

# NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

NSDA Reference

*To be added by NSDA*

## CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

### Name and address of submitting body:

**Textile Sector Skill Council (TSC)**

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### Name and contact details of individual dealing with the submission

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## List of documents submitted in support of the Qualifications File

1. Career Map of Jute Carding Operator - [Annexure 1](#)
2. QP TSC/Q0108- [Annexure 2](#)
3. Skill gap report for textile sector 2011-2022 - [Annexure 3](#)
4. Production for EOI for AA Accreditation of assessment Agencies and Assessment Framework - [Annexure 4](#)
5. Format for EOI for AA Accreditation from TSC - [Annexure 5](#)

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## SUMMARY

<b>Qualification Title</b>	Jute Carding Operator
<b>Qualification Code</b>	TSC/Q0108
<b>Nature and purpose of the qualification</b>	This is a Qualification Pack (QP) containing National Occupational Standards for the job role - Jute Carding Operator The main purpose of the qualification and the target learners is to get unemployed people into work and to upgrade the skills of people already in work.
<b>Body/bodies which will award the qualification</b>	Textile Sector Skill Council (TSC)
<b>Body which will accredit providers to offer courses leading to the qualification</b>	Textile Sector Skill Council (TSC)
<b>Body/bodies which will carry out assessment of learners</b>	<ol style="list-style-type: none"> <li>1. The Assessors Guilds</li> <li>2. Cindrel Infotech Private Limited</li> <li>3. Intouch Financial Services Pvt. Ltd.</li> <li>4. PVR Skill Central Pvt. Ltd.</li> </ol>
<b>Occupation(s) to which the qualification gives access</b>	Spinning Preparatory, Jute
<b>Licensing requirements</b>	N/A
<b>Level of the qualification in the NSQF</b>	4
<b>Anticipated volume of training/learning required to complete the qualification</b>	300 hours
<b>Entry requirements and/or recommendations</b>	<p>Minimum Educational Qualifications - 5<sup>th</sup> Standard pass, preferably</p> <p>Experience - 2 years of work experience as Jute carding operator</p> <p>Minimum Job Entry Age - 18 years</p>
<b>Progression from the qualification</b>	<p>This entry should refer to one or more of the following:</p> <ul style="list-style-type: none"> <li>- access to other qualifications at the same NSQF level - NA</li> <li>- access to related qualification(s) at the next NSQF level – Sardar</li> </ul>
<b>Planned arrangements for the Recognition of Prior learning (RPL)</b>	<p>CHECK/ CONTRACT</p> <p>Textile SSC (Jute Sector) is working along with Jute industry for skill profiling of the existing work force in the industry. Arrangements and process guidelines are under Development.</p> <p>The process and guidelines will take time to evolve as NSDC is yet to notify its guidelines on the same and once the requisite guidelines are share, TSC shall prepare on the same Lines.</p>
<b>International comparability where</b>	Attempt was made to understand the international standards followed under this Qualification pack. Over 97% of the World's Jute production

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<b>known</b>	comes from India and Bangladesh. Bangladesh follows Indian standards. It is important to note that most of the countries who have defined NOS do not have a Jute textile industry. However, numeracy, literacy and basic science levels have been considered during the preparation of NOS in order to match with the existing Indian industry requirements. It is also to be noted that a large section of this industry having fulfilled the stringent export norms, justifies the Standardisation of such a qualification pack. The source of this comparison has been based on the desk research and TSC would undertake evaluation of the same through other suggested methods.		
<b>Date of planned review of the qualification.</b>	09/08/2020		
<b>Formal structure of the qualification</b>			
<b>Title of component and identification code.</b>	<b>Mandatory/ Optional</b>	<b>Estimated size (learning hours)</b>	<b>Level</b>
TSC/N0125 Taking charge of shift and handing over shift to Jute carding operator	Mandatory	33	3
TSC/N0126 Operating the Jute carding machine	Mandatory	64	3
TSC/N0127 Doffing the carded Jute sliver	Mandatory	66	3
TSC/N9011 Maintain work area, tools, material handling equipment and machinery for jute processing	Mandatory	33	3
TSC/N9002 Working in a team	Mandatory	32	3
TSC/N9003 Maintain health, safety and security at workplace	Mandatory	40	3
TSC/N9010 Comply with industry and organizational requirement in jute sector	Mandatory	32	3

Please attach any document giving further detail about the structure of the qualification – eg a Curriculum Document or a Qualification Pack.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

1. QP TSC/Q0108 - [Annexure 2](#)

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## SECTION 1

### ASSESSMENT

#### **Body/Bodies which will carry out assessment:**

If there will be more than one assessment body for this qualification, give details.

1. The Assessors Guilds
2. Cindrel Infotech Private Limited
3. Intouch Financial Services Pvt. Ltd.
4. PVR Skill Central Pvt. Ltd.

These assessing agencies have been chosen through a transparent process after thorough scrutiny of the credentials presented in response to the RFP. All of them have prior experience of carrying out similar assessment for their SSCs in the past and have presented their assessment methodology that details the assessor identification methodology. The assessing agencies were relatively graded and then those which qualified were allotted regions. The exercise was done by C3A- Committee for Affiliation, Accreditation and Assessment comprising of Industry experts.

#### **How will RPL assessment be managed and who will carry it out?**

Give details of how RPL assessment for the qualification will be carried out and quality assured.

The assessment body shall be responsible for RPL assessment.

In RPL, the candidate has acquired the skills and knowledge while working and requires assessment and certification only. RPL is the acknowledgement of skills and knowledge obtained through:

- Formal training
- Work experience
- Life experience

The focus of RPL is the complete gained from these experiences; not how, when, or where the learning occurred.

Process or steps in RPL assessments:

1. Offering RPL to potential candidates
2. Providing information to the candidates
3. Self-assessment
4. Evidence collection
5. Assessment and making the decision
6. Feedback to the candidates
7. Documentation of outcomes

**Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.**

- a) The emphasis is on 'learn-by-doing' and practical demonstration of skills and knowledge based on the performance criteria.
- b) The assessments papers are developed by Subject Matter Experts (SME) available with the Assessment Agency as per the performances and assessment criteria mentioned in the Qualification Packs.
- c) The assessments papers are also checked for the various outcome based parameters such as quality, time taken, tools & equipment requirement, etc.
- d) The assessments are designed so as to assess maximum parts during the practical hands on work. Duties and responsibility of Fitter Shuttle-Less Weaving Machine: Water jet also assessed. The

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technical limitations at the training centres are taken care in theory and viva.

- e) The assessments are instructed to hire assessors with integrity, reliability and fairness. Each assessor shall sign a document with its assessment agency by which they commit themselves to comply with the rules of confidentiality and conflict of interest, independence from commercial and other interests that would compromise impartiality of the assessments.
- f) The assessments are instructed to ideally have assessors with right mix of industry experience, academia and these are detailed in Assessment Agency Protocol
- g) The assessors selected by Assessment Agencies are scrutinized and made to undergo training and introduction to Assessment Framework, competency based assessments, assessors guide etc.
- h) The assessors are provided with assessors guide developed by the Subject Matter Expert of the Assessment Agency or by Textile SSC as per Assessment Framework. The assessment guides are developed to ensure the maximum possible consistency/transparency in the assessment by different assessors and elaborate on the following:
  1. Qualification Pack Structure.
  2. Guidance for the assessors to conduct theory, practical and viva assessments.
  3. Guidance for trainees to be given by assessor before the start of the assessments.
  4. Guidance on assessment process, practical brief with step of operational practical observation checklist Attendance Sheet and mark sheet.
  5. Viva guidance for uniformity and consistency across the batch.
  6. Guidance on assessment evidence collection.

The assessment results are backed by evidence collected by assessors.

1. The assessors need to collect a copy of the attendance for the training done under the scheme. The attendance sheets are signed and stamped by the in charge/ Head of the training centre.
2. The assessors need to verify the authenticity of the candidate by checking the photo ID card issued by the institute as well as any one Photo ID card issued by the Central/Government. The same need to be mentioned in the attendance sheet. In case of suspicion, the assessor should authenticate and cross verify trainee's credential in the enrolment form.
3. The assessors need to take a camera to click photograph of the trainees working on the job and giving theory exam as evidence.
4. The assessors also need to carry a Photo ID card.
5. The assessors also need to take the photographs as evidence from appropriate angles/sides of the final work piece/job submitted by the trainee.
6. The details on assessment framework are elaborated in Textile SSC protocol for accreditation of Assessment Agencies and Assessment Framework.

All accredited Assessment Agencies follow the "Textile SSC protocol for accreditation of Assessment Agencies and Assessment Framework". Each NOS in the Qualification Pack (QP) will be assigned a relative weightage for assessment based on the criticality of the NOS. Therein each Performances Criteria in the NOS will be assigned marks for or practical based on relative importance, criticality of function and training infrastructure.

Please attach any documents giving further information about assessment and/or RPL.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

1. Format for EOI for AA Accreditation from TSC- [Annexure 5](#)
2. Protocol for Accreditation of Assessment Agencies and Assessment Framework – [Annexure 4](#)

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## ASSESSMENT EVIDENCE

Complete a grid for each component as listed in “Formal structure of the qualification” in the Summary.

NOTE: this grid can be replaced by any part of the qualification documentation which shows the same information – i.e Learning Outcomes to be assessed, assessment criteria and the means of assessment.

### CRITERIA FOR ASSESSMENT OF TRAINEES

**Job Role: Jute Carding Operator**

**Qualification Pack: TSC/Q0108**

**Sector Skill Council: Textile Sector Skill Council (TSC)**

#### 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 centre (as per assessment criteria below.)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre 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 the Qualification Pack.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

#### Title of Component:

Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Theory	Practical Skills
TSC/N0125 Taking charge and handing over shift to jute carding machine operator	PC1.come at least 10 - 15 minutes earlier to the work spot		2	1	1
	PC2.check the availability of Piled Jute/ Spreader roll for feeding to Jute Carding machine		2	1	1
	PC3.ensure the availability of the operational tools like knife, Knife sharpener, picking hook, broom etc. nearby the machine		3	1	2
	PC4.interact with the previous shift jute carding operator and take information regarding the quality of jute to be fed,/run (as recommended for the yarn quality to spin)		3	1	2
	PC5.ensure the availability of the recommended variety (grade) of piled jute/spreader roll/sliver as per quality of the Jute Yarn to make		3	1	2
	PC6.ensure cleanliness of the surrounding area as well as the department (particularly beneath the machine)		3	1	2

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	PC7.ensure that the cut roots of Jute strand (reed) are kept/stored in the proper place		3	1	2
	PC8.check the colour coding of different quality of Jute sliver rolls, as per quality & grade of raw jute (TD3-TD7 or W3-W7), or the display board (mentioned the jute grade) in case of piled jute		3	1	2
	PC9.ensure running status of the carding machine while taking charge, with correct draft change pinion (written in board)		3	1	2
	PC10.patrol around the carding department to trace out and remove any undesirable material lying on the floor		3	1	2
	PC11.check that the roll former in 1st card (Breaker card) is in proper working condition, and need no maintenance		3	1	2
	PC12.ensure that the machines are in running condition before handing it over to the next shift		2	1	1
	PC13.convey your counterpart regarding any maintenance work to be carried out in the next shift in case of necessity		3	1	2
	PC14.inform the incoming carding operator about quality, colour code, piled jute stock, machine parameter etc., and mechanical problems ( if any, and cannot be done due to lack of time)		3	1	2
	PC15.ensure uniform and regular delivery of fleece of jute sliver from the doffer on the conductor (delivery side without any interruption)		3	1	2
	PC16.all types of wastages like droppings below the machine, sliver wastages, fleece to be collected, weighed and sent to the back for reprocess		3	1	2
	PC17.ensure the handover of clean and running machine as well as the clean surroundings		2	1	1
	PC18.any delayed arrival of the counterpart to be reported to supervisors		3	1	2
		<b>Total</b>	<b>50</b>	<b>18</b>	<b>32</b>
TSC/N0126 Operating the Jute carding machine	PC1.ensure that starting/stopping/control switches are O.K. in case individual drive and alternative arrangements in case of group drive		6	2	4
	PC2.understand the quality of jute fibre in the morah/spreader roll		5	2	3
	PC3.ensure that piling duration of jute as prescribed and matured for carding		5	2	3
	PC4.check the colour code used for different grade and quality of jute		5	2	3

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	PC5.ensure correct procedure of feeding on the feed table and check the conveyor sheet are working properly		6	3	3
	PC6.ensure correct dollop weight and timing for the feeding		6	2	4
	PC7.ensure sliver regularity by discarding some portion of sliver, before and after every stoppage of machine ensure the cleanliness of the feed roller to avoid jam or entanglement there		5	2	3
	PC8.ensure that machine safety arrangement functioning correctly, in case of jam in the feed roller		6	3	3
	PC9.ensure correct moisture content of the feed material to avoid related problems like jam in different pin rollers		5	2	3
	PC10.maintain required doubling and replace as soon as any roll exhausted		5	2	3
	PC11.watch regularly the performance of doffer roller and regularity of the delivered fleece on the conductor		5	2	3
	PC12.observe regularly the uniformity of the fleece to have a regular sliver weight (lbs. /100 yards)		5	2	3
	PC13.watch delivery side so that any jam/accumulation in the delivered fleece can be avoided		5	2	3
	PC14.frequent checking of carded rolls ,its compactness, shape and sizes should be up to the desired level		5	2	3
	PC15.after doffing, keep/ store the carded rolls properly		5	2	3
	PC16.collect the wastages like sliver, fleece, droppings time to time and take weight to understand the corrective measures required		6	2	4
	PC17.ensure regular cleaning and lubrication as scheduled		5	2	3
	PC18.keep contact with the maintenance department for better performance of the carding machine		5	2	3
	PC19.ensure the availability of fire extinguisher near the machine to fight against fire		5	2	3
		<b>Total</b>	<b>100</b>	<b>40</b>	<b>60</b>
TSC/N0127 Doffing the carded Jute sliver	PC1.ensure proper working of delivery roll, and roll former (no jamming)		5	2	3
	PC2.open the cover of the doffing zone of card and clean the doffer periodically for ensuring proper jute sliver delivery		5	2	3



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PC3.don't allow slivers to accumulate in delivery conducting plate	4	2	2
PC4.collect the waste from shrouding plate zone	5	2	3
PC5.ensure the carded jute sliver passes through the delivery conducting plate and/or conveyor/ rollers and to pass it through the conductor/ conveyor/ rollers (as the case may be) to the delivery zone for formation of condensed sliver roll to pass to roll former	5	2	3
PC6.ensure proper functioning of roll former and ensure time and diameter setting of roll turner as instructed	5	2	3
PC7.collect the wastes produced in the roll former zone and store the waste at respective waste box	4	2	2
PC8.ensure uniformity of the sliver otherwise report the Superior (sardar/ superior)	5	2	3
PC9.segregate the reusable wastes and weigh and record them in a waste register	5	2	3
PC10.transfer the reusable line wastes to the 1st carding/breaker carding machine	4	2	2
PC11.ensure that standard feeding procedure for jute card is adopted and quality of joining of jute sliver is good enough and standard, so that no extra non uniformity generated in jute carded sliver	5	2	3
PC12.ensure grade/quality wise (with proper colour coding) stocking of doffed carded roles at appropriate place for further processing	5	2	3
PC13.ensure human safety, fire safety and work place safety while carrying out sliver feeding, joining, picking, jam cleaning activity in card	5	2	3
PC14.ensure that sliver tension in the delivery and roll former section is appropriate	4	2	2
PC15.collect the full jute sliver rolls with proper colour code for feed in the finisher card	5	2	3
PC16.keep the roll storage area of roll former clean before doffing of the carded sliver rolls (quality wise stacking)	5	2	3
PC17.keep the breaker card sliver rolls near the finisher card for feeding them in the finisher card in next stage	5	2	3
PC18.ensure tight packing of the rolls; if not, report to maintenance department for collecting the same	5	2	3
PC19.ensure that there is no worn out parts in the doffing zone/misalignment in delivery and delivery press rolls	5	2	3

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	PC20.ensure proper material handling for moving jute sliver rolls using iron hooks		4	2	2
	PC21.ensure proper picking of all the rollers periodically as instructed		5	2	3
		<b>Total</b>	<b>100</b>	<b>42</b>	<b>58</b>
TSC/N9009 Maintain work area, tools, material handling equipment and machinery for jute processing	PC1.maintain personal hygiene and human safety, machine safety and specific dress code		2	1	1
	PC2.carefully handle raw jute, slivers of jute, jute yarns and fabrics to minimize wastage		3	1	2
	PC3.carefully handle all tools such as hand root cutter, circular blade motorized root cutter, chopper, wooden block, bale hook, rope cutter, picking hook, brooms etc.		2	1	1
	PC4.carefully handle moisture meter		3	1	2
	PC5.carefully handle weigh machine,		2	1	1
	PC6.use proper mechanical handling equipment for lifting and handling jute and other materials		3	1	2
	PC7.keep all waste jute materials in a specified place for further processing		4	1	3
	PC8.maintain a clean and hazard free working area, keeping floors free from all encumbrances		3	1	2
	PC9.maintain tools and equipment being used for jute processing		3	1	2
	PC10.carry out scheduled running maintenance like shift-wise cleaning and oiling in respective jute processing machinery		4	2	2
	PC11.report to supervisor for any abnormal sound, from any machine for jute processing		2	1	1
	PC12.report to supervisor all anomalies and unsafe conditions of equipment and other unprecedented occurrences		3	2	1
	PC13.ensure that the doors and covers for gear side/ belt side of the jute machinery are kept properly closed and all machine guards are in appropriate place		3	1	2
	PC14.ensure that standing place in working position are free from all encumbrances, to maintain correct posture of working/sitting/standing during working in respective jute processing machinery		3	1	2
	PC15.use appropriate cleaning equipment like knife, brooms, pliers, screw driver etc. and follow appropriate cleaning methods for the work to be carried out in particular jute processing machine		2	1	1

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	PC16.stack/dispose jute fibre/sliver/yarn waste safely in the designated location/place/bag to help usage of all wastages for further processing		3	1	2
	PC17.store all gadgets, tools and cleaning equipment safely after their use in designated place after cleaning them properly		2	1	1
	PC18.carry out cleaning and minor/small maintenance jobs for each jute processing machine as per schedule within limits of specific responsibility, as instructed		3	1	2
		<b>Total</b>	<b>50</b>	<b>20</b>	<b>30</b>
TSC/N9002 Working in a team	PC1.be accountable to the own role in whole process		4	2	2
	PC2.perform all roles with full responsibility		4	2	2
	PC3.be effective and efficient at workplace		4	1	3
	PC4.properly communicate about company policies		4	1	3
	PC5.report all problems faced during the process		4	1	3
	PC6.talk politely with other team members and colleagues		4	1	3
	PC7.submit daily report of own performance		5	2	3
	PC8.adjust in different work situations		4	1	3
	PC9.give due importance to others' point of view		4	2	2
	PC10.avoid conflicting situations		4	2	2
	PC11.develop new ideas for work procedures		5	1	4
	PC12.improve upon the existing techniques to increase process efficiency		4	1	3
		<b>Total</b>	<b>50</b>	<b>17</b>	<b>33</b>
TSC/N9003 Maintain health, safety and security at workplace	PC1.comply with health and safety related instructions applicable to the workplace		5	2	3
	PC2.use and maintain personal protective equipment such as "ear plug", "nose mask", "head cap" etc., as per protocol		5	2	3
	PC3.carry out own activities in line with approved guidelines and procedures		4	2	2
	PC4.maintain a healthy lifestyle and guard against dependency on intoxicants		4	2	2
	PC5.follow environment management system related procedures		4	2	2
	PC6.identify and correct (if possible) malfunctions in machinery and equipment		5	2	3
	PC7.report any service malfunctions that cannot be rectified		4	2	2
	PC8.store materials and equipment in line with organisational requirements		4	1	3
	PC9.safely handle and remove waste		4	1	3

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	PC10.minimize health and safety risks to self and others due to own actions		5	2	3
	PC11.seek clarifications, from supervisors or other authorized personnel in case of perceived risks		4	2	2
	PC12.monitor the workplace and work processes for potential risks and threat		5	2	3
	PC13.carry out periodic walk-through to keep work area free from all hazards and obstructions		5	2	3
	PC14.report hazards and potential risks/ threats to supervisors or other authorized personnel		4	1	3
	PC15.participate in mock drills/ evacuation procedures organized at the workplace		4	2	2
	PC16.undertake first aid, fire-fighting and emergency response training, if asked to do so		5	2	3
	PC17.take action based on instructions in the event of fire, emergencies or accidents		5	2	3
	PC18.follow organisation procedures for shutdown and evacuation when required		4	2	2
	PC19.identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry		4	2	2
	PC20.recognise other possible security issues existing in the workplace		4	2	2
	PC21.recognise different measures to curb the hazards		4	2	2
	PC22.communicate the safety plan to everyone and		4	2	2
	PC23.attach disciplinary rules with the implementation		4	2	2
		<b>Total</b>	<b>100</b>	<b>43</b>	<b>57</b>
TSC/N9010 Comply with industry and organizational requirement in jute sector	PC1.perform assigned duties effectively section-wise / machine- wise		4	1	3
	PC2.take full responsibility for desired performance		4	1	3
	PC3.be accountable towards the job role and assigned duties		4	2	2
	PC4.report any anomalies found in the section / machinery to the Sardar (Jobber) or Supervisors		4	2	2
	PC5.take drive on self-learning for improving efficiency		4	1	3
	PC6.co-ordinate with all the team members and colleagues		4	2	2
	PC7.communicate politely		3	1	2
	PC8.avoid conflicts and miscommunication		3	1	2
	PC9.take part in Quality Circle activity to discuss process and innovative ideas in Quality Circle		4	2	2

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	PC10.take all initiative to achieve organisational norms for processing of yarn and fabrics of jute and to motivate all other fellow workers to follow them		5	3	2
	PC11.implement the collection of wastage in a proper method (as instructed) for further processing		4	2	2
	PC12.follow specific environmental regulation for jute industry		4	1	3
	PC13.keep area of work and machine clean		3	1	2
		<b>Total</b>	<b>50</b>	<b>20</b>	<b>30</b>

### Means of 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.

The assessment for the theory part will be based on knowledge bank of questions created by the SSC. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below.)

Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criteria.

### Means of assessment 2

Add boxes as required.

### Pass/Fail

To pass the Qualification Pack, every trainee should score a minimum of 80% in every NOS.

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 the Qualification Pack.

In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

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## **SECTION 2**

### **EVIDENCE OF LEVEL**

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### OPTION A

Title/Name of qualification/component:		Level:	
NSQF Domain	Outcomes of the Qualification/Component	How the job role relates to the NSQF level descriptors	NSQF Level
Process			
Professional knowledge			
Professional skill			
Core skill			
Responsibility			

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### OPTION B

Title/Name of qualification/component: <b>Jute Carding Operator</b>		Level: <b>4</b>	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
Process	<p><b><u>Work is familiar, predictable and routine:</u></b></p> <ul style="list-style-type: none"> <li>• bring the necessary operational tools to the department</li> <li>• check for the availability of the sliver rolls</li> <li>• check whether any spare/raw material/ tool / sliver / any other materials are thrown under the machines or in the other work areas</li> <li>• check the cleanliness of the machines &amp; other work areas</li> <li>• ensure the wastes collection boxes are empty while taking or giving charge of shift</li> <li>• start the machine</li> <li>• follow the different signal lamps used in machines</li> <li>• piece the sliver during breakage</li> <li>• ensure the card is running in set speed</li> <li>• store defective material in non-conformity area</li> <li>• segregate the wastes collected and deposit at the waste bins</li> <li>• support the mechanic while carryout cleaning maintenance activities</li> <li>• ensure the weight variation of sliver within the limits and if it is abnormal report it to superiors</li> <li>• ensure proper material handling of jute, sliver and sliver rolls</li> <li>• ensure using proper material handling of tools and equipments</li> <li>• ensure that machine is always working properly, if any deviations inform superiors immediately</li> </ul>	<p>A Carding operator gets work allotted by his supervisor and is responsible for maintaining the Card efficiently so as to get maximum output with minimum defects, with less cost of production giving due importance to safety and environment aspects. He should carry out all the activities like uniform feeding, root cutting, identification of defects on jute, receiving and minor defects of machine like pin missing, gulping of jute, worn out delivery conductor, roll former defects selvedge plate missing fibre dropping due to misalignment of rollers etc. This operator proactively identifies the causes that may result in machine faults and causes of irregular sliver. ensure that quality and productivity is maintained.</p> <p>Hence NSQF Level is 4</p>	4



## NSQF QUALIFICATION FILE GUIDANCE

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Title/Name of qualification/component: <b>Jute Carding Operator</b>		Level: <b>4</b>	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<ul style="list-style-type: none"> <li>open the cover of the doffing zone of card and clear the doffer for proper sliver delivery</li> <li>collect the waste from shrouding plate zone</li> <li>keep the roll storage area of roll former clean before doffing of rolls</li> <li>move the sliver roll to storage area</li> </ul>		
Professional knowledge	<p><b><u>Factual knowledge of the field:</u></b></p> <ul style="list-style-type: none"> <li>standard operating procedures (SOP) and regulations in a spinning/ Jute mill</li> <li>safe working practices to be adopted in spinning / Jute mill</li> <li>quality systems and other processes practiced in the spinning/ Jute mill</li> <li>color coding adopted for different counts in the spinning / Jute mill</li> <li>the importance of types of fibres, types of defects in sliver</li> <li>functions and methodology for operating different material handling tools</li> <li>safety procedures to be followed in carding machine</li> <li>the importance of fibers, types of yarn, yarn count, types of sliver, sliver hank, importance of sliver and roving quality</li> <li>process flow and material flow in textile spinning / textile mill</li> <li>functions of control switches and signal lamps in carding</li> <li>functions of different signal lamps in card</li> <li>effects of contamination on products i.e. machine oil, dirt, foreign materials</li> </ul>	<p>A Carding operator needs to know the process flow and material flow in a jute mill and concerned person for these activities. Should have understanding of different types of natural fibers, manmade fibers, blended yarns, different types of Carding machine and different types of feeding. Also, know the causes of sliver defects incurred due to man and machine faults and able to identify and also able to rectify minor defects. The Importance of sliver quality, safety mechanisms of the machines, stop motions and indication lamps. Proper handing over shift and taking over shift is very important for continuance of the production. Also, should follow SOP and safety standards maintained by the company.</p> <p>Hence NSQF Level is 4</p>	4

## NSQF QUALIFICATION FILE GUIDANCE

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Title/Name of qualification/component: <b>Jute Carding Operator</b>		Level: <b>4</b>	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<ul style="list-style-type: none"> <li>process flow in a textile mill and the concerned workers</li> <li>material flow in a textile mill and the required person</li> <li>potential accidents and emergencies and response to these scenarios</li> <li>ill-effects of alcohol, tobacco and drugs</li> </ul>		
Professional skill	<p><b><u>Recall and demonstrate practical skill, routine and repetitive in narrow range of application:</u></b></p> <ul style="list-style-type: none"> <li>bring the necessary operational tools to the department</li> <li>ensure the technical details are mentioned on the display board in the card</li> <li>check for the availability of the sliver rolls</li> <li>check whether any spare/raw material/ tool / sliver / any other materials are thrown under the machines or in the other work areas</li> <li>ensure the wastes collection boxes are empty while taking or giving charge of shift</li> <li>take over the shift from the outgoing shift operator in a proper manner</li> <li>start the machine</li> <li>operate the control switches for starting and stopping the card</li> <li>piece the sliver during breakage</li> <li>ensure the working area is clean</li> <li>support the mechanic while carryout cleaning maintenance activities</li> <li>segregate the wastes collected and deposit at the waste bins</li> </ul>	<p>A Carding operator plans and manages work routine based on instructions from supervisor, attends various programs/meetings, provides suggestions in interest of the company, extends voluntary support wherever required. Also, identifies the real cause of a problem and applies problem-solving approach to get the best suitable solution, refers defects to the supervisor and seeks clarification on problems from others. Ensures maximum utilization and minimum wastage of sliver and minimum machine breakdown time. Demonstrates repetitive skills like procedures for operating different material handling tools and Equipment.</p> <p>Hence NSQF Level is 4</p>	4

## NSQF QUALIFICATION FILE GUIDANCE

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Title/Name of qualification/component: <b>Jute Carding Operator</b>		Level: <b>4</b>	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<ul style="list-style-type: none"> <li>collect the reusable wastes in card and weigh them at shift end and place them in specified area</li> <li>open the cover of the doffing zone of card and clear the doffer for proper sliver delivery</li> <li>collect the waste from shrouding plate zone</li> <li>keep the feed zone of finisher card freed from any defects</li> <li>move the sliver roll to storage area</li> <li>ensure proper material handling of jute, sliver, sliver rolls</li> </ul>		
Core skill	<p><b><u>Language to communicate written or oral, with required clarity, skill to basic arithmetic and algebraic principles:</u></b></p> <ul style="list-style-type: none"> <li>understand the sliver quality, colour coding, followed in the carding for his allocated number of machines</li> <li>ensure the technical details are mentioned on the display board in the card</li> <li>color coding adopted for different counts in the spinning / Jute mill</li> <li>write clear and short sentences</li> <li>read, write and communicate orally in local language</li> <li>plan and manage work routine based on instructions from supervisor</li> <li>Communicate effectively in simple language</li> <li>communicate with supervisor appropriately</li> <li>talk to others to convey information effectively</li> <li>ensure proper pressure of the rolls</li> <li>write daily work report</li> <li>write grievance complaint application</li> <li>respond to emergencies, accidents or fire at the workplace</li> <li>evacuate the premises and help others in need while doing so</li> </ul>	<p>A Carding operator able to convey clear and short sentences, makes daily work report, able to follow written instructions, communicates with the supervisor appropriately and talks to others to convey information effectively. Applies problem-solving approaches in different situations during the production and performs basic maintenance work required during the production process for quality and uninterrupted output.</p> <p>Hence NSQF Level is 4</p>	4

## NSQF QUALIFICATION FILE GUIDANCE

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Title/Name of qualification/component: <b>Jute Carding Operator</b>		Level: <b>4</b>	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<ul style="list-style-type: none"> <li>collect the reusable wastes in card and weigh them at shift end and place them in specified area</li> <li>ensure the weight variation of sliver within the limits and if it is abnormal report it to superiors</li> <li>segregate the reusable wastes and weigh and record them in a register</li> </ul>		
Responsibility	<p><b><u>Responsibility for own work and learning:</u></b></p> <ul style="list-style-type: none"> <li>bring the necessary operational tools to the department</li> <li>check for the availability of the sliver rolls</li> <li>check whether any spare/raw material/ tool / sliver / any other materials are thrown under the machines or in the other work areas</li> <li>check the cleanliness of the machines &amp; other work areas</li> <li>report to the supervisor or higher authority in case of emergency</li> <li>start the machine</li> <li>operate the control switches for starting and stopping the card</li> <li>store defective material in non-conformity area</li> <li>remove the defect in slivers</li> <li>clean the wastes in the carding department as per schedule</li> <li>inform the supervisor and maintenance in charge in case of a jam</li> <li>collect the wastes during process and store the waste at respective waste box`</li> <li>keep the roll storage area of roll former clean before doffing of rolls</li> <li>keep the feed zone of finisher card freed from any defects</li> <li>move the sliver roll to storage area</li> </ul>	<p>A Carding operator takes charge of the shift after discussing in detail the issues faced with respect to the quality, production and safety, reports to his shift superior about issues faced in his shift and leaves the department only after getting concurrence for the same from his/her superiors. He is also responsible for maintaining work area, tools and machines and contributes in making the work place healthy, safe and secure and follows the industry &amp; organizational compliances.</p> <p>Hence NSQF Level is 4</p>	4

# NSQF QUALIFICATION FILE GUIDANCE

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## SECTION 3

### EVIDENCE OF NEED

**What evidence is there that the qualification is needed?**

Please refer to the attached list of job roles and occupations as per the attachment and their career path as per [Annexure 1](#), which have been derived through extensive industry interactions facilitated from 2 workshops, 15 emails and 15 visit / one-on-one discussion conducted and interaction with 61 representatives from different organizations all over the country. 31 industries comprising of Large & Medium scale Industries, and 30 Small scale industries were involved in the validation process to make the Qualification Packs viable to the current Jute Industry requirements.

**What is the estimated uptake of this qualification and what is the basis of this estimate?**

Please see [Annexure 3](#).

**What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF?**

QPs for Job Roles of various related SSC's were studied to ensure that there is no duplicity.

**What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated?**

The comments, feedback and suggestions were collected through interaction with industry during September 15 to April 16. The same has been complied and justifiable change has been incorporated be incorporated in this version of the QP. This QP is also set to be revised, if necessary, and that revised QP expected to post within 01<sup>st</sup> December 2018.

Please attach any documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

1. Skill gap report for Textile (Jute) Sector 2011-2022 – [Annexure-3](#)

# NSQF QUALIFICATION FILE GUIDANCE

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## SECTION 4

### EVIDENCE OF PROGRESSION

**What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?**

Please refer to attached career path as per [Annexure 1](#) which clearly defines the career path.

Please attach any documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

1. Career path of Jute Carding Operator – [Annexure 1](#)
2. QP TSC/Q0108 - [Annexure 2](#)
3. Skill gap report for textile sector – “NSDC report on Human Resource and Skill Requirements in Textiles Sector” - [Annexure 3](#)
4. Protocol-for-Accreditation-of-Assessment-Agencies-and-Assessment-Framework- [Annexure 4](#)
5. Format for EOI for AA Accreditation from TSC - [Annexure 5](#)

### List of companies validated the QP

Sl.No.	Name of the Company	Size of the Company
1	Alliance Mills Limited	Large
2	Reliance Jute Mills	Large
3	Agarpara Jute Mills	Large
4	Weaverly Jute Mills Pvt. Ltd.	Large
5	Kamarhatty Company Ltd	Large
6	Uma Spinners Pvt. Ltd.	Large
7	Ganges Jute Pvt. Ltd.	Large
8	Naihati Jute Mills Co. Ltd	Large
9	Hoogly Infrastructure Pvt. Ltd.	Large
10	Auckland International Limited	Large
11	Vijay Shree Pvt. Ltd.	Large
12	Mahadeo Jute & Industries Ltd	Large
13	Tepcon International (India) Ltd	Large

## NSQF QUALIFICATION FILE GUIDANCE

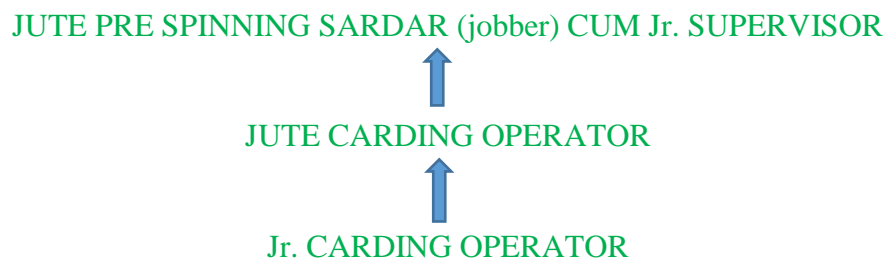
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14	Ambica Jute Mills Ltd	Large
15	Bally Jute Company Ltd	Large
16	Premchand Jute & Industries Pvt Ltd	Large

Further contact details and a copy of the validation are submitted both with NSDC and NSDA

### Annexure 1: Career Map

The Career Progression would be as follows:



### Annexure 2

QP Name – Jute Carding Operator



TSCQ0108\_Jute  
Carding Operator\_v

QP reference ID- TSC/Q0108 (click on the icon to view the QP)

### Annexure 3

**Click the link - NSDC report on Human Resource and Skill Requirements in Textiles Sector.**



Skill Gap Analysis Report for Textile and Clothing Industry \_ Report on Human Resource and Skill Requirements in Textile and Clothing Sector.pdf

Skill gap report for textile (Jute) Sector 2011-2022

#### **Need of Skill development training:**

To reduce the gap of manpower shortage at workers level or operator level in Jute Mills

To reduce the gap of manpower shortage at Jr Supervisors Level in Jute Mills

To source and to reduce the gap of manpower shortage at operator/artisan or self-employable person in JDP manufacturing by appropriate training in JDP sector.

To increase self-confidence /employability amongst trainees and to increase their future earnings after training through this project activities.

To Develop of Knowledge and Skill of Workers' & Junior Level Supervisors' and JDP manufacturing operators/Dyers/Printers /Weavers and Stitchers etc.

To Improve Productivity and Quality of jute products in both Jute mill sector and JDP sector

#### **ERNST & YOUNG report:**

**ERNST & YOUNG on 23.11.2010** made a report on Manpower need assessment & implication that Jute Industry is Labour intensive and requires technical manpower and skilled workforce to run mill operations. 2.5 lakh workers across different function, another 1.5 lakh workers is associated indirectly with the allied sector.

Jute mill Sector (Centralized Jute Sector) has really shortages of skilled workers, mistries and sardars and there is also dearth of skilled artisans/skilled operators, stitchers, weavers, dyers and printers etc. in Jute Diversified Product (JDP) manufacturing sector. Moreover,



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this industry has no arrangement of structured HRD training Programmes in this industry. So, any structured and tailor made HRD training Programme for this sector will be much beneficial for industry to improve productivity and maintenance of quality as well as improvement in work culture showing good overall impact in both of this Jute Mill and JDP sector.

### Gap analysis:

**Population of training requirement:** Out of about 2.5 lakhs workers in jute mills, there are 20-30 % shortage of manpower at this level and out of requirement about 1.5 lakhs of manpower requirement in JDP sector there are shortages of about 0.50 lakhs skilled operator for JDP sector. Hence there is a need of taking such a training activities for jute sector.

Technical Staff	Recommended	Available	Gap
Technically qualified (Jute + Other Engg.)	70	43	27 (39%)
Technically qualified (Jute)	42	24	18 (42%)
Work Force Jute Mill Sector	Considering annual 1-2 % (Avg. 1.5 %) superannuation of Jute mill		5,000-6000 workers will be required annually for all the Jute Mills in India
JDP Sector	Growth of its share from 10% to 20 % by the end of 12th five-year plan period		requiring additional manpower about 7,500 per year

**SOURCE:** REPORT OF ERNST & YAOUNG SUBMITTED TO NJB IN MARCH, 2011

During preparation of 12th Five Year plan proposal for HRD for jute sector on behalf of NJB, Mot, Gol that there is huge requirement of manpower in jute industry as well as in JDP sector (mainly Sewer, handloom weavers, dyers and printers etc.). Considering annual 1-2 % (Avg. 1.5 %) superannuation of Jute mill workers and supervisors, there is requirement of about (considering 40 man-days per ton and total production of Jute goods is 16 lakh metric ton) about **5,000-6000 workers will be required annually for all the Jute Mills in India** (about 72 Jute Mills) and hence IJT has planned to train about 5000 trainees in each year for next 5 yrs. While in JDP Sector there is plan for growth of its share from 10% to 20 % by the end of 12th five-year plan period, **requiring additional manpower about 7,500 per year** and

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hence IJT has planned to train about 6,000 persons per year in decentralized sector (JDP sector). Moreover total no. of supervisor /technical staff requirement in jute industry as a whole considering about 2-2.5 % of total workers strength is 5000. Out of 5000 supervisor, if annual retirement and dissociation is considered to be around 10%, the annual requirement of new **Supervisors in all the Jute Mills will be around 500 per year.**

### Annexure 4

**Click on the icon to view – Protocol-for-Accreditation-of-Assessment-Agencies-and-Assessment-Framework**



protocol.pdf

### Annexure 5

**Click on the icon to view – Format for EOI for AA Accreditation from TSC**



format for EOI for application as assessor to TSC.pdf

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