

QUALIFICATION FILE

Jute Products stitching operator

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

NCrF/NSQF Level: NSQF Level 3

Submitted By:

Handicrafts and Carpet Sector Skill Council-HCSSC

Tel number(s): 011-26139834

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Section1: Basic Details

1.	Qualification Name	Jute Products Stitching Operator	
2.	Sector/s	Handicrafts and Carpet Sector Skill Council	
3.	Type of Qualification <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Has Electives/Options	NQR Code & version of the existing /previous qualification: <i>(change to previous, once approved)</i> 2022/HC/HCSSC/06744 Version of qualification: 3.0	Qualification Name of the existing version: <i>(previous, once approved)</i> Jute Products Stitching Operator
4.	National Qualification Register (NQR) Code & Version <i>(Will be issued after NSQC approval)</i>	NQR Code: QG-03-HC-04009-2025-V2-HCSSC Version of qualification: 4.0	5. NCrf/NSQF Level: <i>NSQF Level 3</i>
6.	Award (Certificate/Diploma/ Advanced Diploma/Any Other) <i>(Wherever applicable specify multiple entry/exits also & provide details in annexure)</i>	NA	
7.	Brief Description of the Qualification	A Jute product stitching operator has a job to produce a product of definite shape and size by sewing two open ends of cut fabric pieces as per sale advice note or standard bag product specification. He/She should also know how to stitch diversified fancy jute products like bags, home furnishings, etc.	

<p>8. Eligibility Criteria for Entry for Student/Trainee/Learner/Employee</p>	<p>a. Entry Qualification & Relevant Experience</p> <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Relevant Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10th grade pass</td> <td></td> </tr> <tr> <td>2</td> <td>8th grade pass</td> <td>1 Year relevant experience</td> </tr> <tr> <td>3</td> <td>5th Grade pass</td> <td>2.5-year relevant experience</td> </tr> <tr> <td>4</td> <td>Ability to Read and Write</td> <td>5 Year relevant experience</td> </tr> <tr> <td>5</td> <td>Previous relevant Qualification of NSQF Level 2.5</td> <td>1.5 Year relevant experience</td> </tr> </tbody> </table>						S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Relevant Experience (with Specialization - if applicable)	1	10 th grade pass		2	8 th grade pass	1 Year relevant experience	3	5th Grade pass	2.5-year relevant experience	4	Ability to Read and Write	5 Year relevant experience	5	Previous relevant Qualification of NSQF Level 2.5	1.5 Year relevant experience
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3	5th Grade pass	2.5-year relevant experience																						
4	Ability to Read and Write	5 Year relevant experience																						
5	Previous relevant Qualification of NSQF Level 2.5	1.5 Year relevant experience																						
<p>9. Credits Assigned to this Qualification (as per National Credit Framework (NCrF))</p>	<p>13</p>		<p>10. Common Cost Norm Category (I/II/III) (wherever applicable): I</p>																					
<p>11. Any Licensing Requirements for Undertaking Training on This Qualification (wherever applicable)</p>	<p>NA</p>																							
<p>12. Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</p>	<p><input checked="" type="checkbox"/> Offline Only <input type="checkbox"/> Online Only <input type="checkbox"/> Blended</p> <table border="1"> <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>150 (including 40 hrs of Es)</td> <td>240 (including 20 hrs of Es)</td> <td></td> <td></td> <td>390</td> </tr> </tbody> </table>						Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	150 (including 40 hrs of Es)	240 (including 20 hrs of Es)			390						
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		<p>Online</p> <p><i>(Refer Blended Learning Annexure for details)</i></p>
13.	Aligned to NCO/ISCO Code/s <i>(if code is not available, then mention the same)</i>	NCO-2015/7318.4000
14.	Progression Path After Attaining the Qualification <i>(Please show Professional and Academic progression) (wherever applicable)</i>	<p>Vertical Progression Jute Products Artisan (Level 3.5)</p> <p>Horizontal Progression Jute Handloom weaver (Level 3) (Level 3)</p>
15.	Other Indian Languages in which the Qualification & Model Curriculum are being Submitted	Hindi
16.	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:
17.	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: applicable to all types of disability except vision Impairment, mental health conditions, intellectual disability or (limited to physical disability where hands are used).
18.	How participation of women will be encouraged?	Participants of women in the handicrafts and carpet sector can be encouraged by providing them skill development programs and creating accessible work opportunities for handicrafts products which is well known by the women of India.
19.	Are Greening/ Environment Sustainability Aspects Covered <i>(Specify the NOS/Module which covers it), wherever applicable</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
20.	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

21. Name and Contact Details of Submitting / Awarding Body SPOC <i>(In case of CS or MS, provide details of both Lead AB & Supporting ABs)</i>	Name: Mr. Krishan Kumar Email: ceo@hcssc.in Contact No.: 011-26139834 Website: www.hcssc.in		
22. Final Approval Date by NSQC: 30/04/2025	23. Validity Duration: 3 years	24. Next Review Date: 30/04/2028	

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 <i>(if applicable)</i>	Core/ Non-Core	NCrF/ NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) <i>(if applicable)</i>
1.	Machine Operation	HCS/N7422 NOS Version 1.0	Core	3	2	20:00	40:00	NA	00:00	60:00	30	70	-	-	100	
2.	Stitching Techniques	HCS/N7423 NOS	Core	3	3	30:00	60:00	NA	00:00	90:00	30	70	-	-	100	

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/Non-Core	NCrF/NSQF 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)
		Version 1.0														
3.	Finishing and Quality Control	HCS/N7424 NOS Version 1.0	Core	3	2	20:00	40:00	NA	00:00	60:00	20	80	-	-	100	
4.	Entrepreneurship Skills for Jute Products Stitching Operator	HCS/N8513 NOS Version 1.0	Core	3	1	10:00	20:00	NA	00:00	30:00	39	61	-	-	100	
5.	Working in a team	HCS/N9908 NOS Version 1.0	Non-core	3	1	10:00	20:00	NA	00:00	30:00	29	71	-	-	100	
6.	Maintain work area and tools	HCS/N9912 NOS Version 3.0	Non-core	3	1	10:00	20:00	NA	00:00	30:00	26	74	-	-	100	
7.	Maintaining workplace health and safety	HCS/N9945 NOS Version	Non-core	3	1						30	70	-	-	100	

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/ NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks				
						Th.	Pr.	OJ T-Ma n.	OJT- Rec.	Total	Th.	Pr.	Proj .	Viv a	Total
		1.0				10:00	20:00	NA	00:00	30:00					
8.	Employability & Entrepreneurship Skills	DGT/VSQ/N0102 NOS Version 1.0	Non-core	4	2	40:00	20:00	NA	00:00	60:00	20	30	-	-	50
Duration (in Hours) / Total Marks					13	150:00	240:00	NA	00:00	390:00	224	526	-	-	750

Assessment - Minimum Qualifying Percentage

Please specify any one of the following:

Minimum Pass Percentage – Aggregate at qualification level: 70 % (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.	Trainer's Qualification and experience	12 th grade pass with 2 years' experience in the relevant sector and 1 year of teaching
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	in the relevant sector (in years) (as per NCVET guidelines)	experience
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Graduate with 3 years' experience in the relevant sector and 4 years of teaching experience
3.	Tools and Equipment Required for the 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	NA

Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	12 TH Grade pass/ Graduate with Basic IT skills in the experience of producing products of definite shape by sewing 2 open ends of cut fabric as per specification
2.	Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines) wherever applicable	12 TH Grade pass/ Graduate with Basic IT skills in the experience of producing products of definite shape by sewing 2 open ends of cut fabric as per specification
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines) wherever applicable	12 TH Grade pass/ Graduate with Basic IT skills in the experience of producing products of definite shape by sewing 2 open ends of cut fabric as per specification
4.	Assessment Mode (Specify the assessment mode)	Blended
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 Need for the Qualification

Provide Annexure/Supporting documents name.

1.	Latest Skill Gap Study (not older than 2 years) (Yes/No): Yes
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): Yes
3.	Government /Industry initiatives/ requirement (Yes/No): Yes
4.	Number of Industry validation provided: 30
5.	Estimated nos. of persons to be trained and employed: 750 approx.
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments If “No”, why: Yes

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 <i>(Mandatory)</i>	Annexure 1
2.	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	Annexure 2
3.	Annexure: Detailed Assessment Criteria <i>(Mandatory)</i>	Annexure 6

4.	Annexure: Assessment Strategy (<i>Not Mandatory</i>)	Annexure 7
5.	Annexure: Blended Learning (<i>Mandatory, in case selected Mode of delivery is Blended Learning</i>)	<p>Blended learning called a “flipped classroom”, “hybrid learning” or “mixed learning,” is an approach that mixes instructor-led classroom training with online content, which could be in the form of on-demand videos that learners review outside of class. The live instruction can be face-to-face or online (via a live virtual classroom or even two-way video), or there might be no live lecture at all.</p> <p>Blended learning represents a learning model that combines both formal (traditional classroom) and non-formal (online) methodologies.</p> <p>(Annexure 5)</p>
6.	Annexure: Multiple Entry-Exit Details (<i>Mandatory, in case qualification has multiple Entry-Exit</i>)	The Multiple entry and exit criteria would help in fragmenting an entire program into smaller units with due acknowledgement being given to each unit of learning. The credit transfer mechanism will also enable a student to enter, exit and re-enter the educational ecosystem both general and vocational at any point of time.
7.	Annexure: Acronym and Glossary (<i>Optional</i>)	(Annexure 8)
8.	Supporting Document: Model Curriculum (<i>Mandatory – Public view</i>)	Model Curriculum attached separately
9.	Supporting Document: Career Progression (<i>Optional - Public view</i>)	Career Progression/ Job Role Progression appended below
10.	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
<p>Professional Theoretical Knowledge/Process</p>	<p>Work in familiar, predictable, routine, situation of clear choice:</p> <ul style="list-style-type: none"> •ensure that the necessary tools, gauges etc, are in place •ensure continuous supply of sewing twine and use proper quality of sewing twine. Anything wrong for sewing twine should be immediately reported to supervisor/sardars • check alignment between needle and looper, guide plate, and pressure plate etc before starting of the machine • check occasionally the stitch depth (bite),stitch gap (if any) and number of stitch per decimetre. No stitch gap or non-uniform stitch density are to be allowed. • check and adjust correct pressure of the pressure plate • check and adjust proper tension of the sewing twine with the help of a tensioning 	<p>A Jute Stitching operator gets work allotted by his supervisor and is responsible for maintaining the sewing efficiently so as to get maximum output with minimum defects, with less cost of production giving due importance to safety and environment aspects. He should carry out all the activities like uniform feeding, uniform stitch, identification of defects on cloth, sewing defects, defective products and minor defects of sewing machine missing yarn thread etc. This operator proactively identifies the causes that may result in machine faults and causes of irregular yarn. ensure that quality and productivity is maintained. Hence NSQF Level is 3.</p>	<p>3</p>

	<p>device</p> <ul style="list-style-type: none"> • check the folding along with seam procedure for sewing. <p>Any variation in folding</p> <ul style="list-style-type: none"> • seam pattern by the operator's mishandling will lead to defects in sewing • check the type of sewing method/machine setting, delivery speed, needle quality and type • check seam strength by the S.Q.C people • ensure to have a knowledge of unit of conversion of different jute fabric and way of measurement of fabric •ensure to have a knowledge of measurement of Fabric cutting and finished size of the final product as per design • check whether proper quality is maintained for jute, jute fabric, lining, reinforcement material, chain, button, hook, etc. 		
<p>Professional and Technical Skills/ Expertise/ Professional Knowledge</p>	<p>Factual knowledge of field of knowledge or study:</p> <ul style="list-style-type: none"> • the Organization's Policies & Standard Operating Procedures (SOP) •potential hazards associated 	<p>A Jute Product Stitching operator plans and manages work routine based on instructions from the supervisor, attends various programs/meetings, provides</p>	<p>3</p>

	<p>with the machines and the safety precautions that must be taken</p> <ul style="list-style-type: none"> • awareness & knowledge of customers • work Targets & review with Superiors protocol and format for reporting work-related risks/problems • method of obtaining /giving feedback with respect to performance •process and material flow in a jute mill • the minimum quality requirements of the product with respect to permissible/non-permissible defects documentation and reporting formats •effects of contamination on products i.e. machine oil, dirt, foreign materials •process flow in a Handicrafts and Carpet mill and the concerned workers •material flow in a Handicrafts and Carpet mill and the required person •potential accidents and emergencies and response to these scenarios 	<p>suggestions in the interest of the company, extends voluntary support wherever required. Also, identifies the real cause of a problem and applies a problem-solving approach to get the best suitable solution, refers defects to the supervisor, and seeks clarification on problems from others. Ensures maximum utilization and minimum wastage of sliver and minimum machine breakdown time. Demonstrates repetitive skills like procedures for operating different material handling tools and Equipment. Hence NSQF Level is 3</p>	
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	<ul style="list-style-type: none"> • ill-effects of alcohol, tobacco and drugs • lubricate the sewing machine as per schedule. Lube-oil should not stain the fabric 		
<p>Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill</p>	<p>Recall and demonstrate practical skill, routine and repetitive in narrow range of application, using appropriate rule and tool, using quality concepts:</p> <ul style="list-style-type: none"> • ensure that the necessary tools, gauges, etc, are in place • ensure a continuous supply of sewing twine and use proper quality of sewing twine. Anything wrong with sewing twine should be immediately reported to the supervisor/sardars • check alignment between needle and looper, guide plate, and pressure plate etc before starting of the machine • check occasionally the stitch depth (bite), stitch gap (if any) and number of stitch per decimeter. No stitch gap or non-uniform stitch density are to be allowed • check and adjust correct 	<p>A Jute Product Stitching operator plans and manages work routine based on instructions from supervisor, attends various programs/meetings, provides suggestions in interest of the company, extends voluntary support wherever required. Also, identifies the e real cause of a problem and applies problem g solving approach to get the best suitable solution, refers defects to the supervisor and seeks clarification on problems from others. Ensures maximum utilization and minimum wastage of sliver and minimum machine breakdown time. Demonstrates repetitive skills like procedures for operating different material handling tools and Equipment Hence NSQF Level is 3</p>	<p>3</p>

	<p>pressure of the pressure plate</p> <ul style="list-style-type: none">• check and adjust proper tension of the sewing twine with the help of a tensioning device• check the folding along with seam procedure for sewing. Any variation in folding or seam pattern by the operator's mishandling will lead to defects in sewing.• check the type of sewing method/machine setting, delivery speed, needle quality and type• check seam strength by the S.Q.C people ensure to have a knowledge of unit of conversion of different jute fabric and way of measurement of fabric• ensure to have a knowledge of measurement of Fabric cutting and finished size of the final product as per design• check whether the proper quality is maintained for jute, jute fabric, lining. reinforcement material chain, button, hook, etc.		
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<p>Broad Learning Outcomes/Core Skill</p>	<p>Language to communicate written or oral, with required clarity, skill to basic arithmetic and algebraic principles, basic understanding of social, political and natural environment:</p> <ul style="list-style-type: none"> • report to his shift superior about the quality production/safety issues/ any other issue faced in his/ her shift and should leave the department only after getting concurrence for the same from his/her superiors • . report to his shift superiors as well as that of the incoming shift in case his/her counterpart doesn't come for duty, in that case, the shift has to be properly handed over to the incoming shift superior & clearance got from him •write clear and short sentences communicate with supervisor appropriately • talk to others to convey information effectively • check occasionally the stitch depth (bite). stitch gap (if any) and the number of stitch per decimetre. No stitch gap or non-uniform stitch density are 	<p>A Jute Product Stitching operator able to convey clear and short sentences, makes daily work reportable to follow written instructions, communicates with the supervisor appropriately and talks to others to convey information effectively. Applies problem-solving approaches in different situations during the production and performs basic maintenance work required during the production process for quality and uninterrupted output. Hence NSQF Level is 3</p>	<p>3</p>
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	<p>to be allowed</p> <ul style="list-style-type: none"> • read, write and communicate orally in local language • communicate with supervisor appropriately •write daily work report •write grievance complaint application • respond to emergencies, accidents or fire at the workplace • evacuate the premises and help others in need while doing so •avoid excess sewing twine at the corner of the bag which causes wastage. There is no need of excess sewing more than 1.5 cm. at the corner of the bag. 		
<p>Responsibility</p>	<p>Responsibility for own work and learning:</p> <ul style="list-style-type: none"> •hand over the shift to the incoming jute product stitching operator in a proper manner & get clearance from the incoming counterpart before leaving the work spot • check alignment between needle and looper, guide plate, 	<p>A Jute Product Stitching operator takes charge of the shift after discussing in detail the issues faced with respect to the quality, production and safety, reports to his shift superior about issues faced in his shift and leaves the department only after getting concurrence for the same from his/her superiors. He</p>	<p>3</p>

	<p>and pressure plate etc. before starting of the machine</p> <ul style="list-style-type: none">• lubricate the sewing machine as per schedule. Lube-oil should not stain the fabric• check and adjust correct pressure of the pressure plate• check and adjust proper tension of the sewing twine with the help of a tensioning	<p>is also responsible for maintaining work area, tools and machines and contributes in making the workplace healthy, safe and secure and follows the industry & organizational compliances.</p> <p>Hence NSQF Level is 3</p>	
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Annexure 2: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	colours	Used to add decorative and aesthetic elements to jute products, enhancing their visual appeal and creating unique designs	4 Bundle
2	cutting table	Provides a flat and stable surface for cutting jute fabric or twine, ensuring precision in measurements and accurate shaping of pieces	5 Eqpt Nos
3	measuring tape	Essential for taking accurate measurements of jute material, enabling precise cutting and stitching for a well-fitted and structured end product	9 Eqpt Nos
4	scale	Helps in maintaining consistency and uniformity in the dimensions of jute products during the cutting and stitching process	1 Each
5	scissors	A fundamental tool for cutting jute fabric or twine with precision, allowing the stitching operator to create clean and well-defined edges	19 Pair
6	yarn	Used for stitching and embellishing jute products	10 Types
7	thread	Essential for stitching jute pieces together, ensuring durability and structural integrity in the final product	22 Eqpt Nos
8	white board	A surface for planning and sketching out designs, helping the stitching operator visualize and organize the steps involved in creating jute products	1 Eqpt Nos
9	protective gears	Necessary for the safety of the operator, including gloves and goggles, to prevent injuries while working	2 Eqpt Nos

		with cutting tools and jute materials	
10	Types of stitching machines (automatic and semi-automatic)	primary tool used for stitching jute products	15 Eqpt Nos

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. White Board
2. Marker/Pen
3. Duster
4. First-aid
5. PPE Kit

Annexure 3: Industry Validations Summary

Sr. No.	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1	MAMTA GARMENT AND MANUFACTURING	RAMAKANT KAMLE	Proprietor	At. Mirkale Nager, Ahmedpur, Latur-413515 (MH)	9922163164	Mamtagarment11@gmail.com	
2	THE PATALA HANDICRAFT W.C.I.S. LTD.	MRS. REKHA MAAN	Proprietor	Pulkari Center, Thuha, Tehsil Rajpura, Dist. Patiyala-140417	7837832333 9814806299	patialahandicraft@gmail.com	

				(PB)			
3	MAHA LAKSHMI NARAYAN INSTITUTE OF EDUCATION AND SKILL DEVELOPMENT	SHAHIL SINGH JAMBAL	Proprietor	Omara Morh ward no 17 near tata motors Udampur Jammu and Kashmir 182101	9622177099	mis.mahalakshminarayan@gmail.com	
4	THE MANU WEAVERS H/L & H/C P.C.S. CO.-OP. IND. WELFARE SOCIETY LTD.	ANIL MEHRA	Proprietor	Circuit House Road,Kullu, Manali-175131	9816311010, 9418665226	anil.mehra85@yahoo.co.in	
5	NATIONAL INSTITUTE OF TECHNOLOGY AND VOCATIONAL TRAINING	VANDANA SACHIN LOKHANDE	Proprietor	Lucky Niwas, Goghale Chal, Room No-1, Mahsobha Chwonk, Kalyan (EAST)- 421306	8291037949	vandalokhande97@gmail.com	
6	RAJASTHANI PUPPETEER	MR. NATHU LAL	Proprietor	41, Kalakar Colony, Panipech, Shastri Nagar, Jaipur-302016	9928326142	Rajasthanipuppeteer@gmail.com	
7	MSME	AMANDEEP KAUR	Artisan	Daru Kutla, Patiala-147001 (Punjab)	9829090313		
8	MSME	ARCHANA DEEPAK	Artisan	Ahmedpur, Latur-413515	7262837896		

		SHIRURE		(Maharashtra)			
9	MSME	ARCHANA KAILASH KAN.,	Artisan	Kandhar, Nanded-413515 (MH)	8552817101		
10	MSME	ASHWINI KAMLAKAR KA.	Artisan	Vijaygarh, Kandhar, Nanded-431714 (Maharashtra)	9145886178		
11	MSME	BHANDE SARASWATI	Artisan	Hippalgaon, Ahmadpur, Latur-413514 (MH)	9527804909		
12	MSME	DHANSHRI SANJAY KAD.	Artisan	Ahmadpur, LadegaonLatur- 413515 (MH)	7499354851		
13	MSME	DIKSHA KAMBLE	Artisan	Sanbhaji Chowk Kala, Hanuman Mander, Siuko, Nanded-431714 (MH)	9545818158		
14	MSME	EKTA	Artisan	Daru Kutla, Patiala-147007 (Punjab)	9988498842		
15	MSME	INDUBAI BAIKORE	Artisan	Maroti Mandira jawal, Ahmadpur, latur-413513	9423350632		

				(Maharashtra)			
16	MSME	JANAKA NAMDEV PAWAR	Artisan	Ahmadpur, LadegaonLatur- 413515 (MH)	9284129611		
17	MSME	JYOTI MANOJ KHARPAD	Artisan	BASWESHWAR CHOWK, Ahmedpur, Latur-413515 (Maharashtra)	8767161536		
18	MSME	KIRAN SASANE	Artisan	Telgain, Latur- 413515 (Maharashtra)	9960642581		
19	MSME	LAKSHMI BALAJI SHEKDE	Artisan	Dhalegaon, Latur-413515 (MH)	8412872163		
20	MSME	MAYURI K. THITTE	Artisan	Ahmedpur, Latur-413515 (Maharashtra)	98790517822		
21	MSME	MEHAK	Artisan	SULAR, Patiala- 147001 (Punjab)	9988498842		
22	MSME	MEERA ARVIND KAMBL.	Artisan	Hangaraga, Latur-413514 (MH)	8485050092		
23	MSME	PURVA KANCHANDAS	Artisan	Maroti Mandira Jawal, Nadura	9145886178		

		TH.		Ahmedpur, Latur-413515 (Maharashtra)			
24	MSME	PUSHPA THAKUR	Artisan	Ahmadpur, Latur-413515 (Maharashtra)	9175229252		
25	MSME	PRABHAVATI SANJAY J.	Artisan	Bhim Garh, Kandhar, Nanded-411714 (MH)	7821847757		
26	MSME	RAJNI RANI	Artisan	Khera Gajju, Patiala-140602 (Punjab)	9779708506		
27	MSME	RAJWINDER KAUR	Artisan	Khera Gajju, Patiala-147001 (Punjab)	8146125253		
28	MSME	RAMANPREET KAUR	Artisan	Khera Gajju, Patiala-140602 (Punjab)	9878344688		
29	MSME	RIMPU	Artisan	Khera Gajju, Patiala-140602 (Punjab)	9878813560		
30	MSME	ROSHINI MADREWAR	Artisan	Uday Nagar, Ahmadpur, Latur-413515 (MH)	7385379599		
31	MSME	RUPA	Artisan	SULAR, Patiala-	9988498842		

				147001 (Punjab)			
32	MSME	RUPINDER KAUR	Artisan	Khera Gajju, Patiala-140602 (Punjab)	9914296474		
33	MSME	SHIVKANYA NALWA	Artisan	Lingdhal Telgaon, Latur-413513 (Maharashtra)	9767737945		
34	MSME	SADHANA K THITTE	Artisan	Ahmadpur, Nandura, Latur-413515 (MH)	7218823604		
35	MSME	SANGITA PAWAR	Artisan	Vijaygarh, Kandhar, Nanded-431714 (MH)	8999129937		
36	MSME	SHRADHA SURYAKANT	Artisan	Ahmadpur, Latur-413515 (MH)	8308944335		
37	MSME	SMITA S KACHAVE	Artisan	cidco Nanded-431603 (MH)	9175929111		
38	MSME	SNEHAL MILIND AMBLE	Artisan	Ahmadpur, Latur-413514 (MH)	8888605102		
39	MSME	SWATI NAIKWAD	Artisan	Ahmadpur, Latur-413515 (MH)	7030752659		

40	MSME	SHUBHANGI SARWADE	Artisan	Nagoba Nagar, Ahmadpur, Latur-413515 (Maharashtra)	9359153251		
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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	5000	Self-employment	Approx. 60%	Self-employment	N/A	N/A
2025-26	15000	Self-employment	Approx. 60%	Self-employment	N/A	N/A
2026-27	20000	Self-employment	Approx. 60%	Self-employment	N/A	N/A

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
3.0	2021-2022	293	254	254	Self-employed	More than 60%	More than 60%	More than 60%	Self-employed	NA	NA	NA	NA
3.0	2022-2023	82	77	77	Self-employed	More than 60%	More than 60%	More than 60%	Self-employed	NA	NA	NA	NA
3.0	2023-2024	264	246	246	Self-employed	More than 60%	More than 60%	More than 60%	Self-employed	NA	NA	NA	NA

Applicable for revised qualifications only, data to be provided for past 3 years.

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

1. Skill India Mission
2. National Handicrafts Development Program,
3. PM Vishwakarma,
4. Samarth
5. National Urban Livelihood Mission-NULM
6. Sankalp
7. One District One Product
8. National Rural Livelihood Mission-DDU-GKY
9. SFURTI-Ministry of Micro Small and Medium Enterprises

Content availability for previous versions of qualifications: Yes

Participant Handbook Facilitator Guide Digital Content Qualification Handbook Any Other:

Languages in which Content is available: English and Hindi

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
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1	<input checked="" type="checkbox"/> Theory/ Lectures - Imparting theoretical and conceptual knowledge	<ul style="list-style-type: none"> • Qualification/ Syllabus • Books/ e-books • Presentations 	<ul style="list-style-type: none"> • Without use of appropriate tech tools 80% Offline and only upto 20% online otherwise. • Online Instructor led teaching, can be one-to-one or one to many or many-to-many: up to 80% to 100% online
2	<input checked="" type="checkbox"/> Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	<ul style="list-style-type: none"> • Presentations • E-Content/ Curated digital content 	<ul style="list-style-type: none"> • Without use of appropriate tech tools, 80% Offline and only upto 20% online otherwise. 100% virtual while working in virtual teams / virtual collaboration
3	<input checked="" type="checkbox"/> Showing Practical Demonstrations to the learners	<ul style="list-style-type: none"> • Projector, laptop various tools and equipment 	<ul style="list-style-type: none"> • For all skills, where a physical product is created, at least 50% shall be on practical demonstrations and site visits
4	<input checked="" type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	<ul style="list-style-type: none"> • Projector, laptop various tools and equipment 	<ul style="list-style-type: none"> • 100% offline without the use of any technology tools.
5	<input checked="" type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice	<ul style="list-style-type: none"> • Learning Management system 	<ul style="list-style-type: none"> • 70% offline and upto 30% online where a physical product is created as part of skilling
6	<input type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations		
7	<input type="checkbox"/> On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training		

Annexure 6: 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
HCS/N7422: Machine Operation	Understanding the Stitching Machine Types	7	17	-	-
	PC1. automatic machines are highly mechanized, with minimal manual intervention required, automatically control functions such as feeding, cutting and stitching the jute material	2	4	-	-
	PC2. semi-automatic machines require more manual handling where the more manual control such as adjusting fabric positions, starting and stopping the machine, or handling special stitching requirements	1	3	-	-
	PC3. work with specialized jute stitching machines that are designed to handle thick and coarse jute fabric	1	3	-	-
	PC4. use single or double-needle machines, overlock machines, or plain sewing machines base on the type of product being stitch	2	4	-	-
	PC5. learn about the components of the machine like the needle, bobbin, presser foot, and thread tension adjustments	1	3	-	-
	Machine Setup	6	16	-	-
	PC6. thread the machine correctly with appropriate jute threads and adjusting the bobbin	2	5	-	-
	PC7. set the stitch length and tension based on the fabric thickness and product specifications	2	6	-	-
	PC8. oil machine and all parts are functional before starting work	2	5	-	-
	Material Handling	3	9	-	-
	PC9. select appropriate jute fabric and other materials	1	3	-	-

	(like thread and lining) based on product specifications				
	PC10. cut jute fabric to required dimensions, ensuring accurate measurements for proper fit and finish	1	3	-	-
	PC11. organize and store materials systematically for easy access during production	1	3	-	-
	Automatic Machine Operation Process	8	16	-	-
	PC12. load the jute material into the machine's feed system, which can handle large rolls or sheets of jute fabric	2	4	-	-
	PC13. program the machine using a control panel to select stitching patterns, stitch length, and speed	2	4	-	-
	PC14. start the machine and monitor the automated stitching process and perform uniform stitching without much manual intervention, ensuring consistency	2	4	-	-
	PC15. monitor sensors and alarms to detect any issues such as thread breakage, needle damage, or fabric misalignment	2	4	-	-
	Semi-Automatic Machine Operation Process	6	12	-	-
	PC16. feed jute fabric into the machine manually, adjusting fabric alignment for precise stitching	2	4	-	-
	PC17. use foot pedals or hand controls to regulate machine speed and stitching actions	2	4	-	-
	PC18. monitor and manually adjust thread tension, stitch length, and fabric positioning during the stitching process	2	4	-	-
	NOS Total	30	70	-	-
HCS/N7423: Stitching Techniques	Introduction to Stitching Techniques	5	10	-	-
	PC1. refer to the methods used to join pieces of fabric together using a needle and thread	2	5	-	-
	PC2. various stitching techniques enhance product	3	5	-	-

quality, ensures durability, and allows for creative designs				
Types of Stitching Techniques	14	30	-	-
PC3. straight stitch is a common stitch used in jute products, providing a strong and secure seam. This technique is fundamental for constructing bags, mats, and other items	3	6	-	-
PC4. zigzag stitch use to prevent fraying of the jute fabric edges and to create decorative effects. It's particularly useful in finishing seams	3	6	-	-
PC5. overlock stitch technique prevents the edges from unraveling and is essential for seams that require extra durability	2	6	-	-
PC6. backstitch provides reinforcement at the beginning and end of a seam, enhancing strength, especially in load-bearing products like jute sacks	3	6	-	-
PC7. blind stitch use for hems and finishing edges invisibly, which is important for aesthetically appealing jute items	3	6	-	-
Stitching Equipment and Tools	6	18	-	-
PC8. types of sewing machines, include industrial machines designed for heavy fabrics, are used. For instance, walking foot machines are effective for handling the bulk of jute	2	6	-	-
PC9. select the right needle size and type (e.g., heavy-duty needles) is important for handling the thickness and coarseness of jute fabric	2	6	-	-
PC10. choose the types of thread, such as polyester or cotton threads, is essential for durability and strength in stitching	2	6	-	-
Preparation Techniques	5	12	-	-
PC11. prepare jute fabric to enhance its flexibility and	3	6	-	-

	prevent shrinkage during stitching				
	PC12. cut the jute pieces and lay them out for efficient stitching, ensuring proper alignment and grain direction	2	6	-	-
	NOS Total	30	70	-	-
HCS/N7424: Finishing and Quality Control	Understanding Finishing Process	6	24	-	-
	PC1. trim any loose threads or extra fabric to give the product a neat appearance	1	4	-	-
	PC2. iron or press the jute products to eliminate wrinkles and achieve a uniform shape	1	4	-	-
	PC3. fold the jute products like bags or mats neatly to ensure they hold their shape and look professional	1	4	-	-
	PC4. attach zippers, buttons, straps or other accessories	1	4	-	-
	PC5. proper package finished products to protect them during transport and ensure they arrive in good condition	1	4	-	-
	PC6. attach labels, tags, or branding elements as per the product specifications	1	4	-	-
	Quality Control procedures	8	32	-	-
	PC7. examine the product for defects like uneven stitching, holes, weak seams, or inconsistent finishes	1	4	-	-
	PC8. examine the strength of the stitching, ensuring it can bear the required load, especially for jute bags, sacks, and other carrying products	1	4	-	-
	PC9. check the dimensions of the product to make sure they conform to the design specifications	1	4	-	-
	PC10. check for defects like holes, tears, stains, or color discrepancies in the jute material	1	4	-	-
PC11. check added features like buttons, zipper or straps to ensure they function properly and are securely attached	1	4	-	-	

	PC12. conduct tests (e.g., strength, durability) on finished products to ensure they meet quality benchmarks	1	4	-	-
	PC13. check the proper labelling of the product information	1	4	-	-
	PC14. check the products are folded neatly and packaged	1	4	-	-
	Common Defects and Corrections	3	12	-	-
	PC15. identify issues such as skipped stitches, uneven tension, and improper seam alignment	1	4	-	-
	PC16. recognize flaws in the jute fabric itself, such as tears, discoloration, or inconsistent weave	1	4	-	-
	PC17. address defects and implementing corrective measures effectively	1	4	-	-
	Documentation and Reporting	3	12	-	-
	PC18. keep accurate records of inspections, defects found, and actions taken	1	4	-	-
	PC19. establish channels for providing feedback on quality issues to supervisors and team members for improvement	1	4	-	-
	PC20. utilize quality control data to identify trends and areas for improvement in production processes	1	4	-	-
	NOS Total	20	80	-	-
HCS/N8513: Entrepreneurship Skills for Jute Products Stitching Operator	Understanding Entrepreneurship	2	4	-	-
	PC1. define an entrepreneurship and its significance in the jute products sector	1	2	-	-
	PC2. learn about qualities such as creativity, innovation, resilience, and risk-taking	1	2	-	-
	Innovation and Creativity	12	18	-	-
	PC3. experiment with various styles, shapes, and patterns to create unique jute products, such as bags, home decor, and accessories	2	3	-	-

	PC4. offering customized products to meet specific customer preferences can enhance marketability and customer satisfaction	2	3	-	-
	PC5. explore ways to incorporate sustainable materials or processes into production, such as using organic dyes or reducing waste	2	3	-	-
	PC6. find innovative ways to repurpose leftover jute fabric or other materials can minimize waste and create new product lines	2	3	-	-
	PC7. experiment with various stitching methods can enhance the aesthetic appeal and durability of products	2	3	-	-
	PC8. utilize technology, such as computer-aided design (CAD) software, can aid in creating precise and innovative designs, improving efficiency and creativity	2	3	-	-
	Understanding Market Trends	9	14	-	-
	PC9. stay informed about changing consumer preferences, such as the demand for eco-friendly and sustainable products	2	3	-	-
	PC10. identify what styles, colors, and functionalities are currently popular	1	2	-	-
	PC11. analyze competitors' products and marketing strategies can provide insights into successful practices and potential gaps in the market	2	3	-	-
	PC12. aware of trends related to sustainable sourcing, production methods, and materials that appeal to environmentally conscious consumers	2	3	-	-
	PC13. keeping up with technological advancements in production techniques or tools can improve efficiency and product quality	2	3	-	-
	Quality Management	9	14	-	-

	PC14. develop clear quality standards for stitching, finishing, and overall product appearance, ensuring consistency across all items produced	2	3	-	-
	PC15. create a quality manual or checklist that can maintain the standards of the product	1	2	-	-
	PC16. inspecting various stages of the production process allows to identify and rectify defects early, reducing waste and rework	2	3	-	-
	PC17. seeking feedback from customers about product quality can provide valuable insights for improvement and innovation	2	3	-	-
	PC18. regular reviewing production processes and outcomes within the team can help identify areas for enhancement and ensure continuous quality improvement	2	3	-	-
	Networking and Relationship Building	7	11	-	-
	PC19. connect with other artisans, suppliers, and industry professionals can lead collaborations and knowledge sharing	2	3	-	-
	PC20. participate in industry events and trade fairs provides opportunities	2	3	-	-
	PC21. develop strong relationships with suppliers ensures a consistent supply of high-quality materials	2	3	-	-
	PC22. collaborating with others in the industry allows operators to learn new techniques and share best practices, enhancing their skill sets and creativity	1	2	-	-
	NOS Total	39	61	-	-
HCS/N9908: Working in a Team	Commitment and trust	6	14	-	-
	PC1. be accountable to one's role in the whole process	4	8	-	-
	PC2. perform all roles with full	3	7	-	-
	Communication	10	18	-	-

	PC3. report problems faced during the process	3	7	-	-
	PC4. talk politely with other team members and colleagues	4	4	-	-
	PC5. submit a daily report of own performance	3	7	-	-
	Adaptability	8	22	-	-
	PC6. adjust in different work situations	3	7	-	-
	PC7. give due importance to other's point of view	3	7	-	-
	PC8. avoid conflicting situations	2	8	-	-
	Creative Freedom	4	16		
	PC9. develop new ideas for work procedures	2	6	-	-
	PC10. improve upon the existing techniques to increase process efficiency	3	10	-	-
	Total Marks	29	71	-	-
HCS/N9912: Maintain Work Area and Tools	Maintain the work area, tools and machines	26	74	-	-
	PC1. carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations.	2	4	-	-
	PC2. apply and follow these policies and procedures within your work practices and inculcate sustainable consumption practices	2	4	-	-
	PC3. actively get involved in improving the performance of the organization in line with their own role and responsibilities and support adaptation to more environmentally friendly processes.	2	6	-	-
	PC4. handle materials and tools safely and correctly	2	6	-	-
	PC5. use materials to minimize waste	2	6	-	-
	PC6. maintain a clean and hazard free working area	2	6	-	-
	PC7. maintain the tools	2	6	-	-
	PC8. carry out maintenance and/or cleaning within one's responsibility	2	6	-	-
	PC9. report damaged tools & materials	2	6	-	-

	PC10. work in a comfortable position with the correct posture	2	6	-	-
	PC11. dispose of waste safely in the designated location	2	6	-	-
	PC12. store cleaning equipment safely after use	2	6	-	-
	PC13. carry out cleaning according to schedules and limits of responsibility	2	6	-	-
	Total Marks	26	74	-	-
HCS/N9945: Maintaining workplace health and safety	Comply with health, safety, and security requirements at work	30	70	-	-
	PC1. comply with health and safety related instructions applicable to the workplace.	2	6	-	-
	PC2. use and maintain personal protective equipment as per protocol.	2	6	-	-
	PC3. carry out own activities in line with approved guidelines and procedures	2	6	-	-
	PC4. maintain a healthy lifestyle and guard against dependency on intoxicants.	2	6	-	-
	PC5. follow environment management system related procedures.	2	4	-	-
	PC6. store materials and tools in line with manufacturers and organisational requirements	2	3	-	-
	PC7. safely handle and move waste and debris.	1	3	-	-
	PC8. minimize health and safety risks to self and others due to own actions	2	4	-	-
	PC9. seek clarifications, from supervisors or other authorized personnel in case of perceived risks	1	3	-	-
	PC10. monitor the workplace and work processes for potential risks and threats.	1	3	-	-
	PC11. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned	2	3	-	-
	PC12. report hazards and potential risks/ threats to	3	4	-	-

	supervisors or other authorized personnel				
	PC13. participate in mock drills/ evacuation procedures organized at the workplace	2	3	-	-
	PC14. undertake first aid, fire-fighting and emergency response training, if asked to do so	2	4	-	-
	PC15. take action based on instructions in the event of fire, emergencies or accidents	2	6	-	-
	PC16. follow organisation procedures for evacuation when required	2	6	-	-
	NOS Total	30	70	-	-
DGT/VSQ/N0102: Employability Skills (60 Hours)	Introduction to Employability Skills	1	1	-	-
	PC1. identify employability skills required for jobs in various industries	-	-	-	-
	PC2. identify and explore learning and employability portals	-	-	-	-
	Constitutional values – Citizenship	1	1	-	-
	PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
	PC4. follow environmentally sustainable practices	-	-	-	-
	Becoming a Professional in the 21st Century	2	4	-	-
	PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
	PC6. practice the 21st Century Skills such as Self Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
Basic English Skills	2	3	-	-	

PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
Career Development & Goal Setting	1	2	-	-
PC10. understand the difference between job and career	-	-	-	-
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
Communication Skills	2	2	-	-
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC13. work collaboratively with others in a team	-	-	-	-
Diversity & Inclusion	1	2	-	-
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
Financial and Legal Literacy	2	3	-	-
PC16. select financial institutions, products and services as per requirement	-	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
Essential Digital Skills	3	4	-	-

PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-	-
Entrepreneurship	2	3	-	-
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
Customer Service	1	2	-	-
PC26. identify different types of customers	-	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-	-
Getting ready for apprenticeship & Jobs	2	3	-	-
PC29. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC31. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC32. answer questions politely, with clarity and	-	-	-	-

	confidence, during recruitment and selection				
	PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
	Total Marks	20	30	-	-
	Grand Total	224	526		

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.

<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 (which covers the job profile of Jute Products Stitching Operator) will be assessed separately.
2. The candidate must score 60% 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