

Qualification Pack



Jute Products Stitching Operator

QP Code: HCS/Q7403

Version: 3.0

NSQF Level: 3

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HCS/Q7403: Jute Products Stitching Operator

Brief Job Description

A Jute product stitching operator has a job to produce a product of definite shape and size by sewing two open ends of cut fabric pieces as per sale advice note or standard bag product specification. He/She should also know how to stitch diversified fancy jute products like bags, home furnishings, etc.

Personal Attributes

This job requires the individual to have good eye-hand coordination, good motor skills, and good vision (including near vision, distance vision, colour vision, depth perception and , and the ability to focus on micro things).

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [HCS/N7406: Take charge of the shift and handing over the shift to the jute product stitching operator](#)
2. [HCS/N7407: Responsibility of Jute product stitching operator](#)
3. [HCS/N9005: Maintain work area and tools in handloom sector](#)
4. [HCS/N9006: Working in a team in the handloom sector](#)
5. [HCS/N9007: Maintain health, safety, and security at workplace in handloom sector](#)
6. [HCS/N9008: Comply with work place requirements in handloom sector](#)
7. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Handicrafts and Carpet
Sub-Sector	Hand Crafted Textiles
Occupation	Jute Printing, Dyeing and Weaving
Country	India
NSQF Level	3

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Credits	17
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7318.1200
Minimum Educational Qualification & Experience	Ability to read and write (with 5 year relevant experience OR 5th grade pass with 5 year relevant experience OR 8th grade pass with 1 year of relevant experience OR Grade 8 pass and pursuing continuous schooling in regular school with vocational subject OR Previous relevant Qualification of NSQF Level 2 with 1 year of relevant experience)
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	27/01/2025
NSQC Approval Date	27/01/2022
Version	3.0
Reference code on NQR	2022/HC/HCSSC/06744
NQR Version	1

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HCS/N7406: Take charge of the shift and handing over the shift to the jute product stitching operator

Description

This unit is about taking charge of the shift from the previous shift Jute product stitching operator and relieving the responsibilities to the next shift Jute product stitching operator.

Scope

The scope covers the following :

- Take charge of the shift from Jute product stitching operator
- Hand over the shift to Jute product stitching operator

Elements and Performance Criteria

Take charge of shift from Jute product stitching operator

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

- PC1.** come at least 10 15 minutes earlier to the work spot
- PC2.** ensure that the necessary tools, gauges, etc. are in place
- PC3.** meet the previous shift stitching operator to discuss, identify and categorise the issues faced by him/her concerning the quality, production, spare, safety or any other specific instruction etc.
- PC4.** should check the cleanliness of the machines, tools & work areas
- PC5.** check whether any spare/raw material/ tool / yarn / any other material is thrown under the machines or in the other work areas
- PC6.** discuss with the previous shift operator for about any deviation in the quality and report the same to his/ her shift superior

Hand over shift to Jute product stitching operator

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

- PC7.** hand over the shift to the incoming jute product stitching operator in a proper manner & get clearance from the incoming counterpart before leaving the work spot
- PC8.** report to his shift superiors as well as that of the incoming shift in case his/ her counterpart doesn't come for duty, in that case, the shift has to be properly handed over to the incoming shift superior & get clearance from him/her
- PC9.** report to his/her shift superior about the quality/production/ safety issues/ any other issue faced in his/ her shift and should leave the department only after getting concurrence for the same from his/ her superiors

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the Organization's Policies & Standard Operating Procedures (SOP)

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- KU2.** awareness & knowledge of customers
- KU3.** potential hazards associated with the machines and the safety precautions that must be taken
- KU4.** protocol to obtain more information on work-related tasks
- KU5.** how to contact the concerned person in case of queries on procedure or products and for resolving issues related to defective machines, tools, materials & equipments.
- KU6.** details of the various job roles & responsibilities
- KU7.** documentation and reporting formats
- KU8.** work Targets & review with Superiors
- KU9.** protocol and format for reporting work-related risks/ problems
- KU10.** method of obtaining /giving feed back concerning to performance
- KU11.** importance of Team Work harmonious working relationships
- KU12.** process for offering /obtaining work-related assistance
- KU13.** responsibilities under health, safety and environmental legislation
- KU14.** guidelines for storage & disposal of waste materials
- KU15.** understanding the importance of types of fibres, types of yarn, yarn count, sliver hank, sewing defects
- KU16.** process flow in a sewing unit
- KU17.** material flow in a sewing unit
- KU18.** different method of sewing
- KU19.** the minimum quality requirements of the product concerning to permissible/nonpermissible defects
- KU20.** different type of stitch
- KU21.** guidelines for operating the sewing/specialised machines
- KU22.** the safety mechanisms of the machines & should ensure that the same are in order
- KU23.** functions of different parts of the sewing/specialised machine.
- KU24.** the functional operations of the machines, where He/ She is working

Generic Skills (GS)

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

- GS1.** write clear and short sentences in simple language for daily reporting.
- GS2.** read and comprehend written instructions
- GS3.** communicate with supervisor appropriately
- GS4.** talk to others to convey information effectively
- GS5.** identify the real reason for the problem faced
- GS6.** apply problemsolving approaches in different situations
- GS7.** refer anomalies to the supervisor
- GS8.** seek clarification on problems from others
- GS9.** apply good attention to detail
- GS10.** check your work is complete and free from errors

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GS11. maintain neatness at work

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Take charge of shift from Jute product stitching operator</i>	16	48	-	-
PC1. come at least 10 15 minutes earlier to the work spot	3	8	-	-
PC2. ensure that the necessary tools, gauges, etc. are in place	3	8	-	-
PC3. meet the previous shift stitching operator to discuss, identify and categorise the issues faced by him/her concerning the quality, production, spare, safety or any other specific instruction etc.	3	8	-	-
PC4. should check the cleanliness of the machines, tools & work areas	2	8	-	-
PC5. check whether any spare/raw material/ tool / yarn / any other material is thrown under the machines or in the other work areas	2	8	-	-
PC6. discuss with the previous shift operator for about any deviation in the quality and report the same to his/ her shift superior	3	8	-	-
<i>Hand over shift to Jute product stitching operator</i>	9	27	-	-
PC7. hand over the shift to the incoming jute product stitching operator in a proper manner & get clearance from the incoming counterpart before leaving the work spot	3	9	-	-
PC8. report to his shift superiors as well as that of the incoming shift in case his/ her counterpart doesn't come for duty, in that case, the shift has to be properly handed over to the incoming shift superior & get clearance got from him/her	3	9	-	-
PC9. report to his/her shift superior about the quality/production/ safety issues/ any other issue faced in his/ her shift and should leave the department only after getting concurrence for the same from his/ her superiors	3	9	-	-
NOS Total	25	75	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	HCS/N7406
NOS Name	Take charge of the shift and handing over the shift to the jute product stitching operator
Sector	Handicrafts and Carpet
Sub-Sector	Hand Crafted Textiles
Occupation	Stitching
NSQF Level	3
Credits	7
Version	2.0
Last Reviewed Date	27/01/2022
Next Review Date	27/01/2025
NSQC Clearance Date	27/01/2022

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HCS/N7407: Responsibility of Jute product stitching operator

Description

This unit provides performance criteria, knowledge & understanding, skills & abilities required to stitch jute products, and diversified jute bags as per order and buyer's specification

Scope

The scope covers the following :

- Stitch the popular various kind of bags, decorative items, home furnishings, toys, etc.as per market demand or buyer's specifications

Elements and Performance Criteria

Produce the popular jute bag as per market demand or buyer's specification

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

- PC1.** ensure the continuous supply of sewing twine and use proper quality of sewing twine. Anything wrong with sewing twine should be immediately reported to the supervisor
- PC2.** check power cable, alignment between needle and looper, guide plate, and pressure plate, SPI regulator, thread tension regulator, etc. before starting the machine
- PC3.** do cleaning of the sewing machine at regular intervals and also before starting of the machine
- PC4.** lubricate the sewing machine as per schedule. Lube-oil should not stain the fabric
- PC5.** keep watch on breakage of sewing twine. In case of frequent breakages of sewing twine, check the condition needle, guide plate, pressure plate and quality of sewing thread to rectify
- PC6.** check occasionally the stitch depth (bite), stitch gap (if any), and the number of stitches per decimetre. No stitch gap or non-uniform stitch density are is to be allowed
- PC7.** check and adjust the correct pressure of the pressure plate
- PC8.** check and adjust proper tension of the sewing twine with the help of a tensioning device
- PC9.** check the folding along with the seaming procedure for sewing. Any variation in folding or seam pattern by the operator's mishandling will lead to defects in sewing
- PC10.** take care of stitching tied at the corners of the bag. No stitch gap at the corner of the bag should be allowed
- PC11.** avoid excess sewing twine at the corner of the bag which causes wastage. There is no need of excess sewing more than 1.5 cm. at the corner of the bag
- PC12.** check the specific item to identify what type of stitching is best suited
- PC13.** estimate the expected length of time for the process role.
- PC14.** carry out test sews of the different types of stitches specified in the specification chart of the design.
- PC15.** check the type of sewing method/machine setting, delivery speed, needle quality
- PC16.** ensure that the operator should know the different parts types of a sewing machine attachments required for manufacturing diversified jute products.

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- PC17.** ensure to have a proper knowledge of handling important tools required to stitch manufacture jute products.
- PC18.** ensure to know the unit of conversion of different jute fabric and way of measurement of fabric
- PC19.** ensure to know the measurement of Fabric cutting and finished size of the final product as per design
- PC20.** ensure to know how to insert a handle, net, metal corner, lining, Foam cloth, and their measurement according to design.
- PC21.** ensure to have a proper knowledge of different jute cloth produced for jute diversified product
- PC22.** ensure to have a proper knowledge of different seams used to join the two pieces of cloth for producing diversified jute product to get a standard jute diversified bag diversified jute bag operators should ensure the following checkpoints for quality control.
- PC23.** check whether the proper quality is maintained for jute, jute fabric, lining, reinforcement material, chain, button, hook, etc
- PC24.** check whether the look, shape, size, and colour of the bag are as per design or as per order
- PC25.** check the weight carrying capacity of the bag as per utility
- PC26.** check the quality of sewing yarn and proper stitching method during bag preparation
- PC27.** check the durability of the bag
- PC28.** check the cleanliness of the bag after finishing. There should not be any extra yarn, gum, oil, or pen mark on the finished product for the final selection of bag important checkpoints are
- PC29.** check whether the bag is compatible with the design or as per order PC33. check whether there is are any stitching defects
- PC30.** ensure that the wash care labels are attached on in the bag
- PC31.** check the handle and other added parts are properly fitted
- PC32.** the most important one is whether different steps for quality control has properly maintained

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures (SOP) and regulations in a jute mill
- KU2.** knowledge of customers
- KU3.** potential hazards associated with the machines and the safety precautions must be taken
- KU4.** protocol to obtain more information on work related tasks
- KU5.** contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools, materials & equipments
- KU6.** details of the various job roles & responsibilities
- KU7.** documentation and reporting formats
- KU8.** work targets & review with superiors
- KU9.** protocol and format for reporting work-related risks/ problems
- KU10.** method of obtaining /giving feedback concerning to performance
- KU11.** importance of team work, harmonious working relationships

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- KU12.** process for offering /obtaining work-related assistance
- KU13.** responsibilities under health, safety and environmental legislation
- KU14.** guidelines for storage & disposal of waste materials
- KU15.** the importance of types of fibers, types of yarn, yarn count, sliver hank, sewing defects
- KU16.** process flow in a jute production unit
- KU17.** material flow in a jute production unit
- KU18.** different method of sewing
- KU19.** the minimum quality requirements of the product concerning to permissible/non-permissible defects
- KU20.** different type of stitch
- KU21.** guidelines for operating the sewing machines
- KU22.** the safety mechanisms of the machines & should ensure that the same are in order
- KU23.** functions of different parts of sewing/specialised machine
- KU24.** about the functional operations of the machines, where He/ She is working

Generic Skills (GS)

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

- GS1.** write clear and short sentences in simple language for daily reporting.
- GS2.** read and comprehend written instructions
- GS3.** communicate with supervisor appropriately
- GS4.** talk to others to convey information effectively
- GS5.** identify the real reason for the problem faced
- GS6.** apply problemsolving approaches in different situations
- GS7.** refer anomalies to the supervisor
- GS8.** seek clarification on problems from others
- GS9.** apply good attention to detail
- GS10.** check your work is complete and free from errors
- GS11.** maintain neatness at work

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Produce the popular jute bag as per market demand or buyer's specification</i>	32	68	-	-
PC1. ensure the continuous supply of sewing twine and use proper quality of sewing twine. Anything wrong with sewing twine should be immediately reported to the supervisor	1	2	-	-
PC2. check power cable, alignment between needle and looper, guide plate, and pressure plate, SPI regulator, thread tension regulator, etc. before starting the machine	1	2	-	-
PC3. do cleaning of the sewing machine at regular intervals and also before starting of the machine	1	2	-	-
PC4. lubricate the sewing machine as per schedule. Lube-oil should not stain the fabric	1	2	-	-
PC5. keep watch on breakage of sewing twine. In case of frequent breakages of sewing twine, check the condition needle, guide plate, pressure plate and quality of sewing thread to rectify	1	2	-	-
PC6. check occasionally the stitch depth (bite), stitch gap (if any), and the number of stitches per decimetre. No stitch gap or non-uniform stitch density are is to be allowed	1	2	-	-
PC7. check and adjust the correct pressure of the pressure plate	1	2	-	-
PC8. check and adjust proper tension of the sewing twine with the help of a tensioning device	1	2	-	-
PC9. check the folding along with the seaming procedure for sewing. Any variation in folding or seam pattern by the operator's mishandling will lead to defects in sewing	1	2	-	-
PC10. take care of stitching tied at the corners of the bag. No stitch gap at the corner of the bag should be allowed	1	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. avoid excess sewing twine at the corner of the bag which causes wastage. There is no need of excess sewing more than 1.5 cm. at the corner of the bag	1	2	-	-
PC12. check the specific item to identify what type of stitching is best suited	1	2	-	-
PC13. estimate the expected length of time for the process role.	1	2	-	-
PC14. carry out test sews of the different types of stitches specified in the specification chart of the design.	1	2	-	-
PC15. check the type of sewing method/machine setting, delivery speed, needle quality	1	2	-	-
PC16. ensure that the operator should know the different parts types of a sewing machine attachments required for manufacturing diversified jute products.	1	1	-	-
PC17. ensure to have a proper knowledge of handling important tools required to stitch manufacture jute products.	1	1	-	-
PC18. ensure to know the unit of conversion of different jute fabric and way of measurement of fabric	1	1	-	-
PC19. ensure to know the measurement of Fabric cutting and finished size of the final product as per design	1	2	-	-
PC20. ensure to know how to insert a handle, net, metal corner, lining, Foam cloth, and their measurement according to design.	1	2	-	-
PC21. ensure to have a proper knowledge of different jute cloth produced for jute diversified product	1	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC22. ensure to have a proper knowledge of different seams used to join the two pieces of cloth for producing diversified jute product to get a standard jute diversified bag diversified jute bag operators should ensure the following checkpoints for quality control.	1	2	-	-
PC23. check whether the proper quality is maintained for jute, jute fabric, lining, reinforcement material, chain, button, hook, etc	1	2	-	-
PC24. check whether the look, shape, size, and colour of the bag are as per design or as per order	1	2	-	-
PC25. check the weight carrying capacity of the bag as per utility	1	2	-	-
PC26. check the quality of sewing yarn and proper stitching method during bag preparation	1	3	-	-
PC27. check the durability of the bag	1	3	-	-
PC28. check the cleanliness of the bag after finishing. There should not be any extra yarn, gum, oil, or pen mark on the finished product for the final selection of bag important checkpoints are	1	3	-	-
PC29. check whether the bag is compatible with the design or as per order PC33. check whether there is any stitching defects	1	3	-	-
PC30. ensure that the wash care labels are attached on in the bag	1	3	-	-
PC31. check the handle and other added parts are properly fitted	1	3	-	-
PC32. the most important one is whether different steps for quality control has properly maintained	1	3	-	-
NOS Total	32	68	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	HCS/N7407
NOS Name	Responsibility of Jute product stitching operator
Sector	Handicrafts and Carpet
Sub-Sector	Hand Crafted Textiles
Occupation	Stitching
NSQF Level	3
Credits	3
Version	2.0
Last Reviewed Date	27/01/2022
Next Review Date	27/01/2025
NSQC Clearance Date	27/01/2022

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

Description

This unit applies performance criteria, knowledge & understanding and skills & abilities required to organise/ maintain work areas and activities to ensure tools and machines are maintained as per norms.

Scope

The scope covers the following :

- Maintain the work area, tools, and machines in the handloom sector

Elements and Performance Criteria

Maintain work area, tools and machines in handloom sector

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

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- KU10.** the importance of complying with written instructions
- KU11.** work instructions and specifications and their accurate interpretation
- KU12.** methods to make use of the information detailed in specifications and instructions
- KU13.** relation between work role and the overall manufacturing process
- KU14.** the importance of taking action when problems are identified
- KU15.** different ways of minimising waste
- KU16.** effects of contamination on products
- KU17.** common faults and the methods to rectify them
- KU18.** tools maintenance procedures
- KU19.** hazards likely to be encountered when conducting routine maintenance
- KU20.** different types of cleaning substances and their use
- KU21.** safe working practices for cleaning and the methods of carrying them out

Generic Skills (GS)

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

- GS1.** write in local language
- GS2.** read and comprehend written instructions
- GS3.** listen effectively and orally communicate information accurately
- GS4.** ask for clarification and advice from others
- GS5.** follow rule-based decision-making processes
- GS6.** make decisions on a suitable course of action or response
- GS7.** plan and organize work to achieve targets and deadlines
- GS8.** avoid absenteeism
- GS9.** Be punctual
- GS10.** work in discipline
- GS11.** act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations
- GS12.** Difficult/stressful or emotional situations
- GS13.** apply problem-solving approaches in different situations
- GS14.** seek clarification on problems from others
- GS15.** analyze data and activities
- GS16.** pass on relevant information to others
- GS17.** provide opinions on work in a detailed and constructive way
- GS18.** apply balanced judgment to different situations

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain work area, tools and machines in handloom sector</i>	12	38	-	-
PC1. ensure the handling of tools and material is safe and correct.	1	3	-	-
PC2. use correct lifting and handling procedures.	1	3	-	-
PC3. use materials in a manner to minimize waste.	1	3	-	-
PC4. maintain a clean and hazard-free working area.	1	3	-	-
PC5. maintain the tools and equipment used.	1	3	-	-
PC6. carry out running maintenance within agreed schedules one's responsibility	1	3	-	-
PC7. identify damaged tools and materials and take action according to the standards followed.	1	3	-	-
PC8. ensure that the correct tools and yarn required are in place.	1	3	-	-
PC9. work in the correct posture.	1	3	-	-
PC10. use cleaning equipment and methods appropriate for the work to be carried out	1	3	-	-
PC11. dispose of waste safely in the designated location	1	4	-	-
PC12. store cleaning equipment safely after use	1	4	-	-
NOS Total	12	38	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	HCS/N9005
NOS Name	Maintain work area and tools in handloom sector
Sector	Handicrafts and Carpet
Sub-Sector	Hand Crafted Textiles
Occupation	Jute Printing, Dyeing and Weaving
NSQF Level	4
Credits	2
Version	2.0
Last Reviewed Date	27/01/2022
Next Review Date	27/01/2025
NSQC Clearance Date	27/01/2022

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HCS/N9006: Working in a team in the handloom sector

Description

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

Scope

The scope covers the following :

- Commitment and trust
- Communication
- Adaptability
- Creative freedom

Elements and Performance Criteria

Commitment and trust

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

- PC1.** be accountable of own role in whole process
- PC2.** perform all roles with full responsibility
- PC3.** be effective and efficient at workplace

Communication

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

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

Adaptability

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

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

Creative freedom

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures(sop) and regulations in the cooperative society/NGO/SHG
- KU2.** procedures followed to get the final output in the cooperative society/NGO/SHG
- KU3.** safe working practices to be adopted in the cooperative society/NGO/SHG

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- KU4.** the need to consult with supervisors and taking relevant actions against any grievances faced
- KU5.** importance of commitment and trust
- KU6.** importance of proper communication
- KU7.** importance of adaptability
- KU8.** importance of creative freedom

Generic Skills (GS)

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

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

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Assessment Criteria

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

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	HCS/N9006
NOS Name	Working in a team in the handloom sector
Sector	Handicrafts and Carpet
Sub-Sector	Hand Crafted Textiles
Occupation	Jute Printing, Dyeing and Weaving
NSQF Level	4
Credits	1
Version	2.0
Last Reviewed Date	27/01/2022
Next Review Date	27/01/2025
NSQC Clearance Date	27/01/2022

Qualification Pack

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

Description

This OS provides performance criteria, knowledge & understanding and skills & abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others.

Scope

The scope covers the following :

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

Elements and Performance Criteria

Comply with health, Safety and security requirements at work

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

- PC1.** comply with health, safety gender and PwD (People with disability) related instructions applicable to the workplace.
- PC2.** actively participate in mock drills/ evacuation procedures; group discussions, training sensitization programs for gender and PwD awareness organized at the workplace.
- PC3.** comply with health and safety related instructions applicable to the workplace
- PC4.** use and maintain personal protective equipment as per protocol
- PC5.** carry out own activities in line with approved guidelines and procedures
- PC6.** maintain a healthy lifestyle and guard against dependency on intoxicants
- PC7.** follow environment management system related procedures.
- PC8.** store materials and tools in line with manufacturer's and Cooperative Society/ NGO/ SHG requirements.
- PC9.** safely handle and move waste and debris.
- PC10.** monitor the work place and work processes for potential risks and threats.
- PC11.** undertake first aid, fire-fighting and emergency response training, if asked to do so.
- PC12.** take action based on instructions in the event of fire, emergencies or accidents.

Recognize the hazards

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

- PC13.** identify different kinds of possible hazards (environmental, personal, ergonomic, and chemical) of the industry
- PC14.** recognise different measures to curb the hazards and plan the safety techniques.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** knowledge about the importance of gender equality being followed in the organization and policies for reporting any harassment or inappropriate behavior.
- KU2.** knowledge about how to accommodate employees with disabilities etiquette to adhere to and proper language and terminology
- KU3.** knowledge about how to communicate, offer help, respecting space, parking etc. for people with disabilities or special needs.
- KU4.** knowledge about promoting a safe, accessible and healthy workplace for disabled employees.
- KU5.** health and safety related practices applicable at the workplace
- KU6.** potential hazards, risks and threats based on nature of operations
- KU7.** cooperative Society/NGO/SHG procedures for safe handling of tools
- KU8.** environmental management system related Procedures at the workplace
- KU9.** layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points.
- KU10.** potential accidents and emergencies and response to these scenarios.
- KU11.** details of personnel trained in first aid, fire-fighting and Emergency response
- KU12.** occupational health and safety risks and methods
- KU13.** personal protective equipment and method of use
- KU14.** identification, handling and storage of hazardous substances
- KU15.** proper disposal system for waste and by-products
- KU16.** signage related to health and safety and their meaning
- KU17.** importance of sound health, hygiene and good habits.
- KU18.** ill- effects of alcohol, tobacco and drugs.

Generic Skills (GS)

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

- GS1.** create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee.
- GS2.** actively take part in any discussion/workshop organized for gender sensitization training.
- GS3.** read and comprehend written instructions related to gender equality issues in the organization.
- GS4.** identify and report any harassment or inappropriate behavior towards any employee.
- GS5.** create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee with disability or special needs.
- GS6.** actively take part in any discussion/workshop organized for disability sensitization training.
- GS7.** read and comprehend written instructions related to equality issues in the organization related to disabled persons.
- GS8.** identify and report any distinction, exclusion, harassment or inappropriate behavior towards any employee.
- GS9.** read and comprehend written instructions in local language.
- GS10.** listen effectively and orally communicate information accurately.

Qualification Pack

- GS11.** follow rule-based decision-making processes.
- GS12.** make decisions on a suitable course of action or response.
- GS13.** plan and organize your work to achieve targets and deadlines.
- GS14.** be punctual and work in Discipline.
- GS15.** act objectively, rather than impulsively or emotionally when faced With difficult/stressful or emotional situations.
- GS16.** analyze data and activities and apply problem-solving approaches in different situations.
- GS17.** pass on relevant information to others and seek clarification on problems from others.

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Comply with health, Safety and security requirements at work</i>	24	56	-	-
PC1. comply with health, safety gender and PwD (People with disability) related instructions applicable to the workplace.	2	4	-	-
PC2. actively participate in mock drills/ evacuation procedures; group discussions, training sensitization programs for gender and PwD awareness organized at the workplace.	2	4	-	-
PC3. comply with health and safety related instructions applicable to the workplace	2	4	-	-
PC4. use and maintain personal protective equipment as per protocol	2	4	-	-
PC5. carry out own activities in line with approved guidelines and procedures	2	4	-	-
PC6. maintain a healthy lifestyle and guard against dependency on intoxicants	2	4	-	-
PC7. follow environment management system related procedures.	2	4	-	-
PC8. store materials and tools in line with manufacturer's and Cooperative Society/ NGO/ SHG requirements.	2	4	-	-
PC9. safely handle and move waste and debris.	2	4	-	-
PC10. monitor the work place and work processes for potential risks and threats.	2	4	-	-
PC11. undertake first aid, fire-fighting and emergency response training, if asked to do so.	2	8	-	-
PC12. take action based on instructions in the event of fire, emergencies or accidents.	2	8	-	-
<i>Recognize the hazards</i>	4	16	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. identify different kinds of possible hazards (environmental, personal, ergonomic, and chemical) of the industry	2	8	-	-
PC14. recognise different measures to curb the hazards and plan the safety techniques.	2	8	-	-
NOS Total	28	72	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	HCS/N9007
NOS Name	Maintain health, safety, and security at workplace in handloom sector
Sector	Handicrafts and Carpet
Sub-Sector	Hand Crafted Textiles
Occupation	Jute Printing, Dyeing and Weaving
NSQF Level	4
Credits	1
Version	2.0
Last Reviewed Date	27/01/2022
Next Review Date	27/01/2025
NSQC Clearance Date	27/01/2022

Qualification Pack

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

Description

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

Scope

The scope covers the following :

- Self-development
- Teamwork
- Organizational standards

Elements and Performance Criteria

Self-development

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

- PC1.** carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations.
- PC2.** apply and follow these policies and procedures within your work practices and inculcate sustainable consumption practices.
- PC3.** actively get involved in improving the performance of the organization in line with their own role and responsibilities and support adaptation to more environmentally friendly processes.
- PC4.** perform own duties effectively and take responsibility for own actions
- PC5.** be accountable towards the job role and assigned duties
- PC6.** take initiative and innovate the existing
- PC7.** focus on self-learning and improvement

Team work

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

- PC8.** co-ordinate with all the team members and colleagues
- PC9.** communicate politely and avoid conflicts and miscommunication

Organisational standards

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

- PC10.** know the organisational standards
- PC11.** implement them in your performance
- PC12.** motivate others to follow them

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** making conscious and sustainable decisions for achieving effective and green workplace.

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- KU2.** standard Operating Procedures (SOP) and regulations in the Cooperative Society/NGO/SHG.
- KU3.** knowledge of workplace standards.
- KU4.** importance of self-development.
- KU5.** importance of team work.
- KU6.** importance of understanding and complying with organizational standards.

Generic Skills (GS)

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

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

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Self-development</i>	7	21	-	-
PC1. carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations.	1	3	-	-
PC2. apply and follow these policies and procedures within your work practices and inculcate sustainable consumption practices.	1	3	-	-
PC3. actively get involved in improving the performance of the organization in line with their own role and responsibilities and support adaptation to more environmentally friendly processes.	1	3	-	-
PC4. perform own duties effectively and take responsibility for own actions	1	3	-	-
PC5. be accountable towards the job role and assigned duties	1	3	-	-
PC6. take initiative and innovate the existing	1	3	-	-
PC7. focus on self-learning and improvement	1	3	-	-
<i>Team work</i>	2	6	-	-
PC8. co-ordinate with all the team members and colleagues	1	3	-	-
PC9. communicate politely and avoid conflicts and miscommunication	1	3	-	-
<i>Organisational standards</i>	3	11	-	-
PC10. know the organisational standards	1	3	-	-
PC11. implement them in your performance	1	4	-	-
PC12. motivate others to follow them	1	4	-	-
NOS Total	12	38	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	HCS/N9008
NOS Name	Comply with work place requirements in handloom sector
Sector	Handicrafts and Carpet
Sub-Sector	Hand Crafted Textiles
Occupation	Jute Printing, Dyeing and Weaving
NSQF Level	4
Credits	1
Version	2.0
Last Reviewed Date	27/01/2022
Next Review Date	27/01/2025
NSQC Clearance Date	27/01/2022

Qualification Pack

DGT/VSQ/N0102: Employability Skills (60 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Career Development & Goal Setting
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Elements and Performance Criteria

Introduction to Employability Skills

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

- PC1.** identify employability skills required for jobs in various industries
- PC2.** identify and explore learning and employability portals

Constitutional values – Citizenship

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

- PC3.** recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.
- PC4.** follow environmentally sustainable practices

Becoming a Professional in the 21st Century

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

- PC5.** recognize the significance of 21st Century Skills for employment
- PC6.** practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life

Basic English Skills

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

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- PC7.** use basic English for everyday conversation in different contexts, in person and over the telephone
- PC8.** read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC9.** write short messages, notes, letters, e-mails etc. in English

Career Development & Goal Setting

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

- PC10.** understand the difference between job and career
- PC11.** prepare a career development plan with short- and long-term goals, based on aptitude

Communication Skills

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

- PC12.** follow verbal and non-verbal communication etiquette and active listening techniques in various settings
- PC13.** work collaboratively with others in a team

Diversity & Inclusion

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

- PC14.** communicate and behave appropriately with all genders and PwD
- PC15.** escalate any issues related to sexual harassment at workplace according to POSH Act

Financial and Legal Literacy

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

- PC16.** select financial institutions, products and services as per requirement
- PC17.** carry out offline and online financial transactions, safely and securely
- PC18.** identify common components of salary and compute income, expenses, taxes, investments etc
- PC19.** identify relevant rights and laws and use legal aids to fight against legal exploitation

Essential Digital Skills

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

- PC20.** operate digital devices and carry out basic internet operations securely and safely
- PC21.** use e- mail and social media platforms and virtual collaboration tools to work effectively
- PC22.** use basic features of word processor, spreadsheets, and presentations

Entrepreneurship

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

- PC23.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC24.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC25.** identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

Customer Service

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

- PC26.** identify different types of customers
- PC27.** identify and respond to customer requests and needs in a professional manner.

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PC28. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC29. create a professional Curriculum vitae (Résumé)

PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively

PC31. apply to identified job openings using offline /online methods as per requirement

PC32. answer questions politely, with clarity and confidence, during recruitment and selection

PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills and different learning and employability related portals

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

KU4. Twenty first (21st) century skills and their importance

KU5. how to use English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up

KU6. importance of career development and setting long- and short-term goals

KU7. about effective communication

KU8. POSH Act

KU9. Gender sensitivity and inclusivity

KU10. different types of financial institutes, products, and services

KU11. how to compute income and expenditure

KU12. importance of maintaining safety and security in offline and online financial transactions

KU13. different legal rights and laws

KU14. different types of digital devices and the procedure to operate them safely and securely

KU15. how to create and operate an e- mail account and use applications such as word processors, spreadsheets etc.

KU16. how to identify business opportunities

KU17. types and needs of customers

KU18. how to apply for a job and prepare for an interview

KU19. apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

GS1. read and write different types of documents/instructions/correspondence

GS2. communicate effectively using appropriate language in formal and informal settings

Qualification Pack

- GS3.** behave politely and appropriately with all
- GS4.** how to work in a virtual mode
- GS5.** perform calculations efficiently
- GS6.** solve problems effectively
- GS7.** pay attention to details
- GS8.** manage time efficiently
- GS9.** maintain hygiene and sanitization to avoid infection

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values – Citizenship</i>	1	1	-	-
PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
PC4. follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	2	4	-	-
PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. understand the difference between job and career	-	-	-	-
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC13. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	2	-	-
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
PC16. select financial institutions, products and services as per requirement	-	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	3	4	-	-
PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Entrepreneurship</i>	2	3	-	-
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	1	2	-	-
PC26. identify different types of customers	-	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
PC29. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC31. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS Total	20	30	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0102
NOS Name	Employability Skills (60 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2028
NSQC Clearance Date	31/08/2023

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

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

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Minimum Aggregate Passing % at QP Level : 50

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

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
HCS/N7406.Take charge of the shift and handing over the shift to the jute product stitching operator	25	75	-	-	100	20
HCS/N7407.Responsibility of Jute product stitching operator	32	68	-	-	100	20
HCS/N9005.Maintain work area and tools in handloom sector	12	38	-	-	50	15
HCS/N9006.Working in a team in the handloom sector	19	31	-	-	50	10
HCS/N9007.Maintain health, safety, and security at workplace in handloom sector	28	72	-	-	100	10
HCS/N9008.Comply with work place requirements in handloom sector	12	38	-	-	50	10
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	0	0	50	15
Total	148	352	0	0	500	100

Qualification Pack

Acronyms

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

Qualification Pack

Glossary

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

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