total	56	94	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	HCS/N7405
NOS Name	Run jute handloom efficiently
Sector	Handicrafts and Carpet
Sub-Sector	Hand Crafted Textiles
Occupation	Natural Fibre Crafts
NSQF Level	4
Credits	TBD
Version	1.0
Next Review Date	10/11/2019

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HCS/N9005: Maintain work area and tools in handloom sector

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:

Elements and Performance Criteria

Maintain work area, tools and machines in handloom sector

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

- PC1.** handle materials and tools safely and correctly
- PC2.** use correct lifting and handling procedures
- PC3.** use materials in a manner to minimize waste
- PC4.** maintain a clean and hazard free working area
- PC5.** maintain the tools and equipments used
- PC6.** carry out running maintenance within agreed schedules under one's responsibility
- PC7.** identify damaged tools and materials and take action according to the standards followed
- PC8.** ensure that the correct tools and yarn required are in place
- PC9.** work in the correct posture
- PC10.** use cleaning equipment and methods appropriate for the work to be carried out
- PC11.** dispose of waste safely in the designated location
- PC12.** store cleaning equipment safely after use
- PC13.** carry out cleaning according to schedule and limits of responsibility

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** personal hygiene
- KU2.** safe working practices, and cooperative society/ngo/shg/cluster procedures
- KU3.** limits of one's responsibility
- KU4.** ways of resolving problems within the work area
- KU5.** the production process and the specific work activities that relate to the whole process
- KU6.** the importance of effective communication with colleagues
- KU7.** the lines of communication, authority and reporting procedures
- KU8.** the cooperative society/ngo/shg/cluster rules, codes and guidelines (including time keeping)
- KU9.** the company's quality standards
- KU10.** importance of complying with written instructions

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- KU11.** work instructions and specifications and their accurate interpretation
- KU12.** methods to make use of the information detailed in specifications and instructions
- KU13.** relation between work role and the overall manufacturing process
- KU14.** the importance of taking action when problems are identified
- KU15.** different ways of minimising waste
- KU16.** effects of contamination on products
- KU17.** common faults and the methods to rectify them
- KU18.** tools maintenance procedures
- KU19.** hazards likely to be encountered when conducting routine maintenance
- KU20.** different types of cleaning substances and their use
- KU21.** safe working practices for cleaning and the methods of carrying them out

Generic Skills (GS)

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

- GS1.** write in local language
- GS2.** read and comprehend written instructions
- GS3.** listen effectively and orally communicate information accurately
- GS4.** ask for clarification and advice from others
- GS5.** follow rule-based decision-making processes
- GS6.** make decisions on a suitable course of action or response
- GS7.** plan and organize work to achieve targets and deadlines
- GS8.** avoid absenteeism
- GS9.** work in discipline
- GS10.** act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations
- GS11.** apply problem-solving approaches in different situations
- GS12.** seek clarification on problems from others
- GS13.** analyze data and activities
- GS14.** pass on relevant information to others
- GS15.** provide opinions on work in a detailed and constructive way
- GS16.** apply balanced judgment to different situations

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain work area, tools and machines in handloom sector</i>	19	31	-	-
PC1. handle materials and tools safely and correctly	2	3	-	-
PC2. use correct lifting and handling procedures	1	2	-	-
PC3. use materials in a manner to minimize waste	1	2	-	-
PC4. maintain a clean and hazard free working area	1	2	-	-
PC5. maintain the tools and equipments used	2	3	-	-
PC6. carry out running maintenance within agreed schedules under one's responsibility	2	3	-	-
PC7. identify damaged tools and materials and take action according to the standards followed	2	3	-	-
PC8. ensure that the correct tools and yarn required are in place	1	2	-	-
PC9. work in the correct posture	1	2	-	-
PC10. use cleaning equipment and methods appropriate for the work to be carried out	1	2	-	-
PC11. dispose of waste safely in the designated location	2	2	-	-
PC12. store cleaning equipment safely after use	1	2	-	-
PC13. carry out cleaning according to schedule and limits of responsibility	2	3	-	-
NOS Total	19	31	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	HCS/N9005
NOS Name	Maintain work area and tools in handloom sector
Sector	Handicrafts and Carpet
Sub-Sector	Hand Crafted Textiles
Occupation	DyeingWeavingStitchingPrintingProduction
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	10/11/2017
Next Review Date	31/03/2022
NSQC Clearance Date	NA

Qualification Pack

HCS/N9006: Working in a team in handloom sector

Description

This OS unit provides performance criteria, knowledge and understanding, skills and abilities required to work as a team member in the jute industry.

Scope

This unit/task covers the following:

Elements and Performance Criteria

Commitment and trust

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

- PC1.** be accountable of 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:

- PC4.** properly communicate about workplace policies
- PC5.** talk politely with other team members and colleagues
- PC6.** submit daily report of one's performance

Adaptability

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

- PC7.** adjust in different work situations
- PC8.** give due importance to others' point of view
- PC9.** avoid conflicting situations

Creative freedom

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

- PC10.** improve upon the existing techniques to increase process efficiency

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures(sop) and regulations in the cooperative society/NGO/SHG
- KU2.** procedures followed to get the final output in the cooperative society/NGO/SHG
- KU3.** safe working practices to be adopted in the cooperative society/NGO/SHG
- KU4.** the need to consult with supervisors and taking relevant actions against any grievances faced
- KU5.** importance of commitment and trust
- KU6.** importance of proper communication
- KU7.** importance of adaptability

Qualification Pack

KU8. importance of creative freedom

Generic Skills (GS)

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

- GS1.** write in local language
- GS2.** read and comprehend written instructions
- GS3.** listen effectively and orally communicate information accurately
- GS4.** ask for clarification and advice from others
- GS5.** follow rule-based decision-making processes
- GS6.** make decisions on a suitable course of action or response
- GS7.** plan and organize work to achieve targets and deadlines
- GS8.** avoid absenteeism
- GS9.** be punctual
- GS10.** work in discipline
- GS11.** act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations
- GS12.** apply problem-solving approaches in different situations
- GS13.** seek clarification on problems from others
- GS14.** analyze data and activities
- GS15.** pass on relevant information to others
- GS16.** provide opinions on work in a detailed and constructive way
- GS17.** apply balanced judgment to different situations

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Commitment and trust</i>	5	10	-	-
PC1. be accountable of own role in whole process	2	4	-	-
PC2. perform all roles with full responsibility	1	4	-	-
PC3. be effective and efficient at workplace	2	2	-	-
<i>Communication</i>	6	10	-	-
PC4. properly communicate about workplace policies	2	3	-	-
PC5. talk politely with other team members and colleagues	2	3	-	-
PC6. submit daily report of one's performance	2	4	-	-
<i>Adaptability</i>	6	9	-	-
PC7. adjust in different work situations	2	3	-	-
PC8. give due importance to others' point of view	2	3	-	-
PC9. avoid conflicting situations	2	3	-	-
<i>Creative freedom</i>	2	2	-	-
PC10. improve upon the existing techniques to increase process efficiency	2	2	-	-
NOS Total	19	31	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	HCS/N9006
NOS Name	Working in a team in handloom sector
Sector	Handicrafts and Carpet
Sub-Sector	Hand Crafted Textiles
Occupation	DyeingWeavingStitchingPrintingProduction
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	10/11/2017
Next Review Date	31/03/2022
NSQC Clearance Date	NA

Qualification Pack

HCS/N9007: Maintain health, safety and security at work place in handloom sector

Description

This OS 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:

- comply with health, safety and security requirements at work
- Recognize the hazards

Elements and Performance Criteria

Comply with health, Safety and security requirements at work

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

- PC1.** comply with health and safety related instructions applicable to the workplace
- PC2.** use and maintain personal protective equipments 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.** store materials and tools in line with manufacturer's and cooperative society/NGO/ SHG requirements
- PC7.** safely handle and move waste and debris
- PC8.** minimize health and safety risks to self and others due to one's actions
- PC9.** monitor the work place and work processes for potential risks and threats
- PC10.** carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned
- PC11.** participate in mock drills/ evacuation procedures organized at the workplace
- PC12.** undertake first aid, fire-fighting and emergency response training, if asked to do so
- PC13.** take action based on instructions in the event of fire, emergencies or accidents
- PC14.** follow cooperative society/ ngo/ shg procedures for evacuation when required

Recognize the hazards

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

- PC15.** identify different kinds of possible hazards (environmental, personal,ergonomic, and chemical) of the industry
- PC16.** recognise other possible security issues existing in the workplace
- PC17.** plan the safety techniques
- PC18.** recognise different measures to curb the hazards

Qualification Pack

- PC19.** implement the programs
- PC20.** communicate the safety plan to everyone
- PC21.** attach disciplinary rules with the implementation

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** health and safety related practices applicable at the workplace
- KU2.** potential hazards, risks and threats based on nature of operations
- KU3.** cooperative society/NGO/SHG procedures for safe handling of tools
- KU4.** potential risks due to one's actions and methods to minimize these
- KU5.** environmental management system related procedures at the workplace
- KU6.** layout of the plant and details of emergency exits, escape routes, emergency equipments and assembly points
- KU7.** potential accidents and emergencies, and response to these scenarios
- KU8.** documentation formats
- KU9.** details of personnel trained in first aid, fire-fighting and emergency response
- KU10.** occupational health and safety risks, and precautional methods
- KU11.** personal protective equipments and how to use
- KU12.** identification, handling and storage of hazardous substances
- KU13.** proper disposal system for waste and by-products
- KU14.** signage related to health and safety, and their meaning
- KU15.** importance of sound health, hygiene and good habits
- KU16.** ill-effects of alcohol, tobacco and drugs

Generic Skills (GS)

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

- GS1.** write in local language
- GS2.** read and comprehend written instructions
- GS3.** listen effectively and orally communicate information accurately
- GS4.** ask for clarification and advice from others
- GS5.** follow rule-based decision-making processes
- GS6.** make decisions on a suitable course of action or response
- GS7.** plan and organize work to achieve targets and deadlines
- GS8.** avoid absenteeism
- GS9.** be punctual
- GS10.** work in discipline
- GS11.** act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations

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- GS12.** apply problem-solving approaches in different situations
- GS13.** seek clarification on problems from others
- GS14.** analyze data and activities
- GS15.** pass on relevant information to others
- GS16.** provide opinions on work in a detailed and constructive way
- GS17.** apply balanced judgment to different situations

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Comply with health, Safety and security requirements at work</i>	24	46	-	-
PC1. comply with health and safety related instructions applicable to the workplace	2	4	-	-
PC2. use and maintain personal protective equipments as per protocol	2	4	-	-
PC3. carry out own activities in line with approved guidelines and procedures	1	3	-	-
PC4. maintain a healthy lifestyle and guard against dependency on intoxicants	1	3	-	-
PC5. follow environment management system related procedures	1	3	-	-
PC6. store materials and tools in line with manufacturer's and cooperative society/NGO/ SHG requirements	2	2	-	-
PC7. safely handle and move waste and debris	2	2	-	-
PC8. minimize health and safety risks to self and others due to one's actions	2	4	-	-
PC9. monitor the work place and work processes for potential risks and threats	2	4	-	-
PC10. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned	2	4	-	-
PC11. participate in mock drills/ evacuation procedures organized at the workplace	2	2	-	-
PC12. undertake first aid, fire-fighting and emergency response training, if asked to do so	2	4	-	-
PC13. take action based on instructions in the event of fire, emergencies or accidents	2	4	-	-
PC14. follow cooperative society/ ngo/ shg procedures for evacuation when required	1	3	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Recognize the hazards</i>	9	21	-	-
PC15. identify different kinds of possible hazards (environmental, personal, ergonomic, and chemical) of the industry	1	3	-	-
PC16. recognise other possible security issues existing in the workplace	1	3	-	-
PC17. plan the safety techniques	2	3	-	-
PC18. recognise different measures to curb the hazards	1	3	-	-
PC19. implement the programs	2	3	-	-
PC20. communicate the safety plan to everyone	1	3	-	-
PC21. attach disciplinary rules with the implementation	1	3	-	-
NOS Total	33	67	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	HCS/N9007
NOS Name	Maintain health, safety and security at work place in handloom sector
Sector	Handicrafts and Carpet
Sub-Sector	Hand Crafted Textiles
Occupation	DyeingWeavingStitchingPrintingProduction
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	10/11/2017
Next Review Date	31/03/2022
NSQC Clearance Date	NA

Qualification Pack

HCS/N9008: Comply with work place requirements in handloom sector

Description

This OS unit is about knowing, understanding and complying with the requirements of the organization and production unit.

Scope

This unit/task covers the following:

Elements and Performance Criteria

Self-development

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

- PC1.** perform one's duties effectively
- PC2.** take responsibility for one's actions
- PC3.** be accountable towards the job role and assigned duties
- PC4.** take initiative and innovate the existing
- PC5.** focus on self-learning and improvement

Team work

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

- PC6.** co-ordinate with all the team members and colleagues
- PC7.** communicate politely
- PC8.** avoid conflicts and miscommunication

Organisational standards

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

- PC9.** know the organisational standards
- PC10.** implement them in your performance
- PC11.** motivate others to follow organisational standards

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard Operating Procedures (SOP) and regulations for Cooperative Society/NGO/SHG
- KU2.** workplace standards
- KU3.** importance of self-development
- KU4.** importance of team work
- KU5.** importance of understanding and complying with organisational standards

Generic Skills (GS)

Qualification Pack

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

- GS1.** write in local language
- GS2.** read and comprehend written instructions
- GS3.** listen effectively and orally communicate information accurately
- GS4.** ask for clarification and advice from others
- GS5.** follow rule-based decision-making processes
- GS6.** make decisions on a suitable course of action or response
- GS7.** plan and organize work to achieve targets and deadlines
- GS8.** avoid absenteeism
- GS9.** be punctual
- GS10.** work in discipline
- GS11.** act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations
- GS12.** apply problem-solving approaches in different situations
- GS13.** seek clarification on problems from others
- GS14.** analyze data and activities
- GS15.** pass on relevant information to others
- GS16.** provide opinions on work in a detailed and constructive way
- GS17.** apply balanced judgment to different situations

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Self-development</i>	9	14	-	-
PC1. perform one's duties effectively	2	3	-	-
PC2. take responsibility for one's actions	2	3	-	-
PC3. be accountable towards the job role and assigned duties	2	3	-	-
PC4. take initiative and innovate the existing	1	2	-	-
PC5. focus on self-learning and improvement	2	3	-	-
<i>Team work</i>	6	9	-	-
PC6. co-ordinate with all the team members and colleagues	2	3	-	-
PC7. communicate politely	2	3	-	-
PC8. avoid conflicts and miscommunication	2	3	-	-
<i>Organisational standards</i>	5	7	-	-
PC9. know the organisational standards	2	3	-	-
PC10. implement them in your performance	2	3	-	-
PC11. motivate others to follow organisational standards	1	1	-	-
NOS Total	20	30	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	HCS/N9008
NOS Name	Comply with work place requirements in handloom sector
Sector	Handicrafts and Carpet
Sub-Sector	Hand Crafted Textiles
Occupation	DyeingWeavingStitchingPrintingProduction
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	10/11/2017
Next Review Date	31/03/2022
NSQC Clearance Date	NA

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

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

Qualification Pack

Minimum Aggregate Passing % at QP Level : 70

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

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
HCS/N7404.Take charge of shift and hand over shift to Jute Handloom Weaver	30	70	-	-	100	20
HCS/N7405.Run jute handloom efficiently	56	94	-	-	150	40
HCS/N9005.Maintain work area and tools in handloom sector	19	31	-	-	50	10
HCS/N9006.Working in a team in handloom sector	19	31	-	-	50	10
HCS/N9007.Maintain health, safety and security at work place in handloom sector	33	67	-	-	100	10
HCS/N9008.Comply with work place requirements in handloom sector	20	30	-	-	50	10
Total	177	323	-	-	500	100

Qualification Pack

Acronyms

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

Qualification Pack

Glossary

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

Qualification Pack

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