



# @volve

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## Habits are cobwebs at first; cables at last.

~ Chinese Proverb

Even if you're on the right track, you'll get run over if you just sit there.

Will Rogers



Peace comes from within  
~ Buddha

## Seek first to understand and then to be understood.

~ Stephen R. Covey

# Basic Management Skills

There are four basic management skills anyone must master to have any success in a management job.

These four basic skills are to plan, organize, direct, and control and are discussed separately in detail below.

## Plan

Planning is the first and most important step in any management task. It also is the most often overlooked or purposefully skipped step. While the amount of planning and the detail required will vary from task to task, to skip this task is to invite sure disaster except by blind luck. That's what gives us the adage of the 6 P's of planning (or 7 P's depending on how you count).

Although most people associate the term planning with general business planning, there are also different levels of planning:

- Strategic Planning
- Tactical Planning
- Operational Planning

And there are different kinds of planning:

- Disaster Planning
- Succession Planning
- Crisis Planning
- Compensation Planning

## Organize

A manager must be able to organize teams, tasks, and projects in order to get the team's work done in the most efficient and effective manner.

As a beginning manager, you may be organizing a small work team or a project team. These same skills will be required later in your career when you have to organize a department or a new division of the company.

Clearly, there is a lot of overlap between planning the work and in organizing it. Where planning focuses on what needs to be done, organization is



more operational and is more focused on how to get the work done best.

When you organize the work, you need to:

- determine the roles needed,
- assign tasks to the roles,
- determine the best resource (people or equipment) for the role,
- obtain the resources and allocate them to the roles, and
- assign resources to the roles and delegate authority and responsibility to them.

Whether you have been assigned a small team or a project to manage, beginning managers must also be able to organize offices and data systems. You may not be able to physically move people around in order to get your team together, but you should consider it. On the other hand, you may need to move several people into a small space and you will have to organize things so the team can work effectively within that space. Later in your career, you may need to organize an office to accommodate teams from several different departments and their specific needs.

You will also need to be able to organize all the systems that will handle the data your team needs to collect or distribute. These days, those are probably computer systems. You must decide whether, for example, you need to set up shared web pages on the company's intranet or just a shared folder on the file server. How are you going to organize the systems so everyone who needs information has access to it (and that it is not

available to those who should not see it, like your competitors)?

If your team needs or produces something other than information, you must organize so that your team gets what they need, when they need it, and can get out to others what your team produces at the right time.

Don't forget about organizing yourself. We will go into this at a higher level in Level 3 of the Management Skills Pyramid, but even as a beginning manager you must be able to organize yourself, your time, and your space so you can be most effective.

Finally, remember, that it is seldom enough to organize things once. With constant changes in resources, goals, and external factors you will usually need to reorganize to adjust for them.

## Direct

Directing is the action step. You have planned and organized the work. Now you have to direct your team to get the work done.

Start by making sure the goal is clear to everyone on the team. Do they all know what the goal is? Do they all know what their role is in getting the team to the goal? Do they have everything they need (resources, authority, time, etc.) to do their part?

## Pull, Don't Push

You will be more effective at directing the team toward your goal if you pull (lead them) rather than push (sit back and give orders). You want to motivate the people on your team and assist and inspire them toward the team goals.

## Control

Some writers try to "soften" this skill by calling it "coordinate" or similar terms. I prefer the stronger term, control, because it is essential that the manager be able to control the team's activities.

In the steps above, you have planned the work, organized the resources to make it happen most efficiently, and directed the team to start work. In the control step, you monitor the work being done. You compare the actual progress to the plan. You verify that the organization is working as you designed it.

If everything is going well, you do not need to do anything but monitor. However, that seldom happens. Someone gets sick, the database sort takes longer each iteration than projected, a key competitor drops their prices, a fire destroys the building next door and you have to evacuate for several days, or some other factor impacts your plan. The control step now dictates that you have to take action to minimize the impact and brings things back to the desired goal as quickly as possible.

Often this means going back to the planning stage and adjusting plans. Sometimes it may require a change in the organization. and you will have to re-direct everyone toward the new goals and inspire them. Then, of course, you control the new plan and adjust if needed. This cycle continues until you complete the task.

## Managers Control Tools

In the control step, you set standards for performance and quality and then you monitor to make sure they are met. There are as many tools available you as there are things you need to monitor.

- Scheduling tools - a number of software tools allow you to input your schedule and then update progress regularly. The program will highlight changes in the schedule so you can identify corrective action to take.
- Financial controls - as a manager, you will usually have a budget. The reports from the Finance Department will let you know how your spending (on people and other resources) matches the plan.
- People controls - you must make sure all the people on your team are performing as planned. If they are not, you need to find and fix the cause. Do they not understand the goal? Do they not have some resource or skill they need? Is the task too big for them and needs to be modified or assigned to a different resource? Your job as the manager means giving your team members feedback on how their performance meets the plan. When it doesn't, you need to take corrective action. Here's how to give negative feedback to your team members in a productive way.

# Color Discharge on Reactive Printed /Dyed fabric through Sulfur Dyes.

## SUBJ-19:

Color Discharge on Reactive Printed/Dyed fabric through Sulfur Dyes.

## Chemicals:

Urea, Sodium Bicarbonate, Sulfur Dyes, Reactive Dyes, Rangolit C (Sodium formaldehyde Sulfoxylate  $\text{HOCH}_2\text{SO}_2\text{Na}$ ). Sodium perborate, Textile Washing off agent.

## Discharge:

Discharge is not a new term for a textile person. Discharge is classified into white and Color Discharge. Term Discharge may be mixed up or used instead of stripping which is not right as stripping is to lower the depth of shade (usual dyers term) where as during discharge screens are used to create patterns by removing partial or full color of the fabric (Textile Printers term).

Printing is now done on variety of fabrics consequently with variety of dyes. In this post we are just focusing on discharging cotton fabric printed/Dyed with Reactive dyes. Suitable discharging agent for reactive dyes or printed fabric is **Rangolit C (Sodium formaldehyde Sulfoxylate  $\text{HOCH}_2\text{SO}_2\text{Na}$ )**. It is prepared by chemically reacting dilute solution of formaldehyde with Sodium Hydrosulfite. So, like Hydrosulfite it is also strong reducing agents. That why no dye can stand with Rangolit and get reduced consequently ending up by losing their colors. Therefore discharging reactive with reactive is not frequently heard process.



## *Black Ground Discharged with Yellow Sulfur Dye.*

As, discussed Earlier discharge can be of two types White or color Discharge. White is done with rangolit C and later one is majorly carried out with Pigment and Binder system, Such binders are considered which are stable with rangolit C. so Rangolit C (Sodium formaldehyde Sulfoxylate  $\text{HOCH}_2\text{SO}_2\text{Na}$ ) discharges ground dyed/Printed Fabric and resultantly pigment take over the white ground produced by rangolit C. The only drawback in this process is that pigment printed fabrics have very poor rubbing and washing fastnesses. So, One has to compromise at this end. So, why not to propose some other method rather than a typical pigment binder color discharge.

## Purpose:

Purpose is to propose another method else than pigment binder for color discharge on reactive Printed/Dyed Fabric.

### Sulfur Dye Suitability:

Sulfur dyes are reduced before dyeing or Printing. Normally this is done with reducing agent like Sodium Hydrosulfite  $\text{Na}_2\text{S}_2\text{O}_4$ . As, we have discussed earlier **Rangolit C (Sodium formaldehyde Sulfoxylate  $\text{HOCH}_2\text{SO}_2\text{Na}$ )** is a reducing agent which can replace Hydro sulfite but, Here need of Rangolit will be much greater as it has to perform two tasks one, It has to reduce the dye and secondly it has to discharge the ground color.

### Recipe:

#### Ground Print (Full Bloch)

Reactive Black (Preferably VS Dye) 30 to 50g/kg

#### Over Print (Design Screen, containing sulfur dye and discharging agent):

Alginate Thickener	30 g/Kg
Sulfur Dye (Preferably Yellow)	200g/Kg
Caustic 48Be	30 g/Kg
Rangolit C	150 g/Kg
Sequestering Agent	20 g/Kg
<b>Total</b>	<b>1 Kg</b>

### Process:

Print, Dry at 150C for 1.5Min

Saturated Steam at 102C for 8Min

### Oxidation:

#### First Bath:

Acetic acid 2g/l for 1Min.

#### Second Bath:

Acetic acid 2g/l, Sodium per borate 3g/L for 5Min

### Washing:

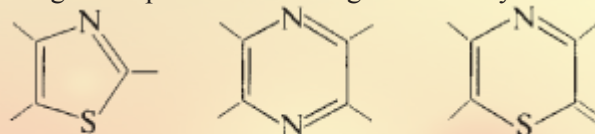
- Cold rinse
- Soap at 60°C
- Hot Rinse
- Cold Rinse

### A Bit More About Sulfur Dyes:

Warning! The following article is from The Great Soviet Encyclopedia (1979). It might be outdated or ideologically biased.

#### Sulfur Dye

any of the organic dyes that are high-molecular-weight compounds containing the heterocycles

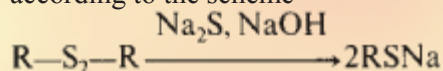


#### Thiazole

#### Azine

#### Thiazine

and the groups  $\text{SH}$  and  $\text{S}_n$ , where  $n \geq 2$  (the precise chemical structure has not been established). Sulfur dyes are amorphous substances, insoluble in water and most organic solvents; when acted upon by  $\text{Na}_2\text{S}$ , they form water-soluble leuco compounds according to the scheme



After imparting color, these compounds are oxidized by oxygen in the air and are reconverted on the fiber to insoluble sulfur dyes. Sulfur dyes are obtained by a prolonged heating of such organic compounds as aromatic amino, nitro, amino-hydroxy, and nitro-hydroxy compounds and heterocyclic azines with sulfur or a polysulfide of sodium ( $\text{Na}_2\text{S}_n, n = 2-9$ ). Sulfur dyes are usually pale. The black, blue, brown, and green dyes have the greatest importance; the yellow and orange dyes have only limited use. Red sulfur dyes are unknown. While the black dyes are fast, the other sulfur dyes impart colors of lesser permanence. Sulfur dyes are inexpensive and convenient. They are widely used for dyeing cotton fabric; in the textile industry, however, they have been partially replaced by vat dyes and reaction dyes, which offer brighter and more permanent colors.

Source:

<http://encyclopedia2.thefreedictionary.com/Sulphur+dye>

# Discharging Dye with Bleach

Discharge is the process of chemically removing color from previously dyed fabric. Because not all dyes will discharge in the same way, (and some won't discharge at all) you need to do a small-scale test with the discharging agent before purchasing commercial fabric. Fabrics dyed with reactive dyes will discharge to shades ranging from white to pastels to not at all, depending on the dye colors and discharging agent used.

## Discharging with Liquid Chlorine Bleach

Chlorine bleach may be used with cellulose fibers (cotton, linen, rayon) as well as with some synthetics. It will disintegrate silk and wool fibers.

### Immersion in Bleach/Water Solution

Experiment to determine the bleach-to-water ratio necessary to discharge a particular fabric to a desired shade, starting with 1 part bleach to 5 parts water. A warm, fresh solution will discharge more quickly than a cold, used solution. Use the least amount of bleach possible, and don't exceed the proportion of 1 part bleach to 1 part water. Some dyes discharge more readily if the fabric is exposed to air several times during the discharge process.

Once bleaching is complete, the fabric must be neutralized to stop the corrosive action of the bleach. This can be done by rinsing the fabric in water and then soaking it in a solution of 1 part hydrogen peroxide to 10 parts water for about 10 minutes. Another method involves soaking the rinsed fabric in a solution of 1 tsp anti-chlor per quart of water after initial rinsing. After neutralizing with either method, wash the fabric in warm soapy water, and rinse it thoroughly.

### Direct Application of Bleach Print Paste

To make a bleach print paste, mix a solution of 2 parts bleach to 5 parts water. Thicken this solution using at least 1 tablespoon of monagum thickener to 1/2 cup of liquid (you need to use this print paste fairly quickly, because the bleach breaks down the monagum). Once printing and bleaching have occurred (i.e., after about 3 minutes of exposure to the bleach paste), rinse the fabric in warm water to remove the paste, and neutralize the bleach using either of the neutralizing solutions indicated above. Alternatively, you may first apply the neutralizing solution directly to the bleached area to stop the bleaching action, and then rinse and neutralize as indicated above.

**BE SURE TO USE GOOD VENTILATION WHEN WORKING WITH DISCHARGE!**



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happy blessed  
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