



QUALIFICATION FILE

Housekeeper cum Cook (Household and Small Establishment)

Short Term Training (STT) Long Term Training (LTT) Apprenticeship

Upskilling Dual/Flexi Qualification For ToT For ToA

General Multi-skill (MS) Cross Sectoral (CS) Future Skills OEM

NCrF/NSQF Level: **NSQF Level 2**

Submitted By:

Home Management and Care Givers Sector Skill Council (DWSSC)

A-15, FIEE Complex, Okhla Industrial Area, Phase-II, New Delhi-110020

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Section 1: Basic Details

1.	Qualification Name	Housekeeper cum Cook (Household and Small Establishment)																
2.	Sector/s	Home Management and Care Givers Sector Skill Council (DWSSC)																
3.	Type of Qualification: <input checked="" type="checkbox"/> New <input type="checkbox"/> Revised <input type="checkbox"/> Has Electives/Options <input type="checkbox"/> OEM	NQR Code & version of existing/previous qualification: <i>(change to previous, once approved)</i> NCVET Code NCVET- QG-02-TH-00553-2023-V1.1-DWSSC			Qualification Name of existing/previous version: Housekeeper cum Cook (Household and Small Establishment) v3.0													
4.	a. OEM Name b. Qualification Name <i>(Wherever applicable)</i>	NA																
5.	National Qualification Register (NQR) Code &Version <i>(Will be issued after NSQC approval)</i>	NCVET- QG-02-TH-03300-2024-V2-DWSSC			6. NCrF/NSQF Level: <i>NSQF Level 2</i>													
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other) <i>(Wherever applicable specify multiple entry/exits also & provide details in annexure)</i>	Certificate																
8.	Brief Description of the Qualification	The Housekeeper cum Cook is responsible for maintaining a clean, organized, and hygienic household or establishment while preparing nutritious and delicious meals. The role involves the use of modern housekeeping equipment and techniques, adherence to safety and hygiene standards, and ensuring excellent service delivery through effective communication and professionalism.																
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">S. No.</th> <th style="width: 50%;">Academic/Skill Qualification (with Specialization - if applicable)</th> <th style="width: 40%;">Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Ability to read and write</td> <td></td> </tr> </tbody> </table> b. Age: 18					S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1	Ability to read and write							
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)																
1	Ability to read and write																	
10.	Credits Assigned to this Qualification, Subject to Assessment <i>(as per National Credit Framework (NCrF))</i>	10			11. Common Cost Norm Category (I/II/III) <i>(wherever applicable):</i> II													
12.	Any Licensing requirements for Undertaking Training on This Qualification <i>(wherever applicable)</i>	NA																
13.	Training Duration by Modes of Training Delivery <i>(Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</i>	<input checked="" type="checkbox"/> Offline <input type="checkbox"/> Online <input type="checkbox"/> Blended <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 20%;">Training Delivery Modes</th> <th style="width: 15%;">Theory (Hours)</th> <th style="width: 15%;">Practical (Hours)</th> <th style="width: 15%;">OJT Mandatory (Hours)</th> <th style="width: 15%;">OJT Recommended (Hours)</th> <th style="width: 20%;">Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td style="text-align: center;">90</td> <td style="text-align: center;">180</td> <td style="text-align: center;">30</td> <td></td> <td style="text-align: center;">300 (Min)</td> </tr> </tbody> </table>					Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	90	180	30		300 (Min)
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)													
Classroom (offline)	90	180	30		300 (Min)													

		Online (Refer Blended Learning Annexure for details)					
14.	Aligned to NCO/ISCO Code/s (if no code is available mention the same)	NCO-2015 /5322.9900 & 5120.0300					
15.	Progression path after attaining the qualification (Please show Professional and Academic progression)	Multipurpose Executive (Small Establishment and Households)					
16.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	Will be translated in Hindi					
17.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:					
18.	Is the Job Role Amenable to Persons with Disability	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", specify applicable type of Disability: <i>Dumb, partial handicapped people</i>					
19.	How Participation of Women will be Encouraged						
20.	Are Greening/ Environment Sustainability Aspects Covered (Specify the NOS/Module which covers it)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
21.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
22.	Name and Contact Details of Submitting / Awarding Body SPOC (In case of CS or MS, provide details of both Lead AB & Supporting ABs)	Name: Ms. Mona Gupta Position in the organisation: CEO Address : Domestic Worker Sector Skill Council (DWSSC) A-15, FIEE Complex, Okhla Industrial Area, Phase-II, New Delhi-110020 Tel number(s): 011-42831823 E-mail address: info@dwsscindia.com					
23.	Final Approval Date by NSQC: 22-10-2024	24. Validity Duration: 3 years	25. Next Review Date: 22-10-2027				

Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer curriculum document.

Th.-Theory Pr.-Practical OJT-On the Job Man.-Mandatory Training Rec.-Recommended Proj.-Project

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/Non-Core	NCrF/NS QF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks						
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)	
1.	Carry out housekeeping services using new technology equipments	DWC/N0101, V 6.0	Core	2	2	22	38	-	-	60	40	40	-	20	100	30	
2.	Prepare and cook meals and provide basic table service	DWC/N0129, V1.0	Core	2	4	34	86	-	-	120	40	40	-	20	100	30	
3.	Maintain health, hygiene and safety standards at workplace	DWC/N9903, V 7.0	Non-Core	3	1	12	18	-	-	30	19	35	-		54	15	
4.	Maintain service standards and communicate effectively	DWC/N9902, V5.0	Non-Core	3	1	12	18	-	-	30	28	39	-		67	15	
5.	Employability Skills (30 Hours)	DGT/VSQ/N0101	Non-Core	2	1	10	20	-	-	30	20	30	-		50	10	
Duration (in Hours) / Total Marks						10	90	180	30	-	300	166	219	-	40	-	100

Elective NOS/s:

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/Non-Core	NCrF/NS QF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks						
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)	
1.																	
2.																	
Duration (in Hours) / Total Marks																	

Optional NOS/s:

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/NS QF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.																
2.																
Duration (in Hours) / Total Marks																

Assessment - Minimum Qualifying Percentage

Please specify **any one** of the following:

Minimum Pass Percentage – Aggregate at qualification level: 50 % (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

Minimum Pass Percentage – NOS/Module-wise: 50 % (Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module to successfully clear the assessment.)

Section 3: Training Related

1.	<p>Trainer’s Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)</p>	<ul style="list-style-type: none"> • 12th in home science with 3 years of experience as Supervisor/ Chef/ Cook in any housekeeping agency/ Facility Management Company/ Hospitality/ Tourism organisations or equivalent to/above in organisations such as Hotels/ Restaurants and 1 year teaching experience as Faculty in Hospitality Management/ Home Science Teacher or Similar types of Institutions specific to Housekeeping and Cooking • 2 Years Diploma Home Science/ Hotel/ Hospitality Management or Equivalent or Relevant Courses with 2 years of experience as Supervisor/ Chef/ Cook in any housekeeping agency/ Facility Management Company/ Hospitality/ Tourism organisations or equivalent to/above in organisations such as Hotels/ Restaurants and 1 year teaching experience as Faculty in Hospitality Management/ Home Science Teacher or Similar types of Institutions specific to Housekeeping and Cooking •
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		<ul style="list-style-type: none"> Graduation/ Post Graduation in Home Science/ Hotel/ Hospitality Management or Equivalent or Relevant Courses with 1 years of experience as Supervisor/ Chef/ Cook in any housekeeping agency/ Facility Management Company/ Hospitality/ Tourism organisations or equivalent to/above in organisations such as Hotels/ Restaurants and 1 year teaching experience as Faculty in Hospitality Management/ Home Science Teacher or Similar types of Institutions specific to Housekeeping and Cooking
2.	Master Trainer’s Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	<ul style="list-style-type: none"> 2 Years Diploma Home Science/ Hotel/ Hospitality Management or Equivalent or Relevant Courses with 5 years of experience as Supervisor/ Chef/ Cook in any housekeeping agency/ Facility Management Company/ Hospitality/ Tourism organisations or equivalent to/above in organisations such as Hotels/ Restaurants and 1 year teaching experience as Faculty in Hospitality Management/ Home Science Teacher or Similar types of Institutions specific to Housekeeping and Cooking Graduation/ Post Graduation in Home Science/ Hotel/ Hospitality Management or Equivalent or Relevant Courses with 3/2 years of experience as Supervisor/ Chef/ Cook in any housekeeping agency/ Facility Management Company/ Hospitality/ Tourism organisations or equivalent to/above in organisations such as Hotels/ Restaurants and 1 year teaching experience as Faculty in Hospitality Management/ Home Science Teacher or Similar types of Institutions specific to Housekeeping and Cooking
3.	Tools and Equipment Required for Training	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If “Yes”, details to be provided in Annexure)
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	Master Trainer (VET and Skills) MEP/Q2602,v2

Section 4: Assessment Related

1.	Assessor’s Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	<ul style="list-style-type: none"> 2 Years Diploma Home Science/ Hotel/ Hospitality Management or Equivalent or Relevant Courses with 5 years of experience as Supervisor/ Chef/ Cook in any housekeeping agency/ Facility Management Company/ Hospitality/ Tourism organisations or equivalent to above in organisations such as Hotels/ Restaurants and 4 year experience as Faculty/ Trainer in Hospitality Management/ Facility Management or Similar types of Institutions or Home Science Teacher Or Equivalent experience as above Graduation/ Post Graduation in Home Science/ Hotel/ Hospitality Management or Equivalent or Relevant Courses with 3/2 years of experience as Supervisor/ Chef/ Cook in any housekeeping agency/ Facility Management Company/ Hospitality/ Tourism organisations or equivalent to above in organisations such as
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		Hotels/ Restaurants and 2/1 year experience as Faculty/ Trainer in Hospitality Management/ Facility Management or Similar types of Institutions or Home Science Teacher Or Equivalent experience as above
2.	Proctor’s Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	
3.	Lead Assessor’s/Proctor’s Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	
4.	Assessment Mode (Specify the assessment mode)	Offline & Online
5.	Tools and Equipment Required for Assessment	<input checked="" type="checkbox"/> Same as for training <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (details to be provided in Annexure-if it is different for Assessment)

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	Latest Skill Gap Study (not older than 2 years) (Yes/No): No
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): NO
3.	Government /Industry initiatives/ requirement (Yes/No): yes
4.	Number of Industry validation provided: 12
5.	Estimated nos. of persons to be trained and employed: 3700
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: Line Ministry Concurrence is awaited If “No”, why:

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	Annexure: NCrF/NSQF level justification based on NCrF level/NSQF descriptors (Mandatory)	Annexure 1
2.	Annexure: List of tools and equipment relevant for qualification (Mandatory, except in case of online course)	Annexure 2

3.	Annexure: Detailed Assessment Criteria (Mandatory)	Annexure 6
4.	Annexure: Assessment Strategy (Mandatory)	Annexure 7
5.	Annexure: Blended Learning (Mandatory, in case selected Mode of delivery is “Blended Learning”)	Annexure 5
6.	Annexure: Multiple Entry-Exit Details (Mandatory, in case qualification has multiple Entry-Exit)	
7.	Annexure: Acronym and Glossary (Optional)	Annexure 8
8.	Supporting Document: Model Curriculum (Mandatory – Public view)	Model Curriculum
9.	Supporting Document: Career Progression (Mandatory - Public view)	
10.	Supporting Document: Occupational Map (Mandatory)	
11.	Supporting Document: Assessment SOP (Mandatory)	
12.	Any other document you wish to submit:	

Annexure 1: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
Professional Theoretical Knowledge/Process	<p>The incumbent will be able to work in familiar and predictable routine of-</p> <ul style="list-style-type: none"> • Sweeping, Dusting and Mopping of the house/ work area • Washing Utensils and Placing them in their Respective Locations 	<p>Sweeping, dusting and mopping of the house/ work area is predictable and routine outcome. So are the requirements for doing the jobs. These activities are of limited range. As such it relates to the relevant descriptor in Level 2 “Person may carry out a job which may require limited range of activities routine and predictable.”</p>	2
Professional and Technical Skills/ Expertise/ Professional Knowledge	<ul style="list-style-type: none"> • Factual knowledge of field of knowledge or study. • The incumbent will be able to gain the factual knowledge of field of knowledge or study 	<p>As can be inferred from the knowledge and understanding related points mentioned in the adjacent cell, which have been taken from the Housekeeper</p>	2

	<p>(Prepare and maintain routine cleaning of the kitchen)</p> <ul style="list-style-type: none"> • Examples: • Prepare a daily/ weekly/ monthly routine for cleaning of the kitchen and maintain the same. • maintain hygiene while transferring things from kitchen cabinets, fridge, kitchen cabinets, wardrobes in dressing area, cupboards in bedroom, living room etc. in order to empty and clean the shelves • organize things back appropriately discard waste like rotten fruits & vegetables from the fridge, soiled/greased containers from the kitchen cabinets, dirty towels etc. from the bathroom cabinets • ensure that all kitchen appliances such as cooking ranges, dishwashers and microwaves are cleaned and maintained proper clean/wipe the appliances on a daily basis considering different appliances need different cleaning procedures 	<p>cum Cook (Household and Small Establishment) qualification pack, job role holder must have a knowledge of facts, principles, processes and general concepts, in a field of work or study. Hence NSQF level for this descriptor is 2.</p>	
<p>Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill</p>	<ul style="list-style-type: none"> • Communication Skill • Decision Making • Planning • Mathematical and accounting Skills • Supervisory skills • Coordinating skills • Digital skills • Leadership skills • Budgeting skills • Record keeping skills 	<p>As can be inferred from the knowledge and understanding related points mentioned in the adjacent cell, which have been taken from the Housekeeper cum Cook (Household and Small Establishment) qualification pack, job role holder must have a knowledge of facts, principles, processes and general concepts, in a field of work or study Hence NSQF level for this descriptor is 2</p>	2
<p>Broad Learning Outcomes/Core Skill</p>	<ul style="list-style-type: none"> • Language to communicate written or oral, with required clarity, skill to basic arithmetic and algebraic principles, basic understanding of social 	<p>As can be inferred from the knowledge and understanding related points mentioned in the adjacent cell, which</p>	2

	<p>political and natural environment</p> <ul style="list-style-type: none"> • A Housekeeper cum Cook needs to know and understand how to: • interact in a courteous and disciplined manner with all • dress appropriately and maintain a well-groomed personality • ensure not to argue with the employer/guest • listen attentively and answer back politely • Understand gender differences, treat women as any other person and be sensitive to their ambitions and requirements • Be sensitive and appropriately responsive to the life conditions and requirements of PwD Support and be empathetic towards PwDs with their daily chores 	<p>have been taken from the Housekeeper cum Cook (Household and Small Establishment) qualification pack, job role holder must have a knowledge of facts, principles, processes and general concepts, in a field of work or study.</p> <p>Hence NSQF level for this descriptor is 2</p>	
<p>Responsibility</p>	<ul style="list-style-type: none"> • Responsibility for own work and learning. • Housekeeper cum Cook is responsible for providing basic housekeeping services such as sweeping, dusting, laundry, cleaning of utensils, bathroom and toilets and garbage disposal. Maintaining daily, weekly, long-time cleaning schedule for the house is also his/her duty. • For example: • Sweeping, dusting and mopping of the house/work area. • Washing utensils and placing them in their respective locations. • Follow measures of safety and security at workplace • Manage waste and ensure cleanliness 	<p>A Housekeeper cum Cook (Household and Small Taking care of the basic Housekeeping activities on daily basis as well as maintaining safety, security and hygiene while working requires close supervision and also some responsibility for one’s own works.</p> <p>As such it relates to the relevant descriptor in Level 2, “Under close supervision, some responsibility for own work within defined limit.”</p>	<p>2</p>

Annexure 2: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size:

	Tool / Equipment Name	Specification	Quantity for specified Batch size
1.	Disposable Tableware	piece	15
2.	Mattress Cover	piece	1
3.	Blanket & Quilt	piece	1
4.	Room Freshener	piece	2
5.	Spider Web Cleaner	piece	1
6.	Air Freshener	piece	2
7.	Fruit & Vegetables	K.G.	5
8.	Iron Board	piece	1
9.	Suction Cup Drainage Opener	piece	1
10.	Multi Stain Remover Liquid	piece	1
11.	Scrubber	piece	5
12.	Ceiling Fan	piece	1
13.	Semi Auto Matic Washing Machine	piece	1
14.	Microwave	piece	1
15.	Mattress	piece	1
16.	Fire Extinguisher	piece	1
17.	Strainer	piece	1
18.	Exhaust Fan	piece	1
19.	Pakad (tong)	piece	1

20.	Bucket (20 Ltr.)	piece	1
21.	Needle And Thread	set	1
22.	Drain Cleaner Powder	piece	1
23.	Hand Towels	piece	6
24.	Cloth Drying Stand	piece	1
25.	Rubber Hand Gloves	piece	5
26.	Utensils Cleaner Liquid & Bar	piece	1
27.	Zip Lock Bags	piece	1
28.	Amirah	piece	1
29.	Floor Cleaner Liquid	piece	1
30.	Waste News Paper	piece	10
31.	Metal Tongs	piece	1
32.	Window Curtains	piece	2
33.	Refrigerator	piece	1
34.	Hand Wash	piece	2
35.	Toilet Brush	piece	1
36.	Mask	piece	6
37.	Cleaning Easy Wipes	set	1
38.	Cloth Stain Remover/ Bleach	piece	1
39.	Cooking Range	piece	1
40.	Juicer-Mixer-Grinder	piece	1
41.	Bed	piece	1
42.	Air Conditioner	piece	1
43.	Air Purifier		

44.	Dining Table & Chairs	piece	1
45.	Cupboards	piece	1
46.	Knife Set	piece	3
47.	Cushions	piece	3
48.	Mop (Indian/Western)	piece	1
49.	Tea Set	piece	6
50.	First Aid Box	piece	2
51.	Soft Broom (Indian)	piece	3
52.	Serving Tray Set	piece	1
53.	Clothespins	piece	12
54.	Baking Dishes	piece	2
55.	Spatula Set	piece	1
56.	Plastic Bowls Of Various Sizes	piece	6
57.	Mirror	piece	1
58.	Cutlery Set	set	1
59.	Toilet Cleaner	piece	1
60.	Sponge	piece	6
61.	Glassware	piece	6
62.	Food Storage Containers For Fridge	piece	6
63.	Feather Duster - Big & Small	piece	3
64.	Wiper	piece	2
65.	Garbage Bags Black	PACKET	1
66.	Utensils Steel Stand	piece	1
67.	Hand Sanitizer	piece	2

68.	Dust Bin	piece	4
69.	Aluminum Foil	piece	6
70.	Sofa Set	piece	1
71.	Grocery Storage Containers	piece	12
72.	Glass Cleaning Liquid	piece	1
73.	Liquid Detergent	piece	1
74.	Bed Sheets	piece	2
75.	Grocery Items	KG	10
76.	Steam Iron	piece	1
77.	Dust Pan	piece	2
78.	Liquid Fabric Whitener	piece	1
79.	Vacuum Cleaner	piece	1
80.	Dinner Set	set	1
81.	Artefacts	piece	2
82.	Carpet	piece	1
83.	Dishwasher	piece	1
84.	Bucket (10 Ltr.)	piece	2
85.	Laundry Basket	piece	1
86.	Cloth Hangers And Clips	set	1
87.	Dry Iron	piece	1
88.	Door Mats	piece	2
89.	Hard Broom (Tili Jhadu)	piece	3
90.	Aprons	piece	30
91.	Kitchen Counter Cleaner Liquid	piece	1

92.	Various Clothes For Different Seasons	piece	10
93.	Paper Napkins	unit	5
94.	Detergent Powder	K.G.	2
95.	Toilet Roll	unit	5
96.	Clothes Cleaning Brush	piece	2
97.	OTG	piece	1
98.	Cooking Utensils	set	1
99.	Smart Doorbell with Camera	piece	1
100.	MOP Wringer Trolley	piece	1 Each
101.	Alexa operated equipments (Light, Fans)	piece	1 Each

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Laptops
2. Whiteboards and markers
3. Projector
4. Screen
5. Chart paper
6. AV equipment
7. Stationery
8. Telephone connection

Annexure 3: Industry Validations Summary

Provide the summary information of all the industry validations in table. This is not required for OEM qualifications.

S.No	Name of Organization	Name of SPOC & Designation	Designation	Address	Contact No.	E-mail ID	LinkedIn Profile (if available)
1.	Portea Medical (Healthvista India Limited)	Mr Sushil Rathor, HRBP North India	HRBP North India	FIEE Complex, A29, Block A, Okhla Phase II, New Delhi, 110020	8447756948	sushil.rathor@porteamedical.com	
2.	Prayas Juvenile Aid Centre Society	Manoj Kumar Sinha	Additional Director	59, Institutional Area, Tughlakabad, Delhi - 110062	7488564912	manojksinha@prayaschildren.org	
3.	Bookmybai.com	Sonu Maurya	Accountant	310, Gemstar Commercial Complex, Ramchandra Ln, Malad, Kanchpada, Malad West, Mumbai, Maharashtra, 400064	7045298634	accounts@bookmybai.com	
4.	Heritage Eldercare Services Private Limited	Pavithra Gangadharan	Director	Plot No. 8, 9 & 14, 15, Sai Ashwaraya Layout, Khajaguda, Hyderabad, Telangana 500089	9666641238	pavithra.g@heritagehealthcareindia.com	
5.	Pristine Consol	Sana'a Yousef Kazi	Proprietor	117, Ruby Industrial Estate, Off. New Link Road, Chincholi Bunder, Malad West, Mumbai – 400064	9819311213	Sanaa.kazi3@gmail.com	
6.	Gadsing Healthcare and Education Private Limited	Dr Praveen Narayan Gadsing	Director	H 2-3, Suyojit Commercial Complex, Vishal Mega Mart, Nashik, 400009, Maharashtra	7276616404	praveengadsing1@gmail.com	
7.	VKRG Healthcare Private Limited	Dr Kailas Jagdish Rathi	Director	G 12-13, Suyojit Commercial Complex, Near Prakash Petrol Pump, Mumbai Naka, Nashik, 422011, Maharashtra	7276616404	vkrg.nsk.01@gmail.com	

8.	Aalamaram learning Academy pvt ltd	Lakshmi	Trainer	Thiruvanmiyur Chennai 600041	9962339278	aalamaramglobal@gmail.com	
9.	Hire For Care	Rajat	CEO & Management Trustee	Mumbai	9619218826	Rajat@hireforcare.com	
10.	Sahajya Foundation	Biplap Naik	CEO & Management Trustee	Orrisa	7008195714	sahajya.foundation@gmail.com	

Annexure 4: Training & Employment Details

Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2024-25	1000	750	200	150	10	7
2025-26	1200	900	400	300	14	11
2026-27	1500	1125	600	480	18	

Data to be provided year-wise for next 3 years

Training, Assessment, Certification, and Placement Data for previous versions of qualifications:

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed
Housekeeper cum Cook (Household & Small Establishment)	2020-21	20601	20601	19195		0	0	0					
Housekeeper cum Cook (Household & Small Establishment)	2021-22	4249	4249	3934									

Housekeeper cum Cook (Household & Small Establishment)	2022-23	4487	4487	4275										
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Applicable for revised qualifications only, data to be provided year-wise for past 3 years.

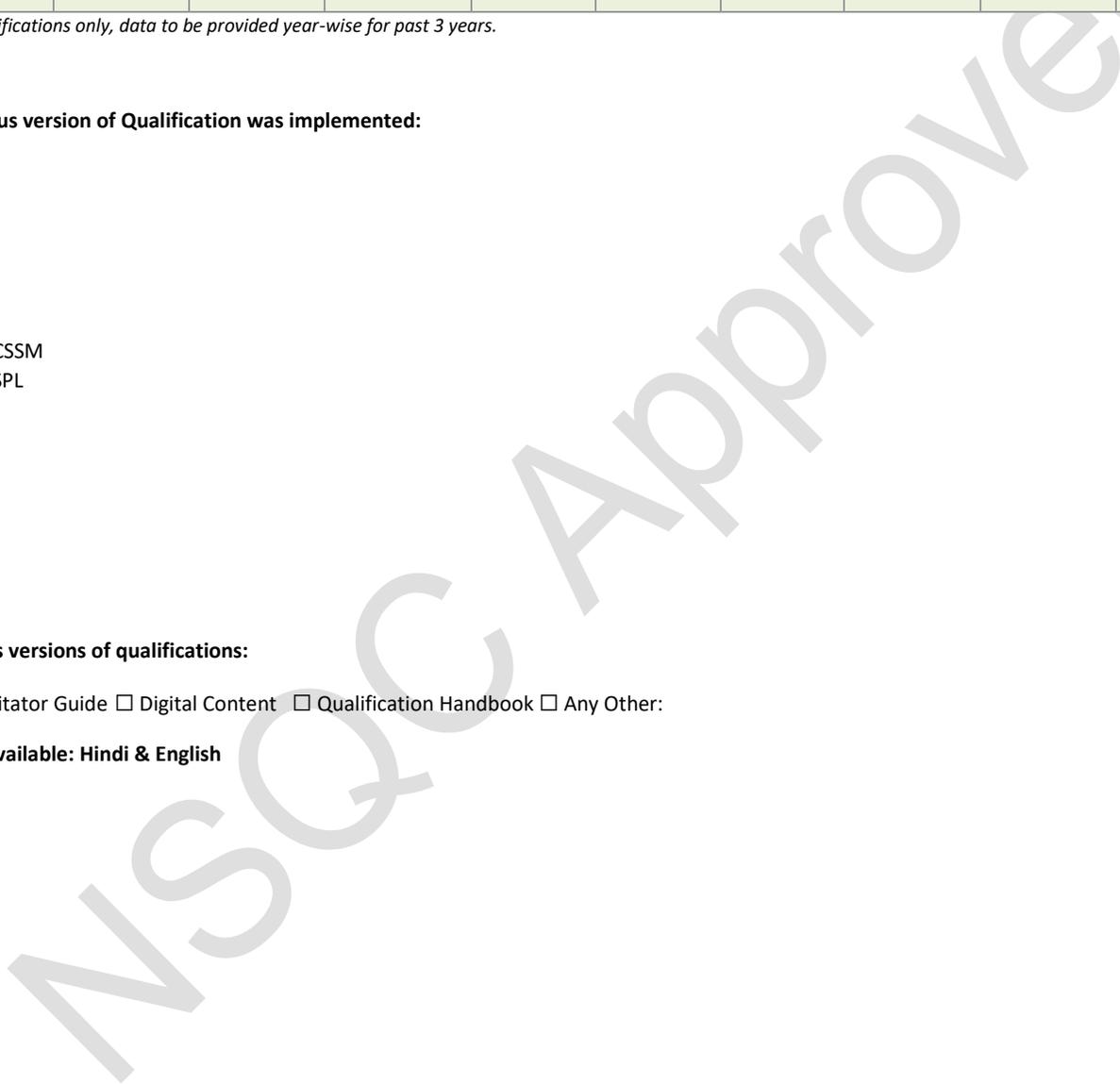
List Schemes in which the previous version of Qualification was implemented:

1. MPTB
2. GKRA
3. NBCFDC
4. NSFDC
5. NSKFDC
6. PMKVY
7. PMKVY-CSSM
8. PMKVY-SPL
9. ASDM
10. RHLDC
11. MSSDS
12. TNDC
13. DDUGKY
14. NULM
15. UPSDM

Content availability for previous versions of qualifications:

Participant Handbook Facilitator Guide Digital Content Qualification Handbook Any Other:

Languages in which Content is available: Hindi & English



Annexure 5: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

Refer NCVET “Guidelines for Blended Learning for Vocational Education, Training & Skilling” available on:

<https://ncvet.gov.in/sites/default/files/Guidelines%20for%20Blended%20Learning%20for%20Vocational%20Education,%20Training%20&%20Skilling.pdf>

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline : Online Ratio
1	<input checked="" type="checkbox"/> Theory/ Lectures - Imparting theoretical and conceptual knowledge	LCD, Projector, Laptop, MSOffice Suite, Flipchart, whiteboard, Markers, wi-fi connectivity	50:50
2	<input checked="" type="checkbox"/> Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners		
3	<input checked="" type="checkbox"/> Showing Practical Demonstrations to the learners	LCD, Projector, Laptop, MSOffice Suite, various tools and software, computer camera, computer speakers, wi-fi connectivity	50:50
4	<input checked="" type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	Computer systems for all students, printers, wi-fi connectivity	50:50
5	<input checked="" type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice	Learning management system	0:100
6	<input checked="" type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations	Online assessment portals, tablet for each student	0:100
7	<input checked="" type="checkbox"/> On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training	Access to industry partner in relevant field	100:0

Annexure 6: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

DWC/N0101: Carry out housekeeping services using new technology equipments

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Clean the house/ work area applying, methods and techniques for different surfaces (floors, furniture, windows)	08	10		4

PC1. sweep the floors and other surfaces with a broom	-	-	-	-
PC2. dust off appliances, furniture, upholstery and furnishings, rugs/ carpets etc	-	-	-	-
PC3. clean the surfaces using appropriate cleaning chemicals and equipments	-	-	-	-
PC4. Collect, segregate and dispose of the household garbage.	-	-	-	-
Tiding up the house and manage the cleaning schedule	12	12		6
PC5. remove the soiled bed linen and replace them with fresh, clean ones				
PC6. fold and stack bed linen, towels, table cloths etc. appropriately and as required	-	-	-	-
PC7. make available the toilet items/ clean supplies, where required within the household	-	-	-	-
PC8. scrub, wash and clean/ dry the toilet, shower/bathtub, floor, counter and sink	-	-	-	-
PC9. develop and implement a comprehensive cleaning schedule covering daily, weekly, and long-term cleaning tasks.				
PC10. monitor and adjust the cleaning schedule as needed to accommodate changes in household requirements or priorities.				
PC11. monitor inventory of household supplies, cleaning products, and toiletries, and replenish items as needed.				
Laundry care (washing, ironing, folding)	14	15	-	6

PC12. categorize the cloth as per colour, texture and fabric prior to the washing	-	-	-	-
PC13. wash using appropriate detergent/ whitener in separate batches	-	-	-	-
PC14. unload the washing unit and spread appropriately for drying	-	-	-	-
PC15. Wash soft clothes and stained clothes by hand or as considered proper	-	-	-	-
PC16. sort and fold the dried clothes, linen etc.	-	-	-	-
PC17. iron the clothes, and fold them properly	-	-	-	-
PC18. arrange clothes in the appropriate places.	-	-	-	-
Maintain an organized and clutter-free environment for easy housekeeping	6	6	-	4
PC19. operate and maintain cleaning appliances/ equipment like vacuum cleaners, scrubbers washing machine, mops, wipers etc.	-	-	-	-
PC20. clean/ wipe the appliances and other equipment on a daily basis as per their cleaning process	-	-	-	-
PC21. organize and put away cleaned items in designated storage areas.	-	-	-	-
PC22. assess storage needs and efficiently utilize available space.	-	-	-	-
NOS Total	40	40	-	20

DWC/N0104: Prepare and cook meals and provide basic table service				
Cleaning and maintaining the kitchen and kitchen items/ equipment	9	9	-	3
PC1. clear the kitchen top of the utensils, appliances etc. to prepare the same for cleaning	-	-	-	-
PC2. clean the kitchen in entirety (top, walls, appliances, floor, cabinets, etc.) using appropriate methods, cleaning tools and agents	-	-	-	-
PC3. dust and clean areas, appliances such as fridge and items such as serve ware kept in dining room, and arrange them appropriately	-	-	-	-
PC4. Collect, segregate and dispose of the kitchen waste to maintain hygiene	-	-	-	-
PC5. place kitchen appliances, utensils, and other equipment appropriately after cleaning	-	-	-	-
PC6. use water, power and other resources economically while cleaning and washing	-	-	-	-
PC7. clean and maintain all the kitchen appliances such as cooking ranges, dishwashers, microwaves, etc.	-	-	-	-
PC8. wash utensils (cook and serve ware) manually/ using equipment	-	-	-	-
PC9. wash and maintain special care cutlery and crockery	-	-	-	-
PC10. place washed utensils in appropriate storage areas	-	-	-	-
Perform menu planning and budgeting for meals	9	9	-	3

PC11. Follow the dietary needs and preferences of all individuals who will be consuming the meals (e.g., allergies, intolerances, vegetarian/vegan diets).				
PC12. Develop menus that offer variety and incorporate different food groups across meals throughout the week.				
PC13. Plan meals that are visually appealing and satisfying.				
PC14. Apply knowledge of unit pricing and seasonal availability to select cost-effective ingredients.				
PC15. Create a shopping list that aligns with the planned menu and budget.				
PC16. Follow the developed menu plan when purchasing groceries and preparing meals.				
PC17. Make adjustments to the plan as needed based on availability or unforeseen circumstances.				
PC18. Monitor food waste and identify opportunities for reduction.				
PC19. Evaluate the overall cost-effectiveness of the menu plan and adjust plans accordingly.				
PC20. Gather feedback on meal satisfaction and incorporate it into future menu planning.				
PC21. source and utilize recipes from various cuisines can enhance menu variety.				
PC22. Plan for leftovers and incorporate them into future meals.				
Ensure stock of grocery	2	4	-	3

PC23. make a list of regular grocery and food items needed in the kitchen	-	-	-	-
PC24. check stock levels of grocery and fresh food items and replenish them when required.	-	-	-	-
Operate kitchen tools, equipment and appliances	2	4	-	2
PC25. check and ensure that the tools, equipment and appliances are functional prior to commencement of work in kitchen	-	-	-	-
PC26. operate all the tools, appliances and any other equipment required for cooking	-	-	-	-
Cook for regular and special occasions	9	9	-	3
PC27. prepare the list of ingredients for different dishes	-	-	-	-
PC28. wash raw ingredients such as vegetables, fruits and meat	-	-	-	-
PC29. chop raw ingredients	-	-	-	-
PC30. use appropriate cooking methods and recipes to cook	-	-	-	-
PC31. cook various types of recipes for breakfast, lunch, dinner, snacks and mini meals with tea, coffee and drinks	-	-	-	-
PC32. Prepare various drinks accompanying the food like tea, coffee, juices, shakes, mocktails etc.	-	-	-	-
PC33. Choose appropriate cooking methods (e.g., boiling, steaming, pressure cooking) for different types of millets, and other grains (Quinoa, Barley, etc.)	-	-	-	-

PC34. Pair cooked millets and other grains (Quinoa, Barley, etc.) with appropriate side dishes and accompaniments to create balanced meals.	-	-	-	-
PC35. prepare seasoning, dressings, and sauces	-	-	-	-
PC36. cook special recipes for special occasions like birthdays, festivals etc.	-	-	-	-
PC37. assist lady of the house or senior cook when cooking	-	-	-	-
PC38. serve dishes in combinations making up the meal being served	-	-	-	-
PC39. store and preserve the prepared food in appropriate containers/ fridge	-	-	-	-
PC40. store half cooked food/ dish (to be fully cooked later) in right containers and place	-	-	-	-
Maintain a safe, secure and hygienic environment in the kitchen and dining area	2	0		2
PC41. ensure that the appliances like microwave, oven, cooking range etc. are turned off after each use	-	-	-	-
PC42. watch for possible hazards, such as gas leakage, short circuiting, wet floors etc. and address the hazards appropriately	-	-	-	-
PC43. seek appropriate help in case of emergency or accident	-	-	-	-
PC44. disinfect waste-bins, kitchen counters, cabinets, walls, and other surfaces	-	-	-	-
PC45. ensure that the chimneys, exhaust fans etc. are used diligently to avoid fumes and grime on the surfaces	-	-	-	-

Preparing for meal presentation and plating	7	5		4
PC46. arrange cutlery on the table, at appropriate places	-	-	-	-
PC47. place table mats, coasters, decorative items like candles, flower vases, etc.	-	-	-	-
PC48. serve the food in appropriate plates, bowls etc.	-	-	-	-
PC49. refill the serving dishes and glasses with drinks if required	-	-	-	-
PC50. maintain a friendly, warm and hospitable environment during meal service	-	-	-	-
PC51. ensure health and hygiene by keeping everything clean and fresh	-	-	-	-
PC52. store the leftovers in appropriate containers and keep them in the fridge	-	-	-	-
PC53. discard leftovers that cannot be stored	-	-	-	-
Total Marks	40	40	-	20
DWC/N9903: Maintain health, hygiene and safety standards at workplace				
Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Follow personal and workplace hygiene	10	20	0	0

PC1. wash and sanitize hands at regular intervals with hand soap and alcohol-based sanitizers	-	-	-	-
PC2. keep the home or workplace free of germs, insects, and bugs by utilizing the proper environmentally friendly solutions or cleaning chemicals	-	-	-	-
PC3. wash the dishes and other items in accordance with the set requirements	-	-	-	-
PC4. sanitize all tools, equipment, and appliances with touch points on a regular basis	-	-	-	-
PC5. make sure that the garbage cans are frequently cleared in accordance with the timetable for cleanliness and maintenance	-	-	-	-
PC6. place trash in designated bins or the proper trash container	-	-	-	-
PC7. wear appropriate PPE like hair net, protective aprons, footwear, respirators, masks, etc. at work	-	-	-	-
PC8. maintain personal hygiene by brushing teeth frequently, bathing daily, dressing well, eating healthfully, etc.	-	-	-	-
PC9. avoid consumption of tobacco, paan, alcohol, smoking cigarettes, etc. at the workplace	-	-	-	-
Follow workplace practices to promote wellbeing	7	15	0	0
PC10. adhere to safety protocols when using materials, tools, and equipment	-	-	-	-
PC11. follow guidelines and safety protocol while using electrical household gadgets	-	-	-	-
PC12. recognize workplace risks and promptly inform anybody who should know about them	-	-	-	-

PC13. report to various emergency circumstances with prompt response and reporting	-	-	-	-
PC14. attend regular health check-ups	-	-	-	-
PC15. place medicines and hazardous chemicals away	-	-	-	-
Manage waste at workplace	7	11	0	0
PC17. identify and separate hazardous, recyclable, and non-recyclable waste at the workplace	-	-	-	-
PC18. manage wastages like food, water, etc., as directed	-	-	-	-
PC19. dispose of all types of wastes appropriately	-	-	-	-
PC20. recycle waste wherever applicable	-	-	-	-
PC21. discard PPEs in plastic bags that are sealed and labeled "infectious waste"	-	-	-	-
PC22. conserve materials, natural resources, and energy at work	-	-	-	-
PC23. use eco-friendly methods at work to reduce pollution of the air, water, and earth	-	-	-	-
Apply basic first aid	10	20	-	-
PC24. Identify and prepare first aid equipment and resources required to address identified workplace requirements	-	-	-	-

PC25. Identify personnel requirements in line with workplace requirements	-	-	-	-
PC26. Access and provide information in the workplace to encourage risk minimisation and facilitate access to first aid facilities as appropriate	-	-	-	-
PC27. Monitor and maintain availability of adequate resources to support workplace first aid response	-	-	-	-
PC28. Assess casualty and identify injuries, illnesses and conditions	-	-	-	-
PC29. Use available resources and equipment to make the casualty as comfortable as possible	-	-	-	-
PC30. Seek consent from casualty prior to applying first aid management	-	-	-	-
PC31. Seek first aid assistance from others in a timely manner and as appropriate	-	-	-	-
PC32. Maintain first aid records in line with workplace security practices	-	-	-	-
PC33. Apply fire safety practices	-	-	-	-
NOS Total	34	66	0	0
DWC/N9902: Maintain service standards and communicate effectively				
Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain behavioural etiquette</i>	20	20	0	10

PC1. greet the residents promptly and appropriately in accordance with the procedure	-	-	-	-
PC2. interact with all residents in a polite and professional manner	-	-	-	-
PC3. make requirements clear by asking appropriate questions	-	-	-	-
PC4. respond effectively to residents' dissatisfactions and complaints	-	-	-	-
PC5. create and maintain an effective but impersonal relationship with residents	-	-	-	-
PC6. notify residents in advance of any issues or problems, as well as any developments that may affect them	-	-	-	-
PC7. seek feedback from the residents and incorporate them to improve their experience	-	-	-	-
PC8. avoid arguing with the residents	-	-	-	-
PC9. report any workplace issues to the residents/employers immediately	-	-	-	-
PC10. ensure appropriate personal behaviour and conduct taking gender into consideration	-	-	-	-
PC11. follow good manners in household/ workplace with a view to maintaining hygiene and sanitation, such as while coughing, not spitting, belching, etc.	-	-	-	-
PC12. recognise, acknowledge and overcome inherent biases regarding disabilities	-	-	-	-
PC13. carry out tasks in a timely and disciplined manner	-	-	-	-

<i>Maintain professional manner at work</i>	10	10	-	5
PC14. report to work on time	-	-	-	-
PC15. behave appropriately when communicating with coworkers and others	-	-	-	-
PC16. keep proper attire and a presentable demeanour	-	-	-	-
PC17. maintain personal hygiene	-	-	-	-
PC18. respect privacy of others at the workplace	-	-	-	-
<i>Give specific services as per the residents' requirements</i>	10	10	-	5
PC19. provide services and maintain the quality of facilities to cater to specific needs of every individual, across all gender and age groups as per standards	-	-	-	-
PC20. assist people with disabilities when necessary	-	-	-	-
PC21. follow gender and age-sensitive service practices at all times	-	-	-	-
PC22. identifies and reports workplace harassment and discrimination based on gender, disability, caste, religion, color, sexual orientation, and culture	-	-	-	-
PC23. maintain social distance in social situations/at work	-	-	-	-
PC24. inform the employer of any personal health issues related to injury or infectious diseases	-	-	-	-

Total Marks	40	40	-	20
DGT/VSQ/N0101: Employability Skills (30 Hours)				
Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. understand the significance of employability skills in meeting the job requirements				
<i>Constitutional values – Citizenship</i>	1	1	-	-
PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC3. explain 21st Century Skills such as Self- Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC4. speak with others using some basic English phrases or sentences				
<i>Communication Skills</i>	1	1	-	-

PC5. follow good manners while communicating with others	-	-	-	-
PC6. work with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	3	4	-	-
PC9. use various financial products and services safely and securely	-	-	-	-
PC10. calculate income, expenses, savings etc.	-	-	-	-
PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
<i>Essential Digital Skills</i>	4	6	-	-
PC12. operate digital devices and use its features and applications securely and safely	-	-	-	-
PC13. use internet and social media platforms securely and safely	-	-	-	-
<i>Entrepreneurship</i>	3	5	-	-

PC14. identify and assess opportunities for potential business	-	-	-	-
PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
<i>Customer Service</i>	2	2	-	-
PC16. identify different types of customers	-	-	-	-
PC17. identify customer needs and address them appropriately	-	-	-	-
PC18. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	1	3	-	-
PC19. create a basic biodata	-	-	-	-
PC20. search for suitable jobs and apply	-	-	-	-
PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
NOS Total	20	30	-	-

Annexure 7: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

Mention the detailed assessment strategy in the provided template.

1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on SIP or email
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC
- Assessment agency deploys the ToA certified Assessor for executing the assessment
- SSC monitors the assessment process & records

2. Testing Environment:

- Check the Assessment location, date and time
- If the batch size is more than 30, then there should be 2 Assessors.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) are verified by the other SME
- Questions are mapped to the specified assessment criteria
- Assessor must be ToA certified & trainer must be ToT Certified

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding

5. Method of verification or validation:

- Surprise visit to the assessment location

6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored

On the Job:

1. Each module will be assessed separately.
2. The candidate must score 70% in each module to successfully complete the OJT.
3. Tools of Assessment that will be used for assessing whether the candidate is having desired skills and etiquette of dealing with customers, understanding needs & requirements, assessing the customer and perform Soft Skills effectively:
 - Videos of Trainees during OJT
4. Assessment of each Module will ensure that the candidate is able to:
 - Effective engagement with the customers
 - Understand the working of various tools and equipment

Annexure 8: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework

NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

Glossary

Term	Description
National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf

NSQC Appri