



सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय  
**DEVELOPMENT COMMISSIONER**  
MINISTRY OF MICRO, SMALL & MEDIUM  
ENTERPRISES

**MSME TECHNOLOGY CENTRE**



**Skill India**  
कौशल भारत - कुशल भारत

[Please refer Guidelines for STT/LTT/Apprenticeship /OEM Qualification File](#)

## QUALIFICATION FILE

### Graphic Designer Assistant

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

Up skilling  Dual/Flexi Qualification  For ToT  For ToA

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

NCrF/NSQF Level: 3

Submitted By:

MSME TECHNOLOGY CENTRE

O/o DC MSME, Ministry of Micro, Small and Medium Enterprises

Govt. of India

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## Table of Contents

Section 1: Basic Details	3
Section 2: Module Summary	5
NOS/s of Qualifications,	5
<i>(In exceptional cases these could be described as components)</i>	5
Mandatory NOS/s:	5
Elective NOS/s:	6
Optional NOS/s:	7
Assessment - Minimum Qualifying Percentage:	7
Section 3: Training Related	7
Section 4: Assessment Related	8
Section 5: Evidence of the need for the Qualification	9
Section 6: Annexure & Supporting Documents Check List	10
Annexure I: Evidence of Level	11
Annexure II: Tools and + (Lab Set-Up)	13
<b>List of Tools and Equipment for Batch Size: 20</b>	13
Annexure III: Industry Validations Summary	14
Annexure IV: Training & Employment Details	14
Annexure V: Blended Learning	16
Annexure VI: Detailed Assessment Criteria	17
Annexure VII: Assessment Strategy	24
Annexure VIII: Acronym and Glossary	25

### Section 1: Basic Details

1.	<b>Qualification Name</b>	Graphic Designer Assistant							
2.	<b>Sector/s</b>	Media & Entertainment							
3.	<b>Type of Qualification:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Revised <input type="checkbox"/> Has Electives/Options <input type="checkbox"/> OEM	<b>NQR Code &amp; version of existing/previous qualification:</b> <i>(change to previous, once approved)</i> QG-03-ME-02415-2024-V1-MSME	<b>Qualification Name of existing/previous version:</b>						
4.	<b>a. OEM Name</b> <b>b. Qualification Name</b> <i>(Wherever applicable)</i>	NA -							
5.	<b>National Qualification Register (NQR) Code &amp; Version</b> <i>(Will be issued after NSQC approval)</i>	MSME/GDA QG-03-ME-02415-2024-V1-MSME	<b>6. NCrF/NSQF Level: 3</b>						
7.	<b>Award (Certificate/Diploma/Advance Diploma/Any Other</b> <i>(Wherever applicable specify multiple entry/exits also &amp; provide details in annexure)</i>	<b>Certificate</b>							
8.	<b>Brief Description of the Qualification</b>	Learners who attain this qualification are competent in the following area, <ul style="list-style-type: none"> <li>• Create a Conceptual art,</li> <li>• Using the Illustrator software create a graphics &amp; Modify according to creative head.</li> </ul> , Qualified learner to get a job in Photo studio, advertising/media company or become an entrepreneur.							
9.	<b>Eligibility Criteria for Entry for Student/Trainee/Learner/ Employee</b>	<b>a. Entry Qualification &amp; Relevant Experience:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">S. No.</th> <th style="width: 65%;">Academic/Skill Qualification (with Specialization - if applicable)</th> <th style="width: 30%;">Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>10<sup>th</sup> Pass or Equivalent</td> <td>No Experience Required</td> </tr> </tbody> </table> <b>b. Age: -</b>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1	10 <sup>th</sup> Pass or Equivalent	No Experience Required
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)							
1	10 <sup>th</sup> Pass or Equivalent	No Experience Required							

10.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	13	11. Common Cost Norm Category (I/II/III) (wherever applicable): I																								
12.	Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)	NA																									
13.	Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)	<input type="checkbox"/> Offline <input type="checkbox"/> Online <input checked="" type="checkbox"/> Blended <table border="1" data-bbox="965 400 2130 655"> <thead> <tr> <th>Training Delivery Modes</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th>OJT Mandatory (Hours)</th> <th>OJT Recommended (Hours)</th> <th>Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td>60</td> <td>150</td> <td>-</td> <td>-</td> <td>210</td> </tr> <tr> <td>Online</td> <td>30</td> <td>150</td> <td>-</td> <td>-</td> <td>180</td> </tr> <tr> <td><b>TOTAL</b></td> <td>90</td> <td>300</td> <td>-</td> <td>-</td> <td>390</td> </tr> </tbody> </table> <p>(Refer Blended Learning Annexure for details)</p>		Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	60	150	-	-	210	Online	30	150	-	-	180	<b>TOTAL</b>	90	300	-	-	390
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)																						
Classroom (offline)	60	150	-	-	210																						
Online	30	150	-	-	180																						
<b>TOTAL</b>	90	300	-	-	390																						
14.	Aligned to NCO/ISCO Code/s(if no code is available mention the same)	2166.05 (Graphic Designer)																									
15.	Progression path after attaining the qualification (Please show Professional and Academic progression)	Professional/Career Progress: Jr. Graphic Designer																									
16.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	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: As per govt.norms.																									
19.	How Participation of Women will be Encouraged	Seats are reserved as per government Norms.																									

20.	<b>Are Greening/ Environment Sustainability Aspects Covered</b> ( <i>Specify the NOS/Module which covers it</i> )	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No The said aspect covered in the Module name Employability Skills.	
21.	<b>Is Qualification Suitable to be Offered in Schools/Colleges</b>	Schools <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Subject to availability of resources.	
22.	<b>Name and Contact Details of Submitting / Awarding Body SPOC</b> ( <i>In case of CS or MS, provide details of both Lead AB &amp; Supporting ABs</i> )	<b>Name: Sh. Vijay Mahipatrao Bankar</b> <b>Contact No. +0755 3501078</b> <b>Email-msmetcab@gmail.com</b>	
23.	<b>Final Approval Date by NSQC: 30.04.2024</b>	<b>24. Validity Duration: 3 Years</b>	<b>25. Next Review Date: 30.04.2027</b>

## Section 2: Module Summary

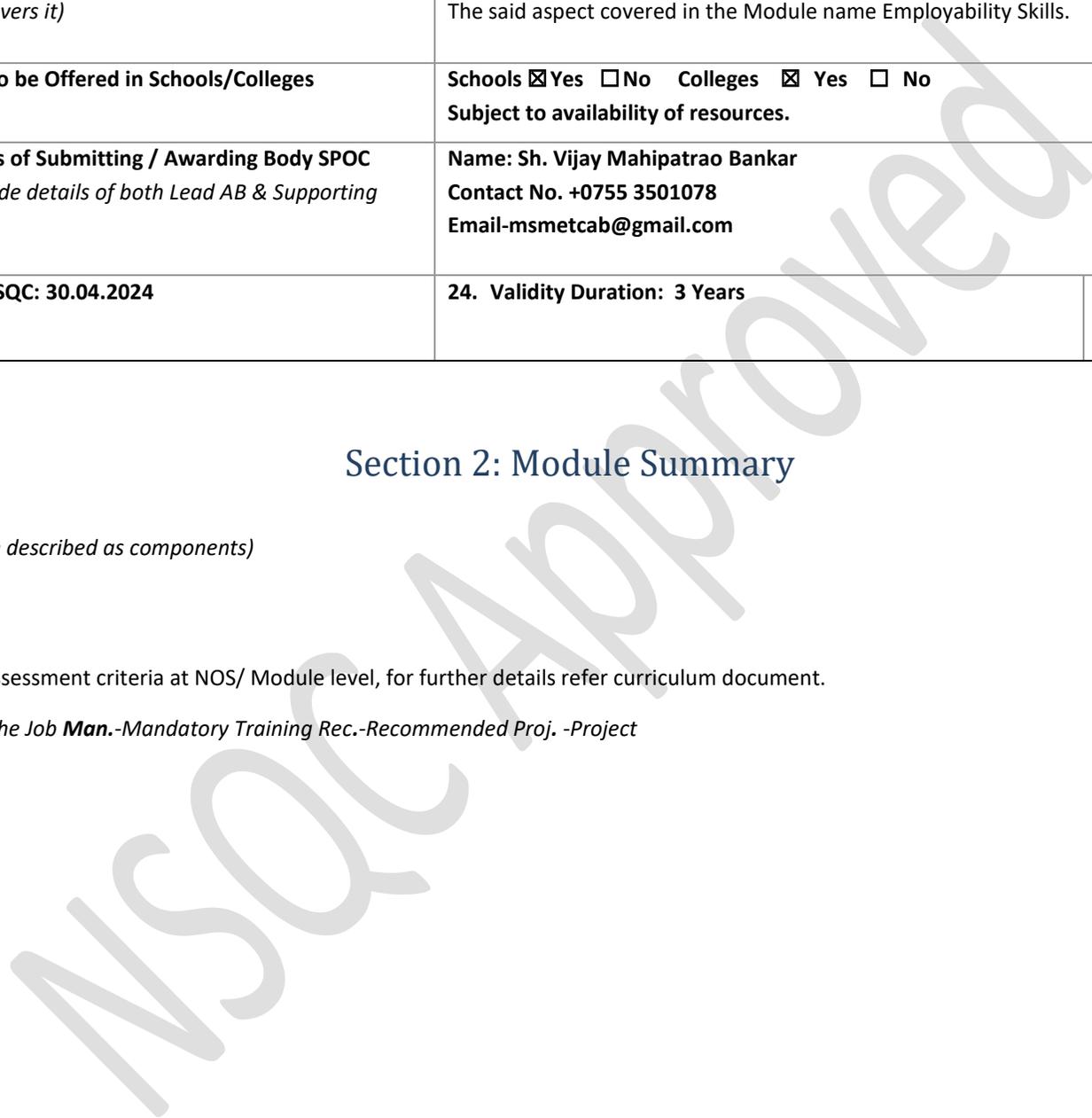
### NOS/s of Qualifications,

(*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	Basic Understanding of Concept Art	MSME/GDA /01	Core	2.5	2	60			-	-	60	100	-	-	-	100	
2	Attain knowledge of Computer Illustrations	MSME/GDA /02	Core	2.5	5	30	120		-	-	150	-	100	-	-	100	
3	Gain insight into Computer Graphics	MSME/GDA /03	Core	2.5	5	30	120		-	-	150	-	100	-	-	100	
4	Employability skills	MSME/ES/0 1	None Core	2.5	1	30			-	-	30	100	-	-	-	100	
<b>Duration (in Hours) / Total Credit / Marks</b>						<b>150</b>	<b>240</b>			<b>390</b>	<b>200</b>	<b>200</b>			<b>400</b>		

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)	

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

Assessment - Minimum Qualifying Percentage:

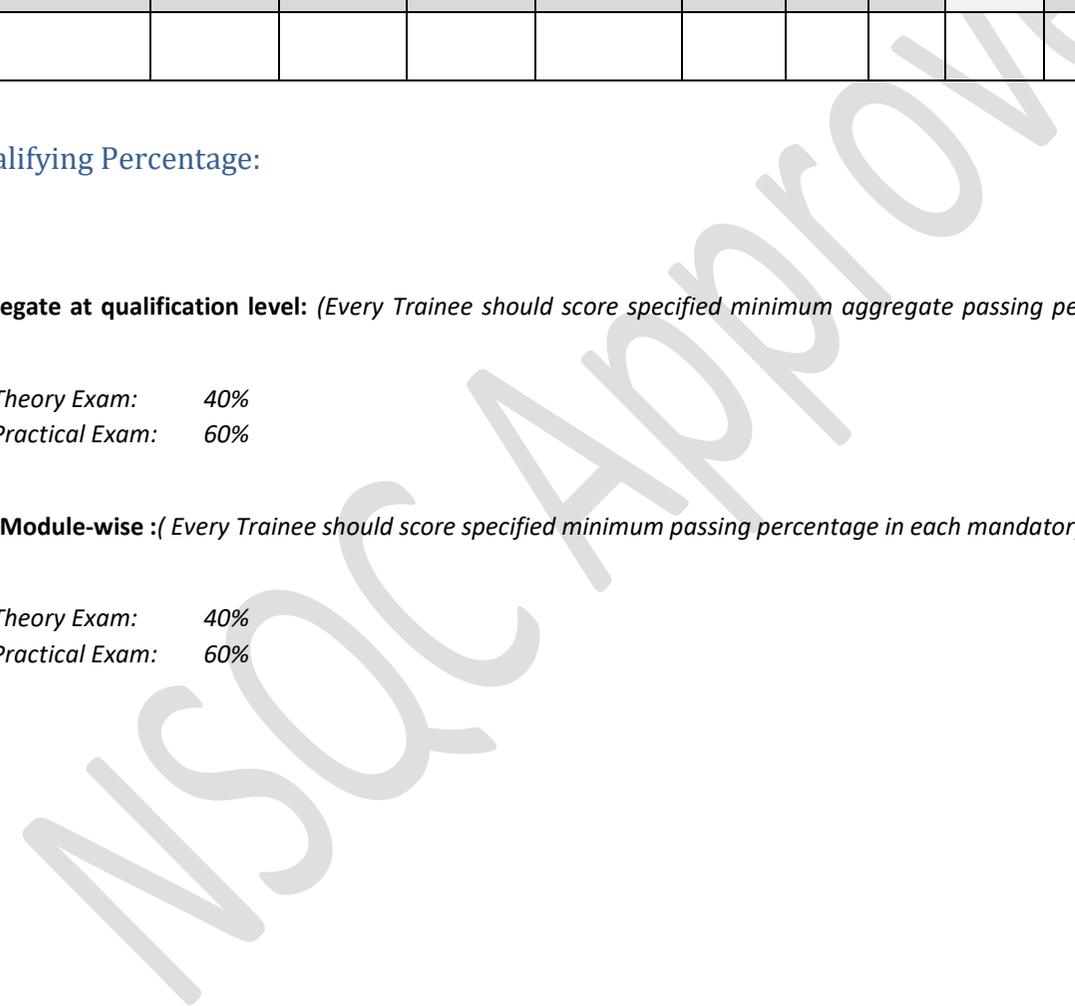
Specify any one of the following:

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

- Minimum Marks to pass Theory Exam: 40%
- Minimum Marks to pass Practical Exam: 60%

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

- Minimum Marks to pass Theory Exam: 40%
- Minimum Marks to pass Practical Exam: 60%



## Section 3: Training Related

1.	<b>Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)</b>	<p>Diploma/ Degree in Art Foundation, Art and Illustration, Computer Graphics, Employability Skill Engineering or Equivalent with Practical skills and knowledge required in the relevant job role at least one level higher i.e., level 4 and above in related field and minimum 2 years of experience in Production Environment in the Media &amp; Entertainment organization will become a trainer, (Preferably TOT/ Certified from reputed agency to be deployed for the training)</p> <p>Degree in Engineering (Art Foundation, Art and Illustration, Computer Graphics, Employability Skill) or equivalent with 3 to 5 years of experience in Production/ Training from any Media &amp; Entertainment organization will become as a Master Trainer.</p>
2.	<b>Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)</b>	<ol style="list-style-type: none"> <li>1. Education: A bachelor's degree in a related field (master's degree or relevant certifications preferred).</li> <li>2. Industry Experience: A minimum of 5 years of practical experience in digital art with expertise in various aspects.</li> <li>3. Teaching or Training Experience: Proven experience in teaching digital art concepts, along with strong presentation and communication skills.</li> <li>4. Current Trends Knowledge: In-depth knowledge of the latest trends, tools, and technologies in digital art, and the ability to adapt course content accordingly.</li> <li>5. Communication Skills: Excellent communication and interpersonal skills, with the ability to explain complex concepts clearly.</li> </ol>
3.	<b>Tools and Equipment Required for Training</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes", details to be provided in Annexure)
4.	<b>In Case of Revised Qualification, Details of Any Upskilling Required for Trainer</b>	Yes

### Section 4: Assessment Related

1.	<b>Assessor’s Qualification and experience in relevant sector (in years) (as per NCVET guidelines)</b>	Diploma / Degree in Engineering (Computer Science, Arts, Fine Arts, Design, Animation) or equivalent with 3 years of experience in Production/ Training from any reputed Media & Entertainment organization.  Only (TOA) certified assessors will be able to conduct the assessments.
2.	<b>Proctor’s Qualification and experience in relevant sector (in years) (as per NCVET guidelines)</b>	Degree in Engineering (Computer Science, Arts, Fine Arts, Design, Animation) or equivalent with 5 years of experience in Production/ Training from any reputed Media & Entertainment organization.
3.	<b>Lead Assessor’s/Proctor’s Qualification and experience in relevant sector (in years) (as per NCVET guidelines)</b>	Post Graduate Diploma/Advanced Diploma / Diploma / ITI Certificate / in the relevant discipline with minimum 5 years of experience in their professional fields (including minimum 3 years of relevant industry experience).
4.	<b>Assessment Mode(Specify the assessment mode)</b>	<b>Blended Type (Online + Offline)</b>
5.	<b>Tools and Equipment Required for Assessment</b>	<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.	<b>Latest Skill Gap Study (not older than 2 years) (Yes/No):</b>  <b>Human Resource and Skill Requirement in the Media Entertainment Sector (2020-25) Jan 2022 v7</b>  SKILLS GAP STUDY FOR THE MEDIA & ENTERTAINMENT SECTOR(Media & Entertainment Skills Council (MESCC))
2.	<b>Latest Market Research Reports or any other source (not older than 2years) (Yes/No):</b>  <a href="https://www.ibisworld.com/global/market-research-reports/global-graphic-designers-industry/#IndustryStatisticsAndTrends">https://www.ibisworld.com/global/market-research-reports/global-graphic-designers-industry/#IndustryStatisticsAndTrends</a>
3.	<b>Government /Industry initiatives/ requirement (Yes/No): Yes</b>
4.	<b>Number of Industry validation provided: 30</b>
5.	<b>Estimated nos. of persons to be trained and employed: Approx. 3000 per Year</b>

6.	<b>Evidence of Concurrence/Consultation with Line Ministry/State Departments:</b> Yes If “No”, why:
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## Section 6: Annexure & Supporting Documents Check List

*Specify Annexure Name / Supporting document file name*

1.	<b>Annexure:</b> NCrF/NSQF level justification based on NCrF level/NSQF descriptors <i>(Mandatory)</i>	<i>Annexure-I</i>
2.	<b>Annexure:</b> List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	<i>Annexure-II</i>
3.	<b>Annexure:</b> Industry Validations Summary	<i>Annexure-III</i>
4.	<b>Annexure:</b> Training & Employment Details	<i>Annexure-IV</i>
5.	<b>Annexure:</b> Blended Learning <i>(Mandatory, in case selected Mode of delivery is “Blended Learning”)</i>	<i>Annexure-V</i>
6.	<b>Annexure:</b> Detailed Assessment Criteria <i>(Mandatory)</i>	<i>Annexure-VI</i>
7.	<b>Annexure:</b> Assessment Strategy <i>(Mandatory)</i>	<i>Annexure-VII</i>
8.	<b>Annexure:</b> Acronym and Glossary <i>(Optional)</i>	<i>Annexure- VIII</i>
9.	<b>Annexure:</b> Multiple Entry-Exit Details <i>(Mandatory, in case qualification has multiple Entry-Exit)</i>	NA
10.	<b>Supporting Document:</b> Model Curriculum <i>(Mandatory – Public view)</i>	<i>Annexure- IX</i>
11.	<b>Supporting Document:</b> Career Progression <i>(Mandatory - Public view)</i>	<i>This aspect mentioned in point no. 15</i>

12.	<b>Supporting Document:</b> Occupational Map (Mandatory)	Annexure-X
13.	<b>Supporting Document:</b> Assessment SOP (Mandatory)	Annexure- XI
14.	Any other document you wish to submit:	NA

### Annexure I: 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	Range of knowledge <ul style="list-style-type: none"> <li>Knowledge involving a defined range of standard procedures, uses limited discretion and judgement over a range of known responses to familiar problems.</li> </ul>	<ul style="list-style-type: none"> <li>Possesses knowledge involving a defined range of standard procedures employed in routine contexts.</li> <li>Understands the basic concept of timely delivery and Quality.</li> <li>Can interpret the available information &amp; communicate the same. • Basic knowledge of collecting and organizing information for problem identification and solution.</li> <li>Understands the basic financial and</li> <li>Uses limited discretion and judgement over a range of known responses to familiar problems.</li> </ul>	3
Professional and Technical Skills/ Expertise/ Professional Knowledge	<ul style="list-style-type: none"> <li>Range of technical skills</li> <li>Required skills for Identification of the problem and issues within the range of familiar contexts</li> </ul>	<ul style="list-style-type: none"> <li>A range of skills and technical capabilities of carrying out a choice of processes and procedures within the range of familiar contexts.</li> <li>The ability to gain, and where relevant apply a range of knowledge, skills and understanding.</li> <li>Has the required skills for Identification of the problem and issues within the range of familiar contexts and generate possible solution.</li> </ul>	3

		<ul style="list-style-type: none"> <li>• Skills to identify the relevant tools and materials in given context.</li> <li>• Possesses operational knowledge and understanding of the work/ job.</li> <li>• Skill to deliver job/work with reasonable precision.</li> </ul>	
<p>Employment Readiness &amp; Entrepreneurship Skills &amp; Mind-set/Professional Skill</p>	<p>Understand Personal Strengths \ Value ,Digital Literacy, Money Matters and Preparing for Employment &amp; Self Employment</p>	<p>Employment: Learner should prepare by creating a professional portfolio showcasing your best work. Tailor your resume and cover letter to highlight your skills and experiences.</p> <p>Networking is vital in the design industry. Attend industry events, join design associations, and connect with professionals in your field.</p> <p>Self-Employment: If you plan to start your own graphic design business, you'll need to consider business registration, branding, marketing, and setting up financial systems.</p> <p>Create a business plan that outlines your target market, services, pricing, and marketing strategies.</p>	<p>3</p>
<p>Broad Learning Outcomes/Core Skill</p>	<p>Visual Communication/ Digital Tools Proficiency/ Adaptability and Learning/ Ethical and Legal Awareness.</p>	<p>Visual Communication: Graphic designers must be able to effectively convey ideas, messages, and information visually. This includes understanding the principles of design, such as layout, composition, balance, and hierarchy.</p> <p>Digital Tools Proficiency: Proficiency in graphic design software is essential. This includes Adobe Creative Suite (Photoshop, Illustrator, InDesign), as well as other tools like Sketch, Figma, and Canva.</p> <p>Adaptability and Learning: The field of graphic design is constantly evolving, so adaptability and a commitment to ongoing learning are vital to stay current with industry trends and technologies.</p> <p>Ethical and Legal Awareness: Graphic designers should have an understanding of copyright, intellectual property, and ethical considerations in design work.</p>	<p>3</p>

<p>Responsibility</p>	<p>Creating Visual Concepts/ Using Design Software/ Brand Identity/ Client Communication/ Quality Control</p>	<p>Creating Visual Concepts: Graphic designers are responsible for generating visual concepts and ideas that communicate messages effectively. This includes developing the overall layout and design for various types of materials, such as advertisements, brochures, websites, and more.</p> <p>Using Design Software: Graphic designers are proficient in design software, such as Adobe Creative Suite (e.g., Photoshop, Illustrator, InDesign), to create and edit graphics, illustrations, and layouts. They use these tools to bring their design concepts to life.</p> <p>Brand Identity: Graphic designers work on creating and maintaining consistent brand identities for businesses and organizations. This involves designing logos, brand guidelines, and marketing materials that align with the brand's image.</p> <p>Client Communication: Graphic designers often collaborate with clients to understand project requirements, present design concepts, and incorporate feedback into the final product. Effective communication is essential to meet client expectations.</p> <p>Quality Control: Designers are responsible for ensuring the quality and accuracy of their work. This includes proofreading text, checking for visual consistency, and making necessary revisions.</p>	<p>3</p>
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### Annexure II: Tools and Equipment (Lab Set-Up)

**List of Tools and Equipment for Batch Size: 20**

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	Performance Computer or Workstation	OS: Windows / Mac  CPU: AMD / Intel (High Performance Workstation) (or related equivalent)  RAM: 8GB or Higher	20

		GPU: Nvidia/ AMD 4GB VRAM or Higher Monitor: Full HD Monitor or Higher	
2	Graphics Software's	Latest versions as per industry standards	20
3	Classroom Aids The aids required to conduct sessions in the classroom are:  1. Projector 2. Smart Board 3. Mic & Speaker 4. Webcam 5. Online Collaboration Tools /Video Conference Software's or related equivalent Software's 6. Practice Exercise etc.	Standard	1 Set

### Annexure III: Industry Validations Summary

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

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1	Ficus Productions Private Limited	Mr. Rohit D. Ghokshe	CEO, Managing Director	Room No. 58, Chawl no.6, Plot no.4, BMC Colony, Dr. E.Moses Road, Worli Naka, Mumbai 400018	866152165	Info.ficusproduction@gmail.com	
2	Ultra Digital Studio Pvt.Ltd	Mr. Anup Chandekar	Sr. Admin Executive	4th Floor, A4, Ultra Media & Entertainment Pvt Ltd, Peninsula Park, C/O, Off Veera Desai Rd, near Maruti Business Park, Veera Desai Industrial Estate, Andheri West, Mumbai, Maharashtra 400053	9321213141	anup.chandekar@ultraindia.com	

3	Chanchal Engineering works	Mr. DRYHAEBHWAR	PROPRIETOR	gut no.67,plot no.06(B),shivrana audyogik sanstha, wadgaon(ko), area, MIDC, Waluj, Aurangabad, Maharashtra 431133	9765499939	chanchalengineeringworks@gmail.com	
4	Antennae Venture	Mr.Manpreet Singh	Ecosystem Manager	LodhaSupremus, Saki Vihar Rd, opposite Mtnl, off Tunga Village, Tunga Village, Chandivali, Powai, Mumbai, Maharashtra 400076	9082860602	hr@antennae.in	
5	Royal Finesse Studio	Mr.Anchal Joshi	Cofounder	new prerana CHS, C-1, next to modihyundai, Bhakti Mandir, PanchPakhdi, Thane West, Thane, Maharashtra 400602	8356099360	aanchal@royalfinesse.in	
6	IDZ Digital Pvt. Ltd.	Ms. Anuja Dhage	Hr Executive	Kanakia Western Edge II, Western Edge II, B-607, behind Metro Mall, near SuSwagat Hotel, Food Corporation of India Warehouse, Borivali East, Mumbai, Maharashtra 400066	9321738407	careers@idzdigital.com	
7	Yanisa Execution	Sonu Waghmare	Studio Manager	04, 2nd floor, ShyamVihar,MewawalaNiwas, MG Road, near Puppy Tailor, Mulund (w), Mumbai: 80	7977468221	mwsosnu@gmail.com	
8	Hydrotech Consultant	Prafulchandra Pramodrai Naik	Director Of Hydrotech Consultant	Admin office: 32, Sumit Samarth Arcade, A wing, Aarey Road, Goregaon (W), Mumbai - 400104 Regd. Office: Sarvodaya Bhuvan 'B', Gokhale Road (N), Dadar (West), Mumbai - 400028	9892177917	info@hydrotechconsultant.com	
9	G.T. Engineering Works	Karuppaswamy Yadav	Partner	17, Vardhaman Indl. Estate, Opp. Nahur Station ,Village Road, Bhandup-(W),Mumbai-78	9702277955	gtengineeringworks@gmail.com	
10	Prabhavshali News	Stevan Jhon Badiger	Chief Editor	Ram Heritage Building, Plot No. 32, Sector - 12, Shop No. 19, Kamothe, Navi Mumbai - 410209	9324847296	prabhavshalinews@gmail.com	
11	Shree Swami Samartha Media Private Limited	Nilesh Gajanan Karanje	Director	Pratiksha Nagar, Palm Acres CHS, M-5, B Wing, Second floor, Flat Number-205, Pratikshanagar, Sion (East), Mumbai-400022	9930461343	<a href="mailto:Nileshkaranje@gmail.com">Nileshkaranje@gmail.com</a> nilesh@shreeswamisamarthamedia.com	

12	Manik Machinery Manufacturer Pvt. Ltd.	Manojkumar Patil	Design Engineer	21/24, Sons Udyog, Parsi Panchayat Road, Andheri (East) mumbai- 400069	9892209289	manoj.patil@pilotindia.com	
13	Additional Ambarnath Manufacturer's Association (AAMA)	Umesh Tayade	AAMA - Chairman	P-42, AAMA Welfare Centre, Anandnagar, Additional Ambarnath MIDC, Ambarnath - 421506, Dist - Thane	9422073611	aama.ambarnath@gmail.com	
14	Word Publishing	Karan Jadhav	Talent Acquisition Manager	Office no. 117, First Floor, lobby no. 4Rupa Solitaire, MBP, Mahape Navi Mumbai Nearest Station: Ghansoli, Navi Mumbai	9619225867	karan.jadhav@wpsgp.com	
15	Ad On Enterprises	Sudhir Parte	Director	505/ B, Neelkantheshwar Apt, Lonin Nagar, Nitin Company Signal, Thane (W), Maharashtra - 400602	9821802203	enterprises.adon@gmail.com	
16	DigitalCube Tech Private Limited	Devayani Bendale	HR Executive	B- 203, Sai Siddhivinayak Apt, Near Tondvalkar School, Dombivil West. 421202	8485025073	hr@digitalcube.tech	
17	AV LASERCRAFTS	Aniket Jadhav	Managing Director	ADD- SHOP-3, GAUREE LEELA APT, KADRAP BADLAPUR EAST.	9067788666	avalsercrafts@gmail.com	
18	Daynil Group Solutions Pvt. Ltd.	Ms. Shruti Ghodke	HR Associate	Unit no. 212, Globe Estate, Tata Power Circle, 1, near Vikas Naka, MIDC, Dombivli, Maharashtra 421203	8668215445	hr@daynilgroup.com	
19	Allied Engineering Pvt Ltd	Alumer Gadkari	Application Engineer	Plot No. D-222/14 , TTC Industrial Area, MIDC, Nerul, Navi Mumbai, Maharashtra - 400706	7977806044 / 8291195952	<a href="mailto:sales@alliedengineering.co.in">sales@alliedengineering.co.in</a> <a href="mailto:info@alliedengineering.co.in">info@alliedengineering.co.in</a>	
20	Evertiz Solutions	Shavin Kamble	Sr Hr Executive	Seawoods west, Sector 44A, Navi Mumbai, Maharashtra,	7900054498	shavin.kamble@evertiz.com	
21	Aja Consultants and Engineers	Aniruddha Pradhan	Partner	701, Swami Sankul, Vasant Patil Marg, Chunabhatti, Sion, Mumbai - 400022	9892675218	aapradhan@ajconsult.com	
22	A to Z Placement Service	Amit Varma	Director	office no. 004, Ground floor, Manas Sarovar CHSL, B wing, Beturkar Pada, Near M.K. College, kalyan (W) - 421301	7977261570	amitkumar.verma@atozjobs.in	
23	BrainHap	Amruta Suki	Executive- HR	35/151, 1st Floor, Shree laxmi Vijay Industrial Premises, New Link Road, Sab TV lane	9970747512	admin@aerobott.com	

24	Softcon Automation	Sanjay Narayan Sheth	Partner	Unit No.7, Bldg., No.1, Sector No. 11, Millennium Business Park, Mahape, MIDC, Navi Mumbai. 4c0710	9324645875	sanjay@softconautomation.com	
25	Tibe Allianz Pvt Ltd	Shraddha Nijai	General Manager	Regd Address: Tibe House, Main Road, Opp. Panchayat Samiti, Murbad, Maharashtra 421401	8459857541	<a href="mailto:tibeallianz@gmail.com">tibeallianz@gmail.com</a> <a href="mailto:connect@tibeallianz.com">connect@tibeallianz.com</a>	
26	S.N. Engineering works	Sneha	CEO	Chaudhary, Sambhaji Nagar	9822859974	snehag858@gmail.com	
27	Pranav Enterprises	Padharinath Devkar	Owner	Plot No C-40, Midc Area, Waluj MIDC, Aurangabad-Maharashtra - 431136	9371671146	pranavent@gmail.com	
28	R.P. Industries	Prashant Patil	CEO	H-5/27, MIDC Industrial Area, Chikalthana, Aurangabad-431210, Maharashtra, India.	8007222251	prashantpatil@gmail.com	
29	Madhura Die Cast Private Limited	Madhura	CEO	D-168 MIDC Shendra, Aurangabad - 431154	9422204622	madhuradiecast@gaikegroup.in	
30	Gayatri Auto Components	Ranjeet Mete	Lead Designer	Plot No. K39, Chh, MIDC, Ranjangaon, Waluj, Aurangabad, Ghanegaon, Maharashtra 431136	7385613842	info@gayatriauto.in	

### Annexure IV: 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
23-24	3000	1500	1800	900	-	-
24-25	6000	3500	3000	2000	-	-
25-26	10000	5600	5000	3000	-	-

Data to be provided year-wise for next 3 years

**Training, Assessment, Certification, and Placement Data for previous versions of qualifications: (New Qualification)**

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed

*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:**

NA

**Content availability for previous versions of qualifications:**

Participant Handbook  Facilitator Guide  Digital Content  Qualification Handbook  Any Other:

**Languages in which Content are available:**

English

### Annexure V: 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/wp-content/uploads/2023/01/Guidelines-for-Blended-Learning-for-Vocational-Education-Training-Skilling.pdf>

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline : Online Ratio

1	<input type="checkbox"/> Theory/ Lectures - Imparting theoretical and conceptual knowledge	Books/ e-books, Presentations, Reference Material, Audio / Video Modules with Self-Learning Videos /Broadcasts /Mobile Learning /Curated Digital content	40:60
2	<input type="checkbox"/> Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	Self-Learning Videos, Broadcasts, Mobile Learning, Curated Digital content	40:60
3	<input type="checkbox"/> Showing Practical Demonstrations to the learners	Video Content, E-Resource library	100:00
4	<input type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	E-Resource library	00:100
5	<input type="checkbox"/> Tutorials/ Assignments/ Practice	Online Question Bank, Mobile Quick test app, MCQ based tests, Practical Test	50:50
6	<input type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations	Assessment engine for Essays, Up-loadable file examinations, Mock test sessions	50:50
7	<input type="checkbox"/> On the Job Training (OJT)	NA	-

### Annexure VI: Detailed Assessment Criteria

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

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>NOS / Module:</b> MSME/GDA/01	Creative Thinking and Innovation: PC.1 Learners should come up with original ideas.	100	-	-	-

<p>Basic Understanding of Concept Art</p>	<p>PC.2 Learners should try to think differently to solve artistic and design problems.</p> <p>Technical Skills:</p> <p>PC.3 Learners should be good at using art and design tools.</p> <p>PC.4 Learners should be comfortable with drawing, painting, and using digital media.</p> <p>Visual Communication:</p> <p>PC.5 Learners should be able to express their ideas through visuals.</p> <p>PC.6 Learners should use colors, shapes, and composition to share their thoughts effectively.</p> <p>Research and Concept Development:</p> <p>PC.7 Learners should explore different ideas for their projects.</p> <p>Learners should develop their ideas into clear concepts for their artworks.</p>				
<p><b>NOS / Module:</b> MSME/GDA/02</p> <p>Attain knowledge of Computer Illustrations</p>	<p>Technical Skills:</p> <p>PC.1 Learners should be good at drawing, painting, and using digital tools.</p> <p>PC.2 Learners should understand basic art elements like lines, shapes, and colors.</p> <p>Creative Expression:</p> <p>PC.3 Learners should express their ideas and feelings in their art.</p> <p>PC.4 Learners should use their imagination to create unique artwork.</p> <p>Visual Communication:</p> <p>PC.5 Learners should share their ideas visually.</p> <p>PC.6 Learners should make their artwork easy to understand using symbols and simple designs.</p>	<p>-</p>	<p>100</p>	<p>-</p>	<p>-</p>

	<p>Conceptual Development:</p> <p>PC.7 Learners should come up with creative ideas for their art.</p> <p>PC.8 Learners should turn their ideas into pictures or sculptures.</p> <p>Research and Inspiration:</p> <p>PC.9 Learners should get ideas from different places like books or nature.</p> <p>PC.10 Learners should learn about different cultures to inspire their artwork.</p> <p>Problem-Solving:</p> <p>PC.11 Learners should find creative solutions to artistic problems.</p> <p>PC.12 Learners should learn from mistakes and improve their art.</p> <p>Presentation:</p> <p>PC.13 Learners should present their artwork neatly.</p> <p>PC.14 Learners should know how to display their art in different settings.</p> <p>Self-Reflection:</p> <p>PC.15 Learners should think about what they did well and what they could improve in their art.</p> <p>PC.16 Learners should be open to feedback from others.</p> <p>Cultural Awareness:</p> <p>PC.17 Learners should understand how culture influences art.</p> <p>PC.18 Learners should think about fairness and honesty in their art.</p>				
<p><b>NOS / Module:</b>MSME/GDA/03</p> <p>Gain insight into Computer Graphics</p>	<p>Understand Computer Graphics Basics:</p> <p>PC.1 Learners should know the basics of computer graphics.</p>	-	100	-	-

	<p>PC.2 Learners should be able to use software for creating graphics.</p> <p>Install Software:</p> <p>PC.3 Learners should be able to install relevant software.</p> <p>PC.4 Learners should know how to set up the software on their computer.</p> <p>Use Workspace Efficiently:</p> <p>PC.5 Learners should be able to navigate the workspace easily.</p> <p>PC.6 Learners should know how to create new documents accurately.</p> <p>Manage Platforms:</p> <p>PC.7 Learners should know the differences between Mac and Windows platforms.</p> <p>PC.8 Learners should be comfortable working on both platforms.</p> <p>Work with Artboards:</p> <p>PC.9 Learners should be proficient in using artboards.</p> <p>PC.10 Learners should know how to manage multiple artboards effectively.</p> <p>Customize Tools:</p> <p>PC.11 Learners should customize panels and toolbar for better workflow.</p> <p>PC.12 Learners should master keyboard shortcuts for quicker work.</p> <p>Use Workspaces:</p> <p>PC.13 Learners should efficiently use different workspaces.</p> <p>PC.14 Learners should adjust interface settings according to their preferences.</p> <p>Handle Documents:</p>				
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	<p>PC.15 Learners should manage multiple documents at once.</p> <p>PC.16 Learners should configure tab preferences for convenience.</p> <p>Understand File Types:</p> <p>PC.17 Learners should know about various file types used in graphics.</p> <p>PC.18 Learners should review different image formats like RAW.</p> <p>Know Selection Tools:</p> <p>PC.19 Learners should effectively use selection tools.</p> <p>PC.20 Learners should know how to modify and scale selections accurately.</p> <p>Use Advanced Features:</p> <p>PC.21 Learners should use advanced selection tools effectively.</p> <p>PC.22 Learners should be able to use features like Select Subject and Select and Mask proficiently.</p>				
<p>NOS/Module: MSME/ES/01 Employability Skills</p>	<p>PC.1 Discuss the importance of Employability Skills in meeting the job requirements.</p> <p>PC.2 Explain constitutional values, civic rights, duties, citizenship, responsibility towards society etc. that are required to be followed to become a responsible citizen.</p> <p>PC.3 Show how to practice different environmentally sustainable practices.</p> <p>PC.4 Discuss 21st century skills.</p> <p>PC.5 Display positive attitude, self -motivation, problem solving, time management skills and continuous learning mindset in different situations.</p> <p>PC.6 Use appropriate basic English sentences/phrases while speaking.</p> <p>PC.7 Demonstrate how to communicate in a well -mannered way with others.</p>	<p>100</p>	<p>-</p>	<p>-</p>	<p>-</p>

PC.8	Demonstrate working with others in a team.				
PC.9	Show how to conduct oneself appropriately with all genders and PwD				
PC.10	Discuss the significance of reporting sexual harassment issues in time				
PC.11	Discuss the significance of using financial products and services safely and securely.				
PC.12	Explain the importance of managing expenses, income, and savings.				
PC.13	Explain the significance of approaching the concerned authorities in time for any exploitation as per legal rights and laws.				
PC.14	Show how to operate digital devices and use the associated applications and features, safely and securely.				
PC.15	Discuss the significance of using internet for browsing, accessing social media platforms, safely and Securely.				
PC.16	Discuss the need for identifying opportunities for potential business, sources for arranging money and potential legal and financial challenges.				
PC.17	Differentiate between types of customers.				
PC.18	Explain the significance of identifying customer needs and addressing them.				
PC.19	Discuss the significance of maintaining hygiene and dressing appropriately.				
PC.20	Create a biodata				
PC.21	Use various sources to search and apply for jobs				
PC.22	Discuss the significance of dressing up neatly and maintaining hygiene for an interview				
PC.23	Discuss how to search and register for apprenticeship opportunities				

	<b>Total Marks</b>	<b>200</b>	<b>200</b>		
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## Annexure VII: 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 are assigned to the MSME NSQF Assessment Agency via email for the assessment.
- MSME NSQF Assessment Agency sends the assessment confirmation to respective TC.
- MSME NSQF Assessment Agency deploys the certified Assessor for executing the assessment at respective TC via online / offline mode.
- MSME NSQF Assessment Agency & respective TC Internal Assessment cell monitors the assessment process & records.

### 2. Testing Environment:

- MSME NSQF Assessment Agency confirms the Assessment location, date and time
- For number of candidates more than 30 separate assessors are assigned for the assessment.
- MSME NSQF Assessment Agency & respective assessor confirms that the allotted time to the candidates to complete Theory & Practical Assessment is correct.

### 3. Assessment Quality Assurance levels/Framework:

- Each TC Submits the Question Bank for the individual subject Theory & Practice separately, submits to MSME NSQF Assessment Agency and it is verified by the MSME NSQF Assessment Agency Committee members.
- Questions are mapped to the specified assessment criteria
- All the assessors & Trainers are well qualified & trained to carry out the specified task.

### 4. Types of evidence or evidence-gathering protocol:

- Online Link is send by MSME NSQF Assessment Agency to respective TC & Assessor. Reporting of the assessor from assessment location is verified by the MSME NSQF Assessment Agency through the online Meeting Link. Students are also required to join for the online link for verification by the MSME NSQF Assessment Agency.
- Assessment Photographs are shared with the MSME NSQF Assessment Agency & are also with the respective TC.

**5. Method of verification or validation:**

- Online Link is send by MSME NSQF Assessment Agency to respective TC & Assessor. Reporting of the assessor from assessment location is verified by the MSME NSQF Assessment Agency through the online Meeting Link. Students are also required to join for the online link for verification by the MSME NSQF Assessment Agency.

**6. Method for assessment documentation, archiving, and access:**

- The Assessment records are shared with MSME NSQF Assessment Agency & also stored at respective TC.
- Assessor fills the assessment report and shares with the MSME NSQF Assessment Agency.

**On the Job Training:**

- Each module will be assessed separately.
- The candidate must score 60% marks to successfully complete the OJT.
- Learner will be assessed on the basis of OJT report followed by Viva
- Assessment will ensure that the Learner is able to:
  - ✓ Effective engagement with the customers / Subordinates and team
  - ✓ Understand the working of various tools and equipment
  - ✓ Understand the working environment of the industry

**Annexure VIII: Acronym and Glossary**

**Acronym**

Acronym	Description
AA	Assessment Agency
AB	Awarding Body

<b>ISCO</b>	International Standard Classification of Occupations
<b>NCO</b>	National Classification of Occupations
<b>NCrF</b>	National Credit Framework
<b>NOS</b>	National Occupational Standard(s)
<b>NQR</b>	National Qualification Register
<b>NSQF</b>	National Skills Qualifications Framework
<b>OJT</b>	On the Job Training

**Glossary**

<b>Term</b>	<b>Description</b>
<b>National Occupational Standards (NOS)</b>	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.
<b>Qualification</b>	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
<b>Qualification File</b>	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.
<b>Sector</b>	A grouping of professional activities on the basis of their main economic function, product, service or technology.

**Short Term Training (STT)**

STT/ Short -term skilling means any vocational training program undertaken for less than a year (Theory + Practical + OJT).

<https://ncvet.gov.in/sites/default/files/NCVET.pdf>

NSQC Approved