

# 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**

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# 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:**

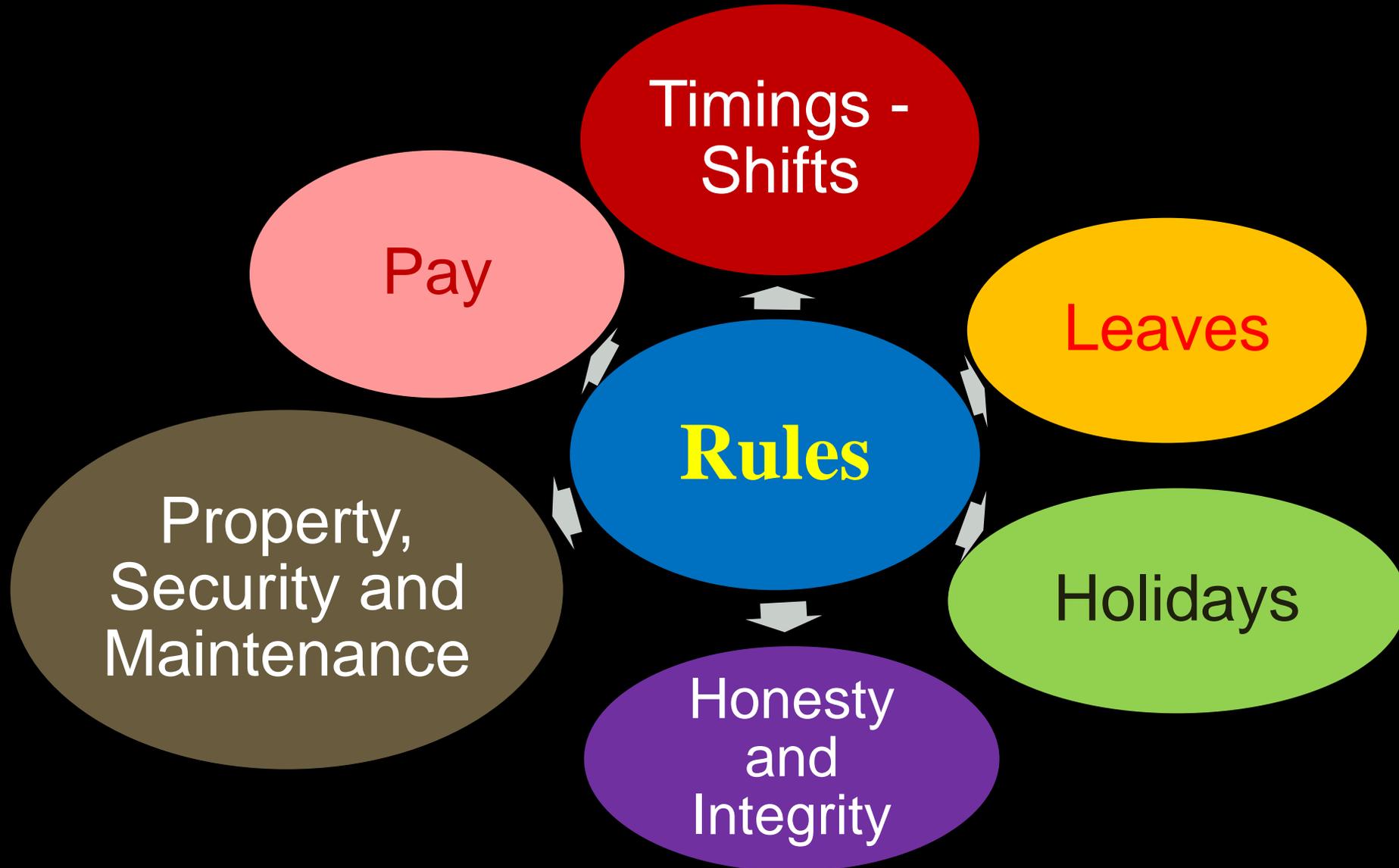
- provide action plan to put policies in action
- tell which job has to be done by which person
- vary or differ as per the nature, size and type of organisation

# Benefits of Organisational Policies

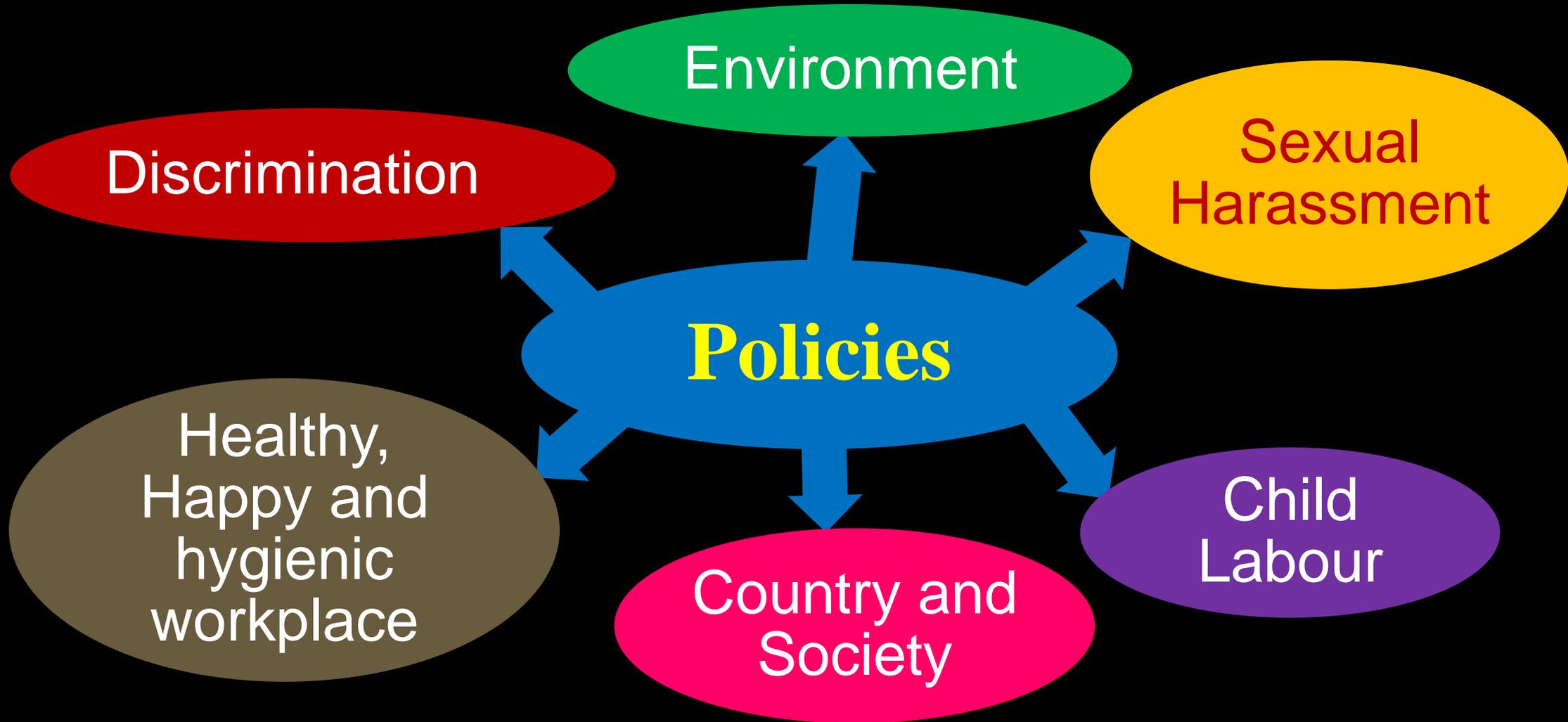
Every institution or organization follows certain rules and regulations. These rules or regulations are:

- 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

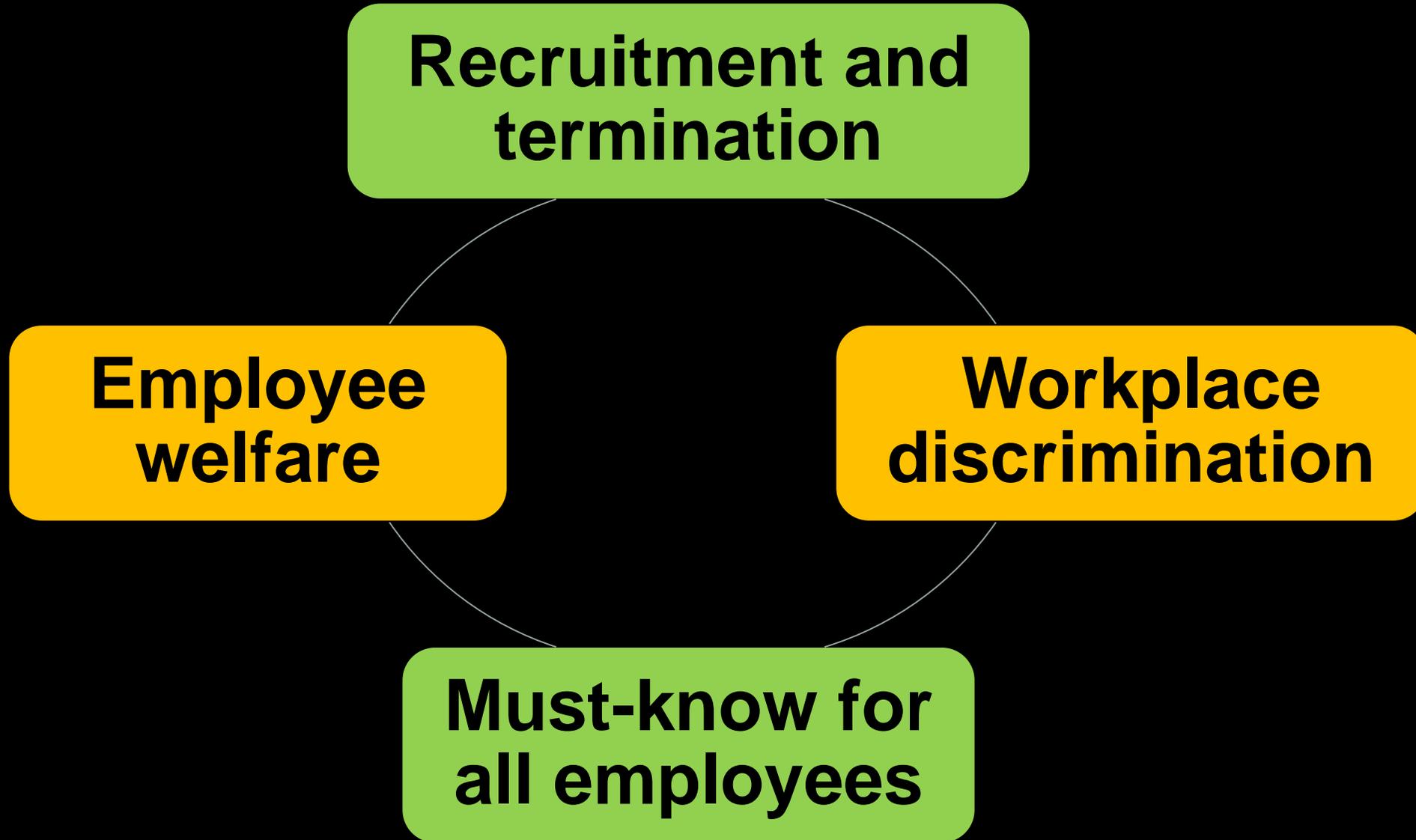
**Prohibition of alcohol, drugs etc.**

**Provision for testing procedure and penalty**

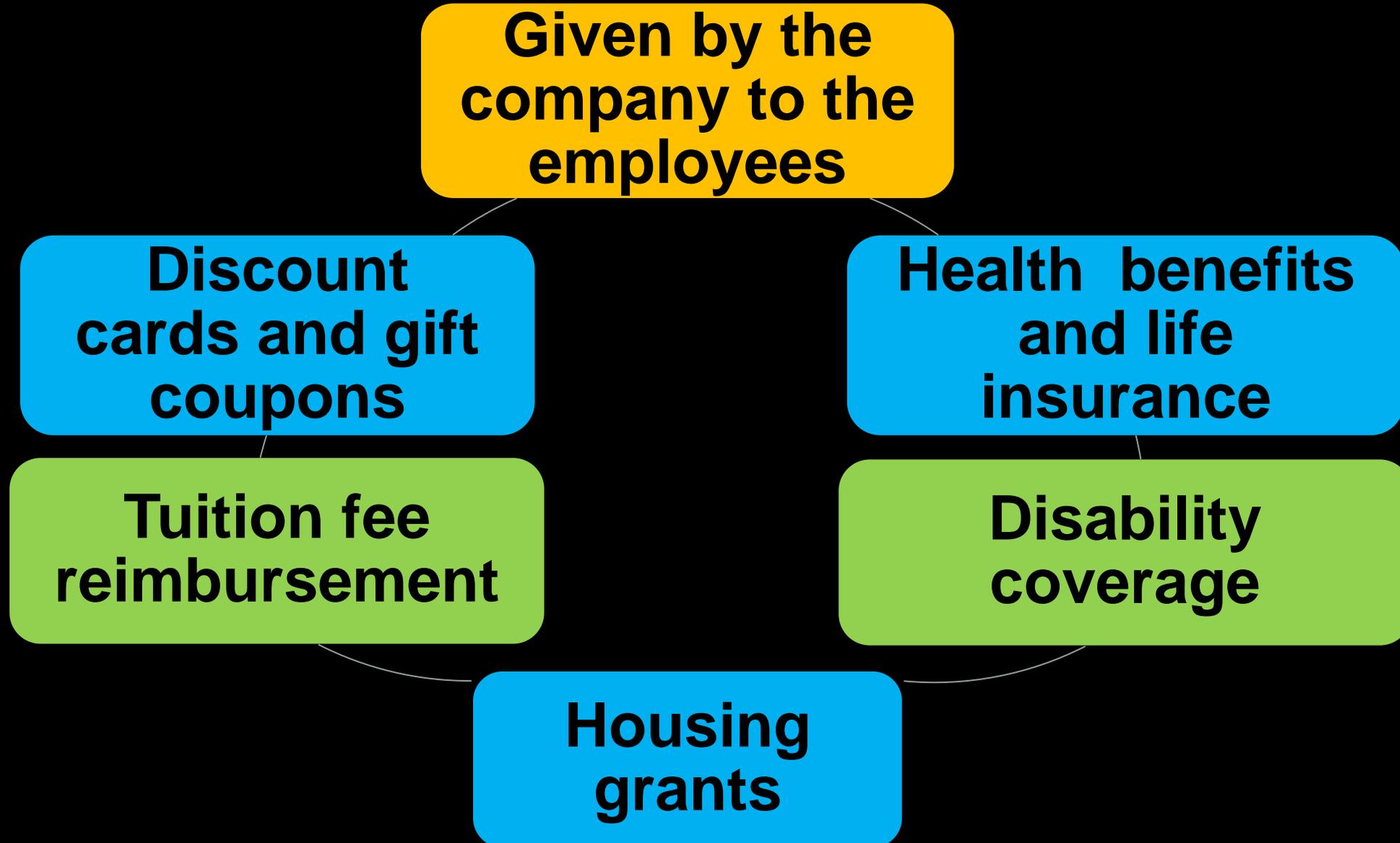
**Control workplace substance abuse**

**Helps in maintaining discipline and routine**

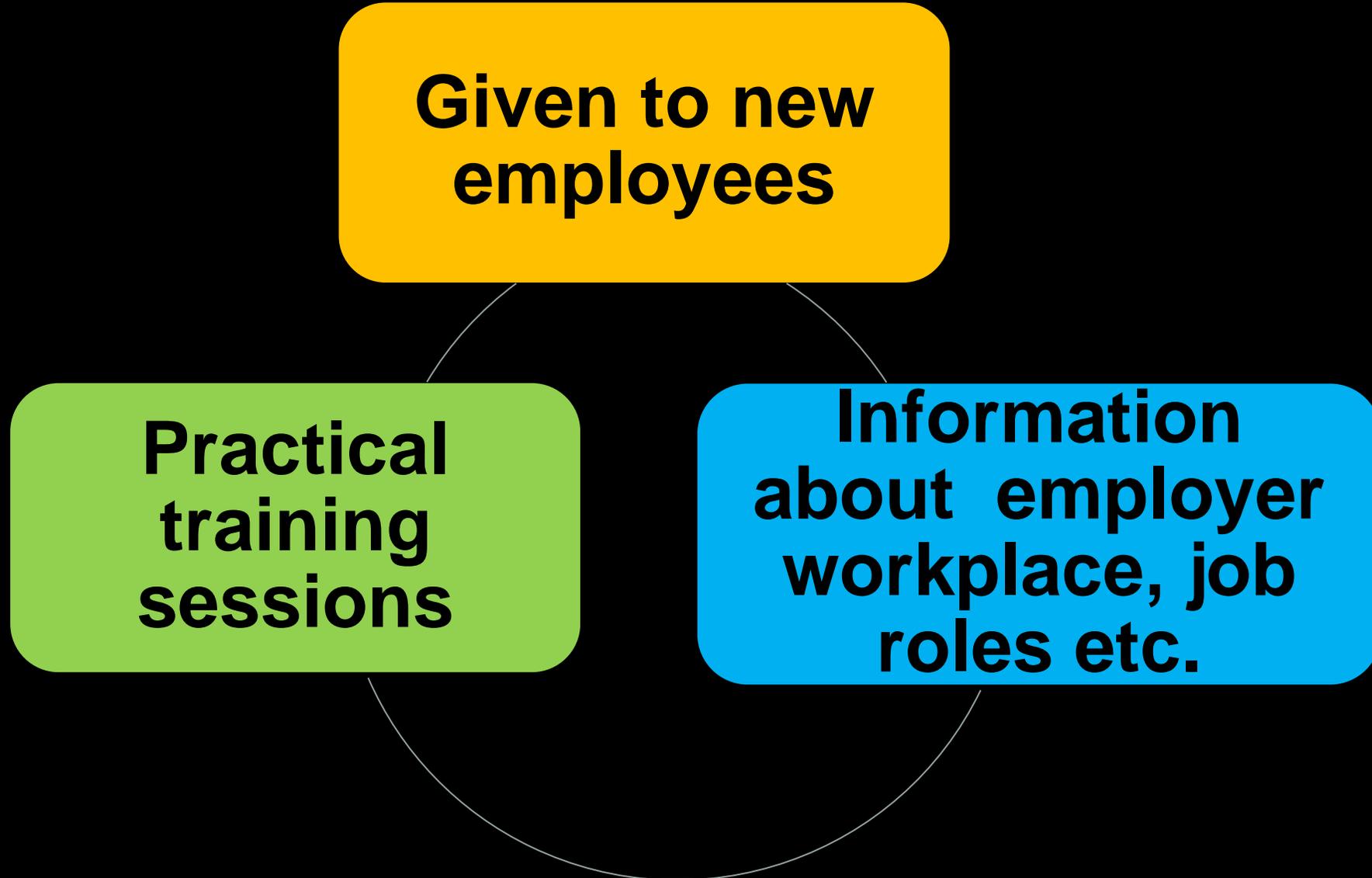
# Personnel Policies



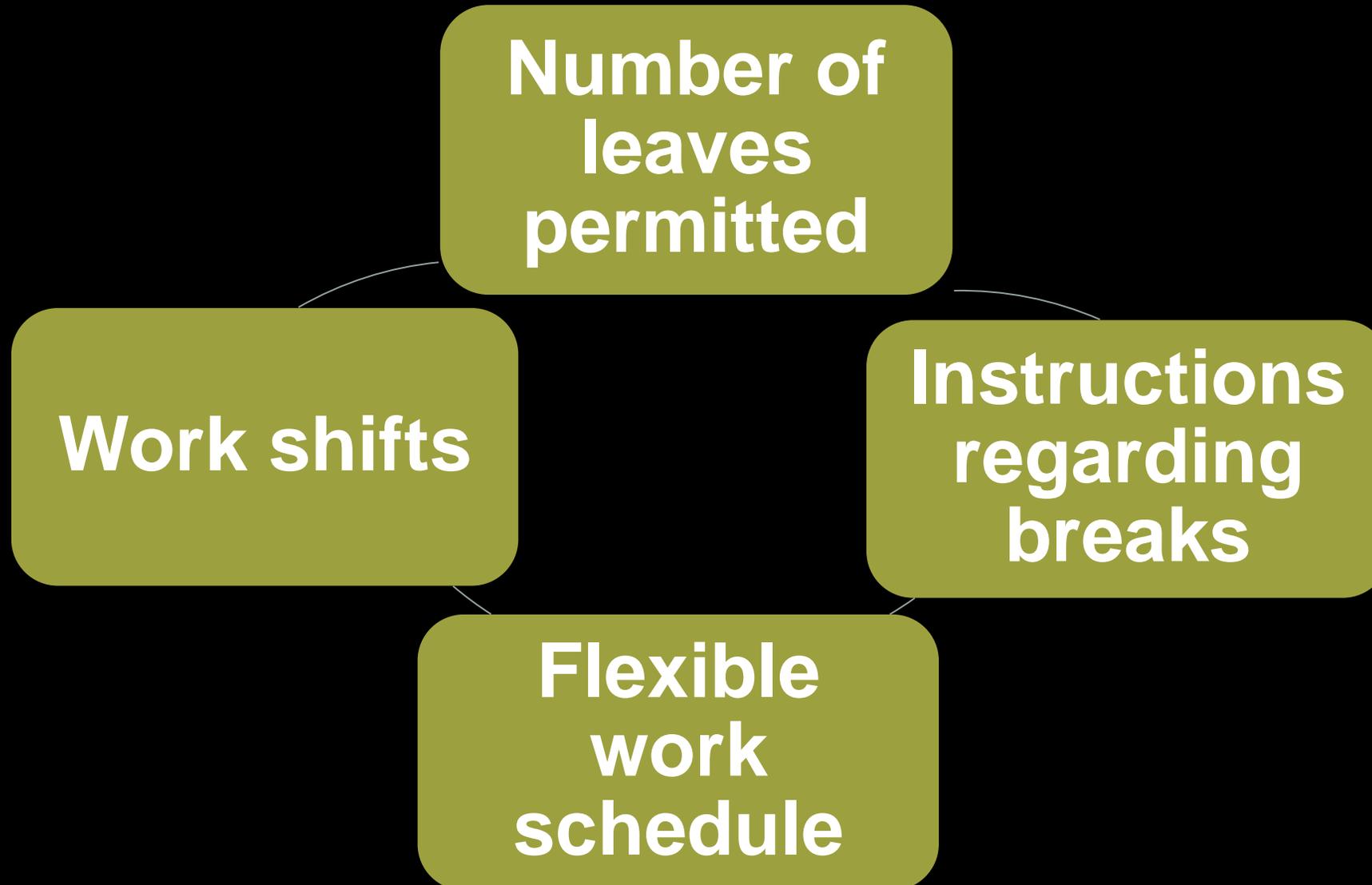
# Employee Benefits



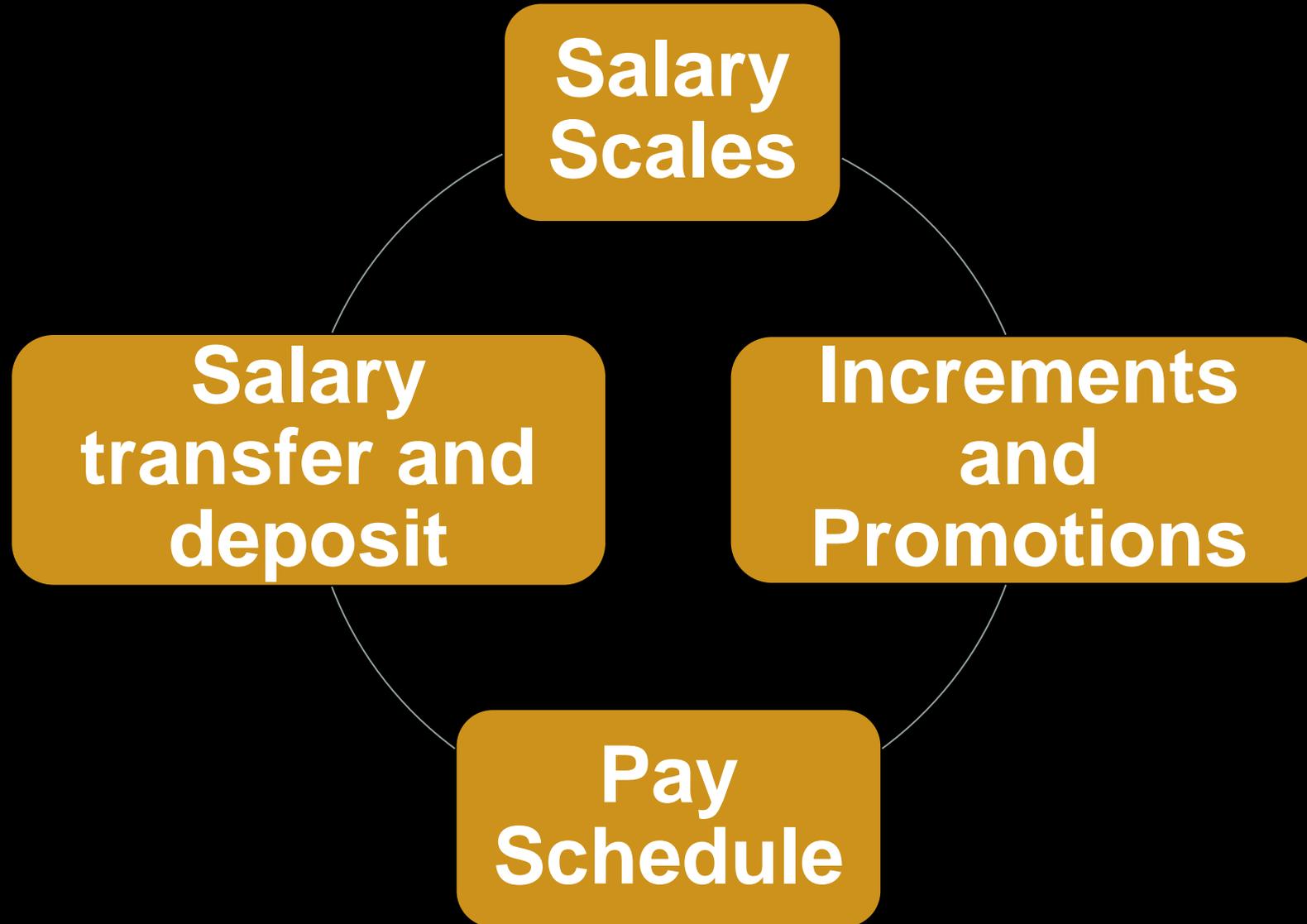
# Training and Orientation



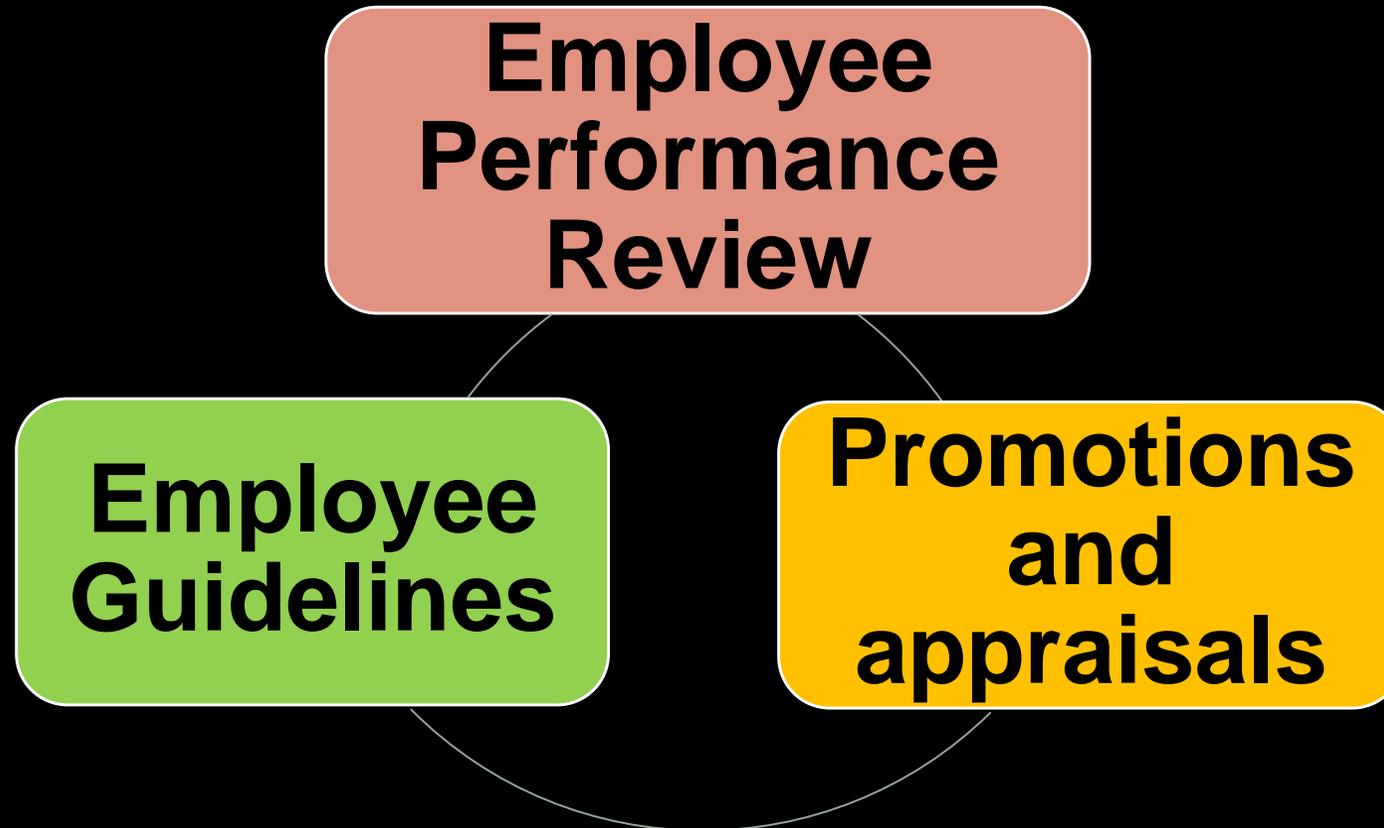
# Leaves, Breaks and Work Schedule



# 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**

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**E-mail: [jdpscive@gmail.com](mailto:jdpscive@gmail.com)**

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

**Fax +91 755 2660481**

**Website: [www.psscive.ac.in](http://www.psscive.ac.in)**