

QUALIFICATION FILE

Ceramics Preparation Artisan

☒ 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 2.5**

Submitted By:

Handicrafts and Carpet Sector Skill Council-HCSSC

Tel number(s): 011-26139834

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Section1: Basic Details

1.	Qualification Name	Ceramics Preparation Artisan							
2.	Sector/s	Handicrafts and Carpet Sector Skill Council							
3.	Type of Qualification ☐ New ☒ Revised ☐ Has Electives/Options	NQR Code & version of the existing /previous qualification: <i>(change to previous, once approved)</i> Previous NQR Code: QG-2.5-HC-01723-2023-V1.1-HCSSC Version of qualification: 2.0	Qualification Name of the existing version: <i>(previous, once approved)</i> Ceramics Preparation Artisan						
4.	National Qualification Register (NQR) Code & Version <i>(Will be issued after NSQC approval)</i>	NQR Code: QG-2.5-HC-04004-2025-V2-HCSSC Version of qualification: 3.0	5. NCrf/NSQF Level: <i>NSQF Level 2.5</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	Ceramics Preparation Artisan prepares ceramics in various steps and various methods to make final prepared ceramic for further processes.							
8.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience <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>9th Grade pass</td> <td></td> </tr> </tbody> </table>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Relevant Experience (with Specialization - if applicable)	1	9th Grade pass	
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Relevant Experience (with Specialization - if applicable)							
1	9th Grade pass								

		<table><tr><td>2</td><td>5th Grade Pass</td><td>2-year relevant experience</td></tr><tr><td>3</td><td>Ability to read and write</td><td>4-year relevant experience</td></tr><tr><td>4</td><td>Previous relevant Qualification of NSQF Level 2</td><td>6 months relevant experience</td></tr></table>	2	5th Grade Pass	2-year relevant experience	3	Ability to read and write	4-year relevant experience	4	Previous relevant Qualification of NSQF Level 2	6 months relevant experience												
2	5th Grade Pass	2-year relevant experience																					
3	Ability to read and write	4-year relevant experience																					
4	Previous relevant Qualification of NSQF Level 2	6 months relevant experience																					
9.	Credits Assigned to this Qualification (as per National Credit Framework (NCrF))	10	10. Common Cost Norm Category (I/II/III) (wherever applicable): III																				
11.	Any Licensing Requirements for Undertaking Training on This Qualification (wherever applicable)	NA																					
12.	Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)	☒ Offline Only ☐ Online Only ☐ Blended																					
		<table><tr><th>Training Delivery Modes</th><th>Theor y (Hours)</th><th>Practica l (Hours)</th><th>OJT Mandatory (Hours)</th><th>OJT Recomme nded (Hours)</th><th>Total (Hours)</th></tr><tr><td>Classroom (offline)</td><td>100 (includi ng 20 hrs. of ES modul e)</td><td>200 (includin g 10 hrs of ES module)</td><td></td><td>00</td><td>300</td></tr><tr><td>Online</td><td></td><td></td><td></td><td></td><td></td></tr></table>	Training Delivery Modes	Theor y (Hours)	Practica l (Hours)	OJT Mandatory (Hours)	OJT Recomme nded (Hours)	Total (Hours)	Classroom (offline)	100 (includi ng 20 hrs. of ES modul e)	200 (includin g 10 hrs of ES module)		00	300	Online						(Refer Blended Learning Annexure for details)		
Training Delivery Modes	Theor y (Hours)	Practica l (Hours)	OJT Mandatory (Hours)	OJT Recomme nded (Hours)	Total (Hours)																		
Classroom (offline)	100 (includi ng 20 hrs. of ES modul e)	200 (includin g 10 hrs of ES module)		00	300																		
Online																							
13.	Aligned to NCO/ISCO Code/s (if code is not available, then mention the same)	NCO-2015/7314.0400																					

14.	Progression Path After Attaining the Qualification (Please show Professional and Academic progression) (wherever applicable)	Vertical Progression Modeller (Ceramics) (Level 3.5) Horizontal Progression Material Preparation Worker (Level 2.5)	
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	☐ Yes ☒ No URLs of similar Qualifications:	
17.	Is the Job Role Amenable to Persons with Disability	☒ Yes ☐ 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 (Specify the NOS/Module which covers it), wherever applicable	☒ Yes ☐ No	
20.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools ☒ Yes ☐ No Colleges ☒ Yes ☐ No	
21.	Name and Contact Details of Submitting / Awarding Body SPOC (In case of CS or MS, provide details of both Lead AB & Supporting ABs)	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 (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)
1.	Packaging and presentation of ceramics products	HCS/N0110 NOS Version 1.0	Core	2.5	2	20:00	40:00	NA	00:00	60:00	30	70	-	-	100	
2.	Entrepreneurship skills for ceramics preparation artisan	HCS/N8509 NOS Version 1.0	Core	2.5	1	10:00	20:00	NA	00:00	30:00	40	60	-	-	100	
3.	Working together as a team	HCS/N9952 NOS Version	Non-core	2.5	1	05:00	25:00	NA	00:00	30:00	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- T-Man.	OJT- Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
		1.0														
4.	Managing workplace safety	HCS/N9946 NOS Version 1.0	Non-core	2.5	1	05:00	25:00	NA	00:00	30:00	30	70	-	-	100	
5.	Maintain Cleanliness	HCS/N9937 NOS Version 1.0	Non-core	2.5	1	10:00	20:00	NA	00:00	30:00	30	70	-	-	100	
6.	Understanding Business Operations	HCS/N9941 NOS Version 1.0	Non-core	2.5	1	10:00	20:00	NA	00:00	30:00	35	65	-	-	100	
7.	Employability & Entrepreneurship Skills	DGT/VSQ/N0101 NOS	Non-core	2	1	20:00	10:00	NA	00:00	30:00	20	30	-	-	50	

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														
Duration (in Hours) / Total Marks					8	80:00	160:00	NA	00:00	240:00	215	435	-	-	450	

Elective NOS/s:

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)
1.	Carry out the processes required to prepare the cast	HCS/N0602 NOS Version 1.0	Core	2.5	2	20:00	40:00	NA	00:00	60:00	37	63	-	-	100	
2.	Mix the ingredients to obtain the desired colours	HCS/N0816 NOS	Core	2.5	2	20:00	40:00	NA	00:00	60:00	32	68	-	-	100	

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/non-core	NCrF/NSQ F 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.	Engobing of ceramics products	HCS/N0703 NOS Version 1.0	Core	2.5	2	20:00	40:00	NA	00:00	60:00	30	70	-	-	100	
4.	Carry out furnace operations	HCS/N2104 NOS Version No.1.0	Core	2.5	2	20:00	40:00	NA	00:00	60:00	25	75	-	-	100	
5.	Perform Glazing of Ceramic Products	HCS/N0817 NOS Version No. 1.0	Core	2.5	2	20:00	40:00	NA	00:00	60:00	20	80	-	-	100	
6.	Perform jiggering of Dough	HCS/N0502 NOS Version	Core	2.5	2	20:00	40:00	NA	00:00	60:00	25	75	-	-	100	

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/non-core	NCrF/NSQ F 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)
		No. 1.0														
7.	Prepare the mould for production	HCS/N0408 NOS Version No. 1.0	Core	2.5	2	20:00	40:00	NA	00:00	60:00	31	69	-	-	100	
8.	Perform mixing of raw materials using equipment	HCS/N0303 NOS Version No. 1.0	Core	2.5	1	10:00	20:00	NA	00:00	30:00	26	74	-	-	100	
9.	Perform Manual mixing	HCS/N0304 NOS Version No. 1.0	Core	2.5	1	10:00	20:00	NA	00:00	30:00	31	69	-	-	100	
10.	Perform slip trailing	HCS/N0109 NOS Version No. 1.0	Core	2.5	2	20:00	40:00	NA	00:00	60:00	30	70	-	-	100	

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>
Duration (in Hours) / Total Marks					18	180:00	360:00	NA	00:00	540:00	287	713			1000	

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 in the relevant sector (in years) (as per NCVET guidelines)	12 th grade pass with 2 years' experience in the relevant sector and 1 year of teaching experience
2.	Master Trainer's Qualification and experience in the relevant sector (in	Graduate with 3 years' experience in the relevant sector and 4 years of teaching experience

	years) (as per NCVET guidelines)	
3.	Tools and Equipment Required for the Training	☒ Yes ☐ 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 preparing ceramics in various steps and various methods to make final prepared ceramic for further processes
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 preparing ceramics in various steps and various methods to make final prepared ceramic for further processes
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 preparing ceramics in various steps and various methods to make final prepared ceramic for further processes
4.	Assessment Mode (Specify the assessment mode)	Blended
5.	Tools and Equipment Required for Assessment	☒ Same as for training ☒ Yes ☐ 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.

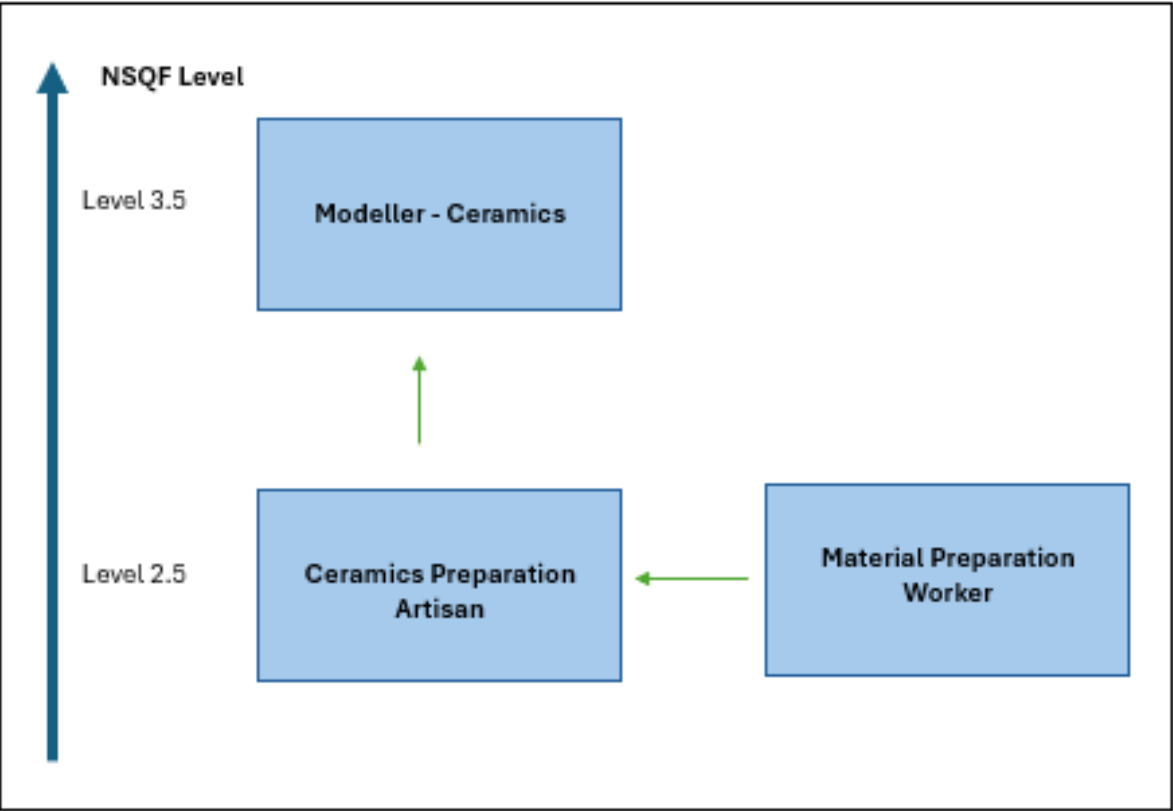
1.	Latest Skill Gap Study (not older than 2 years) (Yes/No): Yes
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): Yes
3.	Government /Industry initiatives/ requirement (Yes/No): Yes
4.	Number of Industry validation provided: 30
5.	Estimated nos. of persons to be 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 (Mandatory)	Annexure 1
2.	Annexure: List of tools and equipment relevant for qualification (Mandatory, except in case of online course)	Annexure 2

3.	Annexure: Detailed Assessment Criteria (Mandatory)	Annexure 6
4.	Annexure: Assessment Strategy (Not Mandatory)	Annexure 7
5.	Annexure: Blended Learning (Mandatory, in case selected Mode of delivery is Blended Learning)	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. Blended learning represents a learning model that combines both formal (traditional classroom) and non-formal (online) methodologies. (Annexure 5)
6.	Annexure: Multiple Entry-Exit Details (Mandatory, in case qualification has multiple Entry-Exit)	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 (Optional)	(Annexure 8)
8.	Supporting Document: Model Curriculum (Mandatory – Public view)	Model Curriculum attached separately
9.	Supporting Document: Career Progression (Optional - Public view)	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
Professional Theoretical Knowledge/Process	The incumbent works in familiar and predictable routine of	This is at level 2.5, it requires clear choice of procedures, as	2.5

	ceramics preparation: • Carry out the processes required to prepare the cast • Mix the ingredients to obtain the desired Colours • Engobing of ceramics products • Carry out furnace operations • Perform Glazing of Ceramic Products • Perform jiggering of dough • Prepare the mould for production • Perform mixing of raw materials using equipment • Perform manual mixing • Perform slip trailing	here the procedure is standardised by the direction of the supervisor Example • receive instructions on work requirement from superior • receive and understand the design specification • understand the job sheet and the ceramics product preparation	
Professional and Technical Skills/ Expertise/ Professional Knowledge	The incumbent works in familiar and predictable routine of ceramics preparation: • Carry out the processes required to prepare the cast • Mix the ingredients to obtain the desired Colours • Engobing of ceramics products • Carry out furnace operations • Perform Glazing of Ceramic Products • Perform jiggering of dough • Prepare the mould for	It is at level 2.5 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	2.5

	production • Perform mixing of raw materials using equipment • Perform manual mixing • Perform slip trailing		
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	The incumbent works in familiar and predictable routine of ceramics preparation: • Carry out the processes required to prepare the cast • Mix the ingredients to obtain the desired Colours • Engobing of ceramics products • Carry out furnace operations • Perform Glazing of Ceramic Products • Perform jiggering of dough • Prepare the mould for production • Perform mixing of raw materials using equipment • Perform manual mixing • Perform slip trailing	This is at level 2.5 as it is missing required cognitive skills and range of methods for problem solving which is for level 2.5.	2.5
Broad Learning Outcomes/Core Skill	The incumbent works in familiar and predictable routine of ceramics preparation: • Carry out the processes required to prepare the cast • Mix the ingredients to	Written and oral communication is required with clarity so its level 2.5	2.5

	obtain the desired Colours • Engobing of ceramics products • Carry out furnace operations • Perform Glazing of Ceramic Products • Perform jiggering of dough • Prepare the mould for production • Perform mixing of raw materials using equipment • Perform manual mixing • Perform slip trailing		
Responsibility	The incumbent works in familiar and predictable routine of ceramics preparation: • Carry out the processes required to prepare the cast • Mix the ingredients to obtain the desired Colours • Engobing of ceramics products • Carry out furnace operations • Perform Glazing of Ceramic Products • Perform jiggering of dough • Prepare the mould for production • Perform mixing of raw materials using equipment	Responsible for own work and learning therefore at level 2.5	2.5

	• Perform manual mixing • Perform slip trailing		
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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	Oxide	Used as a coloring agent in ceramic glazes to achieve specific hues	2 bag
2	Colour material mixing formulation sheet	Provides guidelines and recipes for mixing different ceramic colors and formulation	1 eqpt nos
3	Colour	Sharp tools you can use to carve or shape wood by hitting them with a hammer	12 types
4	Small ball mill	Utilized for grinding and blending ceramic materials to create consistent and fine powder	1 eqpt nos
5	Sponge	Used for cleaning and smoothing surfaces during the ceramic preparation process	7 eqpt nos
6	Knives	Employed for cutting and shaping clay or other ceramic materials.	1 each
7	Hose	Used for moistening clay to achieve the desired consistency for molding.	1 eqpt nos
8	Furnace	Essential for firing ceramics at high temperatures to achieve hardness and durability	1 eqpt nos
9	Semi liquid clay	Essential for firing ceramics at high temperatures to achieve hardness and durability	3 kg
10	Moulds	Acts as a medium for sculpting and molding before	6 types

		firing	
11	Calipers	Provide shapes and forms for creating consistent ceramic pieces	20 pieces
12	Taper knives	Used for precise measurements and shaping of ceramic objects	15 pair
13	Jiffy mixer	Used for efficient and thorough mixing of glazes and ceramic materials	1 eqpt nos
14	Sponges	Assist in smoothing and refining the surface of ceramic pieces	1 each
15	Brush	Applied for glazing and adding fine details to ceramic objects	30 eqpt nos
16	Potters needle	Used for cutting and scoring clay for joining pieces together	20 pieces
17	Ribs and scrapers	Shape and refine the surface of ceramic pieces during the preparation stage	10 eqpt nos
18	Wooden modelling	Provides a tool for shaping and molding soft clay	15 pieces
19	Loop flex	Used for creating unique shapes and patterns in ceramic pieces	15 eqpt nos
20	Wire clay cutter	Cuts clay with precision and is handy for dividing larger sections	1 each
21	Fire extinguisher	Essential safety equipment in case of accidental fires during the firing process	1 eqpt nos
22	Marker	Used for marking measurements and guidelines on ceramic pieces	1 eqpt nos
23	File (tool)	Shapes and smoothens edges or surfaces of ceramics	10 single
24	Scale	Necessary for accurate measurements of ceramic materials	30 single
25	Wooden handle	Provides a comfortable grip for various tools used in ceramics	10 single
26	Mixer	Assists in blending glazes or clay with other materials	4 single

27	Blade	Used for cutting and shaping ceramic pieces	30 single
28	Moon shape iron rod	A tool for shaping and carving clay in unique ways	10 single
29			
30	Wooden sq flax	Provides a flat surface for working and shaping clay	Single
31	Crucible	Holds materials during the firing process	Single
32	Sand paper	Used for smoothing and refining surfaces of ceramic pieces	2 packet
33	Clamp	Secures objects in place during various stages of ceramic preparation	1 single
34	Projector	Used for tracing and transferring designs onto ceramics	10 single
35	Wooden mould	Provides shapes for consistent ceramic production	10 pair
36	Bucket	Used for mixing larger quantities of materials	10 single
37			
37	Wooden hammer	Used along with other tools for shaping and texturing clay.	10 single
38	Thread	Used in conjunction with other tools for shaping and texturing clay.	30 unit
39	Jigger	A tool for shaping and forming ceramic pieces on a potter's wheel	4 single
40	Tweezer	Assists in handling small and delicate ceramic components	30 eqpt nos
41	Palettes and scrapers	Used for mixing and applying glazes	30 set
42	Plastic modelling tools	Assist in shaping and detailing clay	30 set
43	Knife	Various types of knives may be used for cutting, carving, and detailing	30 piece
44	Computer	Utilized for designing and planning ceramic projects	16 unit
45	Callipers	Measure and ensure uniform thickness in ceramic pieces	10 piece
46	Profiling tool	Used for creating consistent shapes and profiles in ceramics	6 set

47	Plates	Serve as surfaces for mixing or holding ceramic materials	30 piece
48	Bowl	Used for various stages of ceramic preparation, such as mixing or shaping	30 piece
49	Borax	Used as a flux in glazes to promote melting and fusion	2 bag
50	Gum	May be used as an adhesive in certain ceramic processes	2 kg
51	Quartz stone powder	A component in ceramic glazes, contributing to texture and appearance	2 bag
52	Astori/engobing mixture	Used for coating or decorating ceramic surfaces	2 bag
53	Variety of shears	Used for cutting and shaping different materials in ceramics	5 bundle
54	Tweezers	Assist in handling small and delicate ceramic components	5 bundle
55	Paddles	Used for shaping and smoothing larger areas of clay.	18 eqpt nos
56	Marver	A tool used in glasswork, but it may also be adapted for certain ceramic processes	16 eqpt nos
57	Bench	Provides a stable work surface for various ceramic tasks	30 eqpt nos
58	Blowpipe punty rod	Tools used in glasswork, but they may also have applications in specific ceramic processes	15 eqpt nos
59	Squeeze bottle	Ideal for creating fine lines and detailed designs by squeezing the bottle to release the slip	8 types
60	Slip Trailing Pins	Useful for detailed work, providing a pen-like experience for artists when applying slip	10 packets
61	Liner Brushes	Helps in blending or spreading slip for broader applications or textures	15 types
62	Needle Tools	Used for drawing fine lines or creating details in slip once applied to the surface	5 types
63	Sponges	Useful for applying slip, blending edges, or creating textures on the surface	2 bundle

Classroom Aids
The aids required to conduct sessions in the classroom are:

- | | | |
|-------------|----|---|
| White Board | 1. | W |
| Marker/Pen | 2. | M |
| Duster | 3. | D |
| First-aid | 4. | F |
| | 5. | P |

PE 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	Mahamana Ceramic Development Organization	Dr. K.L. Sharma	CEO	34, Hazratpur, Agwal Crossing, Khurja-Aligarh Bypass, Khurja-203131(UP)	98100446600	mahamanaceramic@gmail.com	
2	Bidula Clay Studio	P.B. Bidula	Proprietor	Kizhakkeputhalatha HO, Kozikode-673303 (Kerala)	9400536408	Pbbidula999@gmail.com	
3	Mati Srijan	Mrs. Meenakshi Rajendra	Director	C-46, Street No.-15, Madhu Vihar Market, IP Extension, New Delhi-110092	9810148561	meenakshi251272@gmail.com	
4	K.L .Mati kala Aangan	Lakhmi Narayan	Proprietor	Rahila Road, Chhavi Jhajjar-124103 (HR)	9817250041	klmatikalaangan@gmail.cim	
5	Pakhi Creation	Dr. Namita Mandal	Proprietor	MIG-302, Girnar hills Near Malhotra college, BDA road, Awadhpuri-462022, Bhopal (Madhya Pradesh)	9165014165	pakhicreations39@gmail.com	
6	MSME	BHATERI DEVI	Artisan	764,Chawani Mohala, Jhajjar-124103 (HR)	9991013251		
7	MSME	CHHAIL BIHARI PRAJA	Artisan	Chandra Nagar, Chhattarpur-471101 (MP)	9754536421		
8	MSME	DEV KARAN	Artisan	Chhawani, Jhajjar-124103 (HR)	9991013251		
9	MSME	DEVIDEEN PRAJAPATI	Artisan	152 Ward no.-6, Chandranagar, Chhattarpur-471101	9981316985		
10	MSME	Hira Bai Prajapati	Artisan	152 Ward No.-6, Chandra Nagar, Chhattarpur-471101 (MP)	9981321689		

11	MSME	Jeevanlal Prajapati	Artisan	71 W/NO. 19 Lalpur, Ramnagar, Chhattarpur-471625 (MP)	9770316143		
12	MSME	Kamlesh	Artisan	Raina Colony, Jhajjar-124103 (HR)	9812080797		
13	MSME	Krishan Kumar	Artisan	206, Jatiya Mohalla, Jhajjar-124103 (HR)	9416188169		
14	MSME	Lakshmi Narayan	Artisan	Chhavni Mohalla, Ward No.-14, Jhajjar, Harayana-124103	7404526806		
15	MSME	Maman Chand	Artisan	Chhawani, Jhajjar-124103 (HR)	7404066856		
16	MSME	Nikhil Paul	Artisan	Mata khali, Bardhaman West Bengal.	9957997969		
17	MSME	Parvati Prajapati	Artisan	Lalpur, Ramnagar, Chhattarpur-471625 (MP)	9893955029		
18	MSME	Poonam Prajapati	Artisan	Ward no.-3 Kharka, Rampur Chhattarpur-471101	7725094813		
19	MSME	Prakash	Artisan	Machhipur Khurja, Bulandshahar -203131 (UP)	NA		
20	MSME	Prem Chand	Artisan	Chhawani Mohalla, Jhajjar, Harayana-124103	7206504070		
21	MSME	Pushpa Prajapati	Artisan	Mahroad, Chandra Nagar, Chhattarpur-471101 (MP)	7024030125		
22	MSME	Rajbir Singh	Artisan	Chhwani Mohalla, Jhajjar-124103 (HR)	8059178170		
23	MSME	Radha Prajapati	Artisan	Chandra Nagar, Chhattarpur-471101 (MP)	8959961640		
24	MSME	Ravindra Prajapati	Artisan	Mahal Road, Chandra Nagar, Chhattarpur-471101	9752734083		
25	MSME	Raj Kumar Prajapati	Artisan	204 Ward No.-5, Dhamna, Chhattarpur-471101 (MP)	9575873126		

26	MSME	Rekha	Artisan	Jhajjar-124103 (HR)	7404066856		
27	MSME	Roshini Devi	Artisan	Bhatti Gate, Jhajjar-124103 (HR)	8059178170		
28	MSME	Sachin Kumar	Artisan	Machhipur Khurja, Bulandshahar -203131 (UP)	8126040944		
29	MSME	Shasikant prajapati	Artisan	W/NO.-3, Kharka, Rampur, Chhattarpur-471101 (MP)	8959345778		
30	MSME	Sheela Devi	Artisan	Chhwani Mohalla, Jhajjar-124103 (HR)	7206504070		
31	MSME	Shiv Raj	Artisan	Ward No.-15, Raniya Colony, Jhajjar, Harayana-124103	9812080797		
32	MSME	Sunil Kumar	Artisan	Chhwani Mohalla, Jhajjar-124103 (HR)	9896774377		
33	MSME	Sunita	Artisan	Chhawani, Jhajjar-124103 (HR)	NA		
34	MSME	Suraj Bhan	Artisan	Ward no.-14, Mohalla Chavni, Jhajjar-124103 (HR)	9812440249		
35	MSME	Yadvendra Prajapati	Artisan	Mahal Road, Chandranagar, Chhattarpu r-471101 (MP)	9752734083		

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
2023-24	750	Self-employment	Approx. 60%	Self-employment	N/A	N/A

2024-25	1000	Self-employment	Approx. 60%	Self-employment	N/A	N/A
2025-26	1250	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	25	-	-	-	More than 60%	More than 60%	More than 60%	Self-employed	NA	NA	NA	NA
3.0	2022-2023	229	200	200	Self-employed	More than 60%	More than 60%	More than 60%	Self-employed	NA	NA	NA	NA
3.0	2023-2024	50	-	-	-	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:

☐ Participant Handbook ☐ Facilitator Guide ☐ Digital Content ☐ Qualification Handbook ☒ Any Other: Qualification Pack/ MC/QF

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
1	☑Theory/ Lectures - Imparting theoretical and conceptual knowledge	- Qualification/ Syllabus - Books/ e-books - Presentations	- 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	☑Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	- Presentations - E-Content/ Curated digital content	Without use of appropriate tech tools, 80% Offline and only upto 20% online otherwise. 100% virtual while working in virtual teams / virtual collaboration
3	☑Showing Practical Demonstrations to the learners	Projector, laptop various tools and equipment	For all skills, where a physical product is created, at least 50% shall be on practical demonstrations and site visits
4	☑Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	Projector, laptop various tools and equipment	100% offline without the use of any technology tools.
5	☑Tutorials/ Assignments/ Drill/ Practice	Learning Management system	70% offline and upto 30% online

			where a physical product is created as part of skilling
6	☐ Proctored Monitoring/ Assessment/ Evaluation/ Examinations		
7	☐ 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/N0110: Packaging and presentation of ceramics products	Packaging for Protection	9	20	-	-
	PC1. Use the bubble wrap and foam materials to cushion the ceramic items and protect them from shocks and impacts during transportation	2	4	-	-
	PC2. use corrugated cardboard boxes provide structural integrity	2	4	-	-
	PC3. fill any empty spaces within the box to prevent movement during transit	2	4	-	-
	PC4. use cardboard dividers for fragile items (like plates or bowls) to prevent them from touching each other	2	4	-	-
	PC5. tape the boxes and consider using fragile stickers or labels to indicate care needed when handling	1	4	-	-
	Presentation for Aesthetic Appeal	10	20	-	-
	PC6. invest in branded boxes or wrapping paper featuring the logo, which can enhance brand recognition and create a professional image	2	4	-	-

	PC7. include labels with product information, care instructions, and brand storytelling	2	4	-	-
	PC8. use colors that complement the ceramics, enhancing the overall aesthetic	2	4	-	-
	PC9. a minimalist white box might highlight a colorful ceramic piece	2	4	-	-
	PC10. use boxes with transparent windows to showcase the product without opening the packaging	2	4	-	-
	Storytelling and Experience	3	10	-	-
	PC11. share the story behind the ceramics products	2	6	-	-
	PC12. add a small surprise element, like a thankyou note or a sample of another product	1	4	-	-
	Sustainability Considerations	4	8	-	-
	PC13. opt for biodegradable or recyclable packaging materials to appeal to environmentally conscious consumers	2	4	-	-
	PC14. reduce excess packaging can not only lower costs but also align with sustainable practices	2	4	-	-
	Point of Sale Presentation	4	12	-	-
	PC15. create displays that tell a story or showcase a collection (e.g., seasonal themes, colors, or uses) to attract customer interest	2	4	-	-
	PC16. give information about the artisans, the ceramics-making process and the unique qualities of the products	1	4	-	-
	PC17. offer ideas on how to display or use the ceramic products, such as pairing them with certain decor styles or recommending complementary products	1	4	-	-
	NOS Total	30	70	-	-
HCS/N8509: Entrepreneurship skills for ceramics	Introduction to Entrepreneurship	4	6	-	-
	PC1. overview of entrepreneurship and its relevance to ceramics artisans	2	3	-	-
	PC2. characteristics of successful entrepreneur artisans	2	3	-	-

preparation artisan	Entrepreneurial Mindset	4	6	-	-
	PC3. learn creativity and innovation in the context of ceramics	2	3	-	-
	PC4. embracing new ideas and being willing to experiment with different approaches to problem solving	2	3	-	-
	Business Planning for Ceramics Artisans	6	9	-	-
	PC5. Craft a comprehensive business plan	2	3	-	-
	PC6. use market research method and identifying the niche (luxury ceramics, functional pottery, decorative pieces)	2	3	-	-
	PC7. define a clear business goals and timelines for growth	2	3	-	-
	Marketing and Branding	6	9	-	-
	PC8. develop a unique brand identity for ceramics products	2	3	-	-
	PC9. use storytelling and behind-the-scenes content to engage customers	2	3	-	-
	PC10. identify the social media and online platforms to showcase ceramics work	2	3	-	-
	Financial Management	4	6	-	-
	PC11. manage production costs (materials, tools, kiln usage)	2	3	-	-
	PC12. use simple financial management software or even spreadsheets to track cash flow, profits, and losses	2	3	-	-
	Sales and Customer Relations	4	6	-	-
	PC13. use effective sales techniques for artisans	2	3	-	-
	PC14. build a lasting customer relationships through custom orders and feedback	2	3	-	-
	Networking and Collaboration	6	9	-	-
	PC15. importance of building connections with other artisans, suppliers, and retailers	2	3	-	-
	PC16. opportunities for collaborations with other artists or designers	2	3	-	-
	PC17. join artisan associations, participate in workshops, or visit pottery studios to meet likeminded individuals and potential	2	3	-	-

	business partners				
	Problem-Solving and Adaptability	6	9	-	-
	PC18. handling production challenges like kiln issues or material shortages	2	3	-	-
	PC19. adapting designs and production methods based on market trends or customer preferences	2	3	-	-
	PC20. manage time effectively to balance production, marketing, and business management	2	3	-	-
	NOS Total	40	60	-	-
HCS/N9952: Working together as a team	Commitment and trust	6	14	-	-
	PC1. Be accountable to one's own role in whole process.	3	7	-	-
	PC2. Perform all roles with full responsibility.	3	7	-	-
	Communication	9	21	-	-
	PC3. Report problems faced during the process.	3	7	-	-
	PC4. Talk politely with other team members and colleagues.	3	7	-	-
	PC5. Submit daily report of own performance.	3	7	-	-
	Adaptability	9	21	-	-
	PC6. Adjust in different work situations.	3	7	-	-
	PC7. Give due importance to others point of view.	3	7	-	-
	PC8. Avoid conflicting situations.	3	7	-	-
	Creative freedom	6	14	-	-
	PC9. Develop new ideas for work procedures	3	7	-	-
	PC10. Improve upon the existing techniques to increase process efficiency	3	7	-	-
	Total Marks	30	70	-	-
HCS/N9946: Managing workplace 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 manufactures and organizational requirements	2	3	-	-
	PC7. Safely handle and move waste and debris.	1	3	-	-
	PC8. Minimize health and safety risks to self and other due to own actions.	2	4	-	-
	PC9. Seeks 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 supervisors or other authorized personnel	3	4	-	-
	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 organization procedures for evacuation when required	2	6	-	-
	Total Marks	30	70	-	-
HCS/N9937: Maintain Cleanliness	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	3	8	-	-

	avoid any damage				
	PC3. wear personal protective equipment while visiting the different departments during production. orexample 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 checkups at regular intervals.	3	8	-	-
	PC6. take prompt treatment from the doctor in case of illness.	3	8	-	-
	Achieve work productivity while maintaining health	12	22	-	-
	PC7. follow SOPs for dealing with blisters; scratches; accidental fires or any other type of emergencies at work	4	7	-	-
	PC8. ensure no productivity loss or absenteeism from work due to illness	4	7	-	-
	PC9. ensure no long-term ill effect on personal health.	4	8	-	-
	NOS Total	30	70	-	-
HCS/N9941: understanding Business Operations	People management	3	6	-	-
	PC1. arrange Interactive meetings of managers of sales and production teams and categorize the issues and feedbacks of both the teams	1	2	-	-
	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	1	2	-	-

	preference				
	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 material s 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 to the business	1	2	-	-
	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	-	-
	NOS Total	35	65	-	-
DGT/VSQ/N0101: Employability Skills (30 Hours)	Introduction to Employability Skills	1	1	-	-
	PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
	Constitutional values – Citizenship	1	1	-	-
	PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
	Becoming a Professional in the 21st Century	1	3	-	-
	PC3. explain 21st Century Skills such as SelfAwareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
	Basic English Skills	2	3	-	-

	PC4. speak with others using some basic English phrases or sentences	-	-	-	-
	Communication Skills	1	1	-	-
	PC5. follow good manners while communicating with others	-	-	-	-
	PC6. work with others in a team	-	-	-	-
	Diversity & Inclusion	1	1	-	-
	PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
	PC8. report any issues related to sexual harassment	-	-	-	-
	Financial and Legal Literacy	3	4	-	-
	PC9. use various financial products and services safely and securely	-	-	-	-
	PC10. calculate income, expenses, savings etc.	-	-	-	-
	PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
	Essential Digital Skills	4	6	-	-
	PC12. operate digital devices and use its features and applications securely and safely	-	-	-	-
	PC13. use internet and social media platforms securely and safely	-	-	-	-
	Entrepreneurship	3	5	-	-
	PC14. identify and assess opportunities for potential business	-	-	-	-
	PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
	Customer Service	2	2	-	-
	PC16. identify different types of customers	-	-	-	-
	PC17. identify customer needs and address them appropriately	-	-	-	-
	PC18. follow appropriate hygiene and grooming standards	-	-	-	-
	Getting ready for apprenticeship & Jobs	1	3	-	-
	PC19. create a basic biodata	-	-	-	-
	PC20. search for suitable jobs and apply	-	-	-	-

	PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
	NOS Total	20	30	-	-
HCS/N0602: Carry out the processes required to prepare the cast	Prepare the cast	12	18	-	-
	PC1. examine the drawing to check the design specifications and dimensions of the ceramic product	2	2	-	-
	PC2. store the drawings in order to reduce the cause of damage by moisture, chemicals and fire	2	2	-	-
	PC3. select the PPE required to handle the tools and equipment	2	3	-	-
	PC4. place the permanent moulds at the work area with their openings upwards	2	3	-	-
	PC5. determine the various casting parameters like temperature, pressure and air flow nozzles before casting the clay	2	4	-	-
	PC6. collect the slip (semi-liquid clay) in slip bucket from the furnace in case there is no slip supply tank at the workplace	2	4	-	-
	Casting the slip	17	31	-	-
	PC7. fill permanent moulds with slip using hose pipe from supply tank or container	2	3	-	-
	PC8. pour excess slip from moulds when accumulation of clay around inside of mould opening indicates clay shell inside mould has built up to specified thickness	2	3	-	-
	PC9. change position of moulds to produce uniform shell thickness of irregularly shaped items	2	3	-	-
	PC10. place moulds upside down to drain after slip solidifies	2	3	-	-
	PC11. operate the furnace for pre-heating process at uniform temperature	2	3	-	-
	PC12. perform the casting process at desired temperature and pressure based on the raw materials and design specification	2	3	-	-
	PC13. cool down the molten products at uniform temperature	1	4	-	-

	for further processing				
	PC14. open mould after trimming excess clay from inside mould opening	1	3	-	-
	PC15. remove green casting from the mould when casting is firm enough to handle	1	3	-	-
	PC16. examine the surfaces to remove mould marks using knives and wet sponge	2	3	-	-
	Achieving productivity and quality standards	8	14	-	-
	PC17. analyze that the slip inside the mould has built up to specified thickness	2	3	-	-
	PC18. remove casting from the mould only when it is firm enough to handle	2	3	-	-
	PC19. examine the ceramic product based on the measurement, thickness, weight and surface finish	1	2	-	-
	PC20. analyse any irregularity in the processes and take preventive steps whenever required	1	3	-	-
	PC21. maintain records of inspection results and tests as per prescribed job sheet	2	3	-	-
	NOS Total	37	63	-	-
HCS/N0816: Mix the ingredients to obtain the desired Colours	Arrange the required raw materials and ingredients to obtain the desired colour solution	11	18	-	-
	PC1. list the raw materials and ingredients required for preparing the colour solution	2	3	-	-
	PC2. arrange tools and equipment for processing the colour mixing operation depending upon the ball mix technique or manual technique	2	3	-	-
	PC3. examine the job sheet based on the colour composition properties such as pre heating and post heating operations, dry and wet colour and oxides properties	2	3	-	-
	PC4. collect the required raw materials and ingredients from the store as per the prescribed quantities and labelling	2	3	-	-

PC5. place all the collected raw materials and ingredients at the work place	2	3	-	-
PC6. deliver the remaining raw material and ingredients at designated location as per the SOP with proper labelling that ensures traceability and identification	1	3	-	-
Perform the colour mixing operation as per the standard procedures	17	34	-	-
PC7. select the PPE required to handle the tools and equipment	2	3	-	-
PC8. monitor the functioning of ball mill based on the time duration and pressure if thickness of the colour is more dense	2	3	-	-
PC9. mix the raw materials and ingredients in the container of prescribed volume and size for manual mixing technique	2	4	-	-
PC10. perform the colour mixing operation as per the SOP to ensure appropriate colour formation is being achieved	2	4	-	-
PC11. examine the prepared colour composition based on color viscosity, oxides granules, nature of hue, and color saturation range	2	4	-	-
PC12. maintain and examine the overall functioning of the ball mill as per the standard operating procedures	2	4	-	-
PC13. turn off the ball mill at the right interval of time	2	4	-	-
PC14. remove the prepared colour formulation from the ball mill or from the container	1	4	-	-
PC15. clean tools and equipment after their use to prevent colour spots, stains and rust	2	4	-	-
Check colour quality and productivity standards	4	16	-	-
PC16. apply the prepared colour solution on the raw piece to check the colour quality and its properties	1	4	-	-
PC17. compare the colour as per the colour quality standards during pre-heating or post heating operations	1	4	-	-
PC18. maintain records of inspection results and tests as per	1	4	-	-

	prescribed job sheet				
	PC19. review the periodical targets set by the supervisor	1	4	-	-
	NOS Total	32	68	-	-
HCS/N0703: Engobing of ceramics products	Prepare astar/engobing mixture	9	20	-	-
	PC1. identify the raw materials for the astar/engobing mixture.	2	4	-	-
	PC2. take the correct proportion of the raw materials to make astar/engobing mixture.	2	3	-	-
	PC3. mix the materials appropriately to form the engobing mixture.	1	5	-	-
	PC4. mix appropriate quantity of water to make the mixture the right liquid coating consistency.	2	4	-	-
	PC5. set aside the engobing mixture carefully for further usage.	1	2	-	-
	PC6. return the raw materials to the appropriate storage locations.	1	2	-	-
	Proper application of astar/engobing mixture	12	29	-	-
	PC7. carefully take the ceramics/blue pottery products that have to be engobed.	1	3	-	-
	PC8. engobe the products with the mixture.	2	4	-	-
	PC9. ensure that no excess engobing mixture hangs-on to the product.	2	5	-	-
	PC10. simultaneously twirl/move the product to ensure uniform application of the engobing mixture.	2	5	-	-
	PC11. check the engobed products if the mixture has been applied uniformly and in right thickness.	2	5	-	-
	PC12. set aside the engobed products carefully for drying.	2	4	-	-
	PC13. clean the area after the engobing.	1	3	-	-
	Ensure quality and productivity standards	9	21	-	-
	PC14. able to visually examine the raw materials for purity.	1	3	-	-
	PC15. engobe the products in line with the production	1	3	-	-

	schedules.				
	PC16. ensure that there is no wastage of the materials.	1	3	-	-
	PC17. able to visually examine the engobed product prior to the sketching and colouring.	2	4	-	-
	PC18. achieve periodical targets set by the supervisor.	2	3	-	-
	PC19. ensure there are no process delays.	1	3	-	-
	PC20. ensure all time availability of materials and coordinate with stores for adequate inventory.	1	2	-	-
	NOS Total	30	70	-	-
HCS/N2104: Carry out furnace operations	Control the temperature distribution inside the furnace	7	21	-	-
	PC1. operate the furnace with an understanding of controls and specifications	1	3	-	-
	PC2. understand the temperature requirement as per the product requirements and provide specifications	1	3	-	-
	PC3. maintain temperature distribution inside the furnace at the optimum level	1	3	-	-
	PC4. monitor the batch movement inside the furnace	1	3	-	-
	PC5. control the cooling air inside the furnace	1	3	-	-
	PC6. control the fuel at each port through burners	1	3	-	-
	PC7. operate the air compressor	1	3	-	-
	Control the secondary air and exhaust gas recovery	3	9	-	-
	PC8. control the preheating of secondary gas	1	3	-	-
	PC9. monitor and control the flow of exhaust gas	1	3	-	-
	PC10. understand and follow the procedure for exhaust gas recover	1	3	-	-
	Control the flame length	5	15	-	-
	PC11. adjust burner capacity	1	3	-	-
	PC12. control the volume of primary air	1	3	-	-

	PC13. control the flame rotary angle as per requirement	1	3	-	-
	PC14. achieve the required flame atomising pressure	1	3	-	-
	PC15. adjust and control the secondary air	1	3	-	-
	Understand the furnace insulation	5	15	-	-
	PC16. understand the insulation for the melting chamber	1	3	-	-
	PC17. understand crown insulation	1	3	-	-
	PC18. understand side wall insulation	1	3	-	-
	PC19. prevent cold air from entering through the inlet opening	1	3	-	-
	PC20. ensure that outlet opening is closed during operation	1	3	-	-
	Achieve productivity, quality and safety standards	5	15	-	-
	PC21. operate the furnace and ensure periodical targets are met as per supervisor instructions	1	3	-	-
	PC22. deduce any maintenance requirement and ensure that the furnace is operational all the time	1	3	-	-
	PC23. follow the standard operating procedures during furnace operation and avoid any damage	1	3	-	-
	PC24. follow standard safety guidelines and mention dos and don'ts for other employees who come near the furnace operation area	1	3	-	-
	PC25. ensure adequate fuel supply by informing procurement assistant to avoid work delay	1	3	-	-
	NOS Total	25	75	-	-
HCS/N0817: Perform Glazing of Ceramic Products	prepare the glaze mixture	6	24	-	-
	PC1. identify the raw materials for the glaze mixture according to the type of glaze required	1	4	-	-
	PC2. take the correct proportion of the raw materials to make the glaze mixture.	1	4	-	-
	PC3. treat the raw materials in the appropriate manner prior to making the mixture	1	4	-	-

	PC4. mix the materials appropriately to form the glaze mixture	1	4	-	-
	PC5. set aside the glaze mixture carefully for further usage	1	4	-	-
	PC6. return the raw materials to the appropriate storage locations	1	4	-	-
	proper application of glaze mixture	7	28	-	-
	PC7. carefully take the ceramics that have to be dipped	1	4	-	-
	PC8. dip the products in the glaze mixture	1	4	-	-
	PC9. ensure that no excess glaze mixture hangs-on to the product	1	4	-	-
	PC10. simultaneously twirl/move the product to ensure uniform application of the glaze mixture	1	4	-	-
	PC11. check the glazed products if the mixture has been applied uniformly and in right thickness	1	4	-	-
	PC12. set aside the glazed products carefully for drying	1	4	-	-
	PC13. clean the area after the glazing	1	4	-	-
	ensure quality and productivity standards	7	28	-	-
	PC14. able to visually examine the raw materials for purity	1	4	-	-
	PC15. glaze the products in line with the production schedules	1	4	-	-
	PC16. ensure that there is no wastage of the materials	1	4	-	-
	PC17. able to visually examine the glazed product prior to the firing / drying	1	4	-	-
	PC18. achieve periodical targets set by the supervisor	1	4	-	-
	PC19. ensure there are no process delays	1	4	-	-
	PC20. ensure all time availability of materials and coordinate with stores for adequate inventory	1	4	-	-
	NOS Total	20	80	-	-
	Prepare the jigger machine	5	15	-	-
	PC1. clean jigger machine before jiggering	1	3	-	-

HCS/N0502: Perform jiggering of dough	PC2. ensure that all previously used calibrations are removed to prepare for jiggering	1	3	-	-
	PC3. analyze the dimensions of the product that has to be shaped by jigger machine	1	3	-	-
	PC4. collect the appropriate amount of clay mass from the pug mill	1	3	-	-
	PC5. identify the appropriate position to operate jigger machine	1	3	-	-
	Perform jiggering of dough as per the standard procedures	13	39	-	-
	PC6. ensure use of PPE to avoid any debris affects	1	3	-	-
	PC7. perform the step of calibrating jigger machine as per the shape/dimension required	1	3	-	-
	PC8. Identify and select appropriate enablers like hat block to obtain specification	1	3	-	-
	PC9. fix enabler to the jigger machine	1	3	-	-
	PC10. load dough in appropriate quantities in jigger machine as per the final product requirement	1	3	-	-
	PC11. operate jigger machine as per standards to shape the dough	1	3	-	-
	PC12. ensure to use water in prescribed quantities if required in the shaping of dough	1	3	-	-
	PC13. perform the step of touching the shaping dough to ensure that the desired shape is being achieved	1	3	-	-
	PC14. ensure that the shape is as per specified requirement	1	3	-	-
	PC15. explain the importance of turning off the jigger machine at the right interval of time	1	3	-	-
	PC16. remove lumps of excess dough from jigger	1	3	-	-
	PC17. carefully place the shaped product at storage locations for inspection	1	3	-	-
	PC18. maintain and examine the overall functioning of the jigger machine as per the standard	1	3	-	-

	Check quality and productivity standards	7	21	-	-
	PC19. demonstrate the inspection process based on the quality standard parameters to ensure appropriate shape is being achieved	1	3	-	-
	PC20. demonstrate the steps to be followed while maintaining records of inspection results/tests	1	3	-	-
	PC21. ensure that there is no wastage of materials	1	3	-	-
	PC22. prepare a sample template to collect information during inspection based on the final shape	1	3	-	-
	PC23. achieve periodical targets set by the supervisor	1	3	-	-
	PC24. perform sample test from the prepared shape to check the quality	1	3	-	-
	PC25. identify different parameters to ensure the appropriate amount of inventory is being stored at the time of production	1	3	-	-
	NOS Total	25	75	-	-
HCS/N0408: Prepare the mould for production	Prepare the molding mix	9	18	-	-
	PC1. locate the raw materials like plaster of Paris, water, etc.	1	2	-	-
	PC2. select the appropriate materials for making moulds	1	2	-	-
	PC3. ascertain the right proportion of the raw materials	1	2	-	-
	PC4. mix these raw materials as per the formulation / standard procedures	1	2	-	-
	PC5. ensure that the mix is of adequate consistency	1	2	-	-
	PC6. ensure that the mix does not harden prior to the mould making	1	2	-	-
	PC7. store the moulding mix in locations that can be easily accessed for moulding	1	2	-	-
	PC8. return the excess raw materials to the store for further usage	1	2	-	-
	PC9. clean the area after mixing	1	2	-	-

	Moulding based on model	12	24	-	-
	PC10. receive the model for moulding	1	2	-	-
	PC11. analyse and study the model before moulding	1	2	-	-
	PC12. ascertain the model specifications before readying for moulding	1	2	-	-
	PC13. ready the canisters for placing the model	1	2	-	-
	PC14. place the model inside the canisters carefully	1	2	-	-
	PC15. access the moulding mix carefully	1	2	-	-
	PC16. take the appropriate amount of the mix for moulding	1	2	-	-
	PC17. pour the mix in a uniform manner in the canisters with the model	1	2	-	-
	PC18. smoothen the surface of the canister for uniform spread of the mix	1	2	-	-
	PC19. ensure that the leakage of the excess mix is halted	1	2	-	-
	PC20. set aside the canister for an appropriate time for the setting	1	2	-	-
	PC21. monitor the time to ensure proper setting	1	2	-	-
	Finishing the mould	10	27	-	-
	PC22. remove the mould from the canister after the requisite time has elapsed	1	2	-	-
	PC23. ensure that mould does not suffer damage while removing	1	2	-	-
	PC24. clean the mould by smoothing the overall circumference	1	2	-	-
	PC25. wipe the mould	1	3	-	-
	PC26. clean the canisters	1	3	-	-
	PC27. return the canisters to the designated store area	1	3	-	-
	PC28. clean the overall area	1	3	-	-
	PC29. able to visually examine the moulds for conformity with the product	1	3	-	-

	PC30. ensure that there is no wastage of the materials	1	3	-	-
	PC31. able to visually examine if the final mould looks neat	1	3	-	-
	NOS Total	31	69	-	-
HCS/N0303: Perform mixing of raw materials using equipment	Prepare required raw materials for mixing	5	11	-	-
	PC1. place raw materials like ball clay, water, kaolin, etc. for making the slip like quartz, feldspar, ball clay, etc	1	1	-	-
	PC2. store the different types of raw materials at designated locations	1	1	-	-
	PC3. collect raw materials in prescribed quantities like ball clay 25 %, Kaloin 28 %, and quartz 32%.	1	3	-	-
	PC4. load raw materials into the ball mill to get the appropriate proportion of grinded mixture	1	3	-	-
	PC5. deliver the remaining raw material to the designated storage locations	1	3	-	-
	Perform mixing operation as per the standard procedures	15	45	-	-
	PC6. operate the ball mill to grind the loaded raw materials	1	3	-	-
	PC7. perform grinding process	1	3	-	-
	PC8. shift grinded mixture from the ball mill to the next stage of production to the blunger	1	3	-	-
	PC9. calibrate the blunger appropriately to get the slurry as per prescribed standards	1	3	-	-
	PC10. perform appropriate mixing of slurry in blunger	1	3	-	-
	PC11. carefully remove the prepared slurry from blunger and shift it to filtering equipment	1	3	-	-
	PC12. ensure that the filtering equipment is calibrated to absorb sufficient amount of water from the slurry to make the 'paste' for further production stages	1	3	-	-
	PC13. collect the 'paste' from the filtering press to be fed into pug mill for further processing	1	3	-	-
	PC14. calibrate the pug mill to absorb all unwanted moisture	1	3	-	-

	PC15. load the paste into the pug mill in appropriate quantities	1	3	-	-
	PC16. operate the pug mill to ensure the slip comes out of it	1	3	-	-
	PC17. collect the slip from the pug mill and keep it aside for further processing	1	3	-	-
	PC18. ensure maintenance of equipment and smooth operation	1	3	-	-
	PC19. switch off the equipment at the appropriate time	1	3	-	-
	PC20. perform appropriate cleaning procedures to clean the area after mixing	1	3	-	-
	Check quality and productivity standards	6	18	-	-
	PC21. inspect the prepared mixture based on the quality standard parameters to ensure purity	1	3	-	-
	PC22. ensure mixtures are loaded as per recommended procedure to ensure no unwanted spillage and slippage	1	3	-	-
	PC23. demonstrate mixing of products in line with the production schedules	1	3	-	-
	PC24. ensure that there is no wastage of the materials	1	3	-	-
	PC25. ensure there are no process delays as mixing is the first step for further processing	1	3	-	-
	PC26. inspect the entire process of mixing to see if it is adhering to the usual production schedule	1	3	-	-
	NOS Total	26	74	-	-
HCS/N0304: Perform manual mixing	prepare required raw materials for manual mixing	9	24	-	-
	PC1. place the raw materials like ball clay, quartz powder, green or white glass powder, fuller's earth/multani mitti, katira/banyan tree gum, sazzi mitti/sodium sulphate, water for making the slip.	1	4	-	-
	PC2. perform the standard organizational procedures to be followed to store different types of raw materials at designated locations	1	4	-	-
	PC3. collect the raw materials in prescribed quantities like ball	1	4	-	-

	clay 25 %, Kaloin 28 %, and quartz 32%.				
	PC4. perform preparation of each ingredient as per standards for the next stage of mixing like crushing, etc.	2	4	-	-
	PC5. carefully place the raw material in chakki/stone pulverizer for grinding process	2	4	-	-
	PC6. deliver the remaining raw material to the designated storage locations	2	4	-	-
	Perform mixing operation manually as per the standard procedures	12	24	-	-
	PC7. grind the raw materials using tools like chakki/stone pulverizer	2	4	-	-
	PC8. ensure grinding of the raw materials is of right size to form slip	2	4	-	-
	PC9. carefully add the appropriate quantity of water after the grinding to the raw materials	2	4	-	-
	PC10. perform manual mixing of raw materials with hands along with water to form the slip	2	4	-	-
	PC11. ensure that slip is malleable	2	4	-	-
	PC12. perform appropriate cleaning procedures to clean the area after mixing	2	4	-	-
	Check quality and productivity standards	10	21	-	-
	PC13. inspect quality standard parameters to ensure purity	2	4	-	-
	PC14. ensure that mixing of products in line with the production schedules	2	4	-	-
	PC15. ensure that there is no wastage of the materials	2	4	-	-
	PC16. ensure there are no process delays as mixing is the first step for further processing	2	4	-	-
	PC17. inspect the entire process of mixing to see if it is adhering to the usual production schedule	2	5	-	-
	NOS Total	31	69	-	-

HCS/N0109: Perform Slip Trailing	Prepare the Slip	8	16	-	-
	PC1. use the same type of clay that the pottery piece is made from	2	4	-	-
	PC2. break the clay into small pieces for easier mixing	2	4	-	-
	PC3. Use a hand blender, stick, or even a whisk to blend the clay and water mixture thoroughly	2	4	-	-
	PC4. use a fine mesh or sieve to remove any remaining lumps or impurities	2	4	-	-
	Fill the Slip Trailer	8	16	-	-
	PC5. select a slip trailer or squeeze bottle with a nozzle	2	4	-	-
	PC6. use a small funnel to carefully pour the slip into the bottle	2	4	-	-
	PC7. leave some space at the top (about 1/3 of the bottle empty) to prevent the slip from spilling out when squeezed, and to allow air for smooth flow	2	4	-	-
	PC8. lightly squeeze the bottle to ensure the slip flows smoothly through the nozzle	2	4	-	-
	Test the Flow	4	12	-	-
	PC9. Use a scrap piece of clay, a tile, or even a piece of paper to test the flow of the slip before applying it to the final piece	2	4	-	-
	PC10. start by applying gentle pressure to the slip trailer or squeeze bottle to see how easily the slip flows	1	4	-	-
	PC11. practice making lines, dots, or patterns on the test surface	1	4	-	-
	Apply the Slip	4	10	-	-
	PC12. position the slip trailer close to the surface of your leather-hard clay piece	1	3	-	-
	PC13. move the nozzle smoothly over the surface of the clay to create the desired patterns, such as lines, spirals, or dots	2	4	-	-
	PC14. a needle tool can help adjust small mistakes before the slip dries	1	3	-	-

	Touch Up and Drying	6	16	-	-
	PC15. use a fine needle tool or a damp brush to gently refine the edges or smooth out any imperfections	1	4	-	-
	PC16. give the slip a few minutes to settle on the surface of the clay before moving the piece	2	4	-	-
	PC17. allow the entire piece (both clay and slip) to dry slowly and evenly	1	4	-	-
	PC18. let it dry completely before moving on to further processes like bisque firing or glazing	2	4	-	-
	NOS Total	30	70	-	-
Grand Total		502	1148		

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 Ceramics Preparation Artisan) 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