

Syllabus For Jute Handloom Operator

Course Name	Jute Handloom Operator
Course Code	HAC/2024/JHOP/412
Sector	HANDICRAFTS & CARPETS
Sub-sector	Jute Handicrafts
Level	3
Occupation	Jute Handloom Operator
Job Description	A Jute Handloom Operator is the one who weaves various types of jute cloth by hand using a handloom. The weaver should know technical aspects of weaving, like weavers knot, waste reduction, production efficiency and basic maintenance of jute handlooms.
Course Duration	Total Duration 390 Hours (T- 90, P- 180 , OJT-60 and ES-60)
Trainees' Entry Qualification	Grade 10 OR Grade 8 with two year of (NTC/ NAC) after 8th OR Grade 8 pass and pursuing continuous schooling in regular school with vocational subject OR 8th grade pass with 2 yrs relevant experience OR Previous relevant Qualification of NSQF Level 2 with one year experience OR Previous relevant Qualification of NSQF Level 2.5 with 6 months experience
Trainers Qualification	B. Tech in Textile Technology/ Handloom & Textile Technology / Textile Engineering from AICTE/UGC recognized Engineering College/ university with one-year experience in the relevant field. OR 03 years Diploma in Handloom & Textile / Jute Technology/ Textile Technology from AICTE recognized College / Institute with two years experience in the relevant field.

Structure of Course:

Module No.	Module name	Outcome	Theory (Hrs)	Practical (Hrs)	OJT (Hrs.)	Total (Hrs) [Multiple of 30]
1	Introduction to Jute Weaving	Demonstrate the objectives of Handloom weaving with jute yarns	20	40		60

Module No.	Module name	Outcome	Theory (Hrs)	Practical (Hrs)	OJT (Hrs.)	Total (Hrs) [Multiple of 30]
2	Roles & Responsibilities	Execute the tasks of the weaver like the pre-weaving activities and jute cloth weaving	20	40		60
3	Handloom operation & maintenance	Weave jute cloth using handloom and ensure good maintenance of the loom	30	60		90
4	Maintain occupational safety hazards at work place	Apply safe working practices at work place. TXT/3723/OC4	10	20		30
5	Workplace communication strategies	Demonstrate a comprehensive effective workplace communication strategies. TXT/3723/OC5	10	20		30
6	OJT	Work in real job situation with special emphasis on basic safety and hazards in this domain (OJT).	-	-	60	60
7	Employability Skills	As per guided curriculum	60	-		60
TOTAL			150	180	60	390

SYLLABUS:**Module No. 1: Introduction to Jute Weaving**

Outcome : Demonstrate the objectives of Handloom weaving with jute yarns.

Theory Content:

- Definition & objectives of Weaving.
- Jute Handicraft Industry and its significance in domestic and global markets.
- Principles of fabric formation in jute handloom.
- Basic weaving terms such as **Warp, weft, shed, shuttle, end, pick, EPI, PPI, gaiting, mending, shedding, picking, beat-up, let-off, take-up** etc.
- Brief on various motions of loom.
- Introduction to different woven jute fabrics : **curtains, chair coverings, handbag, carpets, gunny bags, caps, mat** etc.
- Sequences of work in Jute Handloom.

Practical Content:

- Identify motions of Jute Handloom.

- Demonstrate Handloom weaving operation.
- Draw the schematic diagram of path of yarns inside Jute Handloom.
- Demonstrate the procedures of fabric formation in Jute Handloom.
- Identify and inspect the tools and equipment.
- Become familiar in faults identification.

Classroom Aids:

Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook, Pen pencil.

Tools & Equipment needed : Handloom, Creel, Warping drum, Jute Yarn package, hook, knife, scissors, scale, pliers, measuring tape, cutter, meter stick, tailors chalk, plumb bob, spirit level, tri-square, vice, tweezers, hammer, mallet, screw driver, hand drill, jack plane, file, saw, wrench, bobbin, pirn, cam, pirn gauge, Apron, head cap, shoe, PPE, Work method posters, pictures, videos. Pen, pencil, Marker, Drawing hook, Magnifying glass, Scissors etc.

Module No. 2: Roles & Responsibilities

Outcome: Execute the tasks of the weaver like the pre-weaving activities and jute cloth weaving.

Theory Content:

- Importance of type of fibres, type of yarn, yarn counts, types of fabric, types of fabric defects, types of weaving machines - Handloom, conventional jute loom.
- Functions of the parts of Jute Handloom.
- Process flow in a Hand Loom unit mill.
- Roles and responsibility of the Jute Handloom Weaver.
- Importance of color coding followed for different products.
- Guidelines for taking charge of shift & handing over the shift.

Practical Content:

- Identify the necessary operational tools to the department.
- Ensure the technical details are written in the board.
- Check for the availability of the weft package.
- Check for running fabric damages like end out, wrong drawing, wrong denting, double end, reed mark, let off mark, take up fault, oil stain, hole etc.
- Maintain the cleanliness of the machines & other work areas.
- Ensure proper functioning of handloom machine parts and machine.
- Handing over/taking over documentation preparation.

Classroom Aids:

Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook, Pen pencil.

Tools & Equipment needed: Handloom, Creel, Warping drum, Jute Yarn package, hook, knife, scissors, scale, pliers, measuring tape, cutter, meter stick, tailors chalk, plumb bob, spirit level, tri-square, vice, tweezers, hammer, mallet, screw driver, hand drill, jack plane, file, saw, wrench, bobbin, pirn, cam, pirn gauge, Apron, head cap, shoe, PPE, Work method posters, pictures, videos. Pen, pencil, Marker, Drawing hook, Magnifying glass, Scissors etc.

Module No. 3: Handloom operation & maintenance

Outcome : Weave jute cloth using handloom and ensure good maintenance of the loom.

Theory Content:

- Objectives of jute handloom weaving process.
- Description of different components of a Jute Handloom.
- Functions of the parts of Jute Handloom.
- Process flow & Pre-weaving activities before starting weaving.
- Brief on Winding, Warping, Sizing.
- Process parameters effecting performance of Jute Handloom such as Warp count, Weft count, EPI, PPI, Tension of warp, no. of ends per dent, reed width etc.

Practical Content:

- Prepare the Handloom for operation.
- Identify different components of a Jute Handloom and demonstration of their functions.
- Demonstrate functions of Shuttle, Treadle, Reed, Cloth beam, Warp beam, Picker, Heald shaft, Lease rods, Sley, Temple, Harness, Breast beam, Take up Roll etc. of the Handloom.
- Execute the Pre-weaving activities of Handloom weaving namely- Preparation of Warp and weft, filling pirns, loading of warp, drafting & denting, connecting the yarns with cloth beam.
- Make sure the required amount of warp sheet is prepared.
- Perform beaming process.
- Maintain required thread tension during weaving.
- Change pirn and shuttle as per the design.
- Use of temples or wooden staves.
- Adjusting the 'let-off' and 'take-up' to maintain tension.
- Ensure to maintain proper tension at the selvedge.
- Mending techniques of warp and weft breaks.
- Mend the broken warp ends by small weavers knot and ensure that it can pass through lease rod, healds and reed.
- Demonstrate doffing process of woven fabric and store the cloth roller.
- Demonstrate the techniques to make adjustments to ensure the quality of the hand-woven jute fabric.
- Ensure safety during loom operation.
- Adjust loom settings to meet the production/quality requirements.
- Take proper care towards cleaning and proper maintenance of loom.
- Perform minor lubrication and identify broken or worn out loom parts.
- Maintain good housekeeping and surroundings clean.

Classroom Aids:

Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook, Pen pencil.

Tools & Equipment needed: Handloom, Creel, Warping drum, Jute Yarn package, hook, knife, scissors, scale, pliers, measuring tape, cutter, meter stick, tailors chalk, plumb bob, spirit level, tri-square, vice, tweezers, hammer, mallet, screw driver, hand drill, jack plane, file, saw, wrench, bobbin, pirn, cam, pirn gauge, Apron, head cap, shoe, **PPE**, Work method posters, pictures, videos. Pen, pencil, Marker, Drawing hook, Magnifying glass, Scissors etc.

Module No. 4: Maintain occupational safety hazards at work place

Outcome : Apply safe working practices at work place

Theory Content:

- Significance of routine cleaning activities of machine maintenance
- Identifying potential hazards associated with a lack of regular cleaning on tools, machines and work areas.
- Types of cleaning agents and tools
- Introduction of Occupational safety
- Overview of relevant occupational safety regulations and standards
- The responsibility of technician in compliance with safety guidelines
- Identification of Occupational safety hazards
- Identification of common hazards in the machine
- Describe types of hazards
- Application of PPE (Personal protective equipment)
- Selection and use of PPE
- Safe work practices with electrical systems
- Applications of electrical tools
- Describe the importance of immediate response during emergencies
- Fire prevention measures and firefighting equipment's

Practical Content:

- Demonstration of cleaning techniques
- Create a check list for routine cleaning tasks and their frequency
- Demonstrate the use protective clothing/equipment for specific tasks and work conditions
- Identify PPE application and its maintenance procedure
- Demonstrate the correct use of safety glasses, gloves and hearing protection
- Simulate an emergency scenario require the use of PPE
- Identify electrical hazards (power supply and points, loose and naked cables and wires, equipment malfunctions, etc.)
- Apply electrical precautions like insulated clothing, adequate equipment insulation, use dry work area etc.
- Identify safety features and emergency stop locations
- Present proper method of rescue techniques applied during fire hazard and other accidental situation.

Classroom Aids:

Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook

Tools, Equipment and Other Requirements:

Protective Gloves, Head Caps, Safety Goggles, Safety Boots, Mouth Masks, coats and aprons; ear plugs or muffs; eye and facial protection; head-wear; lifting assistance;

Module No. 5: Workplace communication strategies

Outcome : Demonstrate a comprehensive effective workplace communication strategies

Theory Content:

- Explain purpose or common goals of each member in a group of willing to work toward. Members feel that they played a role in determining these goals and the methods used to achieve them.
- Describe the task between each members in group, but also with its own processes and operating procedures.
- Maintain Communication is clear and direct manner.

- Interpret machine performance data and metrics
- Explain key indicators of machine health and efficiency
- Establish clear reporting procedures for machine running and performance
- Generate machine performance reports and sharing them with the team
- Discuss supervision policy as a leader who can bring the group together and build an environment in which the team can work together effectively.

Practical Content:

- Demonstrate the purpose or common goals of each member in a group of willing to work toward. Members feel that they played a role in determining these goals and the methods used to achieve them.
- Identify the task between each members in group, but also with its own processes and operating procedures. The group periodically evaluates its performance.
- Exhibit the accurately receive information and instructions from the supervisor and fellow workers, getting clarification where required.
- Apply Communication is clear and direct manner.
- Apply good communication environmental practices in workplace.
- Simulate/role play of ethical dilemmas in the workplace
- Illustrate organizational policies and procedures

Classroom Aids:

Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook

Tools, Equipment and Other Requirements:

Protective Gloves, Head Caps, Aprons, Safety Goggles, Safety Boots, Mouth Masks, Sanitizer, Food Safety Manual, communication tools, communication manual, On-task Communication, Instant Chats , Video Conferencing, Voice Calls, Audio Recording, Discussion Forums, Instant File Sharing, External Communication

Module No. 6: OJT

Outcome: Work in real job situation with special emphasis on basic safety and hazards in this domain

Practical Content:

Assessor will check report prepared for this component of Practical training of the course and assess whether competency has been developed to work in the real job situation with special emphasis on basic safety and hazards in this domain. (The trainee is expected to undertake work in actual workplace under any supervisor / contractor for **60 Hours.**)

Module No. 7: : Employability Skills (60 Hrs)

Introduction to Employability Skills

Duration: 2 Hours

After completing this programme, participants will be able to:

1. Discuss the Employability Skills required for jobs in various industries
2. List different learning and employability related GOI and private portals and their usage

Constitutional values - Citizenship

Duration: 2 Hours

3. Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen
4. Show how to practice different environmentally sustainable practices.

Becoming a Professional in the 21st Century

Duration: 3 Hours

5. Discuss importance of relevant 21st century skills.
6. Exhibit 21st century skills like Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life.
7. Describe the benefits of continuous learning.

Basic English Skills

Duration: 10 Hours

8. Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone
9. Read and interpret text written in basic English
10. Write a short note/paragraph / letter/e -mail using basic English

Career Development & Goal Setting

Duration: 2 Hours

11. Create a career development plan with well-defined short- and long-term goals

Communication Skills

Duration: 5 Hours

12. Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette.
13. Explain the importance of active listening for effective communication
14. Discuss the significance of working collaboratively with others in a team

Diversity & Inclusion

Duration: 2 Hour

15. Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD
16. Discuss the significance of escalating sexual harassment issues as per POSH act.

Financial and Legal Literacy

Duration: 5 Hours

17. Outline the importance of selecting the right financial institution, product, and service
18. Demonstrate how to carry out offline and online financial transactions, safely and securely
19. List the common components of salary and compute income, expenditure, taxes, investments etc.
20. Discuss the legal rights, laws, and aids

Essential Digital Skills

Duration: 10 Hours

21. Describe the role of digital technology in today's life
22. Demonstrate how to operate digital devices and use the associated applications and

features, safely and securely

23. Discuss the significance of displaying responsible online behavior while browsing, using various social media platforms, e-mails, etc., safely and securely
24. Create sample word documents, excel sheets and presentations using basic features
25. utilize virtual collaboration tools to work effectively

Entrepreneurship

Duration: 6 Hours

26. Explain the types of entrepreneurship and enterprises
27. Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan
28. Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement
29. Create a sample business plan, for the selected business opportunity

Customer Service

Duration: 4 Hours

30. Describe the significance of analyzing different types and needs of customers
31. Explain the significance of identifying customer needs and responding to them in a professional manner.
32. Discuss the significance of maintaining hygiene and dressing appropriately

Getting Ready for apprenticeship & Jobs

Duration: 9 Hours

33. Create a professional Curriculum Vitae (CV)
34. Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively
35. Discuss the significance of maintaining hygiene and confidence during an interview
36. Perform a mock interview
37. List the steps for searching and registering for apprenticeship opportunities

Learning Outcome – Assessment Criteria

Module No.	Outcome	Assessment Criteria
1	Demonstrate the objectives of Handloom weaving with jute yarns	<p>After completion of this module students will be able to:</p> <ol style="list-style-type: none"> 1.1. Demonstrate the Principles of Handloom weaving process. 1.2. Explain Basic weaving terms such as Warp, weft, shed, shuttle, end, pick, EPI, PPI, gaiting, mending, shedding, picking, beat-up, let-off, take-up etc. 1.3. Identify motions of Jute Handloom. 1.4. Demonstrate Handloom weaving operation. 1.5. Drawing of the schematic diagram of path of yarns inside Jute Handloom. 1.6. Demonstrate the procedures of fabric formation in Jute Handloom. 1.7. Identify and inspect the tools and equipment. 1.8. Become familiar in faults identification.

Module No.	Outcome	Assessment Criteria
2	Execute the tasks of the weaver like the pre-weaving activities and jute cloth weaving	<p>After completion of this module students will be able to:</p> <ul style="list-style-type: none"> 2.1. Identify different components of a Jute Handloom. 2.2. Explain Importance of type of fibres, type of yarn, yarn counts, types of fabric, types of fabric defects, types of weaving machines - Handloom, conventional jute loom. 2.3. Execute Process flow in a Jute Hand Loom unit mill. 2.4. Identify the operational tools to the department. 2.5. Ensure the technical details are written in the board. 2.6. Check for the availability of the weft package. 2.7. Check for running fabric damages like end out, wrong drawing, wrong denting, double end, reed mark, let off mark, take up fault, oil stain, hole etc. 2.8. Maintain the cleanliness of the machines & other work areas. 2.9. Ensure proper functioning of handloom machine parts and machine. 2.10. Hand over/take over documentation.
3	Weave jute cloth using handloom and ensure good maintenance of the loom	<p>After completion of this module students will be able to:</p> <ul style="list-style-type: none"> 3.1 Prepare Handloom for operation. 3.2 Identify different components of a Jute Handloom and demonstration of their functions. 3.3 Demonstrate functions of Shuttle, Treadle, Reed, Cloth beam, Warp beam, Picker, Heald shaft, Lease rods, Sley, Temple, Harness, Breast beam, Take up Roll etc. of the Handloom. 3.4 Execute the Pre-weaving activities of Handloom weaving namely- Preparation of Warp and weft, filling pirns, loading of warp, drafting & denting, connecting the yarns with cloth beam. 3.5 Make sure the required amount of warp sheet is prepared. 3.6 Perform beaming process. 3.7 Maintain required thread tension during weaving. 3.8 Change pirn and shuttle as per the design. 3.9 Adjust the 'let-off' and 'take-up' to maintain tension. 3.10 Maintain proper tension at the selvedge. 3.11 Mend the broken warp ends by small weavers knot and ensure that it can pass through lease rod, healds and reed.

Module No.	Outcome	Assessment Criteria
		<p>3.12 Execute Doffing process of woven fabric and store the cloth roller.</p> <p>3.13 Use techniques to make adjustments to ensure the quality of the hand-woven jute fabric.</p> <p>3.14 Ensure safety during loom operation.</p> <p>3.15 Adjust loom settings to meet the production/quality requirements.</p> <p>3.16 Take proper care towards cleaning and proper maintenance of loom.</p> <p>3.17 Perform minor lubrication and identify broken or worn out loom parts.</p> <p>3.18 Maintain good housekeeping and surroundings clean.</p>
4	Apply safe working practices at work place	<p>After completion of this module students will be able to:</p> <p>4.1 Demonstrate of effective cleaning techniques</p> <p>4.2 Execute machine specific cleaning procedures</p> <p>4.3 Create a checklist for routine cleaning tasks</p> <p>4.4 Demonstrate the use of protective clothing/equipment for the specific tasks and work conditions</p> <p>4.5 Describe the importance of PPE kit</p> <p>4.6 Demonstrate the correct use of safety gear.</p> <p>4.7 Identify electrical hazards, including power supply issues, loose cables and equipment malfunctioning</p> <p>4.8 Detect health hazards (such as untreated injuries and contagious illness/ zoonotic diseases).</p> <p>4.9 Maintain Fire safety and prevention of fire hazards in workplace [fire extinguishers, fire Alarm, fire exits]</p> <p>4.10 Ensure use of general health and safety equipment and materials in the workplace first aid equipment</p>
5	Demonstrate a comprehensive effective workplace communication strategies	<p>After completion of this module students will be able to:</p> <p>5.1 Demonstrate the purpose of each team member and their involvement in determining goals</p> <p>5.2 Identify tasks between team members and their own processes</p> <p>5.3 Apply effective communication strategies in a practical context</p> <p>5.4 Exhibit enterprise ethical standards in workplace interactions</p>

Module No.	Outcome	Assessment Criteria
		5.5 Apply good communication environmental practices in practical workplace 5.6 Simulate/Role play ethical dilemmas in the work place 5.7 Illustrate familiarity with relevant industry standards and regulations. 5.8 Explain the organizational policies and procedures
6	OJT	Work in real job situation with special emphasis on basic safety and hazards in this domain (OJT).
7	Employability Skill	As per guided curriculum

List of Tools, Equipment & materials needed for 30 Trainees (Practical)

Sl No	Items Name	Specification	Qty
1	Jute Handloom		2
2	Creel		2
3	Warping drum		2
4	Jute Yarns		As required
5	Hook		5
6	Knife		5
7	Scissors		5
8	Scale		5
9	Pliers		5
10	Measuring tape		5
11	Apron		30
12	Head cap		30
13	Shoe		30
14	Hand gloves		30
15	Yarn Drawing hook		30
16	Magnifying glass		30
17	Meterage devices		5
18	Measuring scales, Inch Tape		10
19	Nose mask		30
20	Fabric markers		5
21	Fire extinguishers		2
22	Fire Alarm		2
23	First aid equipment		5

Marks Distribution

Outcome	Outcome Code	Total Th marks	Total Pr marks	Total OJT marks
Demonstrate the objectives of Handloom weaving with jute yarns	HAC/1515/OC1	30	130	0
Execute the tasks of the weaver like the pre-weaving activities and jute cloth weaving	HAC/1515/OC2	30	130	0
Weave jute cloth using handloom and ensure good maintenance of the loom	HAC/1515/OC3	50	170	0
Apply safe working practices at work place.	TXT/3723/OC4	20	110	0
Demonstrate comprehensive effective workplace communication strategies.	TXT/3723/OC5	20	110	0
Work in real job situation with special emphasis on basic safety and hazards in this domain (OJT).	HAC/1515/OC4	0	0	150
Employability Skills – 60 Hrs	DGT/VSQ/N0102	50	0	0