

NSQF Qualification File

Approved in 15th NSQC Meeting - NCVET – Dated 27th January 2022

CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Name and address of submitting body:

Handicrafts and Carpet Sector Skill Council-HCSSC
Third Floor, OCF, Plot No. 2, Pocket 9, Sector B,
Landmark - Behind JIMS
Vasant Kunj, New Delhi – 110070

NCVET Code

2022/HC/HCSSC/05158

Name and contact details of individual dealing with the submission

Name: Mr.Krishan Kumar

Position in the organisation: Chief Executive Officer

Address if different from above:

Tel number(s): 011-26139834

E-mail address: ceo@hcssc.in

List of documents submitted in support of the Qualifications File

1. Qualification Pack
2. RFP for development of Occupational Standards
3. Selection process of the Consultants to develop Occupational Standards
4. Composition of NOS Subcommittee
5. Minutes of the meeting of GC meetings
 - i. Composition of the Technical Committee
 - ii. Approval of Occupational Standards by Technical Committee and Governing Council
6. NSDC Human Resource & Skills Requirement in Handicrafts and Carpet Sector
7. Occupational Map & Progression matrix
8. List of QP/NOS validating companies.

Model Curriculum to be added which will include the following:

- **Indicative list of tools/equipment to conduct the training**
- **Trainers qualification**
- **Lesson Plan**
- **Distribution of training duration into theory/practical/OJT component**

SUMMARY

1	Qualification Title	Sketching and painting artisan (Ceramics)
2	Qualification Code, if any	HCS/Q0802
3	NCO code and occupation	NCO-2015/7324.20
4	Nature and purpose of the qualification (Please specify whether qualification is short term or long term)	Both
5	Body/bodies which will award the qualification	Handicrafts and Carpet Sector Skill Council
6	Body which will accredit providers to offer courses leading to the qualification	Handicrafts and Carpet Sector Skill Council
7	Whether accreditation/affiliation norms are already in place or not , if applicable (if yes, attach a copy)	Handicrafts and Carpet Sector Skill Council
8	Occupation(s) to which the qualification gives access	Finishing and painting
9	Job description of the occupation	The sketching and painting operator, based on the model/design provided to him sketches the outline and colours the same to have colourful and attractive designs on the ceramic products
10	Licensing requirements	NA
11	Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided)	NA
12	Level of the qualification in the NSQF	4

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13	Anticipated volume of training/learning required to complete the qualification	450 hours (including introduction to industry 10 hours + employability 60 hours) + OJT Hours 80 Total hours 450+80 (OJT).
14	Indicative list of training tools required to deliver this qualification	Attached herewith
15	Entry requirements and/or recommendations and minimum age	8th Class with 3 years of relevant experience OR 10th Class with 1 year of relevant experience OR Certificate NSQF Level 3 (Ceramics Preparation Artisan) with 2 years of relevant experience Min Age: 18 years
16	Progression from the qualification (Please show Professional and academic progression)	Horizontal Progression NSQF Level 4 Floor Supervisor
17	Arrangements for the Recognition of Prior learning (RPL)	Will be done at the clusters where the required facility could be arranged.
18	International comparability Where known (research evidence to be provided)	Not Yet Established
19	Date of planned review of the qualification	27/01/2025
20	Formal Structure of the qualification Mandatory component	

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
Bridge Module	10:00	00:00	NA	NA	10:00
Module 1 Introduction	10:00	00:00	NA	NA	10:00

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to Handicrafts (Ceramics)Industry in India					
HCS/N0802: Perform sketching NOS Version No. 1.0 NSQF Level 4	02:00	105:00	NA	60:00	107:00
Module 2: Perform sketching	02:00	105:00	NA	60:00	107:00
HCS/N0803: Perform colouring/painting NOS Version No. 1.0 NSQF Level 4	03:00	100:00	NA	20:00	103:00
Module 3 : Perform colouring/painting	03:00	100:00	NA	20:00	103:00
HCS/N9901: Coordinate with colleagues and work as a team NOS Version No. 1.0 NSQF Level 4	5:00	35:00	NA	00:00	40:00
Module 4:Coordinate with colleagues and work as a team	05:00	35:00	NA	00:00	40:00
HCS/N9902: Maintain Safe and Healthy Work Environment NOS Version No. 1.0 NSQF Level 4	02:00	35:00	NA	00:00	37:00
Module 5:Maintain Safe and Healthy Work Environment	02:00	35:00	NA	00:00	37:00
HCS/N9903: Maintain Personal Hygiene NOS Version No. 1.0 NSQF Level 4	03:00	30:00	NA	00:00	33:00
Module 6: Maintain Personal Hygiene	03:00	30:00	NA	00:00	33:00
HCS/N9904: Basic Business					

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Management NOS Version No. 1.0 NSQF Level 4	05:00	55:00	NA	00:00	60:00
Module 7:Basic Business Management	05:00	55:00	NA	00:00	60:00
Bridge Module Employability & Entrepreneurship Skills	40:00	20:00	NA	00:00	60:00
Module 8 Employability & Entrepreneurship Skills	40:00	20:00	NA	00:00	60:00
Total Duration	70:00	380:00	NA	80:00	450

SECTION 1 **ASSESSMENT**

21	<p>Body/Bodies which will carry out assessment:</p> <p>If there will be more than one assessment body for this qualification, give details.</p> <ul style="list-style-type: none"> • CEE Vision TechxнологiesPvt. Ltd. • Rational MultiskillsPvt. Ltd. (RMS) • Trendsetters Skill Assessors Pvt. Ltd. • Mirams Training Services (I) Pvt. Ltd.) • TAG Assessors Guild Pvt. Ltd. • IRIS Corporate Solutions Pvt. Ltd. • Glocal Skill Management Pvt. Ltd. • Ace Assessment Agency Pvt. Ltd. • E & E Skill Development & Technologies Pvt Ltd (Eins&Erste) • Sai Skill Technology Pvt. Ltd.
22	<p>How will RPL assessment be managed and who will carry it out?</p> <p>Give details of how RPL assessment for the qualification will be carried out and quality assured.</p> <p>RPL will be based on the same approved Qualification Pack and Assessment Criteria mentioned in the Qualification Pack.</p> <p>The process of RPL assessment is developed.</p>

23	<p>Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.</p> <p>The assessment strategy is mentioned below.</p>

Please attach most relevant and recent documents giving further information about assessment and/or RPL.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

ASSESSMENT EVIDENCE

ASSESSMENT CRITERIA

Marks Allocation					
Assessment Outcomes	Assessment criteria for the outcome	Theory Marks	Practical Marks	Project Marks	Viva Marks
HCS/N0802: Perform sketching	<i>Create / assimilate designs</i>	9	36	-	-
	PC1. create unique, intricate and appealing designs, in the absence of model	1	4	-	-
	PC2. create and design market	1	4	-	-

	relevant designs				
	PC3. create appropriate designs depending on the product shape, in the absence of model	1	4	-	-
	PC4. structure the dimension of the designs according to the product shape, in case of absence of model	1	4	-	-
	PC5. select the design depending on the end usage of the product, in case of absence of model	1	4	-	-
	PC6. pay close attention to the various aspects of the design	1	4	-	-
	PC7. integrate design based on model	1	4	-	-
	PC8. decide colour, type of brush and color consumables to be used based on the model	1	4	-	-
	PC9. use recommended tools and colours for sketching	1	4	-	-
	<i>Sketch on the ceramic products</i>	6	24	-	-
	PC10. recognize the appropriate and relevant	1	4	-	-

	colours for sketching				
	PC11. carefully sketch the design from the model according to the product dimension using various tools	1	4	-	-
	PC12. sketch using the right stroke of brush in the right thickness and angle	1	4	-	-
	PC13. check visually if the patterns match to the model	1	4	-	-
	PC14. set aside the sketched product	1	4	-	-
	PC15. set aside the colours and tools in appropriate locations	1	4	-	-
	<i>Ensure quality and productivity standards</i>	6	19	-	-
	PC16. visually examine the designs/models for conformance with the product	1	4	-	-
	PC17. ensure that there is no wastage of the materials	1	3	-	-
	PC18. create unique designs which is difficult to replicate	1	3	-	-
	PC19. visually examine if the	1	3	-	-

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	final sketched product looks neat and in line with model				
	PC20. able to complete sketching on time and achieve periodical target	1	3	-	-
	PC21. clean the area after the sketching	1	3	-	-
	NOS Total	21	79	-	-
Assessment Outcomes	Assessment criteria for the outcome	Theory Marks	Practical Marks	Project Marks	Viva Marks
HCS/N0803: Perform colouring/painting	<i>Interact with supervisor or superior</i>	14	30	-	-
	PC1. comply with health, safety gender, and PwD (People with disability) related instructions applicable to the workplace	2	5	-	-
	PC2. actively participate in mock drills/ evacuation procedures; group discussions, training sensitization programs for gender, and PwD awareness organized at the workplace.	2	5	-	-
	PC3. receive job orders and instructions from	2	5	-	-

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	reporting supervisor and receive feedback on work standards.				
	PC4. understand the work output requirements, targets, performance indicators and incentives.	2	5	-	-
	PC5. deliver quality work on time and report any anticipated reasons for delays and handover completed work to supervisor	3	5	-	-
	PC6. report on any grievances, production defects and any potential hazards.	3	5	-	-
	<i>Work as a team by coordinating with colleagues within and outside the department and include inputs on PwD & Gender Sensitisation</i>	6	10	-	-
	PC7. communicate maintenance and repair schedule proactively to the supervisor	3	5	-	-
	PC8. interact and clarify doubts on design, usage of	3	5	-	-

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	materials & tools, quality & standards compliance, etc.				
	<i>Report and Document</i>	15	25	-	-
	PC9. report in time for shortage or need of raw materials	3	5	-	-
	PC10. communicate with colleagues from within and other departments, clearly and effectively on all aspects to carry out the work among the team	3	5	-	-
	PC11. maintain the etiquette, use polite language, demonstrate responsible and disciplined behavior towards colleagues.	3	5	-	-
	PC12. put team over individual goals and multi-task or share work where necessary supporting the colleagues.	3	5	-	-
	PC13. document all the details accurately relating to ones role as required.	3	5	-	-
	NOS Total	35	65	-	-

Assessment Outcomes	Assessment criteria for the outcome	Theory Marks	Practical Marks	Project Marks	Viva Marks
HCS/N9901: Coordinate with colleagues and work as a team	Interact with supervisor or superior	14	30	-	-
	PC1. comply with health, safety gender, and PwD (People with disability) related instructions applicable to the workplace	2	5	-	-
	PC2. actively participate in mock drills/ evacuation procedures; group discussions, training sensitization programs for gender, and PwD awareness organized at the workplace.	2	5	-	-
	PC3. receive job orders and instructions from reporting supervisor and receive feedback on work standards.	2	5	-	-
	PC4. understand the work output requirements, targets, performance indicators and incentives.	2	5	-	-
	PC5. deliver				

	quality work on time and report any anticipated reasons for delays and handover completed work to supervisor	3	5	-	-
	PC6. report on any grievances, production defects and any potential hazards.	3	5	-	-
	Work as a team by coordinating with colleagues within and outside the department and include inputs on PwD & Gender Sensitisation	6	10	-	-
	PC7. communicate maintenance and repair schedule proactively to the supervisor	3	5	-	-
	PC8. interact and clarify doubts on design, usage of materials & tools, quality & standards compliance, etc.	3	5	-	-
	Report and Document	15	25	-	-
	PC9. report in time for shortage or need of raw materials	3	5	-	-
	PC10. communicate with colleagues from within and other	3	5	-	-

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	departments, clearly and effectively on all aspects to carry out the work among the team				
	PC11. maintain the etiquette, use polite language, demonstrate responsible and disciplined behavior towards colleagues.	3	5	-	-
	PC12. put team over individual goals and multi-task or share work where necessary supporting the colleagues.	3	5	-	-
	PC13. document all the details accurately relating to one's role as required.	3	5	-	-
NOS Total		35	65	-	-
Assessment Outcomes	Assessment criteria for the outcome	Theory Marks	Practical Marks	Project Marks	Viva Marks
HCS/N9902: Maintain Safe and Healthy Work Environment	Follow safety procedures and practices	18	46	-	-
	PC1. carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and	2	5	-	-

	regulations				
	PC2. apply and follow these policies and procedures within your work practices and inculcate sustainable consumption practices	2	5	-	-
	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	5	-	-
	PC4. comply with safety procedures while on work to prevent accidents	2	5	-	-
	PC5. take adequate safety measures while handling materials, chemicals and tools	2	6	-	-
	PC6. wear appropriate personal protective gears such as gloves, protective goggles, masks etc. while working	2	5	-	-
	PC7. wear appropriate and recommended	2	5	-	-

	clothing as per the work environment				
	PC8. follow recommended material handling procedure to control material and personal damage.	2	5	-	-
	PC9. perform all procedures as per companys work instructions for controlling operational risk	2	5	-	-
	Achieve safety standards	10	26	-	-
	PC10. perform the duties in a manner which minimizes environmental damage	2	5	-	-
	PC11. dispose off waste safely and correctly in a designated area as per companys sop	2	5	-	-
	PC12. report any accidents, incidents or problems without delay to the supervisor and take necessary immediate action to reduce further danger	2	5	-	-
	PC13. ensure zero accident at workplace	2	5	-	-
	PC14. adhere to safety standards and ensure no	2	6	-	-

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	material damage				
NOS Total		28	72	-	-
Assessment Outcomes	Assessment criteria for the outcome	Theory Marks	Practical Marks	Project Marks	Viva Marks
HCS/N9903: Maintain Personal Hygiene	Adopt healthy work practices	18	48	-	-
	PC1. always cover the mouth and nose with a dust mask while working and keep on changing when it gets blocked with dust.	3	8	-	-
	PC2. wear safety shoes while visiting the production unit to avoid any damage	3	8	-	-
	PC3. wear personal protective equipment while visiting the different departments during production. Or example mask in the washing section, glasses and mask in an assembly line, and gloves in the printing section, etc.	3	8	-	-
	PC4. always wash sanitize your hands after a factory unit before touching any document, laptop, cell phone, etc.	3	8	-	-
	PC5. undergo preventive health	3	8	-	-

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	checkups at regular intervals.				
	PC6. take prompt treatment from the doctor in case of illness.	3	8	-	-
	Achieve work productivity while maintaining health	9	25	-	-
	PC7. follow SOPs for dealing with blisters; scratches; accidental fires or any other type of emergencies at work	3	8	-	-
	PC8. ensure no productivity loss or absenteeism from work due to illness	3	8	-	-
	PC9. ensure no long-term ill effect on personal health.	3	9	-	-
NOS Total		27	73	-	-
Assessment Outcomes	Assessment criteria for the outcome	Theory Marks	Practical Marks	Project Marks	Viva Marks
HCS/N9904: Basic Business Management	People management	3	6	-	-
	PC1. arrange Interactive meetings of managers of sales and production teams and categorize the issues and feedbacks of both	1	2	-	-

	the teams				
	PC2. train the employees of his/her unit with the appropriate skills required to make marketrelevant and quality products	1	2	-	-
	PC3. motivate the employees	1	2	-	-
	Product planning	8	16	-	-
	PC4. compile a report based on old production reports	1	2	-	-
	PC5. address the issues faced in previous productions and try to resolve them	1	2	-	-
	PC6. gather and analyze the cues from the market	1	2	-	-
	PC7. ascertain the customer preference	1	2	-	-
	PC8. develop product range lines based on current market preference	1	2	-	-
	PC9. develop product range lines that are unique and able to price high	1	2	-	-
	PC10. price the products according to market trends	1	2	-	-

	PC11. identify the competent marketing strategy for the product range	1	2	-	-
	Procurement of raw materials	7	14	-	-
	PC12. list of the raw materials and prepare a B.O.M according to the product lines	1	2	-	-
	PC13. ascertain the quantity and right price to procure the materials	1	2	-	-
	PC14. identify the right locations/agents from where the raw materials can be procured	1	2	-	-
	PC15. negotiate to get the best price	1	2	-	-
	PC16. ensure quality materials are procured	1	2	-	-
	PC17. ensure the procured materials are stored in appropriate conditions	1	2	-	-
	PC18. compile a record of price quotations, POs, and bills of procurement for future reference	1	2	-	-

	Market interfacing	7	14	-	-
	PC19. maintain a healthy and professional relationship with vendor	1	2	-	-
	PC20. the competitive market falls in order with the company policies of best price, quality, and delivery parameters	1	2	-	-
	PC21. analyze the prevalent price for product lines	1	2	-	-
	PC22. decide on the most effective means to access the market	1	2	-	-
	PC23. plan for cost-effective transportation to the market	1	2	-	-
	PC24. position the product according to market requirements	1	2	-	-
	PC25. identify and address the expectations of customer	1	2	-	-
	Financial management	4	8	-	-
	PC26. analyze and ascertain the cost of production	1	2	-	-
	PC27. maintain the book of accounts related	1	2	-	-

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	to the business				
	PC28. maintain export documents like a letter of credit, custom clearance	1	2	-	-
	PC29. identify cost-effective means of running the business	1	2	-	-
	Record keeping	6	7	-	-
	PC30. identify various aspects of business that require recording	1	2	-	-
	PC31. design formats for recording	1	1	-	-
	PC32. compile various records of all aspects of the business	1	1	-	-
	PC33. maintain these records with periodic updations	1	1	-	-
	PC34. maintain necessary documents as per local government and regulatory requirements	1	1	-	-
	PC35. reframe the procurement strategy according to local scenarios like weather conditions, transport strikes, affected prices, etc.	1	1	-	-
	PC30. identify various aspects of business that	1	2	-	-

	require recording				
	PC31. design formats for recording	1	1	-	-
	PC32. compile various records of all aspects of the business	1	1	-	-
	PC33. maintain these records with periodic updations	1	1	-	-
	PC34. maintain necessary documents as per local government and regulatory requirements	1	1	-	-
	PC35. reframe the procurement strategy according to local scenarios like weather conditions, transport strikes, affected prices, etc.	1	1	-	-
NOS Total		35	65	-	-

Complete a grid for each component as listed in “Formal structure of the the qualification” in the Summary.

NOTE: this grid can be replaced by any part of the qualification documentation which shows the same information – ie Learning Outcomes to be assessed, assessment criteria and the means of assessment.

24. Assessment evidences

Title of Component:

Outcomes to be assessed/NOSs to be assessed	Assessment criteria for the outcome
HCS/N0802: Perform sketching	

create / assimilate designs	PC1. create unique, intricate and appealing designs, in the absence of model
	PC2. create and design market relevant designs
	PC3. create appropriate designs depending on the product shape, in the absence of model
	PC4. structure the dimension of the designs according to the product shape, in case of absence of model
	PC5. select the design depending on the end usage of the product, in case of absence of model
	PC6. pay close attention to the various aspects of the design
	PC7. integrate design based on model
	PC8. decide colour, type of brush and color consumables to be used based on the model
	PC9. use recommended tools and colours for sketching
sketch on the ceramic products	PC10. recognize the appropriate and relevant colours for sketching
	PC11. carefully sketch the design from the model according to the product dimension using various tools
	PC12. sketch using the right stroke of brush in the right thickness and angle
	PC13. check visually if the patterns match to the model
	PC14. set aside the sketched product
	PC15. set aside the colours and tools in appropriate locations
ensure quality and productivity standards	PC16. visually examine the designs/models for conformance with the product
	PC17. ensure that there is no wastage of the materials
	PC18. create unique designs which is difficult to replicate
	PC19. visually examine if the final sketched product looks neat and in line with model
	PC20. able to complete sketching on time and achieve periodical target
	PC21. clean the area after the sketching
HCS/N0803: Perform colouring/painting	
select colour and other materials for painting	PC1. identify the colours that have to be used based on the end product usage
	PC2. identify the right colours based on the final colours

	that are required to be present on the product after the firing
	PC3. take the colour oxides in right quantities for colouring from the colour mix storage
	PC4. adhere to the model on for the colour scheme
	PC5. decide on attractive colour schemes in the absence of model
	PC6. select the right brushes to colour the sketch
colour / Paint the ceramics products	PC7. carefully colour the interior of the sketch on the product
	PC8. use multiple colours as per the design requirement
	PC9. use brushes of different thickness based on the area of painting in the ceramic craft
	PC10. clean the brushes before dipping into another colour to ensure neat colouring
	PC11. ensure the colouring in smudge free and not runny
	PC12. place the product appropriately after colouring
ensure quality and productivity standards	PC13. visually examine the colours for conformity with the product
	PC14. ensure that there is no wastage of the materials
	PC15. visually examine the if the final coloured product looks neat and in line with model
	PC16. complete painting on time and achieve periodical target
	PC17. clean the area after the colouring
HCS/N9901: Coordinate with colleagues and work as a team.	
Interact with supervisor	PC1. comply with health, safety gender, and PwD (People with disability) related instructions applicable to the workplace.
	PC2. actively participate in mock drills/ evacuation procedures; group discussions, training sensitization programs for gender, and PwD awareness organized at the workplace.
	PC3. receive job orders and instructions from reporting

	<p>supervisor and receive feedback on work standards.</p> <p>PC4. understand the work output requirements, targets, performance indicators, and incentives.</p> <p>PC5. deliver quality work on time and report any anticipated reasons for delays and handover completed work to supervisor</p> <p>PC6. report on any grievances, production defects, and any potential hazards.</p> <p>PC7. communicate maintenance and repair schedule proactively to the supervisor</p>	
Coordinating with colleagues	<p>PC8. interact and clarify doubts on design, usage of materials & tools, quality & standards compliance, etc.</p> <p>PC9. report in time for shortage or need of raw materials</p> <p>PC10. communicate with colleagues from within and other departments, clearly and effectively on all aspects to carry out the work among the team</p> <p>PC11. maintain etiquette, use polite language, demonstrate responsible and disciplined behavior towards colleagues.</p> <p>PC12. put the team over individual goals and multi-task or share work where necessary supporting the colleagues.</p> <p>PC13. document all the details accurately relating to one's role as required.</p>	
	HCS/N9902: Maintain safe and healthy work environment	
	Maintain workplace safety and security standards	<p>PC1. carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation, and regulations.</p> <p>PC2. apply and follow these policies and procedures within your work practices and inculcate sustainable consumption practices</p> <p>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</p> <p>PC4. comply with safety procedures while on work to prevent accidents</p> <p>PC5. take adequate safety measures while handling materials, chemicals, and tools</p> <p>PC6. wear appropriate personal protective gears such as</p>

	gloves, protective goggles, masks etc. while working
	PC7. wear appropriate and recommended clothing as per the work environment
	PC8. follow recommended material handling procedure to control material and personal damage
	PC9. perform all procedures as per company's work instructions for controlling operational risk
Maintain effective waste management	PC10. perform the duties in a manner that minimizes environmental damage
	PC11. dispose off waste safely and correctly in a designated area as per company's sop
	PC12. report any accidents, incidents or problems without delay to the supervisor and take necessary immediate action to reduce further danger.
	PC13. ensure zero accidents at the workplace
	PC14. adhere to safety standards and ensure no material damage
HCS/N9903: Maintain personal hygiene	
Follow practices for Personal Hygiene at the workplace	PC1. always cover the mouth and nose with a dust mask while working and keep on changing when it gets blocked with dust.
	PC2. wear safety shoes while visiting the production unit to avoid any damage
	PC3. wear personal protective equipment while visiting the different departments during production. example mask in the washing section, glasses and mask in an assembly line, and gloves in the printing section, etc.
	PC4. always wash sanitize your hands after a factory unit before touching any document, laptop, cell phone, etc.
	PC5. undergo preventive health checkups at regular intervals.
	PC6. take prompt treatment from the doctor in case of illness.
	PC7. follow SOPs for dealing with blisters; scratches; accidental fires or any other type of emergencies at work.
	PC8. ensure no productivity loss or absenteeism from work due to illness.

	PC9. ensure no long-term ill effect on personal health.
HCS/N9904 : Basic business management	
Carry out the activities of E-commerce	PC1. arrange Interactive meetings of managers of sales and production teams and categorize the issues and feedbacks of both the teams.
	PC2. train the employees of his/her unit with the appropriate skills required to make market relevant and quality products.
	PC3. motivate the employees
	PC4. compile a report based on old production reports.
	PC5. address the issues faced in previous productions and try to resolve them.
export-related practices	PC6. gather and analyze the cues from the market.
	PC7. ascertain the customer preference.
	PC8. develop product range lines based on current market preference.
	PC9. develop product range lines that are unique and able to price high.
	PC10. price the products according to market trends.
Maintain product packaging SOPs	PC11. identify the competent marketing strategy for the product range
	PC12. list of the raw material and prepare a B.O.M according to the product lines.
	PC13. ascertain the quantity and right price to procure the materials.
	PC14. identify the right locations/agents from where the raw materials can be procured.
	PC15. negotiate to get the best price.
	PC16. ensure quality materials are procured.
	PC17. ensure the procured materials are stored in appropriate conditions
	PC18. compile a record of price quotations, POs, and bills of procurement for future reference.
	PC19. maintain a healthy and professional relationship with vendor
	PC20. the competitive market falls in order with the company policies of best price, quality, and delivery

	parameters.
	PC21 analyze the prevalent price for product lines.
	PC22. decide on the most effective means to access the market.
	PC23. plan for cost-effective transportation to the market.
	PC24. position the product according to market requirements.
	PC25. identify and address the expectations of customer
	PC26. analyze and ascertain the cost of production.
	PC27. maintain the book of accounts related to the business.
	PC28. maintain export documents like a letter of credit, custom clearance.
	PC29. identify cost-effective means of running the business.
	PC30. identify various aspects of business that require recording.
	PC31. design formats for recording.
	PC32. compile various records of all aspects of the business.
	PC33. maintain these records with periodic updations.
	PC34. maintain necessary documents as per local government and regulatory requirements.
	PC35. reframe the procurement strategy according to local scenarios like weather conditions, transport strikes, affected prices, etc.
Means of assessment 1	Assessment online & TAB Based
Means of assessment 2	Offline With equipment required

Assessment Guidelines:

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
- 2.The assessment for the theory part will be based on knowledge bank of questions created by the SSC
- 3.Assessment will be conducted for all compulsory NOS, and where applicable, on the

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Approved in 15th NSQC Meeting - NCVET – Dated 27th January 2022

selected elective/option NOS/set of NOS.examination/training centre (as per assessment criteria below)

4.Individual assessment agencies will create unique question papers for theory part for each candidate at each.

5.Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criterion.

6.To pass the Qualification Pack, every trainee should score a minimum of 70% aggregate in QP.

7.In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Pass/Fail	
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SECTION 2

25. EVIDENCE OF LEVEL

OPTION A

Title/Name of qualification/component: Sketching and Painting Artisan			Level: 4
NSQF Domain	Outcome of the Qualification/Component	How the outcome relates to the NSQF Level descriptors	NSQF Level
Process	<p>The incumbent works in familiar and predictable routine of using models or design to create product sketches and paintings for ceramics manufacturing. The situation of clear choice (descriptor of level 4) is evident through the following examples</p> <ul style="list-style-type: none"> • create unique, intricate and appealing designs, in the absence of model • create market relevant designs • create appropriate designs depending on the product shape, in the absence of model • structure the dimension of the designs according to the product shape, in the absence of model • select the design depending on the end usage of the product, in the absence of model <p>This is not of level 5 which requires clear choice of procedures, as here the procedure is standardised by the direction of the director</p> <p>Example:</p> <ul style="list-style-type: none"> • receive the defects, tests, acceptance criteria and sampling plan list from technical director and understand the same 	<p>This is at level 4, it requires clear choice of procedures, as here the procedure is standardized by the direction of the supervisor.</p> <p>Example:</p> <ul style="list-style-type: none"> • create/assimilate designs • sketch on the ceramic product • ensure quality and production standards 	4
Professional Knowledge	<p>The incumbent has factual knowledge of field of knowledge or study which is in this case includes designing</p> <p>Examples:</p>	<p>It is at level 4 as this level as outlined above requires factual knowledge of the field of study and not mere</p>	4

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	<ul style="list-style-type: none"> • basic designing knowledge • different sketching techniques • the fitment between designs, thickness, product dimensions and end product usage • basic geometry • usage of the right shades for sketching • consumables used for sketching • colour combinations and mixing <p>This is not level 5 as there is a requirement of principles and general concepts at level 5 which is not required here. Also not level 3 as this level as outlined above requires factual knowledge of field of study and not mere basic facts, process and principle knowledge of trade of employment.</p>	<p>basic facts, processes, and principle knowledge of trade of employment.</p>	
<p>Professional Skill</p>	<p>Most of the work involves recall and demonstration of practical skill, is routine and repetitive and in a narrow range of application. The incumbent also uses appropriate rule and tool and quality concepts to complete their work. This is evident through:</p> <ul style="list-style-type: none"> • use recommended tools and colours for sketching • carefully sketch the design from the model according to the product dimension using various tools like brushes • sketch using the right stroke of brush in the right thickness • ensure that there is no wastage of the materials • able to create unique designs which is difficult to replicate • able to visually examine the if the final sketched product looks neat and in line with model • able to complete sketching on 	<p>This is at level 4 as it is missing required cognitive skills and range of methods for problem solving which is for level 5. Not level 3 as there is independent work and not mere assisting, at the same time there are variables involved.</p>	<p>4</p>

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	<p>time and achieve periodical target This is not level 5 as it is missing required cognitive skills and range of methods for problem solving. Not level 3 as there is independent work and not mere assisting, at the same time there are variables involved.</p>		
Core Skill	<p>The incumbent needs language to communicate written or oral, with required clarity, to interact with customers, various departments, supervisors, personnel and teams, confirm requirements and communicate the same for shared understanding. Also prepare a range of routine documentation. Examples:</p> <ul style="list-style-type: none"> • receive job order and instructions from reporting supervisor <p>The incumbent also needs skill pertaining to basic arithmetic and algebraic principles, for calculating various quantities and parameters, etc For example:</p> <ul style="list-style-type: none"> • weigh the materials in the right proportion • make calculations on the overall design: model ratios • select suitable ratios for making designs • compute the various parameters to imprint the designs on the model 	<p>Written and oral communication is required with clarity so it's level 4.</p>	4
Responsibility	<p>The incumbent works with responsibility for own work and learning, which is evident from the incumbent's deliverables and also there is no responsibility for the learning of others therefore this is not level 5.</p> <ul style="list-style-type: none"> • communicate and discuss work 	<p>Responsible for own work and learning therefore at level 4.</p>	4

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	<p>flow related difficulties in order to find solutions with mutual agreement</p> <ul style="list-style-type: none">• maintain the etiquettes, use polite language, demonstrate responsible and disciplined		
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SECTION 3 EVIDENCE OF NEED

26	estimated uptake of estimate? Basis	where that the qualification is needed? What is the this qualification and what is the basis of this	In case of other Awarding Bodies (Institutes under Central Ministries and states departments)
	Need of qualification	The SSC would undertake market study and would enclosed demand forecast for the proposed job role both on short-term and long-term basis to substantiate the requirement of the Qualification proposed. The SSC can produce the data from primary or authorized secondary sources as well.	The Submitting Body would produce any reputable and reliable research reports, such as labour market information reports; occupational mapping or similar research carried out by Ministry/State/Any other authentic source forecasting the demand for the proposed qualification
	Industry Relevance	The SSC would undertake validation of the job roles with actual end-user industry where such employment are going to be generated and absorbed instead of generic validation of industry. The SSC would submit the endorsements from	The Submitting Body would submit the list of industry participation while preparation of the curriculum/ course content of the qualifications. These could include minutes of the meeting/

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		users/intended users of the qualification clearly supporting or otherwise the need for trained people against specific job role.(The industry validation format to be used)	reports of these consultations
	Usage of the qualification	<p>The SSC would submit details of the employment generated (wherever applicable) and realised by virtue of training in the Qualifications of the sector earlier submitted for NSQF alignment.</p> <p>In case of unorganized sector, case studies or evidences may be given</p>	<p>The submitting body would submit the details of trained and proposed qualification (if an existing qualification is being proposed for NSQF alignment) Information about the success of the qualification should be given (eg. uptake figures, examples of use in recruitment and placement rates (if known) should be given. However, many of the bodies that do not have placement tracking mechanism established in place would provide necessary endorsements by the state/ ministry stating that a tracking mechanism would be institutionalized</p>

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			and placement records shall be provided annually or later , depending on length of qualification.
	Estimated uptake	The SSC would submit The Submitting Body the estimated uptake of should submit the the qualification and What estimated uptake by steps were carried out to reflecting the number test the likely uptake of of the takers for this the qualification? The basis of this estimate qualification for at least should include data about two years from the number of jobs or submission of the places in courses of qualification learning which will be available to people who are awarded the qualification.	
27	Recommendation	from the concerned Line Ministry of the Government/Regulatory Body. To be supported by documentary evidences	
28	w hat steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF? Give justification for presenting a duplicate qualification		
29	What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated? Specify the review process here		

Please attach most relevant and recent documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information

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SECTION 4 EVIDENCE OF PROGRESSION

30	<p>What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector? Show the career map here to reflect the clear progression</p>
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Please attach most relevant and recent documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

A	B	C	D	E	F	G	H	I	J	K	L
Sub-Sectors	Production Management-Ceramics	Product R&D - Ceramics	Mixing and Milling	Moulding	Jigging	Casting	Blue pottery making	Finishing and Painting	Quality Control & Testing-Ceramics		
Occupations											
Occupation Code # (01-99)	01	02	03	04	05	06	07	08	09	10	
Level 10											
Level 9											
Level 8											
Level 7											
Level 6	Plant Head	R&D Head									
Level 5	Production Head	Studio Potter									Quality Control Head-Ceramics
Level 4							Bisque Firing and Stamping Supervisor				Testing Incharge-Ceramics
Level 3		Ceramic Product Designer		Moulding Supervisor	Jigging Supervisor	Casting Supervisor	Pottery Supervisor	Ceramic Product Decorator			Quality Control Supervisor-Ceramics
Level 2	Floor Supervisor		Pug Miller						Sketching and Painting Technician		Quality Check Technician-Ceramics
Level 1			Blunger Machine Operator	Ceramics and Teracotta Toy Maker							Lab Assistant-Ceramics
Level 0		Modeller	Mixing operator	Abrasive Wheel Moulder		Kilnman	Trimmer and Shaper Operator				Tile Quality Checker
Level 0				Assistant Ceramics and Teracotta Toy Maker			Engobing Artisan	Fettler			
Level 0				Crushing Dry Clay Artisan		Ceramics Preparation Artisan	Pottery Maker	Glazing Artisan			
Level 0	Packager					Sand Core	Material	Spray Painter			

List of companies validated the QP

Sl.No	Name of the Company	Size of the Company
1	Tara Chand	Artisan
2	Gyan Chand	Artisan
3	Kiran Raj	Artisan

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4	Sri Ram	Artisan
5	Ram Narayan Kumar	Artisan
6	Suraj Nat	Artisan
7	Kamla Devi	Artisan
8	Suwalal Bairwa	Artisan
9	Kaluram Meena	Artisan
10	Santosh Devi	Artisan

Further contact details and a copy of the validation are submitted both with NSDC and NSDA

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