

QUALIFICATION FILE

Floor Supervisor - Ceramics

☒ 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 4**

Submitted By:

Handicrafts and Carpet Sector Skill Council-HCSSC

Tel number(s): 011-26139834

E-mail address: ceo@hcsc.in

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Section1: Basic Details

1.	Qualification Name	Floor Supervisor - Ceramics	
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-04-HC-01729-2023-V1.1-HCSSC Version of qualification: 2.0	Qualification Name of the existing version: <i>(previous, once approved)</i> Floor Supervisor (Ceramics)
4.	National Qualification Register (NQR) Code & Version <i>(Will be issued after NSQC approval)</i>	NQR Code: QG-04-HC-04007-2025-V2-HCSSC Version of qualification: 3.0	5. NCrf/NSQF Level: <i>NSQF Level 4</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	The floor supervisor needs to manage and monitor the overall production process by interfacing with all departments of the production floor and continuously checking the products for quality in the production cycle.	

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>12th grade pass</td><td>1.5-year relevant experience</td></tr> <tr> <td>2</td><td>10th Grade Pass</td><td>3-year relevant experience</td></tr> <tr> <td>3</td><td>10th Grade Pass</td><td>3-year relevant experience</td></tr> <tr> <td>4</td><td>Previous relevant Qualification of NSQF Level 3.5</td><td>1.5 years relevant experience</td></tr> </tbody> </table>						S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Relevant Experience (with Specialization - if applicable)	1	12th grade pass	1.5-year relevant experience	2	10th Grade Pass	3-year relevant experience	3	10th Grade Pass	3-year relevant experience	4	Previous relevant Qualification of NSQF Level 3.5	1.5 years relevant experience
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Relevant Experience (with Specialization - if applicable)																			
1	12th grade pass	1.5-year relevant experience																			
2	10th Grade Pass	3-year relevant experience																			
3	10th Grade Pass	3-year relevant experience																			
4	Previous relevant Qualification of NSQF Level 3.5	1.5 years relevant experience																			
9. Credits Assigned to this Qualification (as per National Credit Framework (NCrF))	16		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 <i>Total Duration</i> as per selected training delivery modes and as per requirement of the qualification)	☒ Offline Only ☐ Online Only ☐ Blended																				
	<table border="1"> <thead> <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> </thead> <tbody> <tr> <td>Classroom (offline)</td><td>160 (includi ng 40 hrs. of</td><td>320 (includin g 20 hrs. of ES)</td><td></td><td></td><td>480</td></tr> </tbody> </table>						Training Delivery Modes	Theor y (Hours)	Practica l (Hours)	OJT Mandatory (Hours)	OJT Recomme nded (Hours)	Total (Hours)	Classroom (offline)	160 (includi ng 40 hrs. of	320 (includin g 20 hrs. of ES)			480			
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			ES)				
		Online					
		(Refer Blended Learning Annexure for details)					
13.	Aligned to NCO/ISCO Code/s (if code is not available, then mention the same)	NCO-2015/3122.0900					
14.	Progression Path After Attaining the Qualification (Please show Professional and Academic progression) (wherever applicable)	Vertical progression: Merchandiser (Level 4.5) Horizontal progression: Quality Check Technician-ceramics (Level 4)					
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.	Oversee the production process	HCS/N0107 NOS Version 1.0	Core	4	5	40:00	110:00	NA	00:00	150:00	38	62	-	-	100	
2.	Perform Inline quality check	HCS/N0108	Core	4	5	40:00	110:00	NA	00:00	150:00	26	74	-	-	100	

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/non-core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
		NOS Version 1.0														
3.	Coordinate with colleagues and work as a team	HCS/N9901 NOS Version 6.0	Non-Core	4	1	10:00	20:00	NA	00:00	30:00	35	65	-	-	100	
4.	Maintain health, safety, and security at workplace	HCS/N9913 NOS Version 1.0	Non-core	4	1	10:00	20:00	NA	00:00	30:00	30	70	-	-	100	
5.	Maintain Personal Hygiene	HCS/N9903 NOS Version 3.0	Non-Core	4	1	10:00	20:00	NA	00:00	30:00	27	73	-	-	100	
6.	Basic Business Management	HCS/N9904 NOS	Non-Core	4	1	10:00	20:00	NA	00:00	30:00	35	65	-	-	100	

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/non-core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
		Version 3.0														
7.	Employability & Entrepreneurship Skills	DGT/VSQ/N0102 NOS Version 1.0	Non-core	4	2	40:00	20:00	NA	00:00	60:00	20	30	-	-	50	
Duration (in Hours) / Total Marks					16	160:00	320:00	NA	00:00	480	211	439	-	-	650	

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 years) (as per NCVET guidelines)	Graduate with 3 years' experience in the relevant sector and 4 years of teaching experience
3.	Tools and Equipment Required for the Training	☒ 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

	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 managing and monitoring the overall production process by interfacing with all the departments of the production floor and keeping a check on quality of the products
	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 managing and monitoring the overall production process by interfacing with all the departments of the production floor and keeping a check on quality of the products

	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 managing and monitoring the overall production process by interfacing with all the departments of the production floor and keeping a check on quality of the products
	Assessment Mode (Specify the assessment mode)	Blended
	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	Model Curriculum attached separately

	<i>(Mandatory – Public view)</i>	
9.	Supporting Document: Career Progression <i>(Optional - Public view)</i>	Career Progression/ Job Role Progression appended below
10.	Any other document you wish to submit:	

Annexure 1: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
Professional Theoretical Knowledge/Process	The floor supervisor needs to manage and monitor the overall production process by interfacing with all departments of the shop floor and continuously checking the products for quality in the production cycle. He/she also needs to understand the process, production cycles and quality parameters; involved in quality check during production. Job that requires well developed skill, with clear choice of procedures in familiar context and job involves: • Oversee production	This is at level 4 ,it requires clear choice of procedures, as here the procedure is standardised by the direction of the manager Example • understand production schedule • ensure production schedule compliant processes • manage human resources • manage any challenges	4

	process • Perform inline quality check • Coordinate with colleagues and work as a team • Maintain safe work environment • Maintain personal health • Basic business management	• ensure quality and production standards • record production process-related data • understand quality parameters • perform the inline quality checks record quality-related data	
Professional and Technical Skills/ Expertise/ Professional Knowledge	He/She needs to understand the process, production cycles and quality parameters; involved in quality check during production. i.e. Knowledge of facts, principles, processes and general concepts, in a field of production and quality over and above the an understanding of all the work involved. E.g ceramics manufacturing process; production planning; machine and tools required for manufacturing; QC parameters; visual QC techniques; sampling techniques; past data analysis techniques This is not level 6 as there is less of a need for high level theoretical and broad concepts in the field of study and this is not level 4, because of the need for general concepts as	It is at level 4 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	4

	outlined above.		
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	The floor supervisor requires a range of cognitive and practical skills to accomplish tasks and solve problems by selecting and applying basic methods, tools. E.g.: Understand production schedule; Ensure production schedule compliant processes; Manage human resources; Manage any challenges; Ensure quality and production standards; Record production process related data; Understand quality parameters; Perform the inline quality checks; Work as a team by coordinating with colleagues within and outside the department This is not level 6 as it uses basic methods for problem solving and not high level skills for specific problems. Not level 5 as there is problem solving involved with requirement of related cognitive skills	This is at level 4 as it is required cognitive skills and range of methods for team leading, problem solving and evaluation of job which is for level 4.	4
Broad Learning Outcomes/Core Skill	The floor supervisor requires understanding of social, political situations within the organisation as he/she handles a team and coordinates between colleagues	Written and oral communication is required with clarity so its level 4.	4

	within and outside the organisation and also manage human resources Or manage any challenges. He/she also requires some skill of collecting and organising information, planning and communication. E.g Understand production schedule; Ensure production schedule compliant processes; Ensure quality and production standards; Record production process related data		
Responsibility	The floor supervisor needs to manage and monitor the overall production process by interfacing with all departments of the production floor and continuously checking the products for quality in the production cycle • understand production schedule • ensure production schedule compliant processes • manage human resources • manage any challenges • ensure quality and production standards • record production process-related data	Responsible for own work and for learning as well therefore at level 4.	4

	• understand quality parameters • perform the inline quality checks • record quality-related data		
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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	Protective Gears	Protective gears are essential to safeguard against occupational hazards, including eye and respiratory protection from dust and chemicals, prevention of injuries to the hands, feet, and head, and overall ensuring a safer working environment.	2 Eqpt Nos
2	Clipboard	Used for note-taking, documenting production processes	4 Eqpt Nos
3	Measuring Instruments	Calipers, rulers, or tape measures for checking dimensions	5 Eqpt Nos

4	Magnifying Glasses	for close inspection of ceramic surfaces to identify any imperfections, cracks, or glazing issues	5 Eqpt Nos
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Classroom Aids

The aids required to conduct sessions in the classroom are:

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

Annexure 3: Industry Validations Summary

Sr. No.	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No.	E-mail ID	LinkedIn Profile (if available)
1	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, Chhattarpur-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	-	-	-	-	More than 60%	More than 60%	More than 60%	Self-employed	NA	NA	NA	NA
3.0	2022-2023	200	150	150	Self-employed	More than 60%	More than 60%	More than 60%	Self-employed	NA	NA	NA	NA
3.0	2023-2024	300	200	200	Self-employed	More than 60%	More than 60%	More than 60%	Self-employed	NA	NA	NA	NA

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

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

1. Skill India Mission
2. National Handicrafts Development Program,

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

Content availability for previous versions of qualifications:

☐ 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	• Without use of appropriate tech tools, 80% Offline and only upto 20%

		content	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/N0107: Oversee the production process	Understand production schedule	7	12	-	-
	PC1. understand the various aspects of the production schedule	1	2	-	-
	PC2. form ideas on the indicative time required for each	1	2	-	-

	module of production				
	PC3. interface with various team leaders to discuss on the schedule and expected hurdles.	1	2	-	-
	PC4. evaluate and allocate time to each operation efficiently.	1	2	-	-
	PC5. list and categorize the resources required for the production.	1	2	-	-
	PC6. ensure that the tools and equipment available and in working condition to meet the production timelines.	1	1	-	-
	PC7. identify and procure the required tools and equipment which are not available, before starting the production.	1	1	-	-
	Ensure production schedule compliant process	8	14	-	-
	PC8. ensure that the production moves smoothly from one department to the other	1	1	-	-
	PC9. interface with various teams to check if the process flow is smooth	1	2	-	-
	PC10. observe the flow of the process and intervene when required	1	3	-	-
	PC11. predict key result areas that are critical for the production	1	2	-	-
	PC12. monitor the overall time spent in each operation	1	2	-	-
	PC13. proactively speed up the processes that lag	1	2	-	-
	PC14. interact with various department heads on the progress	1	1	-	-
	PC15. move around in the production floor observing processes	1	1	-	-
	Manage human resources	9	9	-	-
	PC16. allot work appropriately based on skills and efficiency	1	1	-	-
	PC17. train the team on the production floor when required	1	1	-	-
	PC18. interact with the team regularly	1	1	-	-
	PC19. promote open communication with proper hierarchy	1	1	-	-
	PC20. motivate and keep the work spirits high	1	1	-	-

	PC21. assess and evaluate the performance of the team	1	1	-	-
	PC22. avoid any conflict in the team.	1	1	-	-
	PC23. resolve conflicts when required	1	1	-	-
	PC24. ensure high performing individuals/teams are rewarded	1	1	-	-
	Manage any challenges	5	9	-	-
	PC25. pre-empt any problems in production and avoid the same	1	3	-	-
	PC26. handle any technical issues in production	1	3	-	-
	PC27. ensure that the same issue does not come up in the future	1	1	-	-
	PC28. ensure a quick replacement of manpower/machine is always on standby	1	1	-	-
	PC29. ensure the maintenance team is available on even short notice.	1	1	-	-
	Ensure quality and productivity standards	4	8	-	-
	PC30. visually examine the entire process	1	2	-	-
	PC31. ensure that there is no wastage of materials	1	2	-	-
	PC32. ensure overall cleanliness is maintained	1	2	-	-
	PC33. ensure there is no dilution in quality	1	2	-	-
	Record production process-related data	5	10	-	-
	PC34. design formats for recording various types of data	1	2	-	-
	PC35. ensure the inventory records are maintained	1	2	-	-
	PC36. ensure that all material movements are on record	1	2	-	-
	PC37. ensure that the daily production report is maintained	1	2	-	-
	PC38. ensure that the daily packing report is properly maintained	1	2	-	-
	Total Marks	38	62	-	-
HCS/N0108: Perform inline quality check	Understand quality parameters	10	30	-	-
	PC1. understand the various aspects of quality for the different stages of production	2	4	-	-

	PC2. appreciate the rationale behind the defined parameters and standards	1	4	-	-
	PC3. formulate the parameters were not defined	1	4	-	-
	PC4. communicate the parameters and standards to the teams	1	4	-	-
	PC5. interact with team leaders to ensure all the parameters and standards are being followed	2	4	-	-
	PC6. identify the typical loss generating activities	1	4	-	-
	PC7. assign the order of importance to the quality parameters	1	3	-	-
	PC8. communicate with the qc team regularly	1	3	-	-
	Perform inline quality checks	11	24	-	-
	PC9. visit the production floor inspecting various aspects of production	1	3	-	-
	PC10. identify any deviation from the production model/requirement sheet	1	2	-	-
	PC11. actively interact with production team to understand the overall process flow	1	2	-	-
	PC12. collect samples from various stages of production	1	2	-	-
	PC13. examine samples for quality	1	2	-	-
	PC14. examine the quality of samples by using various testing equipment as well as by visual inspection	1	2	-	-
	PC15. interface with the departments in the case of deviation	1	3	-	-
	PC16. identify all ceramic products meet specified quality standards through detailed inspection and testing before approval	1	2		
	PC17. regularly inspecting, cleaning, and repairing tools to ensure their optimal performance and longevity	1	2		
	PC18. identify any deviation from the production model/requirement sheet	1	2	-	-
	PC19. recall and refer to the last production reports to analyze	1	2	-	-

	the causes of deviation				
	Record quality-related data	5	20	-	-
	PC20. design formats for recording various types of data related to the quality of the production	1	4	-	-
	PC21. compile a detailed report based on data collected from the production floor	1	4	-	-
	PC22. refer the report when required	1	4	-	-
	PC23. ensure proper documentation is followed across respective teams	1	4	-	-
	PC24. make notes on department specific quality aspects observed	1	4	-	-
	NOS Total	26	74	-	-
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 Sensitization	6	10	-	-
	PC7. communicate maintenance and repair schedule	3	5	-	-

	proactively to the supervisor				
	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 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 multitask or share work where necessary supporting the colleagues.	3	5	-	-
	PC13. document all the details accurately relating to ones role as required.	3	5	-	-
	Total Marks	35	65	-	-
HCS/N9913: Maintain health, safety, and security at workplace	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/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 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	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	-	-
	Total Marks	27	73	-	-
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 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 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 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	-	-
	Total Marks	35	65	-	-
DGT/VSQ/N0102: Employability Skills (60 Hours)	Introduction to Employability Skills	1	1	-	-
	PC1. identify employability skills required for jobs in various industries	-	-	-	-
	PC2. identify and explore learning and employability portals	-	-	-	-
	Constitutional values – Citizenship	1	1	-	-
	PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
	PC4. follow environmentally sustainable practices	-	-	-	-
	Becoming a Professional in the 21st Century	2	4	-	-
	PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
	PC6. practice the 21st Century Skills such as Self- Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for	-	-	-	-

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

	income, expenses, taxes, investments etc	-	-	-	-
	PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
	Essential Digital Skills	3	4	-	-
	PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
	PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
	PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-	-
	Entrepreneurship	2	3	-	-
	PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
	PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
	PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
	Customer Service	1	2	-	-
	PC26. identify different types of customers	-	-	-	-
	PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
	PC28. follow appropriate hygiene and grooming standards	-	-	-	-
	Getting ready for apprenticeship & Jobs	2	3	-	-
	PC29. create a professional Curriculum vitae (Résumé)	-	-	-	-
	PC30. search for suitable jobs using reliable offline and online				

	sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
	PC31. apply to identified job openings using offline/online methods as per requirement	-	-	-	-
	PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
	PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
	Total Marks	20	30	-	-
	Grand Total	211	439		

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 Floor Supervisor-Ceramics) 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