

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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List of documents submitted in support of the Qualifications File

1. Career Map of Jute spinning Sardar (Jobber) cum Jr. Supervisor- [Annexure 1](#)
2. QP TSC/Q0204- [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

Qualification Title	Jute spinning Sardar (Jobber) cum Jr. Supervisor
Qualification Code	TSC/Q0204
Nature and purpose of the qualification	This is a Qualification Pack (QP) containing National Occupational Standards for the job role - Jute spinning Sardar (Jobber) 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.
Body/bodies which will award the qualification	Textile Sector Skill Council (TSC)
Body which will accredit providers to offer courses leading to the qualification	Textile Sector Skill Council (TSC)
Body/bodies which will carry out assessment of learners	<ol style="list-style-type: none"> 1. The Assessors Guilds 2. Cindrel Infotech Private Limited 3. Intouch Financial Services Pvt. Ltd. 4. PVR Skill Central Pvt. Ltd.
Occupation(s) to which the qualification gives access	Spinning, Jute
Licensing requirements	N/A
Level of the qualification in the NSQF	5
Anticipated volume of training/learning required to complete the qualification	400 hours
Entry requirements and/or recommendations	<p>Minimum Educational Qualifications - Preferably 8th standard pass</p> <p>Experience - 3 years' experience in Jute Spinning</p> <p>Minimum Job Entry Age - 21 years</p>
Progression from the qualification	<p>This entry should refer to one or more of the following:</p> <ul style="list-style-type: none"> - access to other qualifications at the same NSQF level - NA - access to related qualification(s) at the next NSQF level - Departmental Supervisor
Planned arrangements for the Recognition of Prior learning (RPL)	<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>
International	Attempt was made to understand the international standards followed

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comparability where known	under this Qualification pack. Over 97% of the World's Jute production 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.		
Date of planned review of the qualification.	09/08/2020		
Formal structure of the qualification			
Title of component and identification code.	Mandatory/ Optional	Estimated size (learning hours)	Level
TSC/N0213 Taking charge of shift and handing over shift to Jute Spinning Sardar (jobber)	Mandatory	56	4
TSC/N0214 Preparing the jute spinning frame and jute winding machine for operation	Mandatory	64	4
TSC/N0215 Ensuring process and quality control in jute spinning and winding	Mandatory	64	4
TSC/N0216 Assisting supervisor for planning man-machine allocation	Mandatory	56	4
TSC/N0217 Maintaining of quality in Jute spinning and winding	Mandatory	60	4
TSC/N9009 Maintain work area, tools, material handling equipment and machinery for jute processing	Mandatory	42	4
TSC/N9002 Working in a team	Mandatory	36	4
TSC/N9003 Maintain health, safety and security at work place	Mandatory	36	4
TSC/N9010 Comply with industry and organizational requirement in jute sector	Mandatory	36	4

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/Q0204 - [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 spinning Sardar (Jobber) cum Jr. Supervisor

Qualification Pack: TSC/Q0204

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/N0213 Taking charge of shift and handing over shift to Jute Spinning Sardar (jobber)	PC1.reach at least 15 - 20 minutes early to the work place		5	2	3
	PC2.ensure in consultation with supervisor, proper man-machine allocation to the extent possible		6	3	3
	PC3.make arrangement for necessary operational tools (knife, piecing hooks and winding knotter hook etc. required for this department)		6	2	4
	PC4. collect from spinning sardar of previous shift information regarding process parameters, material flow, material shortage ,if any, quality change and quality codes and machine breakdown and maintenance undertaken		5	2	3

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PC5.assess the fed material (jute sliver from 3rd/ finisher drawing)position and report to supervisor for excess or shortage of any particular quality material/ sliver /empty cans/empty bobbins etc.in the spinning department .	6	3	3
PC6.check quality of feed material (sliver from finisher drawing machine) for spinning and winding machine (right quality of warp and weft yarn and defects in spinning bobbins)	6	2	4
PC7.take a quick round in the department to check that in spinning department there is no undesirable mixing of material such as fibre, cans/bobbins etc. deviating from production plan / schedule	5	2	3
PC8.find out the nature of breakdown, cause and the machine idle time, if a breakdown occur in this shift or even in previous shift,	6	2	4
PC9.assure the availability of full sliver cans to feed in the spinning machine required, and numbers of spinning and that of bobbins to be feed in winding machine (warp and weft winding)	5	2	3
PC10.ensure that there is no roller lapping in jute spinning frame (coarser and fine jute yarn count) and winding machines (warp/spool winding and weft/cop winding,	5	2	3
PC11.check and to collect the report regarding the cleanliness of the machines & working areas	5	2	3
PC12.tune /check mechanical fault of the spinning and winding machine for deciding about necessary action for its maintenance in time before breakdown	5	2	3
PC13.rectify, in consultation with supervisor any anomalies in yarn count , if found from SQC report	5	2	3
PC14.assure during shift change all the spinning and winding machines are in running condition for specific yarn quality	5	2	3
PC15.ensure that machines are cleaned and lubricated properly during shift change	5	2	3
PC16.get clearance from the incoming counterpart Sardar (Jobber) before leaving the work spot after change of shift	5	2	3

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

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PC4. check that proper number of doubling (2:1) is maintained by the operator at the finisher drawing frame, so that right quality in finisher drawing sliver is maintained as per jute yarn grist	5	2	3
PC5. independently to take operator's report on the machines, immediately after breakdown occurs or any anomalies found / reported by the operator or by the Sardar himself	5	2	3
PC6. ensure the removal of sliver lapping is done by the operator, without using knife and without damaging machine parts in spinning machine	5	2	3
PC7. ensure that quality-wise identification mark for jute yarn (sacking warp, sacking weft, hessian warp, hessian weft and any other qualities) is proper	4	2	2
PC8. find out the major and minor causes of low production, if any, in case of spinning and winding machines	5	2	3
PC9. follow the instruction of shift supervisor for changing any quality of jute yarn and related change in machine setting / parts and process parameter in jute spinning machine	5	2	3
PC10. record shift-wise wastage and report to supervisor if it is beyond the norm (0.5 % - 1 % in spinning and 0.2% - 0.3% in winding)	5	2	3
PC11. ensure that empty sliver cans remain clean and fully empty before they are returned to the back process (finisher drawing machine)	5	2	3
PC12. check time to time proper functioning of jute sliver crimping device in finisher drawing machine	5	2	3
PC13. ensure that all jute sliver wastes are kept inside designated waste sliver cans only for returning to the back process for further use	5	2	3
PC14. ensure proper picking and cleaning of finisher drawing machine to avoid sliver shortage/wastage and to ensure that proper quality of fed jute sliver etc. are maintained as per spinning and winding production schedule	5	2	3
PC15. ensure that the machines are well maintained, tuned/set and cleaned and lubricated properly following routine/schedule maintenance and smooth production	5	2	3
Total	75	32	43

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TSC/N0216 Assist supervisor for planning man-machine allocation	PC1. ensure all the workers are present		4	2	2
	PC2. ensure/allocate the spinning operators as per industry norm (one spinner per machine in coarser yarn and one spinner per two machine in fine yarn)		4	2	2
	PC3. ensure/allocate one reliever for 5 operator		4	2	2
	PC4. ensure/allocate bobbin shifter, can carrier as per norm (one bobbin shifter per 5 machine, one can carrier per 8 spinning machine)		4	2	2
	PC5. ensure/allocate number of spinning spindle per winder (two cop winder for one coarse side spinning frame and one spool winder for 1.25 fine side spinning frame)		5	2	3
	PC6. ensure sliver feeder, bobbin cleaner, department mazdoors are there in the department		4	1	3
	PC7. ensure maximum efficiency and minimum doffing time and minimum idle time for all machinery for finisher drawing (to assure right quality and quantity of feed materials) and also for jute spinning machinery and jute warp and weft winding machinery		4	2	2
	PC8. check idle spindle in spinning, idle drum in spool winding idle spindle in cop winding to rectify them immediately,		4	2	2
	PC9. ensure maximum efficiency and productivity of the spinning and winding machinery of the department maintaining the product quality and defect-free/minimum defective material		4	2	2
	PC10. ensure that operators maintains minimum idle/ down / stoppage time of drum/spindle during doffing of full winding package (spools for jute warp and cop for jute weft yarn)		5	2	3
	PC11. ensure that operator should maintain good work habit, loyalty and disciplinary norms of the company along-with machine safety and human safety and environmental aspects		4	2	2
	PC12. ensure that any machine parts/gears/lubricant/jute wastes are not thrown on ground and spool/cops are stacked properly, and machines are cleaned timely so that fluff does not settle on machine		4	2	2
		Total	50	23	27

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TSC/N0217 Maintaining quality in Jute spinning and winding	PC1. check whether the jute sliver quality and jute yarn quality according to desired quality standards and specifications for the specific industry	5	2	3
	PC2. ensure that proper identification mark is always present for different counts of jute yarns being spun or wound	4	2	2
	PC3. ensure that uniform bobbin weight is maintained in spinning machine	4	2	2
	PC4. check and arrange replacement of defective machine parts of spinning and winding machinery by maintenance people in jute mills	4	2	2
	PC5. ensure proper wound angle and diameter in spool (warp package) and proper dia, cone length and length of the cop for jute weft (cop) yarn	5	2	3
	PC6. ensure that operator follows the right piecing (minimum overlapping of sliver) in spinning and minimum overlapping in jute yarn in winding machine by appropriate method and use of coloured yarn while piecing export quality yarn	5	2	3
	PC7. check and ask the maintenance department to rectify if there is any defect in the building of the bobbins (in spinning) or building the warp package (spool) and weft package (cop)	4	2	2
	PC8. ensure minimum sliver/yarn wastage during piecing and can changing	4	2	2
	PC9. ensure that operator must keep waste material inside his waste collection bag	4	2	2
	PC10. ensure the use of graphite powder lubricant (no grease/oil) in builder rail,	4	2	2
	PC11. find out the causes of end break in spinning machine, end break in winding(warp and weft) machine and take the remedial measures for excessive end breakage	5	2	3
	PC12. follow the instruction of Supervisor/shift In-charge during change of count and quality	4	2	2
	PC13. check frequently the quality of cop and spool and ensure that quality standards and specifications are maintained	4	2	2
	PC14. keep the empty spinning bobbin in the container provided for this	4	2	2

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	PC15. ensure that operators join the broken ends by proper weavers' knots using mechanical knotter hook		4	2	2
	PC16. ensure that operators make the knots small and tight, with minimum yarn wastage		4	2	2
	PC17. ensure that operators release the yarn tightly after knotting to avoid snarls formation		4	2	2
	PC18. ensure that winding tension in all drum/spindles are same and uniform throughout winding operation		4	2	2
	PC19. ensure that defective packages (bobbins) are kept separately		4	2	2
	PC20. check the mark on the bobbin so that lot mixing can be avoided		4	2	2
	PC21. minimise unnecessary wastage of yarn while removing faults or during starting of winding and knotting		4	2	2
	PC22. report immediately to the supervisor or concern superiors, if any technological or mechanical problem occurs in machine		4	2	2
	PC23. ensure that no drum(for spool) or spindle(for cop) should remain idle in winding machinery		4	2	2
	PC24. ensure that all spinning bobbins are fully consumed/emptied if for any reason, it cannot be done, manual unwinding/emptying the spinning bobbins is to be arranged separately		4	2	2
		Total	100	48	52
TSC/N9009 Maintain work area, tools, material handling equipment and machinery for jute processing	PC1.maintain personal hygiene and human safety, machine safety and specific dress code		2	1	1
	PC2.carefully handle raw jute, slivers of jute, jute yarns and fabrics to minimize wastage		3	1	2
	PC3.carefully handle all tools such as hand root cutter, circular blade motorized root cutter, chopper, wooden block, bale hook, rope cutter, picking hook, brooms etc.		3	1	2
	PC4.carefully handle moisture meter		2	1	1
	PC5.carefully handle weigh machine,		2	1	1
	PC6.use proper mechanical handling equipment for lifting and handling jute and other materials		3	1	2
	PC7.keep all waste jute materials in a specified place for further processing		4	1	3
	PC8.maintain a clean and hazard free working area, keeping floors free from all encumbrances		3	1	2

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	PC9.maintain tools and equipment being used for jute processing		3	1	2
	PC10.carry out scheduled running maintenance like shift-wise cleaning and oiling in respective jute processing machinery		4	2	2
	PC11.report to supervisor for any abnormal sound, from any machine for jute processing		2	1	1
	PC12.report to supervisor all anomalies and unsafe conditions of equipment and other unprecedented occurrences		3	2	1
	PC13.ensure that the doors and covers for gear side/ belt side of the jute machinery are kept properly closed and all machine guards are in appropriate place		3	1	2
	PC14.ensure that standing place in working position are free from all encumbrances, to maintain correct posture of working/sitting/standing during working in respective jute processing machinery		3	1	2
	PC15.use appropriate cleaning equipment like knife, brooms, pliers, screw driver etc. and follow appropriate cleaning methods for the work to be carried out in particular jute processing machine		2	1	1
	PC16.stack/dispose jute fibre/sliver/yarn waste safely in the designated location/place/bag to help usage of all wastages for further processing		3	1	2
	PC17.store all gadgets, tools and cleaning equipment safely after their use in designated place after cleaning them properly		2	1	1
	PC18.carry out cleaning and minor/small maintenance jobs for each jute processing machine as per schedule within limits of specific responsibility, as instructed		3	1	2
		Total	50	20	30
TSC/N9002 Working in a team	PC1.be accountable to the own role in whole process		4	2	2
	PC2.perform all roles with full responsibility		4	2	2
	PC3.be effective and efficient at workplace		4	1	3
	PC4.properly communicate about company policies		4	1	3
	PC5.report all problems faced during the process		4	1	3
	PC6.talk politely with other team members and colleagues		4	1	3
	PC7.submit daily report of own performance		5	2	3

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

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

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

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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.

SECTION 2

EVIDENCE OF LEVEL

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OPTION A

Title/Name of qualification/component:			Level: 4
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: Jute spinning Sardar (Jobber) cum Jr. Supervisor		Level: 5	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
Process	<p><u>Well-developed skill,</u></p> <ul style="list-style-type: none"> Assess the material position and record any excess or shortage of any particular quality material at the back or front of drawing, spinning and winding machine. If a breakdown is being attend by previous shift fitter, find out the nature of breakdown, and expected time to restart the machine. Should be fully aware of the quality standards, specifications and possible faults of slivers in draw frame Find out any particular machine has produced very low production and try to find out the causes. Check the sliver quality and yarn quality are according to quality standards and specifications Ensure minimum sliver waste during piecing and can changing. <p><u>Clear choice of procedures in familiar context:</u></p> <ul style="list-style-type: none"> Ensure to find out the causes of end break and take the remedial measure. Ensure minimum idle time of machine whatever may be the reason & maintain proper productivity of the department maintaining the product quality. 	<p>A Spinning sardar gets work allotted by his supervisor and is responsible for maintaining the loom 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 maintenance activities like erecting, dismantling, assembling, leveling, attending & resolving repairs and breakdowns in processing department. This operator proactively identifies the causes that may result in machine faults and carries out regular preventive maintenance to ensure that quality and productivity is maintained.</p> <p>Hence NSQF Level is 5</p>	5
Professional knowledge	<p><u>Knowledge of facts in a field of work or study:</u></p> <ul style="list-style-type: none"> knowledge of waste collection system & equipments used 	<p>A Spinning sardar needs to know the process flow and material flow in a textile mill and concerned person for</p>	5

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Title/Name of qualification/component: Jute spinning Sardar (Jobber) cum Jr. Supervisor		Level: 5	
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"> • minimum quality requirements of the product with respect to permissible/ non-permissible defects • functions of different parts of drawing frame, spinning frame, cop winding and spool winding machine. • Different type of yarn defects, package defect and reason. • should know the safety mechanisms of the machines & ensure that the same are in order • should know about the functions of stop motions & ensure that the same are in order • should know about the functions of various indication lamps & ensure that the same are in order <p><u>Knowledge of principles and general concepts, in a field of work or study:</u></p> <ul style="list-style-type: none"> • Understand the importance of <ul style="list-style-type: none"> ○ Type of fibres ○ Type of yarn ○ Yarn counts ○ Types of yarn defects • the importance of different types of fibres, yarn, hank and count • importance of piecing • importance of colour coding followed for different products in Jute mill • importance of material handling and types of material handling equipments used • importance of cleanliness at workplace <p><u>Knowledge of processes in a field of work or study:</u></p>	<p>these activities. Should have understanding of different types of natural fibers, manmade fibers, blended yarns, different types of looms and different types of weaves. Also know the causes of weaving defects incurred due to man and machine faults and the four point grading system. Importance of fabric 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 5</p>	

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Title/Name of qualification/component: Jute spinning Sardar (Jobber) cum Jr. Supervisor		Level: 5	
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"> process flow in a jute mill material flow in a jute mill process flow and material flow in a spinning department knowledge of waste collection system & material handling equipments guidelines for operating draw frame, ring frame spool winding and cop winding machine BIS or Other standards like ISO 9001, ISO 14001, SA 8001 standard operating procedures (SOP) and regulations in a jute mill safe working practices to be adopted in jute mill quality systems and other processes practiced in the jute mill 		
Professional skill	<p><u>Range of cognitive and practical skills required to accomplish tasks and solve problems by selecting and applying basic methods, tools, materials and information:</u></p> <ul style="list-style-type: none"> Ensure to find out the causes of end break and take the remedial measure. Ensure minimum idle time of machine whatever may be the reason & maintain proper productivity of the department maintaining the product quality. Assess the material position and record any excess or shortage of any particular quality material at the back or front of drawing, spinning and winding machine. If a breakdown is being attend by previous shift fitter, find out the nature of breakdown, and expected time to restart the machine. 	A Spinning sardar 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 yarn and minimum machine breakdown time. Demonstrates repetitive skills like procedures for operating different material handling tools and equipments.	5

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Title/Name of qualification/component: Jute spinning Sardar (Jobber) cum Jr. Supervisor		Level: 5	
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"> Should be fully aware of the quality standards, specifications and possible faults of slivers in draw frame Find out any particular machine has produced very low production and try to find out the causes. Check the sliver quality and yarn quality are according to quality standards and specifications Ensure minimum sliver waste during piecing and can changing. 	Hence NSQF Level is 5	
Core skill	<p><u>Desired mathematical skill; understanding of social, political; and some skill of collecting and organising information, communication:</u></p> <ul style="list-style-type: none"> properly communicate about company policies report all problems faced during the process talk politely with other team members and colleagues submit daily report of own performance adjust in different work situations give due importance to others' point of view avoid conflicting situations 	<p>A Spinning sardar writes clear and short sentences, makes daily work report, writes grievance complaint application, comprehends 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 calculations required during the production process for quality and uninterrupted output. Know sand understands basic banking procedures like account opening, basic banking operations and savings.</p> <p>Hence NSQF Level is 5</p>	5
Responsibility	<p><u>Responsibility for own work and learning and some responsibility for others' works and learning:</u></p> <ul style="list-style-type: none"> Ensure that all the machine operator collect the waste in the waste collection bags, and at the end of the shift should transport to a particular area Weigh the sliver waste, record it and instruct workers to minimize it. Department house-keeping should be good by maintaining the cleaning of 	<p>A Spinning sardar 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</p>	5

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Title/Name of qualification/component: Jute spinning Sardar (Jobber) cum Jr. Supervisor		Level: 5	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	<p>floors.</p> <ul style="list-style-type: none"> • Ensure that operators follow the right piecing method and use coloured yarn while piecing export quality yarn. • Ensure that operator must keep waste material inside the bag tied at his waste. • Ensure that everybody should maintain good work habit. Waste should not be thrown on ground, spool/cops should be stacked properly, machine should be cleaned timely so that fluff does not settle on machine. 	<p>machines and contributes in making the work place healthy, safe and secure and follows the industry & organizational compliances.</p> <p>Hence NSQF Level is 5</p>	

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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 01st 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](#)

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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 spinning Sardar (Jobber) cum Jr. Supervisor– [Annexure 1](#)
2. QP TSC/Q0204 [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
14	Ambica Jute Mills Ltd	Large
15	Bally Jute Company Ltd	Large
16	Premchand Jute & Industries Pvt Ltd	Large

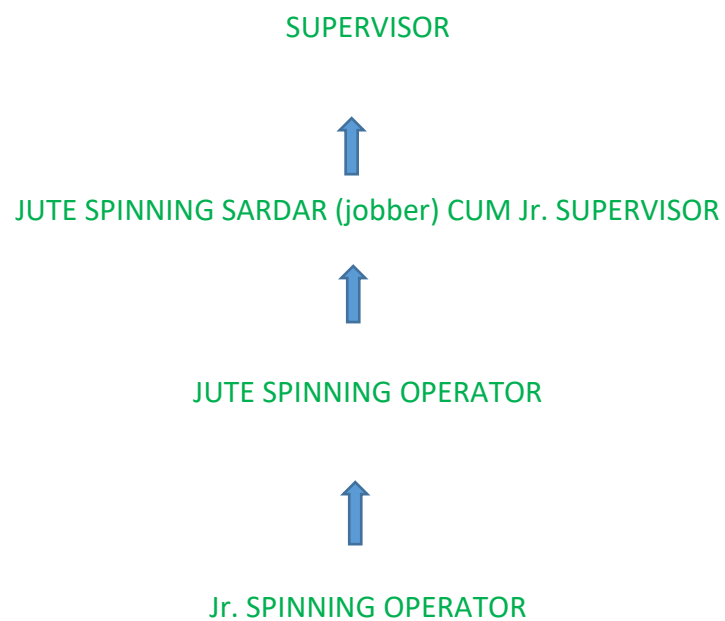
Further contact details and a copy of the validation are submitted both with NSDC and NSDA

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Annexure 1: Career Map

The Career Progression would be as follows:



Annexure 2

QP Name – Jute spinning Sardar (Jobber) cum Jr. Supervisor



TSCQ0204_Jute
Spinning Sardar_v1.

QP reference ID- TSC/Q0204 (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,

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dyers and printers etc. in Jute Diversified Product (JDP) manufacturing sector. Moreover, 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

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end of 12th five-year plan period, **requiring additional manpower about 7,500 per year** and 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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