

JOB ROLE – HAND EMBROIDERER

Sector – Apparel, Made-Ups and Home Furnishing
(Qualification Pack Code: AMH/Q 1001)



PSS Central Institute of Vocational Education Shyamla
Hills, Bhopal – 462 013, Madhya Pradesh, India

UNIT 4: ORGANISATIONAL RULES AND PERSONAL HYGIENE

Session 1: Organisational Rules, Policies and Procedures

Content

Title	Slide No.
Session Objectives	4
Introduction	5
Organisational Policies and Procedures	6-7
Benefits of Organisational Policies	8
Rules of Organisation	9
Policies of Organisation	10-22
Value of Work Ethics	23
Effective Communication on Human Resources Policies and Procedures	24
Importance of Discipline in Embroidery Unit	25-26
Summary	27

Session Objectives

The students will be able to:

- Describe various rules and policies set by the Ministry of Textiles
- Practice work ethics to enhance their productivity
- Explain the importance of human resource policies and their requirements

Introduction

Every organisation sets its norms for all levels starting from recruitment, training programmes, employee benefits, work schedules etc. In India, Ministry of Textiles sets certain rules, policies and procedures, which should be followed in textile, apparel and handicraft industries. Embroidery is one of the important areas of handicraft in India.

Organisational Policies

Policy:

- means a set of rules or guidelines which tell us what to do and what not to do
- helps to attain goals and missions
- helps employees to clearly understand their roles
- tells them the limits within which they have to work

Organisational Procedures

Procedures:

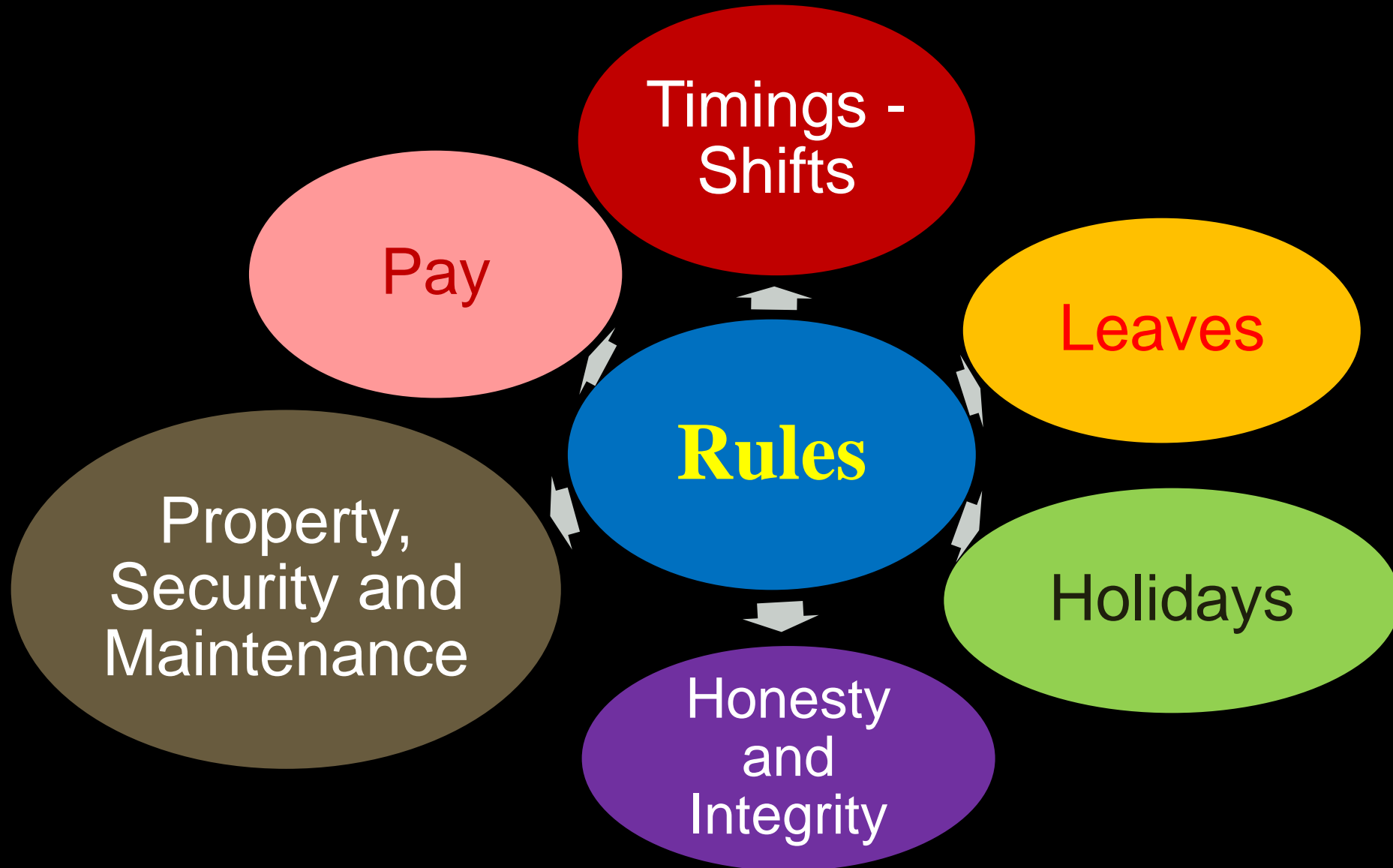
- provide action plan to put policies in action
- tell which job has to be done by which person
- vary or differ as per the nature, size and type of organisation

Benefits of Organisational Policies

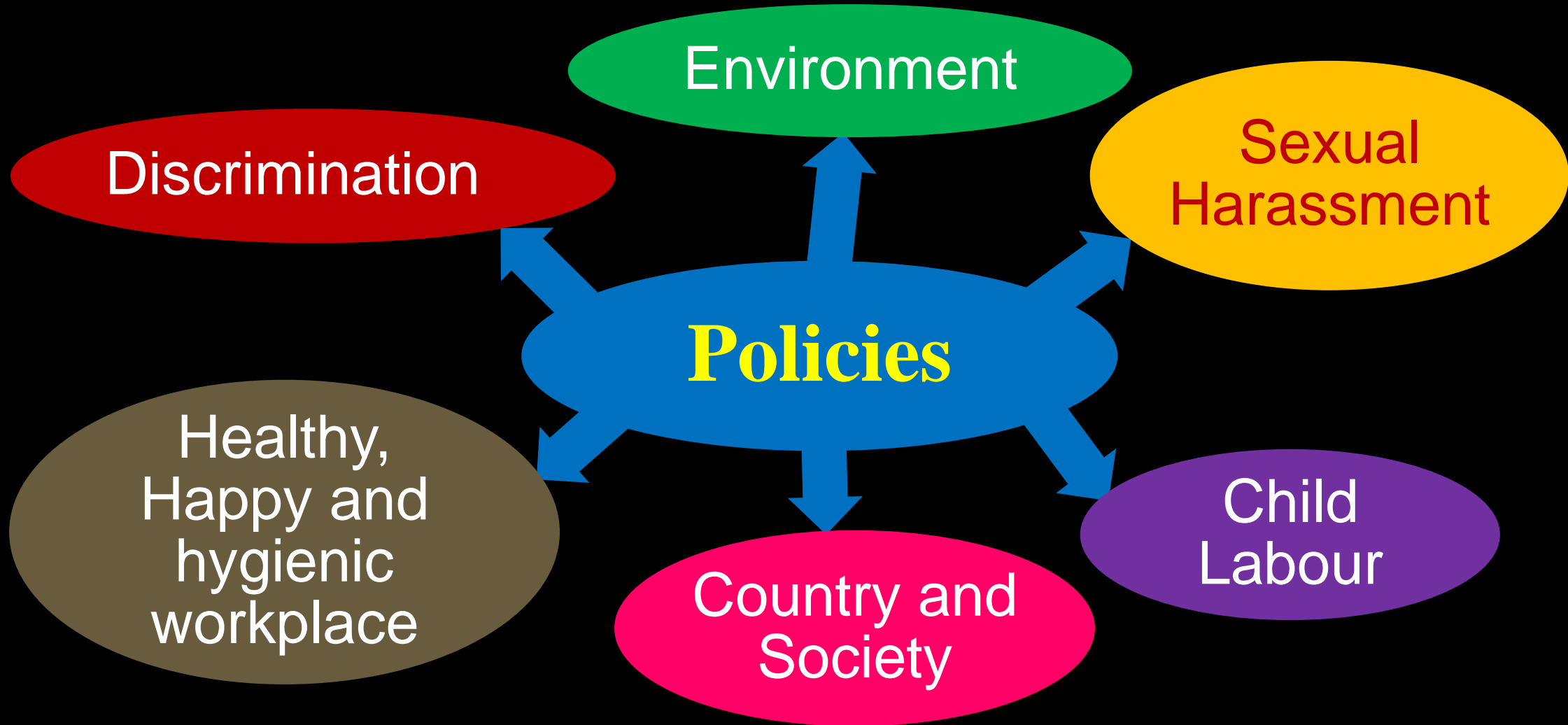
Every institution or organization follows certain rules and regulations. These rules or regulations are:

- ensure efficient working
- minimize chances of disputes, fights, strikes, accidents etc.
- promote smooth working of the organization
- create a healthy and positive working environment

Rules of Organisation



Policies of Organisation



Policies in Textile and Garment Organisations

The Policies :

- are applicable to employee as well as employer
- protect the rights of workers
- benefit the employers by ensuring business growth

Employee Conduct

Duties and tasks of employees

Discipline at workplace

Workplace safety procedures

Usage of computer, social media and internet

Equal Opportunity

It's a sensitive issue

Meant to give fair treatment to all

Motivation and support for employees

**Unbiased behavior irrespective of religion,
culture and gender**

Time off and Attendance

It ensures dedication towards work

Helps in tracking leaves, late arrival etc.

Includes penalty and warnings

Helps in maintaining discipline and routine

Substance Abuse

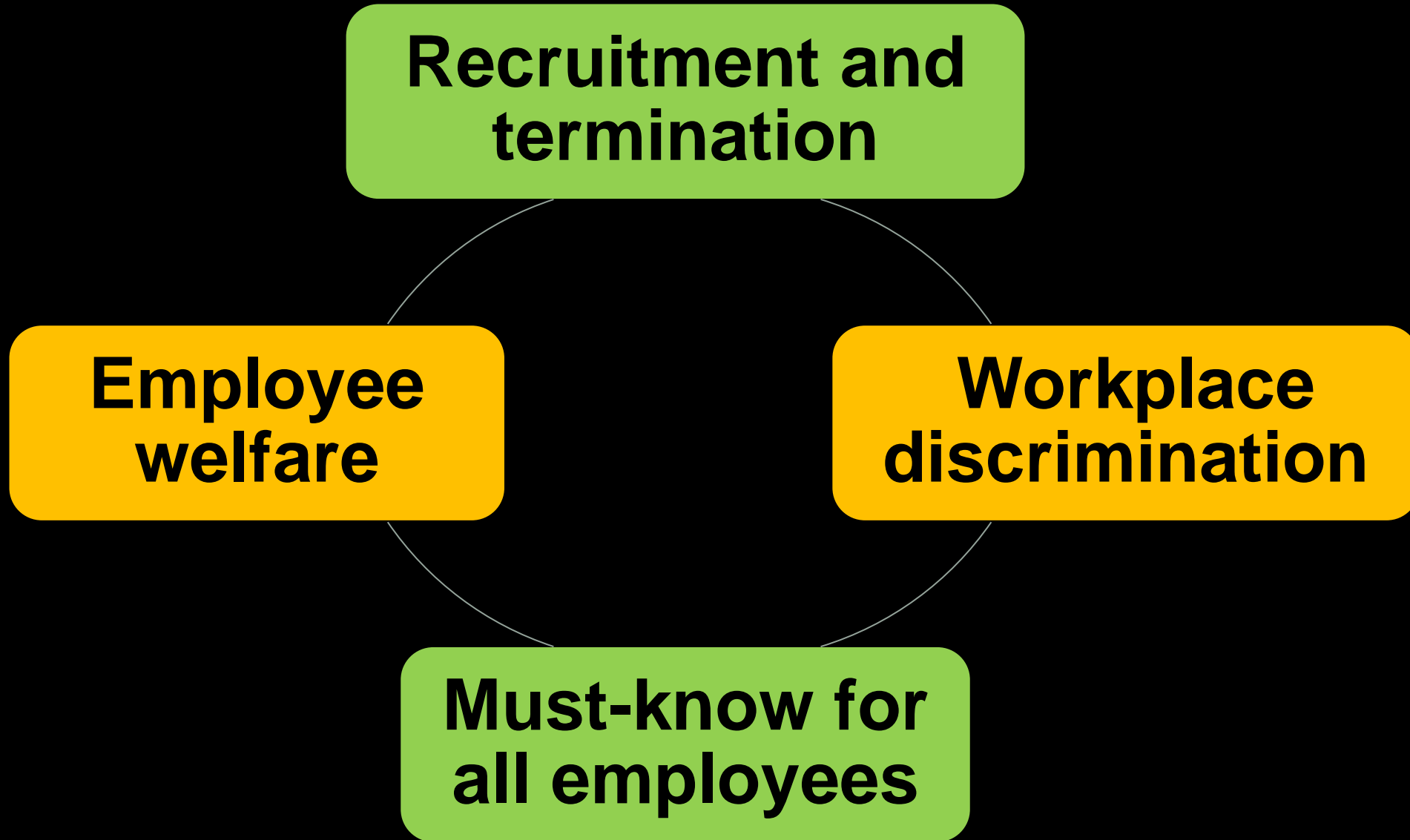
Prohibition of alcohol, drugs etc.

Provision for testing procedure and penalty

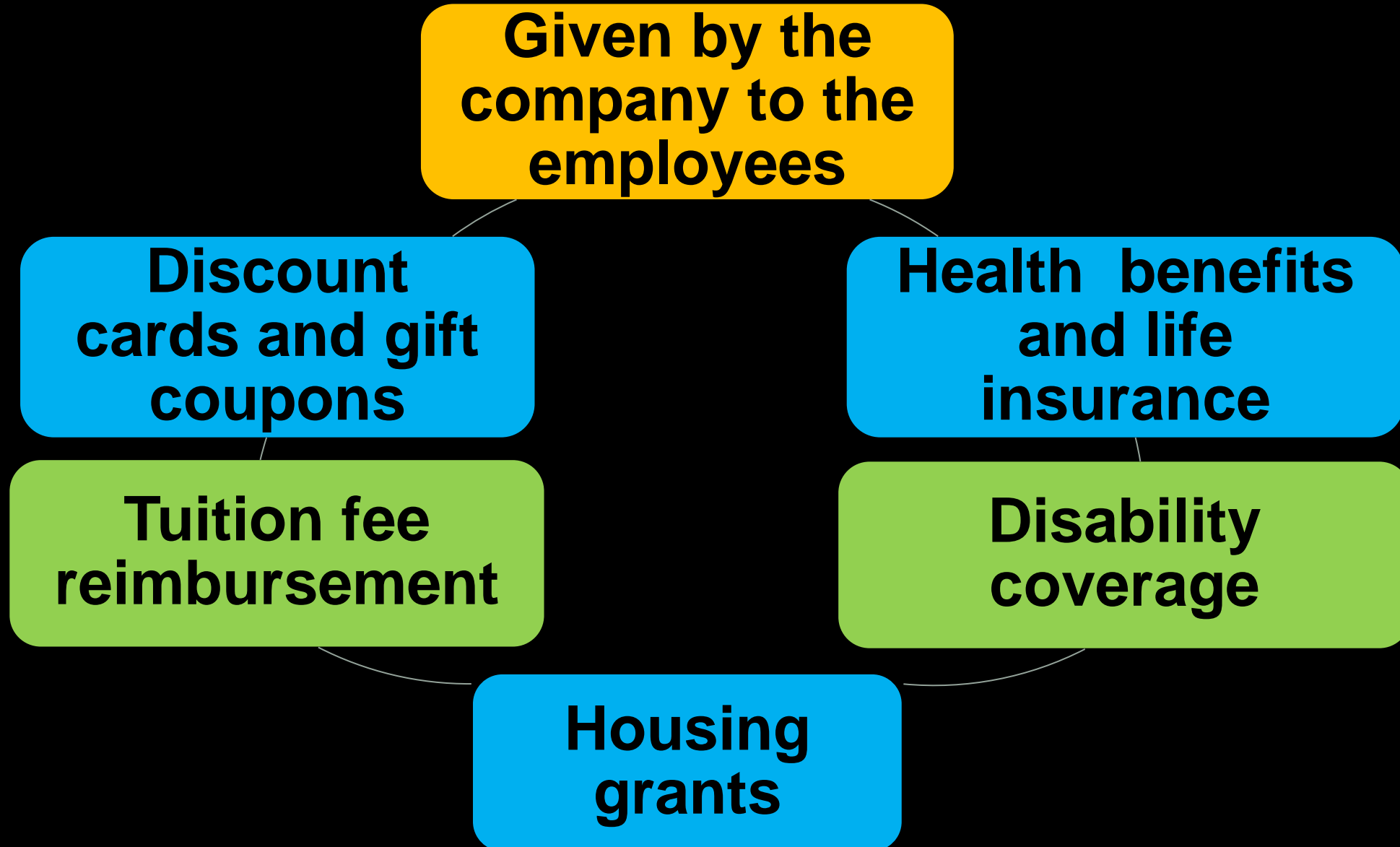
Control workplace substance abuse

Helps in maintaining discipline and routine

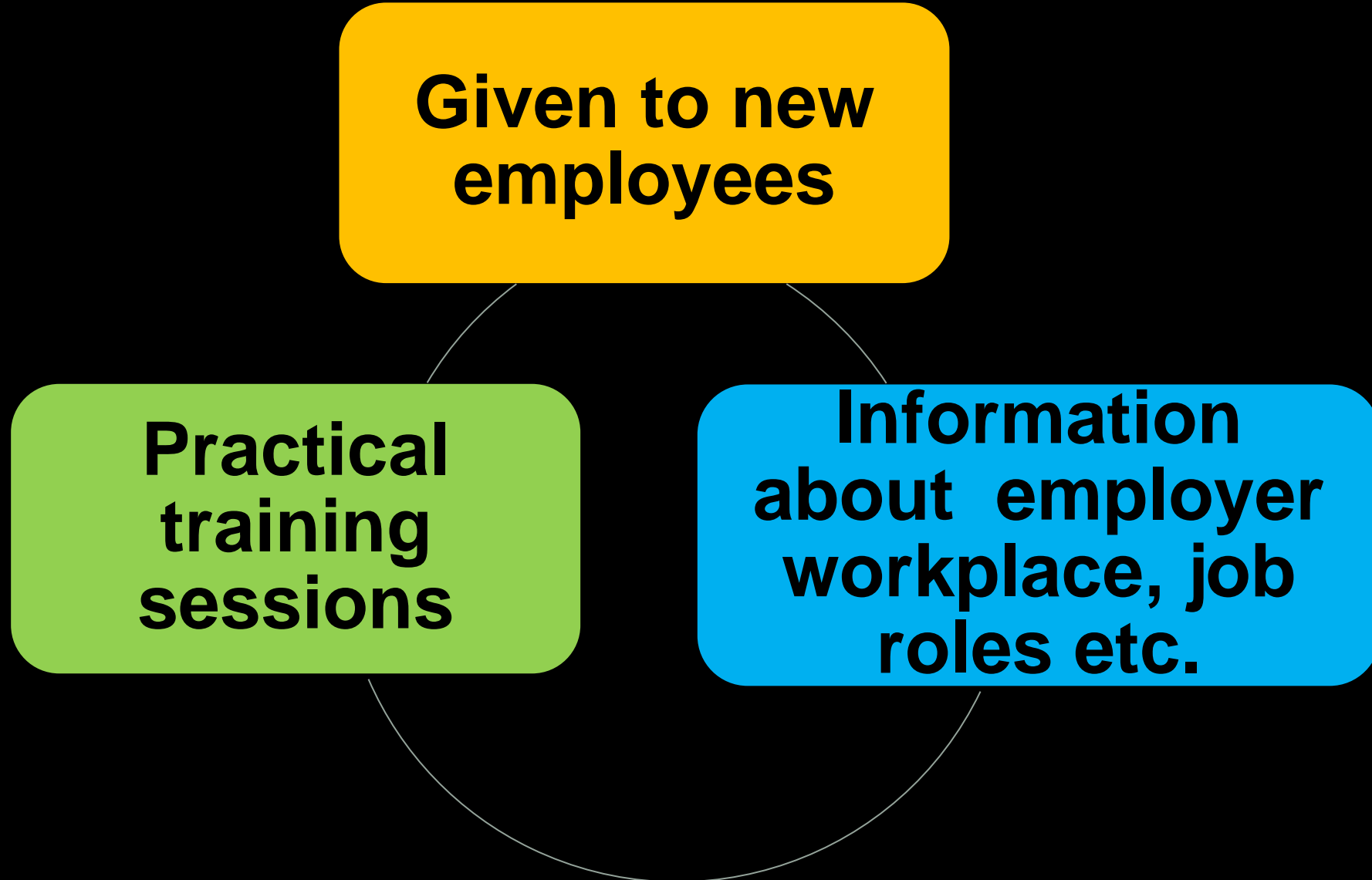
Personnel Policies



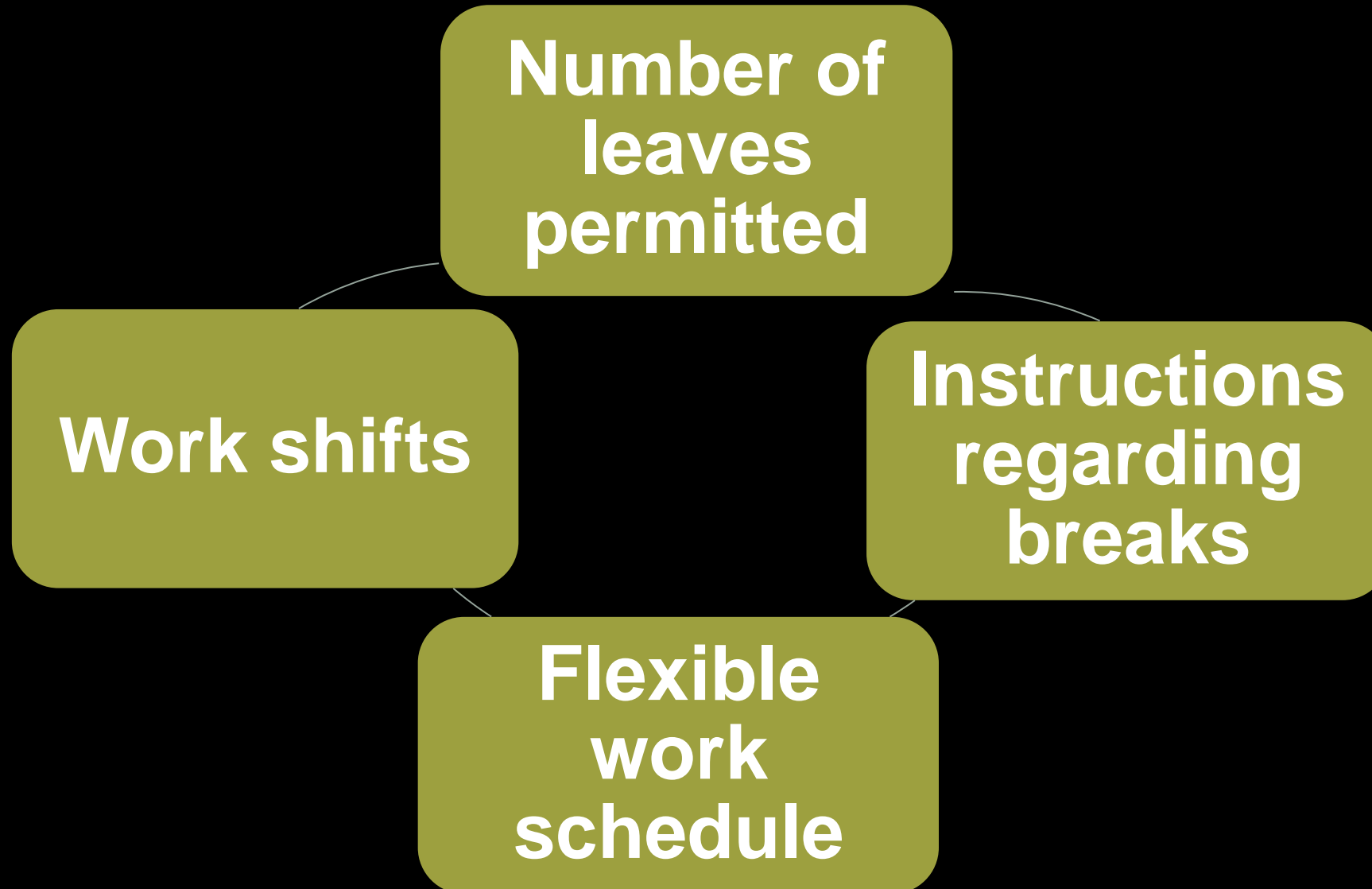
Employee Benefits



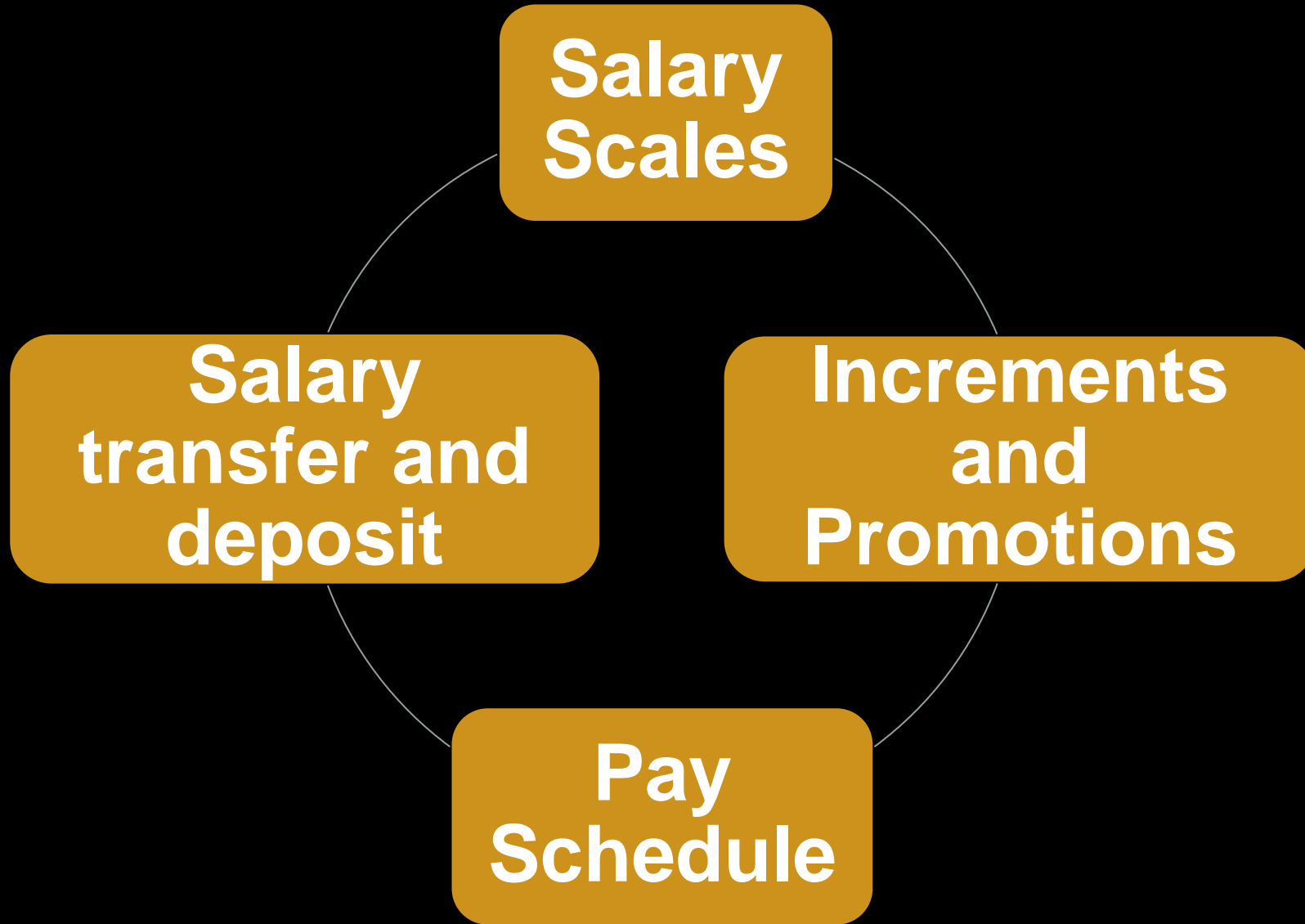
Training and Orientation



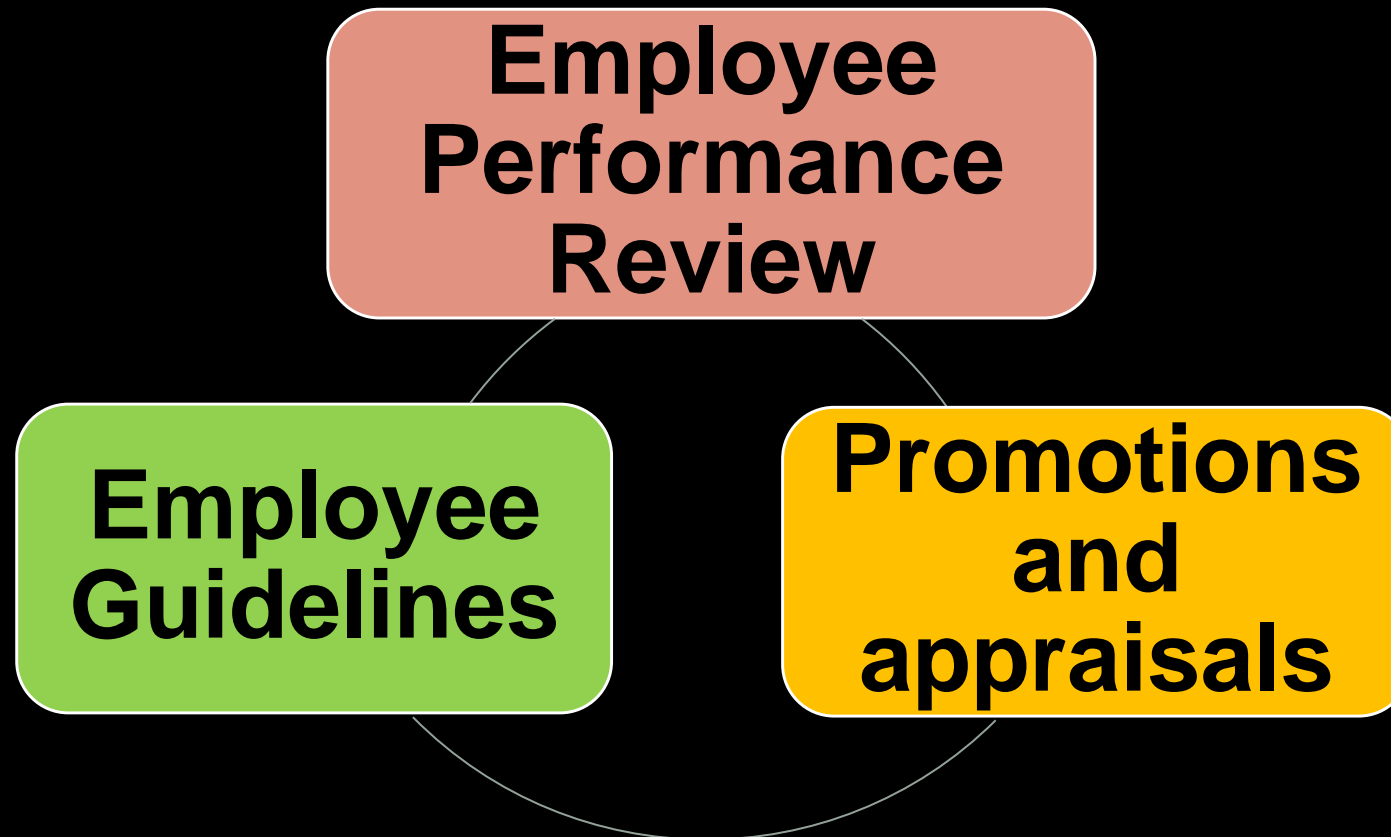
Leaves, Breaks and Work Schedule



Salary and Pay Schedule



Performance Reviews and Promotions



Employment Termination

Included under personnel policies

Termination instructions

Guidelines for advance notice, termination procedure

Clear dues, returning company properties, No Objection Certificate

Value of Work Ethics

Bring goodness and virtue

Enhance organisation growth

**Promote respect, knowledge sharing,
reputation building**

Benefit the individual, business and society

Effective Communication of Human Resource Policies and Procedures

It can be done through:

- written documents and guidelines
- training of managers and supervisors
- adherence to workplace behaviour and work culture norms
- reviewing all policies and guidelines periodically

Importance of Discipline in Embroidery Unit

- Punctual– stick to the time schedule
- Sense of responsibility- inform and take prior permission for leave, late arrival, leave early etc.
- Sincerity- doing duty with dedication

Importance of Discipline in Embroidery Unit

- Cooperation- ability to work in teams
- Leadership- volunteer or take initiative for work
- Respect- follow rules, be unbiased, tolerate conflicts with maturity

Summary

In this session, you have learnt about the organisational rules, policies and procedures. Work ethics and its value and also learnt about personal responsibilities of hand embroiderer.

Project Coordinator : Dr. Pinki Khanna

Assistance

**Dr. Nishi Sharma
Mrs. Meeta Siddhu**



Joint Director

**PSS Central Institute of Vocational Education Shyamla
Hills, Bhopal – 462013, Madhya Pradesh, India**

E-mail: jdpscive@gmail.com

Tel. +91 755 2660691, 2704100, 2660391, 2660564

Fax +91 755 2660481

Website: www.psscive.ac.in