



QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR HANDICRAFTS AND CARPET INDUSTRY

What are Occupational Standards(OS)?

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

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Introduction

Qualifications Pack: Jute Handloom Weaver Subtitle -NA

SECTOR/S: HANDICRAFTS AND CARPET

SUB-SECTOR: Weaving (Jute)

OCCUPATION: Jute Weaving (Handloom)

REFERENCE ID: HCS/Q7402

ALIGNED TO: NCO-2015/7319.94

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 eyesight, eye-hand coordination, motor skills and vision (including near vision distance vision, colour vision, peripheral vision, depth perception and ability to change focus).





Job Details	Qualifications Pack Code		HCS/Q7402	
	Job Role		Jute Handloom Weaver	
	Credits	TBD	Version number	1.0
	Sector	Handicrafts and Carpet	Drafted on	05/02/2016
	Sub-sector	Weaving (Jute)	Last reviewed on	01/02/2017
	Occupation	Jute Weaving (Handloom)	Next review date	01/01/2020
	NSQC Clearance on	NA		

Job Role	Jute Handloom Weaver
Role 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.
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	6 months on job practice
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> 1. HCS/N7404 Take charge of shift and hand over shift to Jute Handloom Weaver 2. HCS/N7405 Run jute handloom efficiently 3. HCS/N 9908 Working in a team 4. HCS/N 9912 Maintain work area & tools 5. HCS/N 9913 Maintain health, safety and security at workplace
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.
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.
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
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.
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.
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.



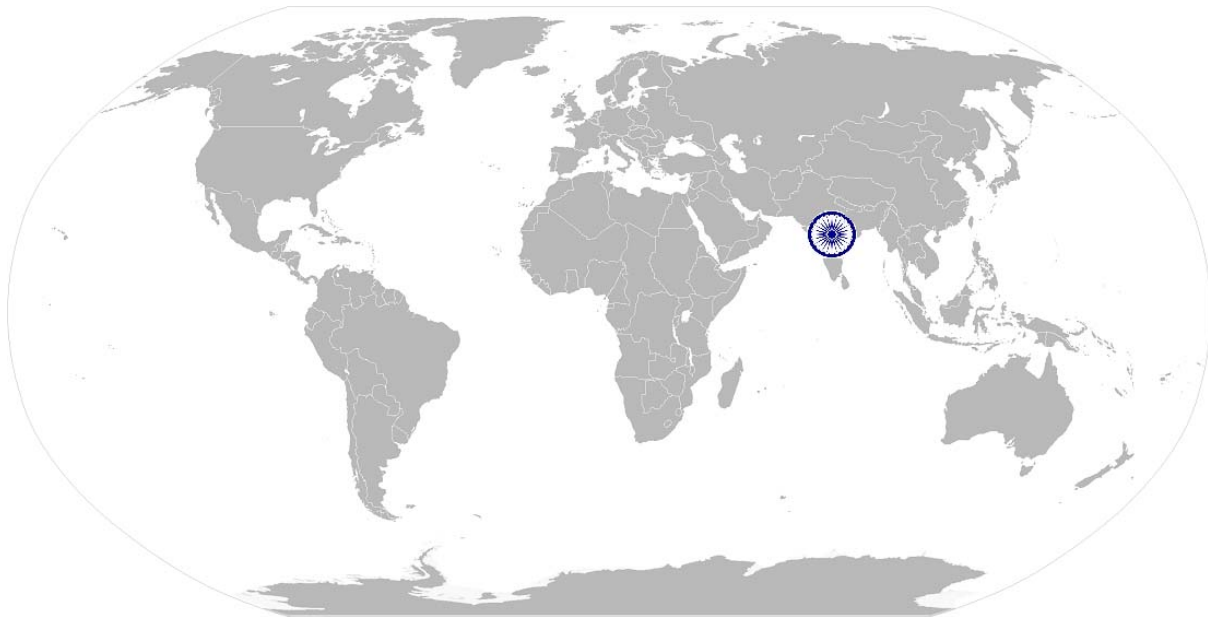
Sub-functions	Sub-functions are sub-activities essential to fulfil the achieving the objectives of the function.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Unit Code	Unit Code is a unique identifier for a NOS unit, which 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.
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
HCSSC	Handicrafts and Carpet Sector Skill Council
NSDC	National Skill Development Corporation

Acronyms



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

National Occupational Standard



Overview

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



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

National Occupational Standard	Unit Code	HCS/N7404
	Unit Title (Task)	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: <ul style="list-style-type: none"> Take charge of shift from Jute handloom weaver Hand over shift to Jute handloom weaver
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Take charge of shift from Jute handloom weaver	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> 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 selvedge's 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: <ul style="list-style-type: none"> 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



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

	<p>PC18. get clearance from the incoming counterpart before leaving the work spot</p> <p>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</p> <p>PC20. ensure the shift is properly handed over to the incoming shift operator</p> <p>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</p> <p>PC22. ensure the work spot is clean</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. standard operating procedures (SOP)and regulations in a jute mill</p> <p>KA2. safe working practices to be adopted in jute mill</p> <p>KA3. quality systems and other processes practiced in the jute mill</p> <p>KA4. reporting to the supervisor or higher authority in case of emergency</p> <p>KA5. color coding adopted for different counts/products in the jute mill</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. 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)</p> <p>KB2. process flow in a Hand Loom unit mill</p> <p>KB3. material flow in a Hand Loom unit</p> <p>KB4. functions of different parts of handloom</p> <p>KB5. importance of colour coding followed for different products</p> <p>KB6. knowledge of waste collection system & equipments used</p> <p>KB7. importance of material handling and types of material handling equipments used</p> <p>KB8. importance of cleanliness at workplace</p> <p>KB9. functions and methodology for operating different material handling equipments</p> <p>KB10. understanding the functions of different signal lamps</p> <p>KB11. guidelines for operating the handloom</p> <p>KB12. guidelines for taking charge of shift from previous shift operator</p> <p>KB13. guidelines for handing over the shift to the next shift operator</p> <p>KB14. safety procedures to be followed in a handloom</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 clear and short sentences
	Reading Skills
	The user/individual on the job needs to know and understand how to:
	SA2. read and comprehend written instructions



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

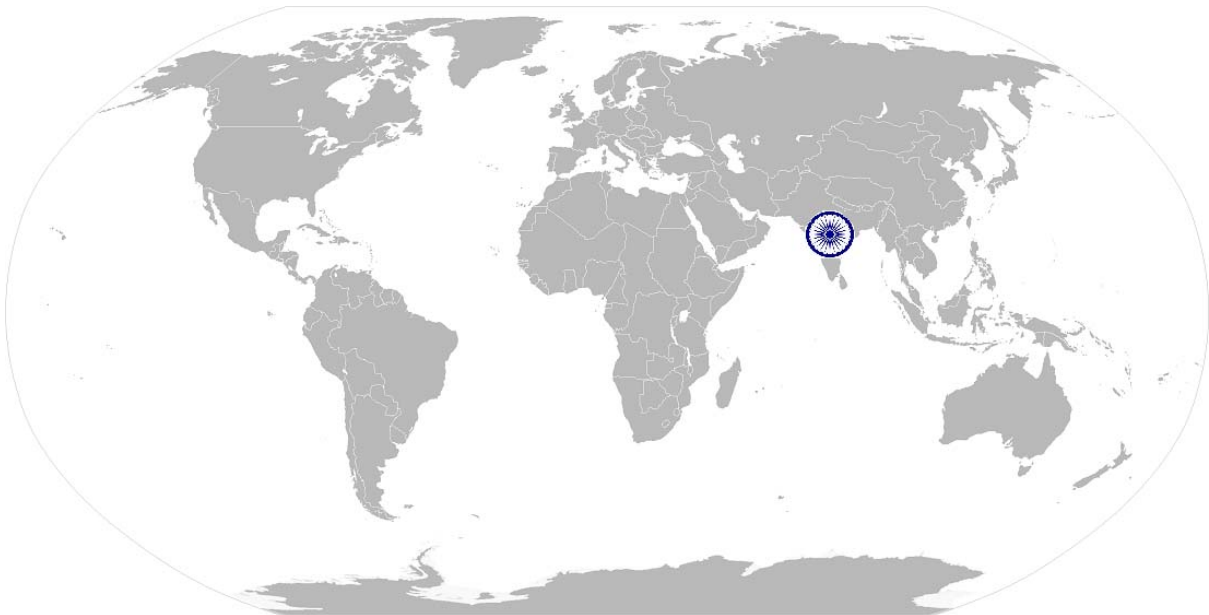
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA3. communicate with supervisor appropriately SA4. talk to others to convey information effectively
B. Professional Skills	Decision Making
	NA
	Plan and Organize
	NA
	Customer Centricity
	NA
	Problem Solving
	The user/ individual on the job needs to know and understand how to: SB1. identify the real reason of problem faced SB2. apply problem-solving approaches in different situations SB3. refer anomalies to the supervisor SB4. seek clarification on problems from others SB5. apply good attention to detail SB6. check your work is complete and free from errors SB7. patrol around the handloom and identify warp and weft breakage SB8. procedure for operating different material handling tools and equipments SB9. procedure for patrolling around the loom and identifying worn out or damaged machine parts SB10. maintain cleanliness at work place
	Analytical Thinking
	NA
Critical Thinking	
NA	



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

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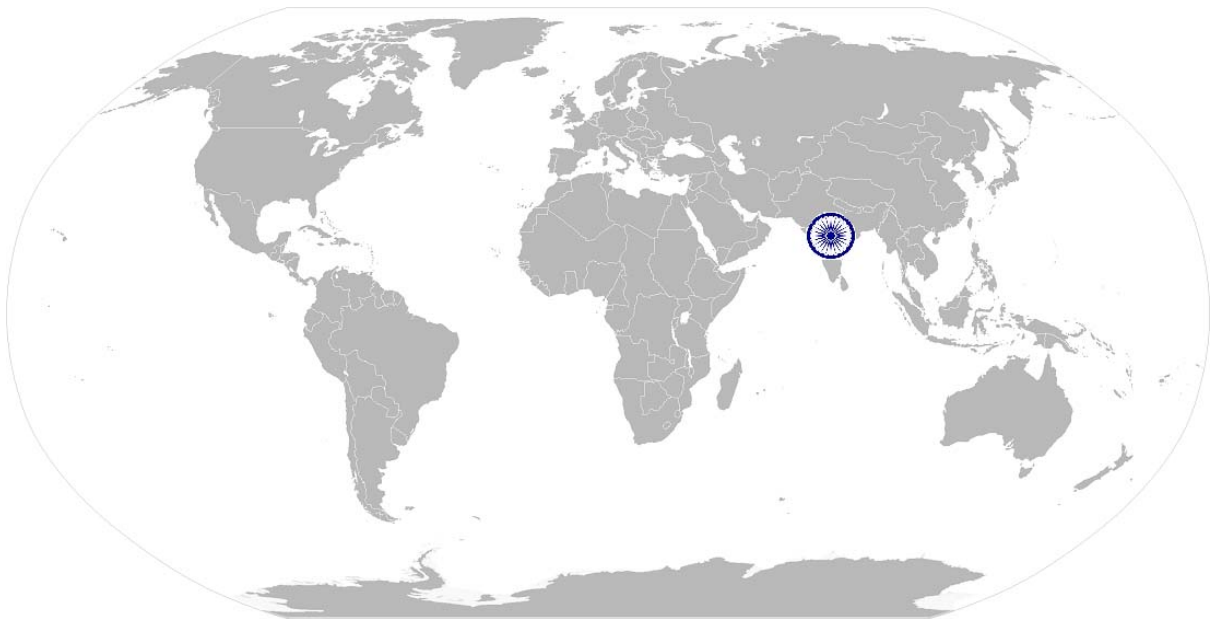
Qualifications Pack Code	HCS/N7404		
Credits	TBD	Version number	1.0
Sector	Handicrafts and Carpet	Drafted on	05/02/2016
Sub-sector	Weaving (Jute)	Last reviewed on	01/02/2017
Occupation	Jute Weaving (Handloom)	Next review date	1/01/2020





HCS/N7405 Run jute handloom efficiently

National Occupational Standard



Overview

This unit provides performance criteria, knowledge & understanding and skills & abilities required to run Jute Handloom.



HCS/N7405 Run jute handloom efficiently

National Occupational Standard	Unit Code	HCS/N7309
	Unit Title (Task)	Run jute handloom efficiently
	Description	This unit provides abilities required to run Handloom, by attending the warp breakages, weft breakagesto get maximum output & minimum defects, without entertaining any damage to people, machine etc., without wasting much of raw materials, spares, tools etc., & without spoiling the environmental aspects.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Improvement of Productivity and Quality • Control of Wastage in weaving shed • Maintenance of loom and accessories and Cleanliness • Other work practices
	Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria	
Improvement of Productivity and Quality	<p>To be competent, the user/individual on the job must be able to:</p> <p>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</p> <p>PC2. should have the knowledge of fabric faults/defects and their remedial measures</p> <p>PC3. ensure Warp yarns should properly pass through lease rods, mail eyes and reed dents in correct sequence</p> <p>PC4. ensure that broken warp ends should be mended by small weaver's knot and ensure that it can passes through lease rod, camb and reed</p> <p>PC5. ensure to maintain the proper sequence of warp threads as per specification and quality</p> <p>PC6. ensure to maintain proper tension at the selvages otherwise inadequate shed depth and movement of shuttle will hinder</p> <p>PC7. ensure that tension of the warp yarns is properly adjusted</p> <p>PC8. ensure to replace the missing warp on the reed, lease rod and beam with additional warp from left-over small/half spool</p> <p>PC9. ensure to put each weavers own mark on the woven cloth at the start of the shift</p> <p>PC10. ensure the perfect arrangement of warp yarn eliminating cross end, taut end, missing end and big knots etc.</p> <p>PC11. ensure to maintain proper warp tension and fabric tension</p> <p>PC12. ensure to check the number of warp yarns (runners) and to control the width of the cloth</p>	



HCS/N7405 Run jute handloom efficiently

	<p>PC13. ensure to use correct warp count, weft count, correct reed porter and proper camb filing</p> <p>PC14. ensure to avoid quality mix-up by use of proper quality tag for cop and spools</p> <p>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</p> <p>PC16. ensure to follow the instruction of supervisor and sardar for quality change</p>
<p>Control of Wastage in weaving shed</p>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC17. ensure that weavers should know the reasons for wastage of warp and weft yarns</p> <p>PC18. ensure that the weavers should have motivation to reduce yarn wastage</p> <p>PC19. ensure that warp beam are fully exhausted, i.e, do not doff beams without its full exhaustion</p> <p>PC20. ensure that for repairing missing ends and broken warps, yarn from small cops must not be used</p> <p>PC21. ensure cops should be fully consumed and yarn must not be pulled from cops</p> <p>PC22. ensure while joining fresh warp beam yarn must not be pulled unnecessarily causing wastage of beam yarns</p> <p>PC23. ensure to sort out the defective cops separately and to consume the same as far as practicable</p> <p>PC24. ensure to give up the habit of pick-back practice</p> <p>PC25. ensure to use individual wastage bag and keep it at proper</p> <p>PC26. ensure to use correct weft count and warp count during replacement of missing ends</p> <p>PC27. ensure proper use of cop bands and mark for quality for avoiding quality mix-up</p> <p>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</p>
<p>Maintenance of loom and accessories and Cleanliness</p>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC29. ensure that weavers should take proper care towards cleaning and proper maintenance of loom keeping good relation with maintenance mistry</p> <p>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</p> <p>PC31. ensure that weaver should do minor lubrication and minor repair job as a regular practice</p> <p>PC32. ensure to identify broken or worn out loom parts and to be replaced</p> <p>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</p>



HCS/N7405 Run jute handloom efficiently

	<p>PC34. ensure to check various loom parts including shuttle and shuttle box, which is very essential</p> <p>PC35. ensure to eliminate the malpractice of throwing thread waste, empty spool centre, caddies, cop bands etc. on floor</p> <p>PC36. ensure to maintain good housekeeping and surroundings clean</p> <p>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</p> <p>PC38. ensure to check and rectify the settings and looseness/tightness of any loom parts</p>
<p>Other work practices</p>	<p>To be competent, the user/individual on the job must be able to:</p> <p>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</p> <p>PC40. ensure to check the proper alignment of the sley race, reed and box back and adjust accordingly to avoid shuttle flying out</p> <p>PC41. ensure that reed screw are properly fixed and there is no broken reed</p> <p>PC42. heald frame height should be properly maintained and take the help of proper template to fix the heald frame with reed</p> <p>PC43. unweave if there are any floats & run the machine without Starting Mark or crack</p> <p>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</p> <p>PC45. ensure that the looms are stopped for a minimum possible down time due to whatever reason to achieve maximum output</p> <p>PC46. ensure that cloth rolls are doffed whenever/ wherever necessary</p> <p>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</p>
<p>Knowledge and Understanding (K)</p>	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. standard operating procedures (SOP)and regulations in a jute mill</p> <p>KA2. safe working practices to be adopted in jute mill</p> <p>KA3. quality systems and other processes practiced in the jute mill</p> <p>KA4. reporting to the supervisor or higher authority in case of emergency</p> <p>KA5. color coding adopted for different counts/products in the jute mill</p> <p>KA6. details of the various job roles & responsibilities</p> <p>KA7. documentation and reporting formats</p> <p>KA8. work targets & review with superiors</p> <p>KA9. protocol and format for reporting work related risks/ problems</p> <p>KA10. method of obtaining /giving feed back with respect to performance</p> <p>KA11. importance of team work, harmonious working relationships</p> <p>KA12. process for offering /obtaining work related assistance</p> <p>KA13. responsibilities under health, safety and environmental legislation</p>



HCS/N7405 Run jute handloom efficiently

	KA14. guidelines for storage & disposal of waste materials
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. minimum quality requirements of the product with respect to permissible/ non-permissible defects</p> <p>KB2. fabric quality particulars such as ends & picks per inch, width, weave etc.</p> <p>KB3. handloom, conventional jute loom and shuttleless loom (S4)</p> <p>KB4. Plain Weave, Twill , Drill, Plain Satin, Stripe Satin , Dobby designs , Jacquard Designs</p> <p>KB5. Wrong Drawing , Wrong Denting, End Out , Double End, Broken Pick , Double Pick, Missing Pick, Hand Stain , Hole, Wrong Weft, Bad Selvedge</p> <p>KB6. End Out, LetOff, 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</p> <p>KB7. Spinning Faults - Thin Place, Thick Place, Contamination</p> <p>KB8. Colour Flies, Yarn variation, Shade Variation</p> <p>KB9. Sizing Faults - Shade variation, Size Patches, Sizing Oil, Bead formation</p> <p>KB10. Weaving Faults - Wrong Weft, Wrong Pattern, Less Width, Low EPI, Low PPI, Wrong Warp</p> <p>KB11. BIS or Other standards like ISO 9001, ISO 14001, SA 8001</p> <p>KB12. the safety mechanisms of the machines & ensure that the same are in order</p> <p>KB13. about the functions of stop motions & ensure that the same are in order</p> <p>KB14. about the functions of various indication lamps & ensure that the same are in order</p> <p>KB15. about the functional operations of the machines, where he/she is working</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA5. write clear and short sentences
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA6. read and comprehend written instructions
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA7. communicate with supervisor appropriately SA8. talk to others to convey information effectively
	Decision Making



HCS/N7405 Run jute handloom efficiently

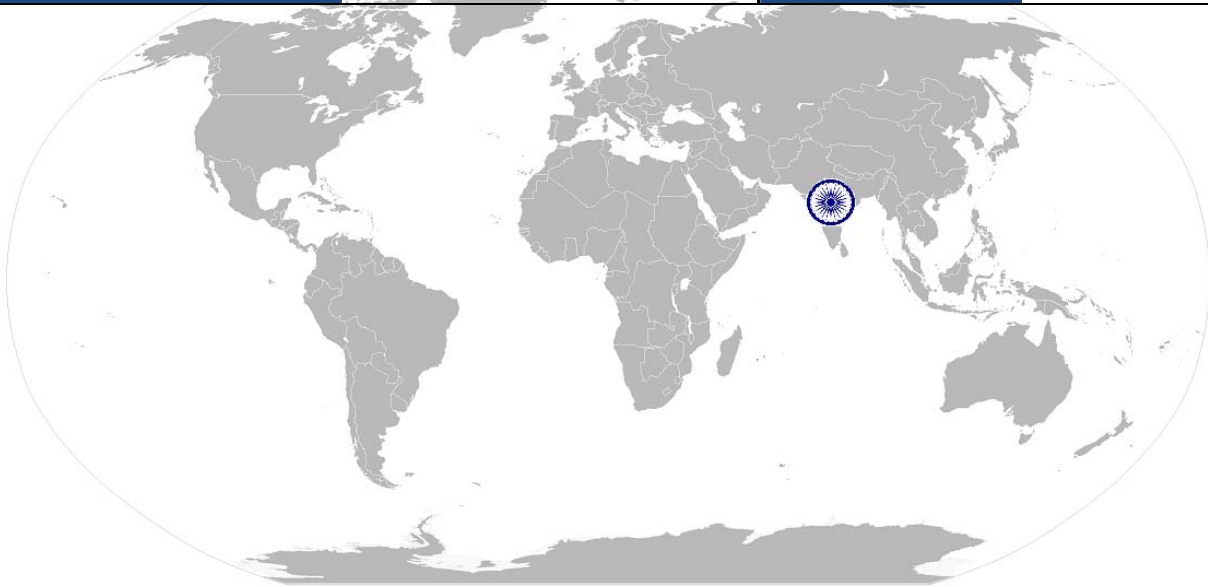
B. Professional Skills	NA
	Plan and Organize
	NA
	Customer Centricity
	NA
	Problem Solving
	The user/ individual on the job needs to know and understand how to: SB1. identify the real reason of problem faced SB2. apply problem-solving approaches in different situations SB3. refer anomalies to the supervisor SB4. seek clarification on problems from others SB5. apply good attention to detail SB6. check your work is complete and free from errors SB7. patrol around the handloom and identify warp and weft breakage SB8. procedure for operating different material handling tools and equipments SB9. procedure for patrolling around the loom and identifying worn out or damaged machine parts SB10. maintain cleanliness at work place
	Analytical Thinking
	NA
	Critical Thinking
NA	



HCS/N7405 Run jute handloom efficiently

NOS Version Control

Qualifications Pack Code	HCS/N7405		
Credits	TBD	Version number	1.0
Sector	Handicrafts and Carpet	Drafted on	05/02/2016
Sub-sector	Weaving (Jute)	Last reviewed on	10/11/2017
Occupation	Jute Weaving (Handloom)	Next review date	10/11/2019





HCS/N 9908

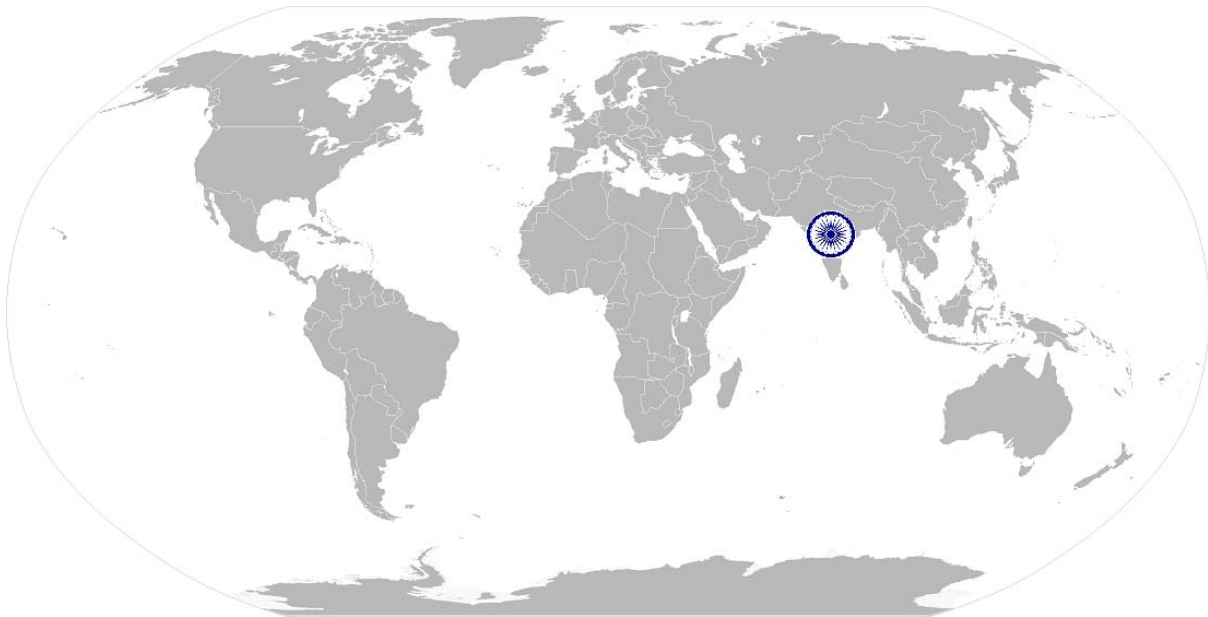
NOS
National Occupational Standards

Working in a team



N · S · D · C
National
Skill Development
Corporation

National Occupational Standard



Overview

This unit is about working as part of a team within the organization.



Unit Code	HCS/N9908
Unit Title (Task)	Working in a team
Description	This unit is about working as a team member within the organisation
Scope	<ul style="list-style-type: none"> ▪ Commitment and trust ▪ Communication ▪ Adaptability ▪ Creative freedom
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Commitment and trust	PC1. be accountable to one's own role in whole process of developing product PC2. perform all roles with full responsibility PC3. be effective and efficient at workplace
Communication	PC4. properly communicate about organization policies PC5. talk politely with other team members and colleagues
Adaptability	PC6. adjust in different work situations PC7. give due importance to others' point of view PC8. avoid conflicting situations
Creative freedom	PC9. develop new ideas for work procedures PC10. improve upon the existing techniques to increase process efficiency
Knowledge and Understanding (K)	
A. Organizational Context	KA1. general rules and regulations in a paper mache sector KA2. procedure followed to get the final output KA3. safe working practices to be adopted KA4. reporting to the supervisor or higher authority about any grievances faced
B. Technical Knowledge	KB1. understanding the importance of the previous and next step of the process KB2. process flow in a paper mache section KB3. material sequence of flow KB4. functions of different parts of product development KB5. tools and equipments used KB6. guidelines for operating the equipment KB7. safety procedures to be followed as applicable
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand: SA1. write letters, memos, applications regarding team needs and performance in simple language SA2. write daily work report
	Reading Skills
	The user/individual on the job needs to know and understand: SA3. comprehend written instructions SA4. read any application sent by other colleagues and team members
A. Core Skills/ Generic Skills	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand: SA5. communicate with superior, colleagues and juniors appropriately SA6. talk to team members to convey information effectively



B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. make decisions in relation to the concerned scope of work
	Plan and Organize
	The user/individual on the job needs to know and understand: SB2. plan and organize the work to achieve shared objectives of the team
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB3. manage relationships with customers who may be in need of supports to maintain productivity and performance SB4. build with customer a relationship of trust and cooperation in achieving team goal
	Problem Solving
	The user/individual on the job needs to know and understand: SB5. apply problem-solving approaches to resolve conflicts SB6. seek clarification to problems when in doubt
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB7. identify root cause of problem split to utmost level of circumstances, personality etc
Critical Thinking	
The user/individual on the job needs to know and understand how to: SB8. critically evaluate various approaches of building team and sustaining team performance.	

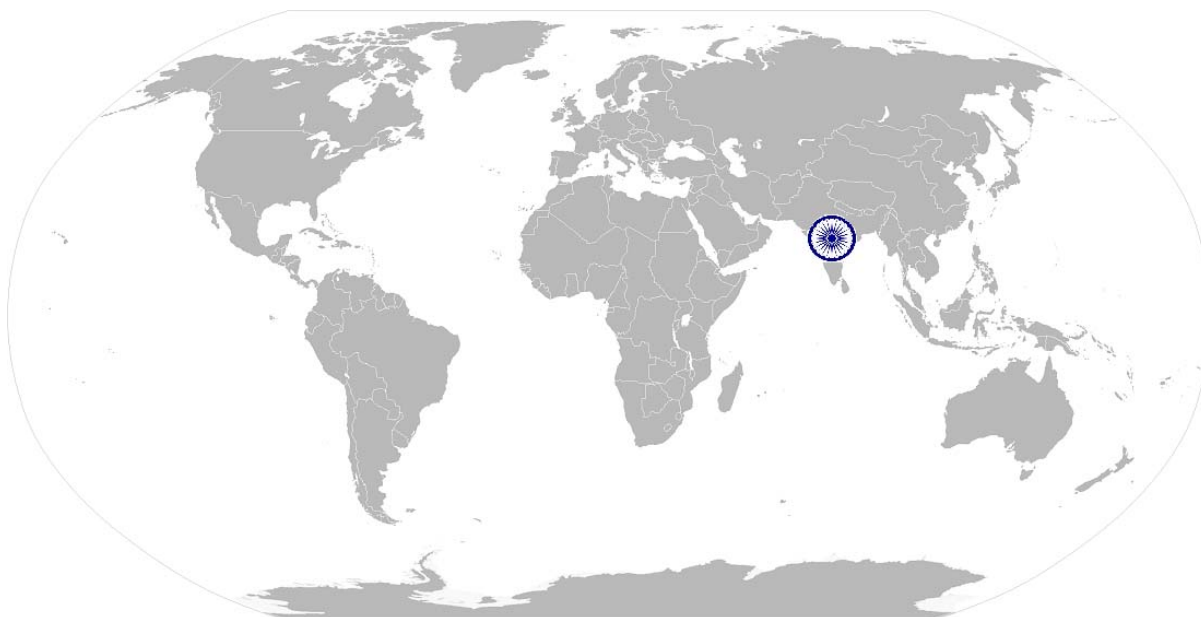


HCS/N 9908

Working in a team

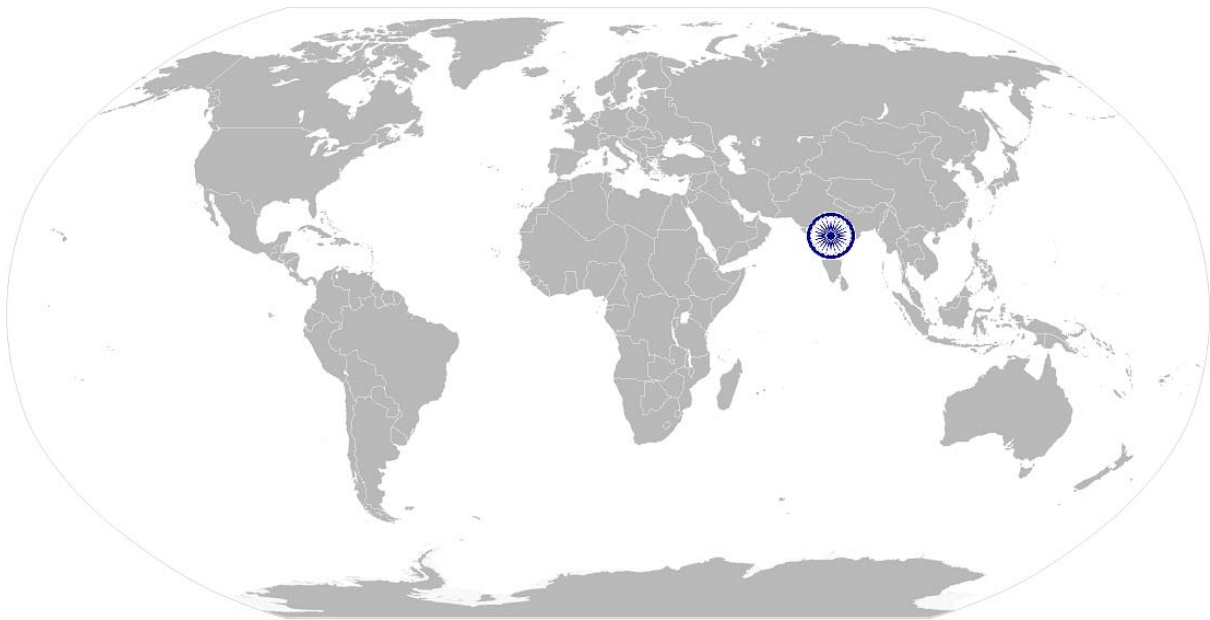
NOS Version Control

NOS Code	HCS/N 9908		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	09/10/15
Industry Sub-sector	Weaving (Jute)	Last reviewed on	10/11/2017
Occupation	Jute Weaving (Handloom)	Next review date	10/11/2019





National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to ~~organise~~/maintain work areas and activities to ensure tools used are maintained as per norms



HCS/N 9912

Maintain work area and tools

National Occupational Standard

Unit Code	HCS/N 9912
Unit Title (Task)	Maintain work area and tools
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/maintain work areas and activities to ensure tools used are maintained as per norms
Scope	This unit/task covers the following: <ul style="list-style-type: none"> maintain the work area and tools
Performance Criteria (PC) w.r.t the Scope	
Elements	Performance Criteria
Maintain the work area, tools and machines	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. handle materials and tools safely and correctly PC2. use materials to minimize waste PC3. maintain a clean and hazard free working area PC4. maintain the tools PC5. carry out maintenance and/or cleaning within one's responsibility PC6. report damaged tools & materials PC7. work in a comfortable position with the correct posture PC8. dispose of waste safely in the designated location PC9. store cleaning equipment safely after use PC10. carry out cleaning according to schedules and limits of responsibility
Knowledge and Understanding (K) w.r.t the Scope	
Elements	Knowledge and Understanding
A. Organisational Context (Knowledge of the company / organisation and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. personal hygiene and duty of care KA2. safe working practices and organisational procedures KA3. limits of your own responsibility KA4. ways of resolving with problems within the work area KA5. the production process and the specific work activities that relate to the whole process KA6. the importance of effective communication with colleagues KA7. the lines of communication, authority and reporting procedures KA8. the organisation's rules, codes and guidelines (including timekeeping) KA9. the organisation's quality standards KA10. the importance of complying with written instructions
B. Technical / Domain Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. work instructions and specifications and interpret them accurately KB2. relation between work role and the overall manufacturing process KB3. the importance of taking action when problems are identified KB4. different ways of minimising waste KB5. effects of contamination on products KB6. common faults with handloom woven mats and the method to rectify KB7. tools maintenance procedures KB8. hazards likely to be encountered when conducting routine maintenance KB9. safe working practices for cleaning and the method of carrying them out
Skills (S) w.r.t the Scope	



HCS/N 9912

Maintain work area and tools

Elements	Skills
A. Core Skills / Generic Skills	Writing Skills
	You need to know and understand how to: SA1. write in local language
	Reading Skills
	You need to know and understand how to: SA2. read measurement instructions
	Oral Communication (Listening and Speaking skills)
You need to know and understand how to: SA3. communicate orally with colleagues	
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response
	Plan and Organize
	User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB4. manage relationships with customers SB5. build customer relationships and use customer centric approach
	Problem Solving
	User/individual needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB7. identify immediate or temporary solutions to resolve delays
	Analytical Thinking
	User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others
Critical Thinking	
User/individual need to know and understand how to: SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action	

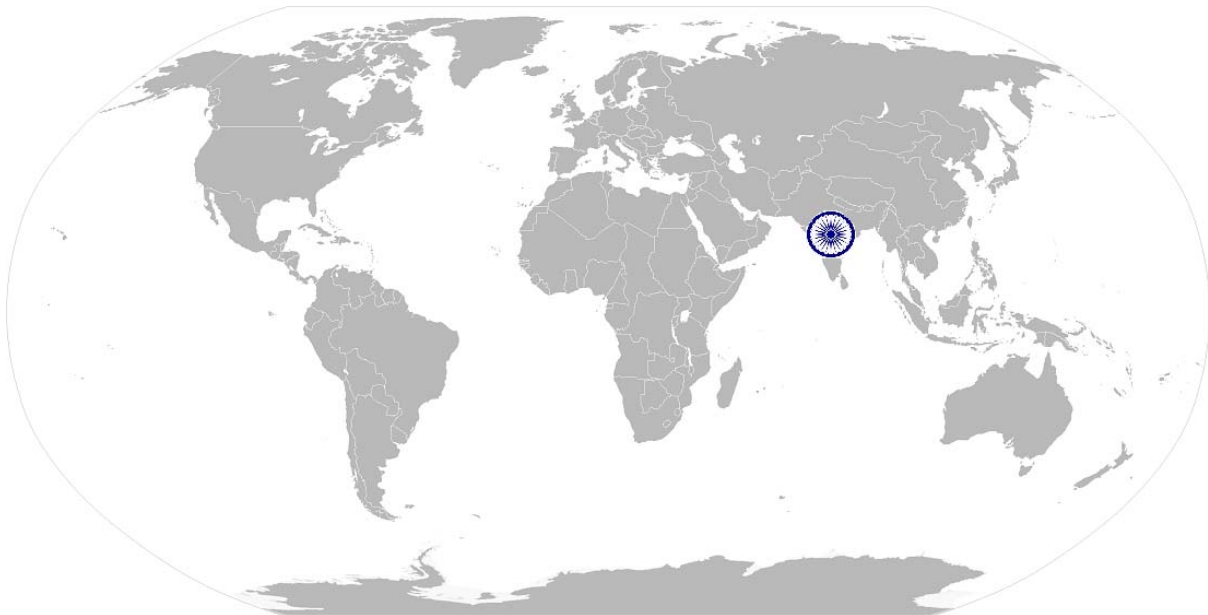


HCS/N 9912

Maintain work area and tools

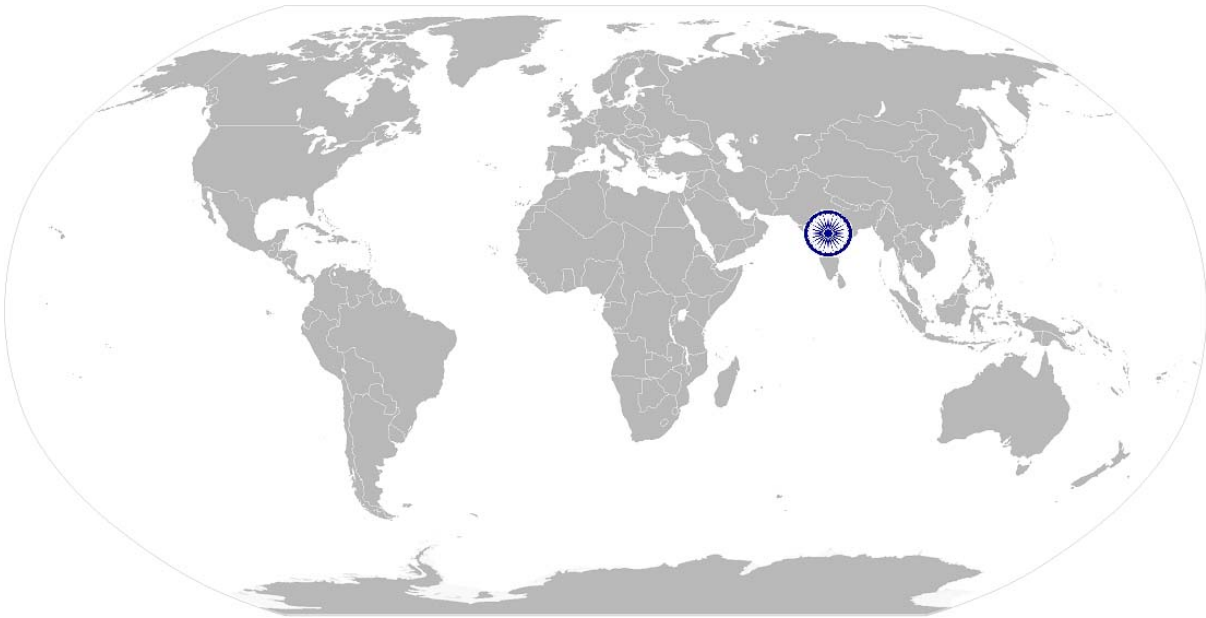
NOS Version Control

NOS Code	HCS/N 9912		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	09/10/15
Industry Sub-sector	Weaving (Jute)	Last reviewed on	10/11/2017
Occupation	Jute Weaving (Handloom)	Next review date	10/11/2019





National Occupational Standard



Overview

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 minimise risk to self and others.



HCS/N 9913

Maintain health, safety and security at workplace

National Occupational Standard	Unit Code	HCS/N 9913
	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 minimise risk to self and others.
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> comply with health, safety and security requirements at work
	Performance Criteria (PC) w.r.t the Scope	
	Elements	Performance Criteria
	Comply with health, safety and security requirements at work	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. comply with health and safety related instructions applicable to the workplace</p> <p>PC2. use and maintain personal protective equipment as per protocol</p> <p>PC3. carry out own activities in line with approved guidelines and procedures</p> <p>PC4. maintain a healthy lifestyle and guard against dependency on intoxicants</p> <p>PC5. follow environment management system related procedures</p> <p>PC6. store materials and tools in line with manufacturer's and organisational requirements</p> <p>PC7. safely handle and move waste and debris</p> <p>PC8. minimize health and safety risks to self and others due to own actions</p> <p>PC9. seek clarifications, from supervisors or other authorized personnel in case of perceived risks</p> <p>PC10. monitor the workplace and work processes for potential risks and threats</p> <p>PC11. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</p> <p>PC12. report hazards and potential risks/ threats to supervisors or other authorized personnel</p> <p>PC13. participate in mock drills/ evacuation procedures organized at the workplace</p> <p>PC14. undertake first aid, fire-fighting and emergency response training, if asked to do so</p> <p>PC15. take action based on instructions in the event of fire, emergencies or accidents</p> <p>PC16. follow organisation procedures for evacuation when required</p>
	Knowledge and Understanding (K) w.r.t. the Scope	
	Elements	Knowledge and Understanding
	A. Organisational Context	The user/individual on the job needs to know and understand:
(Knowledge of the company / organisation and its processes)	<p>KA1. health and safety related practices applicable at the workplace</p> <p>KA2. potential hazards, risks and threats based on nature of operations</p> <p>KA3. organizational procedures for safe handling of tools</p> <p>KA4. potential risks due to own actions and methods to minimize these</p> <p>KA5. environmental management system related procedures at the workplace</p> <p>KA6. layout of the plant and details of emergency exits, escape routes,</p>	



HCS/N 9913

Maintain health, safety and security at workplace

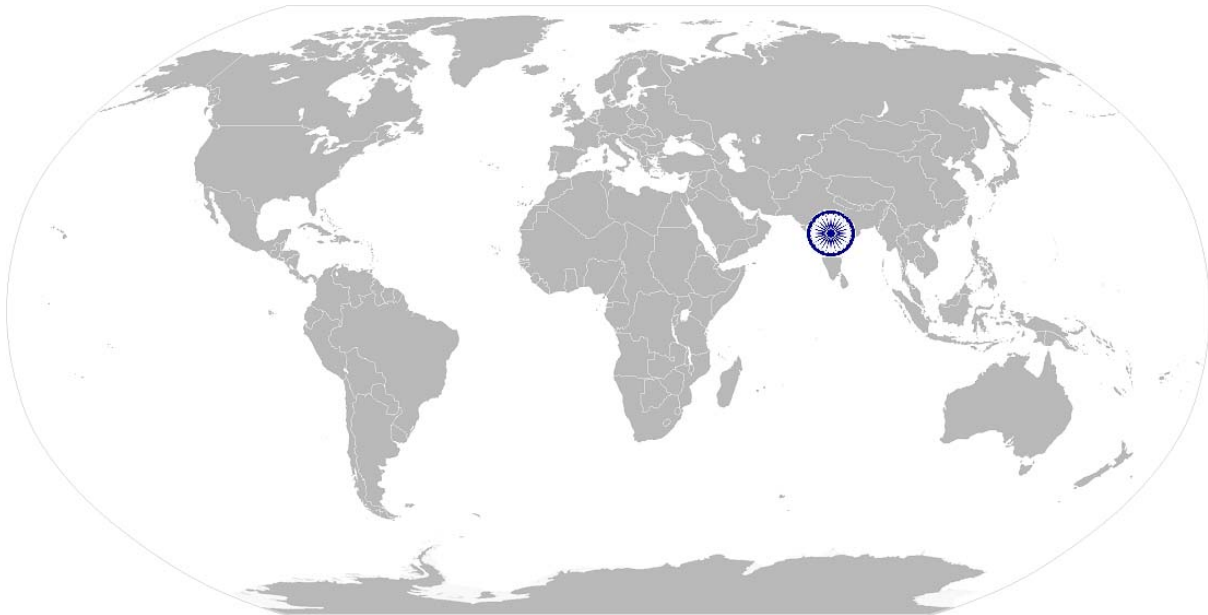
	<p>emergency equipment and assembly points</p> <p>KA7. potential accidents and emergencies and response to these scenarios</p> <p>KA8. reporting protocol and documentation required</p> <p>KA9. details of personnel trained in first aid, fire-fighting and emergency response</p> <p>KA10. actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>
B. Technical / Domain Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. occupational health and safety risks and methods</p> <p>KB2. personal protective equipment and method of use</p> <p>KB3. identification, handling and storage of hazardous substances</p> <p>KB4. proper disposal system for waste and by-products</p> <p>KB5. signage related to health and safety and their meaning</p> <p>KB6. importance of sound health, hygiene and good habits</p> <p>KB7. ill-effects of alcohol, tobacco and drugs</p>
Skills (S) w.r.t the Scope	
Elements	Skills
A. Core Skills / Generic Skills	Writing Skills
	You need to know and understand how to:
	SA1. write in local language
	Reading Skills
	You need to know and understand how to:
SA2. read measurement instructions	
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to:
	SA3. communicate orally with colleagues
	Decision Making
	The user/individual on the job needs to know and understand how to:
SB1. follow organization rule-based decision making process	
SB2. take decision with systematic course of actions and/or response	
B. Professional Skills	Plan and Organize
	User/individual needs to know and understand how to:
	SB3. plan and organize your work to achieve targets and deadlines
	Customer Centricity
	The user/individual on the job needs to know and understand how to:
SB4. manage relationships with customers	
SB5. build customer relationships and use customer centric approach	
B. Professional Skills	Problem Solving
	User/individual needs to know and understand how to:
	SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)
	SB7. identify immediate or temporary solutions to resolve delays
	Analytical Thinking
User/individual needs to know and understand how to:	



HCS/N 9913

Maintain health, safety and security at workplace

	SB8. analyze data and activities
	SB9. pass on relevant information to others
	Critical Thinking
	User/individual need to know and understand how to:
	SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action



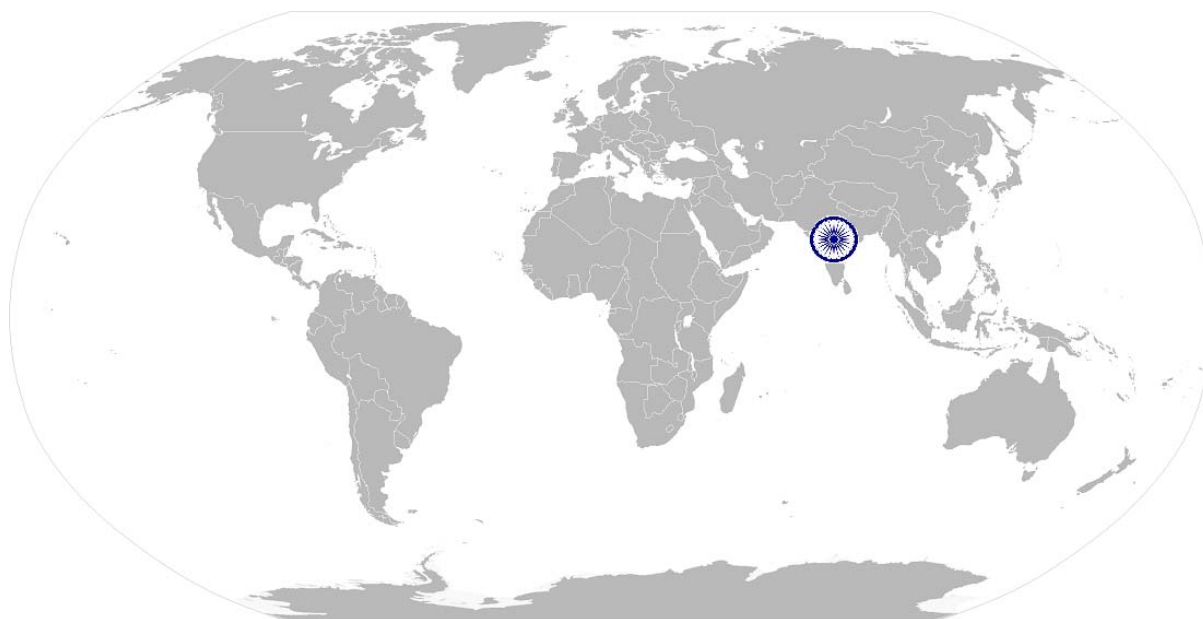


HCS/N 9913

Maintain health, safety and security at workplace

NOS Version Control

NOS Code	HCSSC/N 9913		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	09/10/15
Industry Sub-sector	Weaving (Jute)	Last reviewed on	10/11/2017
Occupation	Jute Weaving (Handloom)	Next review date	10/11/2019

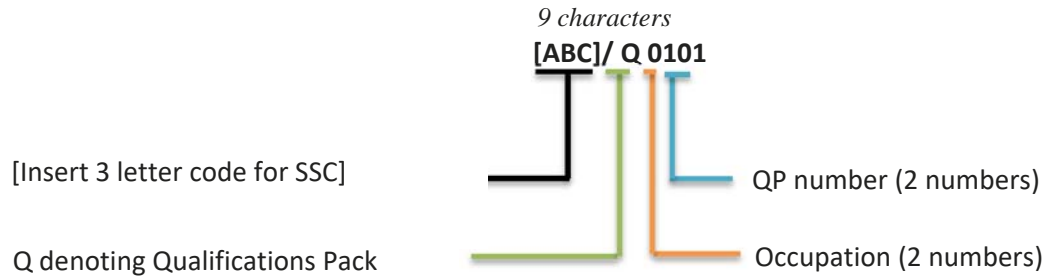




Annexure

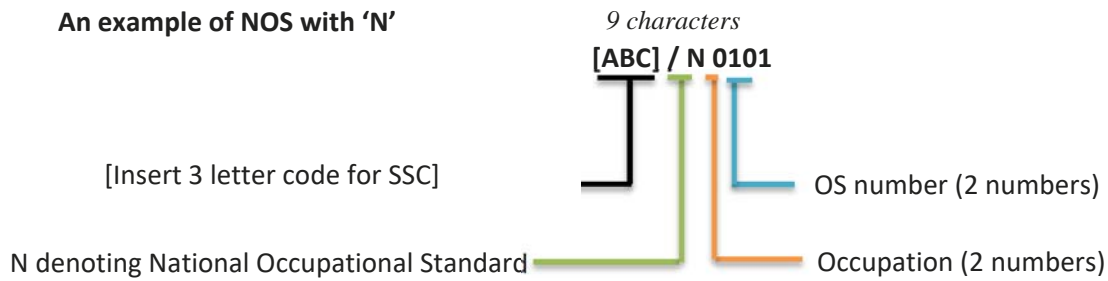
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'





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

Sub-sector	Range of Occupation numbers
Ceramics	01-10
Fashion Jewellery	11-13
Stoneware	14-19
Glassware	20-27
Metalware crafts	28-37
Leather crafts	38-43
Paper Mache	44-49
Carpets & rugs	50-59
Horn bone & shell craft	60-65
Wood ware, dolls & toys	66-71
Hand printed, Embroidered / knitted & crocheted textiles	72-77
Agarbatti	78-82
Paper crafts	83-86
NER crafts	87-92
Miscellaneous crafts	93-95
Generic Occupation	96-99

Sequence	Description	Example
Three letters	Handicrafts	HCS
Slash	/	/
Next letter	Whether QP or NOS	N
Next two numbers	Occupation code	01
Next two numbers	OS number	01



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Jute Handloom Weaver

Qualification Pack:HCS/Q7304

Sector Skill Council:Handicraftsand Carpet

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 80% in every NOS.
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass theQualification Pack.
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
HCS/N7404 Take charge of shift and hand over shift to Jute Handloom Weaver	PC1.reach atleast 10 - 15 minutes early to the work place	100	4	1	3
	PC2.bring the necessary operational tools to the department		4	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.		6	2	4
	PC4. identify the type of fabric produced, specifications of fabrics followed in the handloom for his allocated number of looms or machines		4	1	3
	PC5.ensure the technical details are mentioned in the display board		4	1	3
	PC6.check for the availability of the weft package & the condition of the same		4	1	3
	PC7.check the condition of the running beams for cross ends, ends pulling out particularly at the selvedge's		4	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.	5	2	3
PC9.check for the size of the cloth rolls & to see whether any indication is therein the cloth rolls	5	2	3
PC10.check the cleanliness of the machines & other work areas	4	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	4	1	3
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	6	2	4
PC13.proper functioning of handloom machine parts and machine	5	1	4
PC14.ensure the work spot is clean	4	1	3
PC15.hand over the shift to the incoming Jute handloom weaver in a proper manner	4	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	5	2	3
PC17.provide all relevant information regarding the type of fabric production, damaged machine parts if any	5	2	3
PC18.get clearance from the incoming counterpart before leaving the work spot	5	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	5	2	3
PC20.ensure the shift is properly handed over to the incoming shift operator	4	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	5	2	3
PC22.ensure the work spot is clean	4	1	3
Total	100	30	70



HCS/N7405 Run jute handloom efficiently	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	100	5	2	3
	PC2.should have the knowledge of fabric faults/defects and their remedial measures		3	1	2
	PC3.ensure Warp yarns should properly pass through lease rods, mail eyes and reed dents in correct sequence		3	1	2
	PC4.ensure that broken warp ends should be mended by small weaver's knot and ensure that it can passes through lease rod, camb and reed		3	1	2
	PC5.ensure to maintain the proper sequence of warp threads as per specification and quality		3	1	2
	PC6.ensure to maintain proper tension at the selvages otherwise inadequate shed depth and movement of shuttle will hinder		3	1	2
	PC7.ensure that tension of the warp yarns is properly adjusted		3	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		3	1	2
	PC9.ensure to put each weavers own mark on the woven cloth at the start of the shift		3	1	2
	PC10.ensure the perfect arrangement of warp yarn eliminating cross end, taut end, missing end and big knots etc.		3	1	2
	PC11.ensure to maintain proper warp tension and fabric tension		3	1	2
	PC12.ensure to check the number of warp yarns (runners) and to control the width of the cloth		3	1	2
	PC13.ensure to use correct warp count, weft count, correct reed porter and proper camb filing		3	1	2
	PC14.ensure to avoid quality mix-up by use of proper quality tag for cop and spools		3	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		5	2	3



PC16.ensure to follow the instruction of supervisor and sardar for quality change	3	1	2
PC17.ensure that weavers should know the reasons for wastage of warp and weft yarns	3	1	2
PC18.ensure that the weavers should have motivation to reduce yarn wastage	3	1	2
PC19.ensure that warp beam are fully exhausted, i.e, do not doff beams without its full exhaustion	3	1	2
PC20.ensure that for repairing missing ends and broken warps, yarn from small cops must not be used	3	1	2
PC21.ensure cops should be fully consumed and yarn must not be pulled from cops	3	1	2
PC22.ensure while joining fresh warp beam, yarn must not be pulled unnecessarily causing wastage of beam yarns	4	2	2
PC23.ensure to sort out the defective cops separately and to consume the same as far as practicable	3	1	2
PC24.ensure to give up the habit of pick-back practice	3	1	2
PC25.ensure to use individual wastage bag and keep it at proper	3	1	2
PC26.ensure to use correct weft count and warp count during replacement of missing ends	3	1	2
PC27.ensure proper use of cop bands and mark for quality for avoiding quality mix-up	3	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	3	1	2
PC29.ensure that weavers should take proper care towards cleaning and proper maintenance of loom keeping good relation with maintenance mistry	3	1	2
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	4	2	2
PC31.ensure that weaver should do minor lubrication and minor repair job as a regular practice	3	1	2



PC32.ensure to identify broken or worn out loom parts and to be replaced	3	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	3	1	2
PC34.ensure to check various loom parts including shuttle and shuttle box, which is very essential	4	2	2
PC35.ensure to eliminate the malpractice of throwing thread waste, empty spool centre, caddies, cop bands etc. on floor	3	1	2
PC36.ensure to maintain good housekeeping and surroundings clean	3	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 be rectified early before breakdown occurs	4	2	2
PC38.ensure to check and rectify the settings and looseness/tightness of any loom parts	3	1	2
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	4	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	4	2	2
PC41.ensure that reed screw are properly fixed and there is no broken reed	2	1	1
PC42.heald frame height should be properly maintained and take the help of proper template to fix the heald frame with reed	4	2	2
PC43.unweave if there are any floats & run the machine without Starting Mark or crack	3	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	3	1	2



	PC45.ensure that the looms are stopped for a minimum possible down time due to whatever reason to achieve maximum output		3	1	2
	PC46.ensure that cloth rolls are doffed whenever/ wherever necessary		2	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		3	1	2
		Total	150	56	94
4. HCS/N9908 (Working in a team)	PC1. carry out quality checks at specified intervals according to instructions	100	12	4	8
	PC2. perform all roles with full responsibility		10	3	7
	PC3. be effective and efficient at workplace		10	3	7
	PC4. properly communicate about organisation's policies		8	4	4
	PC5. talk politely with other team members and colleagues		10	3	7
	PC6. adjust in different work situations		10	3	7
	PC7. give due importance to others' point of view		10	3	7
	PC8. avoid conflicting situations		10	2	8
	PC9. develop new ideas for work procedures		8	2	6
	PC10. improve upon the existing techniques to increase process efficiency		12	2	10
		Total	100	29	71
5. HCS/N 9912 (Maintain work area and tools)	PC1. handle materials and tools safely and correctly	100	8	2	6
	PC2. use materials to minimize waste		10	3	7
	PC3. maintain a clean and hazard free working area		10	3	7
	PC4. maintain the tools used for handloom weaving		8	2	6
	PC5. carry out maintenance and/or cleaning within one's responsibility		10	3	7
	PC6. report damaged tools and materials		12	4	8
	PC7. work in a comfortable position with correct posture		10	3	7
	PC8. dispose of waste safely in designated location		12	4	8
	PC9. store tools safely after use		10	3	7
	PC10. carry out cleaning according to schedules and limits of responsibility		10	3	7



		TOTAL	100	30	70
6. HCS/N 9913 (Maintain health, safety and security at workplace)	PC1. comply with health and safety related instructions applicable to the workplace	100	8	2	6
	PC2. use and maintain personal protective equipment as per protocol		8	2	6
	PC3. carry out own activities in line with approved guidelines and procedures		8	2	6
	PC4. maintain a healthy lifestyle and guard against dependency on intoxicants		8	2	6
	PC5. follow environment management system related procedures		6	2	4
	PC6. store materials and tools in line with manufacturer's and organisational requirements		5	2	3
	PC7. safely handle and move waste and debris		4	1	3
	PC8. minimize health and safety risks to self and others due to own actions		6	2	4
	PC9. seek clarifications from supervisors or other authorized personnel in case of perceived risks		4	1	3
	PC10. monitor the workplace and work processes for potential risks and threats		4	1	3
	PC11. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		5	2	3
	PC12. report hazards and potential risks/ threats to supervisors or other authorized personnel		7	3	4
	PC13. participate in mock drills/ evacuation procedures organised at the workplace		5	2	3
	PC14. undertake first aid, fire fighting and emergency response training, if asked		6	2	4
	PC15. take action based on instructions in the event of fire, emergencies or accidents		8	2	6
	PC16. follow organisation evacuation procedures		8	2	6
	TOTAL		100	30	70
Grand Total			550	175	375