

Junior Supervisor - Jute Spinning

- ☒ Short Term Training (STT) ☐ Long Term Training (LTT) ☒ Apprenticeship
☒ Upskilling ☐ Dual/Flexi Qualification ☐ For ToT ☐ For ToA
☒ General ☐ Multi-skill (MS) ☐ Cross Sectoral (CS) ☐ Future Skills ☐ OEM

NCrF/NSQF Level: 4

Submitted By:

Textile Sector Skill Council

Contact Details:

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Section 1: Basic Details

1.	Qualification Name	Junior Supervisor - Jute Spinning																			
2.	Sector/s	Textile & Handlooms																			
3.	Type of Qualification ☐ New ☒ Revised ☐ Has Electives/ Options ☐ OEM	NQR Code & version of the existing /previous qualification: QG-04-TX-01912-2024-V1.1-TSC	Qualification Name of the existing/previous version: Jute spinning Sardar (Jobber) cum Jr. Supervisor																		
4.	a. OEM Name b. Qualification Name (Wherever applicable)	NA NA																			
5.	National Qualification Register (NQR) Code & Version	QG-04-TX-04114-2025-V2-TSC	6. NCrF/NSQF Level: 4																		
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other (Wherever applicable specify multiple entry/exits also & provide details in annexure)	Certificate																			
8.	Brief Description of the Qualification	The role of a Junior Supervisor – Jute Spinning is to assist the supervisor and to guide the workers for smooth running of jute Spinning and Winding Machines in the Spinning and Winding Departments in jute industry. A Junior Supervisor – Jute Spinning can seek employment in a Jute factory.																			
9.	Eligibility Criteria for Entry for a Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Relevant Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>• 12th or Equivalent</td> <td>Nil</td> </tr> <tr> <td>2</td> <td>• 11th or Equivalent</td> <td>1.5 Years</td> </tr> <tr> <td>3</td> <td>• 10th or Equivalent</td> <td>3 Years</td> </tr> <tr> <td>4</td> <td>• Previous relevant Qualification of NSQF Level 3.5</td> <td>1.5 Years</td> </tr> <tr> <td>5</td> <td>• Previous relevant Qualification of NSQF Level 3.0</td> <td>3 Years</td> </tr> </tbody> </table>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Relevant Experience (with Specialization - if applicable)	1	• 12th or Equivalent	Nil	2	• 11th or Equivalent	1.5 Years	3	• 10th or Equivalent	3 Years	4	• Previous relevant Qualification of NSQF Level 3.5	1.5 Years	5	• Previous relevant Qualification of NSQF Level 3.0	3 Years
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Relevant Experience (with Specialization - if applicable)																			
1	• 12th or Equivalent	Nil																			
2	• 11th or Equivalent	1.5 Years																			
3	• 10th or Equivalent	3 Years																			
4	• Previous relevant Qualification of NSQF Level 3.5	1.5 Years																			
5	• Previous relevant Qualification of NSQF Level 3.0	3 Years																			

		18 Years														
10. Credits Assigned to this NOS-Qualification, Subject to Assessment <i>(as per National Credit Framework (NCrF))</i>	15 Credits	11. Common Cost Norm Category (I/II/III) <i>(wherever applicable): I</i>														
12. Any Licensing Requirements for Undertaking Training on This Qualification	Not Applicable															
13 Training Duration by Modes of Training Delivery <i>(Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</i>	☒ Offline Only ☐ Online Only ☐ Blended															
	<table border="1"> <thead> <tr> <th>Training Delivery Mode</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th>Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td>132</td> <td>318</td> <td>450</td> </tr> <tr> <td>Online</td> <td>-</td> <td>-</td> <td>-</td> </tr> </tbody> </table>				Training Delivery Mode	Theory (Hours)	Practical (Hours)	Total (Hours)	Classroom (offline)	132	318	450	Online	-	-	-
Training Delivery Mode	Theory (Hours)	Practical (Hours)	Total (Hours)													
Classroom (offline)	132	318	450													
Online	-	-	-													
	<i>(Refer Blended Learning Annexure for details)</i>															

14.	Aligned to NCO/ ISCO Code/s (if no code is available mention the same)	NCO-2015/7318.45	
15.	Progression Path After Attaining the Qualification, wherever applicable <i>(Please show Professional and Academic progression)</i>	Supervisor - Jute Spinning	
16.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	Hindi	
17.	Is similar NOS available on NQR-if yes, justification for this qualification	☐ Yes ☒ No URLs of similar Qualifications:	
18.	Is the NOS Amenable to Persons with Disability	☐ Yes ☒ No If “Yes”, specify applicable type of Disability:	
19.	How participation of women will be encouraged?	This Qualification/NOS is made suitable for all categories of learners including the individuals, Students, professionals with the prescribed entry qualification.	
20.	Are Greening/ Environment Sustainability Aspects Covered (Specify the NOS/Module which covers it)	☒ Yes ☐ No TSC/N9002 - Working in a team TSC/N9003 - Maintain health, safety and security at workplace TSC/N9009 - Maintain work area, tools, material handling equipment and machinery for jute processing TSC/N9010 - Comply with industry and organizational requirement in jute sector.	
21.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools ☐ Yes ☒ No Colleges ☐ Yes ☒ No	
22.	Name and Contact Details Submitting / Awarding Body SPOC <i>(In case of CS or MS, provide details of both Lead AB & Supporting ABs)</i>	Name: Mr. Vignesh Raja Email: raja@texskill.in Contact No.: 7502954383 Website: https://texskill.in/	
23.	Final Approval Date by NSQC: 08.05.2025	24. Validity Duration: 3 years	25. Next Review Date: 08.05.2028

Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer curriculum document.

Th.-Theory **Pr.**-Practical **OJT**-On the Job **Man.**-Mandatory Training **Rec.**-Recommended Proj.-Project

S. no	NOS Module Name	NOS/Module Code & Version (if applicable)	Core/ Non Core	NCrF/ NSQF Level	Credit as per NCrF	Training Duration					Assessment Marks					
						Th.	Pr.	OJT. Man	OJT. Rec	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (if applicable)
1	Taking charge of shift and handing over shift to Jute Spinning Sardar (jobber)	TSC/N0213,V 2.0	Core	4	2.5	15	60			75	43	57			100	15
2	Preparing the Jute spinning frame and jute winding machine for operation	TSC/N0214,V 2.0	Core	4	2.5	15	60			75	22	28			50	7
3	Ensuring process and quality control in jute spinning and winding	TSC/N0215,V 2.0	Core	4	1.5	15	30			45	32	43			75	13
4	Assisting supervisor for planning man-machine allocation	TSC/N0216,V 2.0	Core	4	1.5	15	30			45	23	27			50	7
5	Maintaining quality in Jute spinning and winding	TSC/N0217,V 2.0	Core	4	3	30	60			90	48	52			100	15
6	Maintain work area, tools, material handling equipment and machinery for jute processing	TSC/N9009,V 2.0	Non Core	3	0.5	5	10			15	20	30			50	7
7	Working in a team	TSC/N9002,V 6.0	Non Core	3	0.5	5	10			15	19	20		11	50	15
8	Maintain health, safety and security at workplace	TSC/N9003,V 5.0	Non Core	3	1.5	15	30			45	32	40		28	100	7
9	Comply with industry and organizational requirement in jute sector	TSC/N9010,V 2.0	Non Core	3	0.5	5	10			15	21	29			50	7
10	Employability Skills	DGT/VSQ/N01 01,V 1.0	Non Core	2	1	12	18			30	20	30			50	7
Duration (in Hours) / Total Marks					15	132	318			450	280	356		39	675	100

Elective NOS/s:

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.																
2.																
Duration (in Hours) / Total Marks																

Optional NOS/s:

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.																
2.																
Duration (in Hours) / Total Marks																

Assessment - Minimum Qualifying Percentage

Please specify any one of the following:

Minimum Pass Percentage – Aggregate at qualification level: **70%**

Pass Percentage of the Qualification is scheme specific, Unless specified by scheme, it is 70% or else scheme guidelines will override it.

(Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

Section 3: Training Related

1.	Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	• Diploma (10th Class + 3 years) in Textile trade with 3 years of relevant experience (Min 1 year in production + Min 2 year as trainer) (or) • CTS in the relevant trade with 4 years of relevant experience (Min 1 year in production + Min 3 year as trainer with Successfully passed Trainer Qualification MEP/Q2601, v2.0– Trainer (VET and Skills), Minimum pass percentage 80 percent and TSC/Q0204, v4.0 Junior Supervisor - Jute Spinning, Minimum pass percentage 80 per cent
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Diploma/Degree/Masters/PhD in textile with at least 15/10/8/5 years of experience in textile sector with minimum 8/5/4/3 years in teaching/conducting training in Textile Research Associations, CoEs, Govt Textile organizations/ SIMA/ running textile mill
3.	Tools and Equipment Required for the Training	☐ Yes ☒ No (If "Yes", details to be provided in Annexure)
4.	In Case of Revised NOS, details of Any Upskilling Required for Trainer	Not Applicable

Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	• ITI (Class 8th + 2 years) + 7 years of relevant experience (or) • Diploma (12th Class +2 years) in the relevant trade with 3 years of relevant experience (or) • Diploma (10th Class + 3 years) in the relevant trade with 4 years of relevant experience • UG (3-years) in the relevant trade with 2 years of relevant experience with successfully passed MEP/Q2701, v2.0 – Assessor (VET and Skills), Minimum pass percentage 80 percent and TSC/Q0204, v4.0 Junior Supervisor - Jute Spinning, Minimum pass percentage 80 percent
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2.	Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines), (wherever applicable)	UG in any field
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Diploma/Degree/Masters/PhD in textile with at least 15/10/8/5 years of experience in textile sector with minimum 8/5/4/3 years in teaching/conducting training in Textile Research Associations, CoEs, Govt Textile organizations/ SIMA/ running textile mill
4.	Assessment Mode (Specify the assessment mode)	Offline
5.	Tools and Equipment Required for Assessment	☐ Same as for training ☒ Yes ☐ No (details to be provided in Annexure-if it is different for Assessment)

Section 5: Evidence of the Need for the Qualification

Provide Annexure/Supporting documents name.

1.	Latest Skill Gap Study (not older than 2 years) (Yes/No): Yes. Link - https://texskill.in/map_22/map.html
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): Yes Link - https://texskill.in/map_22/map.html
3.	Government /Industry initiatives/ requirement (Yes/No): Yes
4.	Number of Industry validation provided: 13
5.	Estimated number of people to be trained: 600
6.	Evidence of Concurrence/Consultation with Line/State Departments (In case of regulated sectors): (Yes/No): Yes If "No", why:

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	Annexure: NCrf/NSQF level justification based on NCrf/NSQF descriptors (Mandatory)	Attached. Annexure 1
2.	Annexure: List of tools and equipment relevant for NOS (Mandatory, except in case of online course)	Attached. Annexure 2
3.	Annexure: Detailed Assessment Criteria (Mandatory)	Attached. Annexure 6
4.	Annexure: Assessment Strategy (Mandatory)	Attached. Annexure 6
5.	Annexure: Blended Learning (Mandatory, in case selected Mode of delivery is Blended Learning)	Attached. Annexure 5
6.	Annexure: Multiple Entry-Exit Details (Mandatory, in case qualification has multiple Entry-Exit)	No
7.	Annexure: Acronym and Glossary (Optional)	Attached. Annexure 8
8.	Supporting Document: Model Curriculum (Mandatory – Public view)	Attached. Annexure 9
9.	Supporting Document: Career Progression (Mandatory - Public view)	Attached. Annexure 10
10.	Supporting Document: Occupational Map (Mandatory)	Attached. Annexure 11
11.	Supporting Document: Assessment SOP (Mandatory)	Attached. Annexure 7
12.	Any other document you wish to submit:	NA

Annexure 1: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
Professional Theoretical Knowledge/Process	Specialized knowledge • Possesses specialized knowledge of procedures employed in both routine and non-routine contexts. • Has complete knowledge of concept of time required for delivery; and Quality for a range of issues. • Has knowledge of collecting and interpreting the available information, drawing conclusions & communicating the same. • Understands the financial and feasibility aspect of various work/ solutions options	A spinning sardar gets work allotted by his supervisor and is responsible for maintaining the efficiency of the jute spinning and winding unit so as to get desired production with minimum defects and low cost of production, while giving due importance to safety and environmental aspects. The operator works in familiar, predictable and routine situations of clear choice like to carry out all the maintenance activities like erecting, dismantling, assembling, levelling, attending & resolving repairs and breakdowns in jute spinning and winding department. This operator may be identifying the causes of faults due to man and machine faults and carries out regular preventive maintenance to ensure that quality and productivity is maintained. • Hence NSQF Level is 4	NSQF Level 4
Professional and Technical Skills/ Expertise/ Professional Knowledge	Specialized skills • Possesses specialized professional and technical skills; displays clarity of professional knowledge and	A spinning sardar needs to know the process flow and material flow, principles of operation and general concepts for all spinning and winding machines for jute. The operator has	NSQF Level 4

	technical skills in broad range of activities/ tasks. • Can apply the required knowledge for successfully implementing or applying techniques/ processes in a specific field/ job role • The ability to gain, and where relevant apply a range of knowledge, skills and understanding. • Can clearly identify the relevant tools; and has advanced knowledge of materials in most routine/ non- routine contexts. • Possesses the required operational skills for the work/ job. Skill to deliver job/ work with the required precision and in the estimated timelines. • Capabilities of carrying out a choice of processes and procedures within the range of familiar / unfamiliar contexts.	knowledge about different types of natural and manmade fibers and different types of yarns. The spinning sardar has factual knowledge about the spinning machines, stop motions and indication lamps. In addition, the fitter also knows about the general guidelines, SOP, regulations, BIS & safety standards maintained by the company. Hence NSQF Level is 4	
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	Team readiness & Enterpreurial readiness • Have much broader Employability Skills including understanding of career	As mentioned in the various performance. A spinning sardar writes clear and short sentences, makes daily work report, writes grievance complaint application, comprehends written instructions, communicate appropriately and performs basic mathematical	NSQF Level 4

	planning, digital skills, financial and legal literacy. • Good Communication skills, both oral and written. • Initiative and Leadership Abilities • Advanced literacy and Numeracy skills • Has good skills for self-employment and entrepreneurship skills/ entrepreneurial Mind-set which may potentially create job for more persons (say 3 to 5) • Can comfortably use most of the basic digital tools, has clear understanding of Financial and Digital literacy, Aadhaar and Mobile, uses digital payments etc. with proficiency • Good understanding of Constitutional values & Citizenship, inclusion and Diversity. • Very Good understanding of social political and work environment	problems required for production and maintenance. The jobber understands the social and political facts happening around the environment. A sardar can collect information effectively which required for communication with the superiors. • Hence NSQF Level is 4	
Broad Learning Outcomes/Core Skill	Specialized/ complex jobs/tasks • The candidate must be able to carry out a specialized job/ work/ tasks in a familiar/	A spinning sardar manages work routine based on instructions from supervisor, attends various programs/meetings, provides suggestions in interest of the company. He also identifies the real	NSQF Level 4

	un-familiar, predictable/ un-predictable, routine/ non-routine, situation of multiple options/ choices • Focus on range of application of standard and non-standard procedures and somewhat complex operations in production/ services. • Able to identify the problems and a wider possible range of solutions with pros and cons in production/ services • Complex tasks are performed by himself without much instructions and supervision • Apply related occupational safety & general hygiene norms and environmental aspects. • For mini-entrepreneurs end to end clear understanding of development, production, quality parameters, and delivery and marketing processes. • Applies range of well - developed technical skills with clarity of activities involving clear choices within familiar contexts	cause of a problem and applies problem-solving approach to get the best suitable solution with high skilled practical knowledge. Ensures maximum utilization with minimum wastage of yarn and solve breakdown problems by applying appropriate rule and tool in maintenance activities with collective set of materials and information. • Hence NSQF Level is 4	
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	- Has knowledge and is able to continuously improve processes which the individual uses for concerned job roles - Has information of associated Risks with related job roles - Uses discretion and judgement over a range of known responses to familiar problems.		
Responsibility	Self and team responsibility – Sr. Technician or Master Technician - At level 4 the candidate is a highly skilled master technician - Can perform all non-standard procedures and non-routine tasks with confidence.	A spinning sardar <i>is responsible for achieving his own targets as well as for ensuring that all operators follow the right procedures. The jobber sorts out minor</i> issues faced by operator in running the machine 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. The fitter is also <i>responsible for operators</i> to maintain work area, tools and machines and contributes in making the workplace healthy, safe and secure and follows the industry & organizational compliances. Hence NSQF Level is 4	NSQF Level 4

Annexure 2: Tools and Equipment**List of Tools and Equipment**

Sr. No	Equipment Name	Minimum number of Equipment required (per batch of 30 trainees)
1.	Jute Spinning Frame	1
2.	Maintanance Tools kit	1

Batch Size: 30**Classroom Aids**

The aids required to conduct sessions in the classroom are:

1. Charts
2. Posters
3. Projector
4. Writing Board
5. Seating capacity for 30 candidates
6. Computer/ Laptop Specification
7. Scanner
8. Printer

Annexure 3: Industry Validations Summary

S . N o	Organizatio n Name	Representa tive Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1	Birla Jute Mills	G R Verma	Jt President	Birlapur	033 66033112	birlajute@birlacorp.com	
2	Bowreah Jute Mills Pvt Ltd	P K Biswas	General Manager	Bawreah	8981005896	bjmplmill@gmail.com	
3	The Empire Jute Company Ltd	S N Lahoti	Group President	Titagarh	9163707015	—	
4	Evergreen Jute Mills Pvt Ltd	D N Charia	Director	Howrah	9933953097	evergreenskc@rediffmail.com	
5	Gloster Limited	B L Kabra	Works Manager	Fort Gloster Howrah	033 26618940	gjmill@glosterjute.com	
6	Hooghly Jute Mill	R Singha Ray	Chief Executive	kolkata	033 24397476	hmcl@vsnl.com	
7	Howrah Mills Company Limited	N Das	President	Howrah	9831838257	howrahmill@mjindia.com	
8	Indian Jute Industries Research Association	Dr. Pradip Chakrabarti	HOD	kolkata	700397232	pradip@ijira.org.in	
9	Jankalyan Vinimay Pvt Ltd	O P Paresh	President	Shyamnagar	033 25815055	jvpl06@rediffmail.com	
10	Ludlow Jute & Specialities Ltd	I Haque	Manager	Howrah	8646819388	info@ludlowjute.com	
11	Murlidhar Ratanlal Exports Ltd	R K Mishra	General Manager	Serampore	033 22104821	kajaria@jute.india.com	
12	RDB Textiles Ltd	—	—	Hooghly	033 22255450	rdbtextilesLtd@gmail.com	
13	Tripura Jute Mills Ltd	Anjan Debnath	Mill Manager	Agartala	03814852546 8	tjml_agt@yahoo.co.in	

Annexure 4: Training & Employment Details

Year	Estimated Training # of Total Candidates	Estimated training # of Women	Estimated training # of People with Disability
2026	600	120	NA
2027	600	120	NA
2028	600	120	NA

Training, Assessment, Certification, and Placement Data for previous versions of qualifications:

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed
2	2022	0	0	0	0	NA. Data Requested from NSDC	NA. Data Requested from NSDC	NA. Data Requested from NSDC	NA. Data Requested from NSDC	-	-	-	-
1	2021	14	13	12	6	NA. Data Requested from NSDC	NA. Data Requested from NSDC	NA. Data Requested from NSDC	NA. Data Requested from NSDC	-	-	-	-
1	2020	20	18	17	9	NA. Data Requested from NSDC	NA. Data Requested from NSDC	NA. Data Requested from NSDC	NA. Data Requested from NSDC	-	-	-	-

Applicable for revised qualifications only, data to be provided year-wise for past 3 years.

List Schemes in which the previous version of Qualification was implemented:

1. PMKVY
2. Digital India Corporation. Ministry of Electronics and Information Technology

Content availability for previous versions of qualifications:

☒ Participant Handbook ☒ Facilitator Guide ☐ Digital Content ☐ Qualification Handbook ☐ Any Other:

Languages in which Content is available: English

Annexure 5: Blended Learning - NA**Blended Learning Estimated Ratio & Recommended Tools:**

Not Applicable

Refer NCVET “Guidelines for Blended Learning for Vocational Education, Training & Skilling” available on:<https://ncvet.gov.in/sites/default/files/Guidelines%20for%20Blended%20Learning%20for%20Vocational%20Education,%20Training%20&%20Skill%20i%20ng.pdf>

S. No.	Select the Components of the NOS	List Recommended Tools – for all Selected Components	Offline: Online Ratio
1	☐ Theory/ Lectures - Imparting theoretical and conceptual knowledge	Computer, CAD Software, Graph Paper, Fabric Sample, Sketch Pens	20:80
2	☐ Imparting Soft Skills, Life Skills and Employability Skills /Mentorship to Learners	Computer, Projector	20:80
3	☐ Showing Practical Demonstrations to the learners	Computer, Projector	20:80
4	☐ Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	Computer, Projector	20:80
5	☐ Tutorials/ Assignments/ Drill/ Practice	Computer, CAD Software, Graph Paper, Fabric Sample, Sketch Pens	20:80
6	☐ Proctored Monitoring/ Assessment/ Evaluation/ Examinations	Computer, CAD Software, Graph Paper, Fabric Sample, Sketch Pens	20:80
7	☐ On the Job Training (OJT)/ Project Work Internship/ Candidate Training	Computer, CAD Software, Graph Paper, Fabric Sample, Sketch Pens	20:80

Annexure 6: Detailed Assessment Criteria

Module	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
TSC/N0213: Taking charge of shift and handing over shift to jute spinning sardar (jobber)	Taking charge of shift from jute beaming operator	34	51	-	-
	1. reach at least 15 - 20 minutes early to the work place	2	3	-	-
	2. ensure in consultation with supervisor, proper man-machine allocation to the extent possible	3	3	-	-
	3. make arrangement for necessary operational tools (knife, piecing hooks and winding knoter hook etc. required for this department)	2	4	-	-
	4. 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	2	3	-	-
	5. 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 .i.e. from 3rd/finisher jute drawing to winding	3	3	-	-
	6. 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)	2	4	-	-
	7. 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	2	3	-	-
	8. find out the nature of breakdown, cause and the machine idle time, if a breakdown occur in this shift or even in previous shift	2	4	-	-

9. 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)	2	3	-	-
10. 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)	2	3	-	-
11. check and to collect the report regarding the cleanliness of the machines & working areas	2	3	-	-
12. tune/check mechanical fault of the spinning and winding machine for deciding about necessary action for its maintenance in time before breakdown	2	3	-	-
13. rectify, in consultation with supervisor any anomalies in yarn count, if found from SQC report	2	3	-	-
14. assure during shift change all the spinning and winding machines are in running condition for specific yarn quality	2	3	-	-
15. ensure that machines are cleaned and lubricated properly during shift change	2	3	-	-
16. get clearance from the incoming counterpart Sardar (Jobber) before leaving the work spot after change of shift	2	3	-	-
Handing over shift to next jute beaming operator	9	6	-	-
17. hand over the shift to the incoming spinning sardar in proper manner and get clearance from the incoming counterpart	3	2	-	-
18. report to the supervisor and incoming spinning sardar if there is any quality change and maintenance work done/or left during his shift	3	2	-	-
19. 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)	3	2	-	-
NOS Total	43	57	-	-

Module	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
TSC/N0214: Preparing the jute spinning frame and jute winding machine for operation	Preparing the jute spinning frame and jute winding machine for operation	22	28	-	-
	1. ensure proper drafting zone setting of different pitch jute spinning frame for processing coarse, medium and fine count yarn	2	4	-	-
	2. coordinate with maintenance people for proper setting of draft change pinion, twist pinion, felt bob position etc. for different count of yarn	2	3	-	-
	3. ensure that proper color code of cop for different count of jute yarn is maintained by the operator	2	3	-	-
	4. ensure that the winding packages are fault free	5	3	-	-
	5. ensure that in case of fine yarn, color yarn is used by the operator at the time of joining yarn breakage	3	3	-	-
	6. ensure proper setting of building zone	2	3	-	-
	7. coordinate with SQC people and confirm the grist of yarn running	2	3	-	-
	8. ensure there is no worn out parts in spinning and winding machine	2	3	-	-
	9. take report and ensure that all the spindles are in running condition	2	3	-	-
	NOS Total	22	28	-	-
Module	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
TSC/N0215: Ensuring process and quality control in jute spinning and winding	Ensuring process and quality control in jute spinning and winding	32	43	-	-
	1. check the delivered material from finisher drawing frames in jute mills	3	3	-	-
	2. ensure that all indicator and stop motions are in working condition and are operating properly	3	3	-	-
	3. ensure sufficient number of finisher drawing sliver can stock	2	2	-	-

4. 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	2	3	-	-
5. independently to take operators report on the machines, immediately after breakdown occurs or any anomalies found / reported by the operator or by the Sardar himself	2	3	-	-
6. ensure the removal of sliver lapping is done by the operator, without using knife and without damaging machine parts in spinning machine	2	3	-	-
7. ensure that quality-wise identification mark for jute yarn (sacking warp, sacking weft, hessian warp, hessian weft and any other qualities) is proper	2	2	-	-
8. find out the major and minor causes of low production, if any, in case of spinning and winding machines	2	3	-	-
9. 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	2	3	-	-
10. 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)	2	3	-	-
11. ensure that empty sliver cans remain clean and fully empty before they are returned to the back process (finisher drawing machine)	2	3	-	-
12. check time to time proper functioning of jute sliver crimping device in finisher drawing machine	2	3	-	-
13. ensure that all jute sliver wastes are kept inside designated waste sliver cans only for returning to the back process for further use	2	3	-	-

	14. 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	2	3	-	-
	15. ensure that the machines are well maintained, tuned/set and cleaned and lubricated properly following routine/schedule maintenance and smoot production	2	3	-	-
	NOS Total	32	43	-	-
Module	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
TSC/N0216: Assisting supervisor for planning man-machine allocation	Assisting supervisor for planning man machine allocation	23	27	-	-
	1. ensure all the workers are present	2	2	-	-
	2. ensure/allocate the spinning operators as per industry norm (one spinner per machine in coarser yarn and one spinner per two machines in fine yarn)	2	2	-	-
	3. ensure/allocate one reliever for 5 operators	2	2	-	-
	4. ensure/allocate bobbin shifter, can carrier as per norm (one bobbin shifter per 5 machines, one can carrier per 8 spinning machines)	2	2	-	-
	5. 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)	2	3	-	-
	6. ensure sliver feeder, bobbin cleaner, department mazdoors are there in the department	1	3	-	-
	7. 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	2	2	-	-

	8. check idle spindle in spinning, idle drum in spool winding idle spindle in cop winding to rectify them immediately	2	2	-	-
	9. ensure maximum efficiency and productivity of the spinning and winding machinery of the department maintaining the product quality and defect free/ minimum defective material	2	2	-	-
	10. 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)	2	3	-	-
	11. 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	2	2	-	-
	12. 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	2	2	-	-
	NOS Total	23	27	-	-
Module	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
TSC/N0217: Maintaining quality in Jute spinning and winding	Maintaining quality in Jute spinning and winding	48	52	-	-
	1. check whether the jute sliver quality and jute yarn quality according to desired quality standards and specifications for the specific industry	2	3	-	-
	2. ensure that proper identification mark is always present for different counts of jute yarns being spun or wound	2	2	-	-
	3. ensure that uniform bobbin weight is maintained in spinning machine	2	2	-	-
	4. check and arrange replacement of defective machine parts of spinning and winding machinery by maintenance people in jute mills	2	2	-	-

5. ensure proper wound angle and diameter in spool (warp package) and proper diameter, cone length and length of the cop for jute weft (cop) yarn	2	3	-	-
6. 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	2	3	-	-
7. 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)	2	2	-	-
8. ensure minimum sliver/yarn wastage during piecing and can changing	2	2	-	-
9. ensure that operator must keep waste material inside his waste collection bag	2	2	-	-
10. ensure the use of graphite powder lubricant (no grease/oil) in builder rail	2	2	-	-
11. 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	2	3	-	-
12. follow the instruction of Supervisor/shift In- charge during change of count and quality	2	2	-	-
13. check frequently the quality of cop and spool and ensure that quality standards and specifications are maintained	2	2	-	-
14. keep the empty spinning bobbin in the container provided for this	2	2	-	-
15. ensure that operators join the broken ends by proper weavers knots using mechanical knotter hook	2	2	-	-
16. ensure that operators make the knots small and tight, with minimum yarn wastage	2	2	-	-
17. ensure that operators release the yarn tightly after knotting to avoid snarls formation	2	2	-	-

	18. ensure that winding tension in all drum/spindles are same and uniform throughout winding operation	2	2	-	-
	19. ensure that defective packages (bobbins) are kept separately	2	2	-	-
	20. check the mark on the bobbin so that lot mixing can be avoided	2	2	-	-
	21. minimize unnecessary wastage of yarn while removing faults or during starting of winding and knotting	2	2	-	-
	22. report immediately to the supervisor or concern superiors, if any technological or mechanical problem occurs in machine	2	2	-	-
	23. ensure that no drum (for spool) or spindle(for cop) should remain idle in winding machinery	2	2	-	-
	24. 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	2	2	-	-
	NOS Total	48	52	-	-
Module	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
TSC/N9002: Working in a team	Commitment and trust	5	4	-	2
	1. be accountable to the own role in whole process	2	1	-	1
	2. perform all roles with full responsibility	2	1	-	1
	3. be effective and efficient at workplace	1	2	-	-
	Communication	6	7	-	4
	4. properly communicate about company policies	1	2	-	1
	5. report all problems faced during the process	1	2	-	1
	6. talk politely with other team members and colleagues	2	1	-	1
	7. submit daily report of own performance	2	2	-	1
	Adaptability	5	4	-	3
	8. adjust in different work situations	1	1	-	1

	9. give due importance to other's point of view	2	1	-	1
	10. avoid conflicting situations	2	2	-	1
	Creative freedom	3	5	-	2
	11. develop new ideas for work procedures	1	3	-	1
	12. improve upon the existing techniques to increase process efficiency	2	2	-	1
	NOS Total	19	20	-	11
Module	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
TSC/N9003: Maintain health, safety and security at workplace	Comply with health, Safety and security requirements at work	27	35	-	23
	1. comply with health and safety related instructions applicable to the workplace	2	2	-	2
	2. use and maintain personal protective equipment such as ear plug, nose mask , head cap etc., as per protocol	2	2	-	2
	3. carry out own activities in line with approved guidelines and procedures	2	2	-	2
	4. maintain a healthy lifestyle and guard against dependency on intoxicants	2	2	-	2
	5. follow environment management system related procedures	2	2	-	2
	6. identify and correct (if possible) malfunctions in machinery and equipment	2	2	-	1
	7. report any service malfunctions that cannot be rectified	2	2	-	1
	8. store materials and equipment in line with organisational requirements	2	2	-	1
	9. safely handle and remove waste	2	2	-	1
	10. minimize health and safety risks to self and others due to own actions	1	2	-	1
	11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks	1	2	-	2
	12. monitor the workplace and work processes for potential	1	2	-	1

	risks and threat				
	13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned	1	2	-	1
	14. report hazards and potential risks/ threats to supervisors or other authorized personnel	1	2	-	1
	15. participate in mock drills/ evacuation procedures organized at the workplace	1	2	-	-
	16. undertake first aid, fire-fighting and emergency response training, if asked to do so	1	2	-	1
	17. take action based on instructions in the event of fire, emergencies or accidents	1	2	-	1
	18. follow organisation procedures for shutdown and evacuation when required	1	1	-	1
	Recognizing the hazards	2	2	-	2
	19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry	1	1	-	1
	20. recognise other possible security issues existing in the workplace	1	1	-	1
	Planning the safety techniques Implementing the programs	3	3	-	3
	21. recognise different measures to curb the hazards	1	1	-	1
	22. communicate the safety plan to everyone	1	1	-	1
	23. attach disciplinary rules with the implementation	1	1	-	1
	NOS Total	32	40	-	28
Module	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
TSC/N9009: Maintain work area, tools, material handling equipment and	Maintain work area, tools, material handling equipment and machinery for jute processing	20	30	-	-
	1. maintain personal hygiene and human safety, machine safety and specific dress code	1	1	-	-

machinery for jute processing	2. carefully handle raw jute, slivers of jute, jute yarns and fabrics to minimize wastage	1	2	-	-
	3. 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	1	2	-	-
	4. carefully handle moisture meter	1	1	-	-
	5. carefully handle weigh machine	1	1	-	-
	6. use proper mechanical handling equipment for lifting and handling jute and other materials, Mechanical Handling Equipment: hand barrow, can trolley, bobbin trolley, beam carrier, spool carrier, cloth carrier etc.	1	2	-	-
	7. keep all waste jute materials in a specified place for further processing	1	3	-	-
	8. maintain a clean and hazard free working area, keeping floors free from all encumbrances	1	2	-	-
	9. maintain tools and equipment being used for jute processing	1	2	-	-
	10. carry out scheduled running maintenance like shift-wise cleaning and oiling in respective jute processing machinery	2	2	-	-
	11. report to supervisor for any abnormal sound, from any machine for jute processing	1	1	-	-
	12. report to supervisor all anomalies and unsafe conditions of equipment and other unprecedented occurrences	2	1	-	-
	13. 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	1	2	-	-
	14. 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	1	2	-	-

	15. 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	1	1	-	-
	16. stack/dispose jute fibre/sliver/yarn waste safely in the designated location/place/bag to help usage of all wastages for further processing	1	2	-	-
	17. store all gadgets, tools and cleaning equipment safely after their use in designated place after cleaning them properly	1	1	-	-
	18. carry out cleaning and minor/small maintenance jobs for each jute processing machine as per schedule within limits of specific responsibility, as instructed	1	2	-	-
	NOS Total	20	30	-	-
Module	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
TSC/N9010: Comply with industry and organizational requirement in jute sector	Comply with industry and organizational requirement in jute sector	21	29	-	-
	1. perform assigned duties effectively section- wise / machine-wise	1	3	-	-
	2. take full responsibility for desired performance	1	3	-	-
	3. be accountable towards the job role and assigned duties	2	2	-	-
	4. report any anomalies found in the section / machinery to the Sardar (Jobber) or Supervisors	2	2	-	-
	5. take drive on self-learning for improving efficiency	2	2	-	-
	6. co-ordinate with all the team members and colleagues	2	2	-	-
	7. communicate politely	1	2	-	-
	8. avoid conflicts and miscommunication	1	2	-	-
	9. take part in Quality Circle activity to discuss process and innovative ideas in Quality Circle	2	2	-	-

	10. 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	3	2	-	-
	11. implement the collection of wastage in a proper method (as instructed) for further processing	2	2	-	-
	12. follow specific environmental regulation for jute industry	1	3	-	-
	13. keep area of work and machine clean	1	2	-	-
	NOS Total	21	29	-	-
Module	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
DGT/VSQ/N0101 – Employability Skills	Introduction to Employability Skills	1	1	-	-
	understand the significance of employability skills in meeting the job requirements	-	-	-	-
	Constitutional values – Citizenship	1	1	-	-
	identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices.	-	-	-	-
	Becoming a Professional in the 21st Century	1	3	-	-
	explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
	Basic English Skills	2	3	-	-
	speak with others using some basic English phrases or sentences	-	-	-	-
	Communication Skills	1	1	-	-
	follow good manners while communicating with others	-	-	-	-
	work with others in a team	-	-	-	-
	Diversity & Inclusion	1	1	-	-
	communicate and behave appropriately with all genders and PwD	-	-	-	-

report any issues related to sexual harassment	-	-	-	-
Financial and Legal Literacy	3	4	-	-
use various financial products and services safely and securely	-	-	-	-
calculate income, expenses, savings etc.	-	-	-	-
approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
Essential Digital Skills	4	6	-	-
operate digital devices and use its features and applications securely and safely	-	-	-	-
use internet and social media platforms securely and safely	-	-	-	-
Entrepreneurship	3	5	-	-
identify and assess opportunities for potential business	-	-	-	-
identify sources for arranging money and associated financial and legal challenges	-	-	-	-
Customer Service	2	2	-	-
identify different types of customers	-	-	-	-
identify customer needs and address them appropriately.	-	-	-	-
follow appropriate hygiene and grooming standards.	-	-	-	-
Getting ready for apprenticeship & Jobs	1	3	-	-
create a basic biodata	-	-	-	-
search for suitable jobs and apply	-	-	-	-
identify and register apprenticeship opportunities as per requirement	-	-	-	-
NOS Total	20	30	-	-

Annexure 7: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

Mention the detailed assessment strategy in the provided template.

1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on SDMS/SIP or email
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC
- Assessment agency deploys the ToA certified Assessor for executing the assessment
- SSC monitors the assessment process & records

2. Testing Environment:

- Confirm that the centre is available at the same address as mentioned on SDMS or SIP
- Check the duration of the training.
- Check the Assessment Start and End time to be as 10 a.m. and 5 p.m.
- If the batch size is more than 30, then there should be 2 Assessors.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.
- Check the mode of assessment—Online (TAB/Computer) or Offline (OMR/PP).
- Confirm the number of TABs on the ground are correct to execute the Assessment smoothly.
- Check the availability of the Lab Equipment for the particular Job Role.

3. Assessment Quality Assurance levels / Framework:

- Question papers created by the Subject Matter Experts (SME)
- Question papers created by the SME verified by the other subject Matter Experts
- Questions are mapped with NOS and PC
- Question papers are prepared considering that level 1 to 3 are for the unskilled & semi-skilled individuals, and level 4 and above are for the skilled, supervisor & higher management
- Assessor must be ToA certified & trainer must be ToT Certified
- Assessment agency must follow the assessment guidelines to conduct the assessment

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding
- Biometric or manual attendance sheet (stamped by TP) of the trainees during the training period
- Time-stamped & geotagged assessment (Theory + Viva + Practical) photographs & videos

5. Method of verification or validation:

- Surprise visit to the assessment location
- Random audit of the batch
- Random audit of any candidate

6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored
- Soft copies of the documents & photographs of the assessment are uploaded / accessed from Cloud Storage
- Soft copies of the documents & photographs of the assessment are stored in the Hard Drives

Annexure 8: Acronym and Glossary**Acronym**

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework

Glossary

Term	Description
National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.