

Model Curriculum

1. Jute Products Stitching Operator

SECTOR: HANDICRAFTS AND CARPET
SUB-SECTOR: HAND CRAFTED TEXTILES
OCCUPATION: NATURAL FIBRE CRAFTS
REF ID: HCS/Q7403, V1.0
NSQF LEVEL: 4



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

HANDICRAFTS AND CARPET SECTOR SKILL COUNCIL

for the

MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/Qualification Pack: 'Jute Products Stitching Operator'-QP No. 'HCS/Q7403 NSQF Level 4

Date of Issuance: **November 10th, 2017**

Valid up to: **November 9th, 2019**

* Valid up to the next review date of the Qualification Pack



Authorised Signatory
(Handicrafts and Carpet Sector Skill Council)

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Jute Products Stitching Operator

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Jute Products Stitching Operator”, in the “Handicrafts and Carpet” Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Jute Products Stitching Operator		
Qualification Pack Name & Reference ID.	HCS/Q7403, v1.0		
Version No.	1.0	Version Update Date	10/11/2017
Pre-requisites to Training	Basic Literacy		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Take charge of shift from Jute product stitching operator • Hand over shift to Jute product stitching operator • Produce the popular jute bag as per market demand or buyer's specification • Produce diversified jute bags as per specification • Maintain the work area, tools and machines in handloom sector • Exercise commitment and trust, communication, adaptability and creative freedom • Comply with health, safety and security requirements at work • Recognize hazards • Work towards self-development, team work and organizational standards 		

This course encompasses 6 out of 6 Compulsory NOS (National Occupational Standards) of “Jute Products Stitching Operator” Qualification Pack issued by “Handicrafts and Carpet Sector Skill Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Introduction</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> • Introduction to Jute Product Stitching • Jute handicrafts industry in India • Tools and equipments used 	Laptop, white board, marker, projector
2	<p>Take charge of shift and handing over shift to jute product stitching operator</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 40:00</p> <p>Corresponding NOS Code HCS/N7406</p>	<ul style="list-style-type: none"> • Come at least 10 - 15 minutes earlier to the work spot • Ensure that the necessary tools, gauges etc, are in place • Meet the previous shift product stitching operator & discuss with him/her regarding the issues faced by him/her with respect to the quality, production, spare, safety or any other specific instruction etc. • Check the cleanliness of the machines & other work areas • Check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas • Question the previous shift operator for any deviation in the quality and bring the same to the knowledge of his/ her shift superior as well that of the previous shift • 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 • 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 & clearance got from him • Report to his 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 	Laptop, white board, marker, projector, first aid kit, PPE, sewing needle, knife, sewing bobbin, scissors, scale, pliers, measuring tape, cutter, meter stick, sliding T-Level, tailors chalk / marker, pencil marking gauge, tweezers, hammer, mallet, screw driver, wrench

Sr. No.	Module	Key Learning Outcomes	Equipment Required
3	<p>Responsibility of Jute product stitching operator</p> <p>Theory Duration (hh:mm) 30:00</p> <p>Practical Duration (hh:mm) 80:00</p> <p>Corresponding NOS Code HCS/N7407</p>	<ul style="list-style-type: none"> • Ensure continuous supply of sewing twine and use proper quality of sewing twine. Anything wrong for sewing twine should be immediately reported to supervisor/sardars • Check alignment between needle and looper, guide plate, and pressure plate etc before starting of the machine • Do cleaning of the sewing machine at regular interval and also before start of the machine • Lubricate the sewing machine as per schedule. Lube-oil should not stain the fabric • 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 yarn to rectify • Check occasionally the stitch depth (bite), stitch gap (if any) and number of stitch per decimetre. No stitch gap or non uniform stitch density are to be allowed • Check and adjust correct pressure of the pressure plate • Check and adjust proper tension of the sewing twine with the help of a tensioning device • Check the folding along with seam procedure for sewing. Any variation in folding or seam pattern by the operator's mishandling will lead to defects in sewing • Take care for stitching tied at the corners of the bag. No stitch gap at the corner of the bag should be allowed • 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 • Check count, number of ply, twist per inch and quality ratio of sewing twine • Check type of seam and fold used • Check type of stitch used • Check the type of sewing method/machine setting, delivery speed, needle quality and type • Check seam strength by the S.Q.C people • Ensure that the operator should know the different parts of a sewing machine required for manufacturing diversified 	<p>Laptop, white board, marker, projector, first-aid kit, PPE, sewing machine, sewing needle, knife, sewing bobbin, scissors, scale, pliers, measuring tape, cutter, meter stick, sliding T-Level, tailors chalk / marker, pencil marking gauge, tweezers, hammer, mallet, screw driver, wrench</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<p>jute bags</p> <ul style="list-style-type: none"> • Ensure to have a proper knowledge of handling important tools required to manufacture bags • Ensure to have a knowledge of unit of conversion of different jute fabric and way of measurement of fabric • Ensure to have a knowledge of measurement of Fabric cutting and finished size of the final product as per design • Ensure to have a knowledge of how to insert a handle, net, metal corner, lining, Foam cloth and their measurement according to design • Ensure to have a proper knowledge of different jute cloth produced for jute diversified product • Ensure to have a proper knowledge of different sewing stitch used for jute diversified product • Ensure to have a proper knowledge of different seam 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 check points for quality control • Check whether proper quality is maintained for jute, jute fabric, lining, reinforcement material, chain, button, hook, etc. • Check fastness property of dye in case the bag is prepared of coloured or printed jute fabric. Also the dye used should not be harmful to user • Check whether the look, shape, size and colour of the bag are as per design or as per order • Check the weight carrying capacity of the bag as per utility • Check the quality of sewing yarn and proper stitching method during bag preparation • Check the durability of the bag • 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 check points are • Check whether the bag is compatible with the design or as per order • Check whether there is any stitching defects 	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> Ensure that price tag is available on the bag Check handle and other added parts are properly fitted The most important one is whether different steps for quality control has properly maintained 	
4	<p>Maintain work area and tools in handloom sector</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code HCS/N9005</p>	<ul style="list-style-type: none"> Handle materials and tools safely and correctly Use correct lifting and handling procedures Use materials in a manner to minimize waste Maintain a clean and hazard free working area Maintain the tools and equipment used Carry out running maintenance within agreed schedules one's responsibility Identify damaged tools and materials and take action according to the standards followed Ensure that the correct tools and yarn required are in place Work in the correct posture Use cleaning equipment and methods appropriate for the work to be carried out Dispose of waste safely in the designated location Store cleaning equipment safely after use Carry out cleaning according to schedule and limits of responsibility 	Laptop, white board, marker, projector, first aid kit, PPE
5	<p>Working in a team in handloom sector</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code HCS/N9006</p>	<ul style="list-style-type: none"> Be accountable to the own role in whole process Perform all roles with full responsibility Be effective and efficient at workplace Properly communicate about workplace policies Talk politely with other team members and colleagues Submit daily report of own performance Adjust in different work situations Give due importance to others' point of view Avoid conflicting situations Improve upon the existing techniques to increase process efficiency 	Laptop, white board, marker, projector, first-aid kit, PPE
6	<p>Maintain health, safety and security at work place in handloom sector</p> <p>Theory Duration</p>	<ul style="list-style-type: none"> Comply with health and safety related instructions applicable to the workplace Use and maintain personal protective equipment as per protocol Carry out own activities in line with 	Laptop, white board, marker, projector, PPE

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	HCS/N9008	<ul style="list-style-type: none"> Motivate others to follow them 	
	Total Duration Theory Duration 100:00 Practical Duration 200:00	Unique Equipment Required: Laptop, white board, marker, projector, first aid kit, PPE, sewing needle, knife, sewing bobbin, scissors, scale, pliers, measuring tape, cutter, meter stick, sliding T-Level, tailors chalk / marker, pencil marking gauge, tweezers, hammer, mallet, screw driver, wrench, sewing machine	

Grand Total Course Duration: 300 Hours, 0 Minutes

(This syllabus/ curriculum has been approved by [Handicrafts and Carpet Sector Skill Council](#))

Trainer Prerequisites for Job role: “Jute Products Stitching Operator” mapped to Qualification Pack: “HCS/Q7403, v1.0”

Sr. No.	Area	Details
1	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 specification. He/She should also know how to stitch diversified fancy jute bags, suitcase, shopping bag, folio bag, etc.
2	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 ability to change focus).
3	Minimum Educational Qualifications	10 th Pass
4a	Domain Certification	Certified for Job Role: “Jute Products Stitching Operator” mapped to QP: “HCS/Q7403, v1.0”. Minimum accepted score is 80%
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “SSC/Q1402”. Minimum accepted % as per respective SSC guidelines is 80%.
5	Experience	<ul style="list-style-type: none"> • Total 3 Years experience • 2 Years of sector-specific experience, • Min. 1 year of teaching experience.

Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Jute Products Stitching Operator
Qualification Pack	HCS/Q7403, v1.0
Sector Skill Council	Handicrafts and Carpet

Sr. No.	Guidelines for Assessment
1	Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2	The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
4	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on these criteria.
5	To pass the Qualification Pack , every trainee should score a minimum of 80% in every NOS.
6	In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.
7	In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

PC4.lubricate the sewing machine as per schedule. Lube-oil should not stain the fabric	3	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 yarn to rectify	3	1	2
PC6.check occasionally the stitch depth (bite), stitch gap (if any) and number of stitch per decimetre. No stitch gap or non uniform stitch density are to be allowed	3	1	2
PC7.check and adjust correct pressure of the pressure plate	2	1	1
PC8.check and adjust proper tension of the sewing twine with the help of a tensioning device	3	1	2
PC9.check the folding along with seam procedure for sewing. Any variation in folding or seam pattern by the operator's mishandling will lead to defects in sewing	3	1	2
PC10.take care for stitching tied at the corners of the bag. No stitch gap at the corner of the bag should be allowed	3	1	2
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	3	1	2
PC12.check count, number of ply, twist per inch and quality ratio of sewing twine	3	1	2
PC13.check type of seam and fold used	2	0	2
PC14.check type of stitch used	2	0	2
PC15.check the type of sewing method/machine setting, delivery speed, needle quality and type	3	1	2
PC16.check seam strength by the S.Q.C people	2	0	2
PC17.ensure that the operator should know the different parts of a sewing machine required for manufacturing diversified jute bags	3	1	2
PC18.ensure to have a proper knowledge of handling important tools required to manufacture bags	2	0	2
PC19.ensure to have a knowledge of unit of conversion of different jute fabric and way of measurement of fabric	3	1	2
PC20.ensure to have a knowledge of measurement of Fabric cutting and finished size of the final product as per design	3	1	2

	PC21.ensure to have a knowledge of how to insert a handle, net, metal corner, lining, Foam cloth and their measurement according to design		3	1	2
	PC22.ensure to have a proper knowledge of different jute cloth produced for jute diversified product		3	1	2
	PC23.ensure to have a proper knowledge different sewing stitch used for jute diversified product		3	1	2
	PC24.ensure to have a proper knowledge of different seam 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 check points for quality control		3	1	2
	PC25.check whether proper quality is maintained for jute, jute fabric, lining, reinforcement material, chain, button, hook, etc.		2	0	2
	PC26.check fastness property of dye in case the bag is prepared of coloured or printed jute fabric. Also the dye used should not be harmful to user		3	1	2
	PC27.check whether the look, shape, size and colour of the bag are as per design or as per order		3	1	2
	PC28.check the weight carrying capacity of the bag as per utility		3	1	2
	PC29.check the quality of sewing yarn and proper stitching method during bag preparation		3	1	2
	PC30.check the durability of the bag		3	1	2
	PC31.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 check points are		3	1	2
	PC32.check whether the bag is compatible with the design or as per order		3	1	2
	PC33.check whether there is any stitching defects		3	1	2
	PC34.ensure that price tag is available on the bag		3	1	2
	PC35.check handle and other added parts are properly fitted		3	1	2
	PC36.the most important one is whether different steps for quality control has properly maintained		2	1	1
		Total	100	30	70
HCS/ N 9005 Maintain work area and tools in handloom sector	PC1.Handle materials and tools safely and correctly	50	5	2	3
	PC2.Use correct lifting and handling procedures		3	1	2
	PC3.Use materials in a manner to minimize waste		3	1	2
	PC4.Maintain a clean and hazard free working area		3	1	2

	PC5.Maintain the tools and equipment used		5	2	3
	PC6.carry out running maintenance within agreed schedules one's responsibility		5	2	3
	PC7.Identify damaged tools and materials and take action according to the standards followed		5	2	3
	PC8.Ensure that the correct tools and yarn required are in place		3	1	2
	PC9.Work in the correct posture		3	1	2
	PC10.Use cleaning equipment and methods appropriate for the work to be carried out		3	1	2
	PC11.Dispose of waste safely in the designated location		4	2	2
	PC12.Store cleaning equipment safely after use		3	1	2
	PC13.Carry out cleaning according to schedule and limits of responsibility		5	2	3
		Total	50	19	31
HCS/ N9006 Working in a team in handloom sector	PC1.Be accountable to the own role in whole process	50	6	2	4
	PC2.Perform all roles with full responsibility		5	1	4
	PC3.Be effective and efficient at workplace		4	2	2
	PC4.Properly communicate about workplace policies		5	2	3
	PC5.Talk politely with other team members and colleagues		5	2	3
	PC6.Submit daily report of own performance		6	2	4
	PC7.Adjust in different work situations		5	2	3
	PC8.Give due importance to others' point of view		5	2	3
	PC9.Avoid conflicting situations		5	2	3
	PC10.Improve upon the existing techniques to increase process efficiency		4	2	2
		Total	50	19	31
HCS/ N9007 Maintain health, safety and security at work place in handloom sector	PC1.Comply with health and safety related instructions applicable to the workplace	100	6	2	4
	PC2.Use and maintain personal protective equipment as per protocol		6	2	4
	PC3.Carry out own activities in line with approved guidelines and procedures		4	1	3
	PC4.Maintain a healthy lifestyle and guard against dependency on intoxicants		4	1	3
	PC5.Follow environment management system related procedures		4	1	3
	PC6.Store materials and tools in line with manufacturer's and Cooperative Society/ NGO/ SHG requirements		4	2	2

	PC7.Safely handle and move waste and debris		4	2	2
	PC8.Minimize health and safety risks to self and others due to own actions		6	2	4
	PC9.Monitor the work place and work processes for potential risks and threats		6	2	4
	PC10.Carry out periodic walk –through to keep work area free from hazards and obstructions, if assigned		6	2	4
	PC11.Participate in mock drills/ evacuation procedures organized at the workplace		4	2	2
	PC12.Undertake first aid, fire-fighting and emergency response training, if asked to do so		6	2	4
	PC13.Take action based on instructions in the event of fire, emergencies or accidents		6	2	4
	PC14.Follow Cooperative Society/NGO/SHG procedures for evacuation when required		4	1	3
	PC15.Identify different kinds of possible hazards (environmental, personal, ergonomic, and chemical) of the industry		4	1	3
	PC16.Recognise other possible security issues existing in the workplace		4	1	3
	PC17.Planning the safety techniques		5	2	3
	PC18.Recognise different measures to curb the hazards		4	1	3
	PC19.Implementing the programs		5	2	3
	PC20.Communicate the safety plan to everyone		4	1	3
	PC21.Attach disciplinary rules with the implementation		4	1	3
		Total	100	33	67
HCS/ N9008 Comply with work place requirements in handloom sector	PC1.Perform own duties effectively	50	5	2	3
	PC2.Take responsibility for own actions		5	2	3
	PC3.Be accountable towards the job role and assigned duties		5	2	3
	PC4.Take initiative and innovate the existing		3	1	2
	PC5.Focus on self-learning and improvement		5	2	3
	PC6.Co-ordinate with all the team members and colleagues		5	2	3
	PC7.Communicate politely		5	2	3
	PC8.Avoid conflicts and miscommunication		5	2	3
	PC9.Know the organisational standards		5	2	3
	PC10.Implement them in your performance		5	2	3

	PC11. Motivate others to follow them		2	1	1
		Total	50	30	20