

Revision made by NSDA_25 May 2015

QUALIFICATION FILE – CONTACT DETAILS OF SUBMITTING BODY

Name and address of submitting body:

HCSSC,
Handicrafts & Carpet Sector Skill Council,
EPCH House,
Pocket 6 & 7, Sector C,
Vasant Kunj,
New Delhi-110070

Name and contact details of individual dealing with the submission

Name: Rajesh Rawat

Position in the organisation: Chief Executive Officer

Address if different from above

Tel number(s): 011-26139834

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List of documents submitted in support of the Qualifications File

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

QUALIFICATION FILE SUMMARY

Qualification Title	Inlay Artisan - Stonecraft (HCS/Q1504)		
Body/bodies which will assess candidates	Handicrafts & Carpet Sector Skill Council		
Body/bodies which will award the certificate for the qualification.	Handicrafts & Carpet Sector Skill Council		
Body which will accredit providers to offer the qualification.	Handicrafts & Carpet Sector Skill Council		
Occupation(s) to which the qualification gives access	Pre - Crafting		
Proposed level of the qualification in the NSQF.	4		
Anticipated volume of training/learning required to complete the qualification.	250		
Entry requirements / recommendations.	5th pass preferably		
Progression from the qualification.	Senior Inlay Artisan (supervisor)		
Planned arrangements for RPL.	RPL arrangements and policies are under development. The guidelines should be ready in 2-3 months.		
International Comparability	Not yet established		
Formal structure of the qualification			
Title of unit or other component (include any identification code used)	Mandatory/ Optional	Estimated size (learning hours)	Level
HCS/N1505 Create inlay work on marble	Mandatory	100	4
HCS/N9901 Coordinate with colleagues and work as a team	Mandatory	20	Common across 1-5 levels
HCS/N9902 Maintain safe work environment	Mandatory	50	Common across 1-5 levels
HCS/N9903 Maintain personal health	Mandatory	40	Common across 1-5 levels
HCS/N9904 Basic business management	Mandatory	40	Common across 1-5 levels

Please attach any document giving further detail about the structure of the qualification – eg a Curriculum or Qualification Pack.

Give details of the document here:

- Qualification Pack is attached as Annexure 1

SECTION 1

ASSESSMENT

Name of assessment body:

If there will be more than one assessment body for this qualification, give details.

Assessment bodies are in the process of affiliation.

Will the assessment body be responsible for RPL assessment?

Yes

Give details of how RPL assessment for the qualification will be carried out and quality assured.

RPL will be based on the same approved Qualification Pack and Assessment Criteria mentioned in the Qualification Pack.

The process of RPL assessment is under development.

Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, consistent and fair and show that these are in line with the requirements of the NSQF:

The assessment strategy is under development.

Please attach any documents giving further information about assessment and/or RPL.

Give details of the document(s) here:

- Sample assessors guide

ASSESSMENT EVIDENCE

Complete the following grid for each grouping of NOS, assessment unit or other component as per the assessment criteria. Insert the required number of rows.

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role : Inlay Artisan (Stonecraft)

Qualification Pack : HCS/Q1504

Sector Skill Council : Handicrafts & Carpet Sector Skill Council

Guidelines for Assessment:

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for each PC.
2. Each NOS will be assessed both for theoretical knowledge and practical
3. The assessment will be based on knowledge bank of questions created by the SSC.
4. Individual assessment agencies will create unique question papers for theory and skill practical part for each candidate at each examination/training center
5. To pass the Qualification Pack, every trainee should score a minimum of 60% in every NOS
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

Assessable Outcomes	Assessment Criteria	Total Marks	Out Of	Theory	Skills Practical
HCS/N1504: Create inlay work on marble	PC1. sit with the customer to understand the specific requirements related to pattern, size and colour combination	100	1	0	1
	PC2. capture customer's idea of colour scheme and tonality of the design		1	0	1
	PC3. draw the pattern in symmetric sections using traditional geometric tools and create the final sketch of the design		6	1	5
	PC4. trace the final sketch of the design on a brass sheet		5	0	5
	PC5. cut out the brass sheet as per the design to make templates of every component of the design		3	0	3
	PC6. select variety of semiprecious and precious stones for the motif		4	1	3
	PC7. select the base marble as per required size on which the pattern is to be developed		4	1	3
	PC8. choose various shades of these stones to give the right gradation and shading to the motif		4	1	3
	PC9. operate the hand driven tool known as "Saan & Kamaani" having an emery wheel		4	1	3

	PC10. hold piece of the gem stone in the fingertips and touch it repeatedly with the moving emery wheel in specific pattern so as to give it shape as per the motif requirements		8	1	7
	PC11. shape all the gem stones of different sizes and colour required for the motif		6	1	5
	PC12. place all the gem stones shaped as per the motif on the base marble		4	1	3
	PC13. arrange them at specific positions according to the motif design		4	1	3
	PC14. trace the contours of these stones one-by-one with a fine pointed chisel or a lead to get an outline of each element on the marble		6	1	5
	PC15. remove these shaped gem stones from the base marble and keep them in a chronological order		4	1	3
	PC16. engrave the marble using hand held chisels with great care to make grooves which correspond exactly with the shaped gem stones		4	1	3
	PC17. inlay all the shaped gem stones into their corresponding grooves one-by-one using specially prepared glue		4	1	3
	PC18. apply the modern wax or special prepared mixture of polishing compounds on the marble with final motif		4	1	3
	PC19. accurately capture customer's requirements for motif		4	1	3
	PC20. create the design sketch very precisely as per customer's requirements		4	1	3
	PC21. select semiprecious and precious stones properly to give the right gradation and shading to the motif as per customer's specifications		4	1	3
	PC22. shape the gem stones very precisely as per the motif design		4	1	3
	PC23. engrave the marble such that all the grooves correspond exactly with the gemstones		4	1	3
	PC24. inlay the gem stones in the marble with such accuracy that there is no visible gap between the edge of the gem stone and the marble		4	1	3
	Total	100	20	80	

HCS/N9901: Coordinate	PC1. receive job order and instructions from reporting supervisor	100	4	3	1
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with colleagues and work as a team	PC2. understand the work output requirements, targets, performance indicators and incentives	5	4	1
	PC3. deliver quality work on time and report any anticipated reasons for delays	5	1	4
	PC4. report on any grievances, production defects and any potential hazards	4	2	2
	PC5. communicate on process flow improvements	4	2	2
	PC6. communicate maintenance and repair schedule proactively to the supervisor	4	1	3
	PC7. receive feedback on work standards	4	2	2
	PC8. interact and clarify doubts on design, usage of materials & tools, quality & standards compliance, etc	5	2	3
	PC9. report in time for shortage or need of raw materials	4	1	3
	PC10. handover completed work to supervisor	4	2	2
	PC11. communicate to the colleagues from within and other departments, clearly and effectively on all aspects to carry out the work among the team	5	2	3
	PC12. maintain the etiquettes, use polite language, demonstrate responsible and disciplined behaviours to the colleagues	5	2	3
	PC13. interact with colleagues from different functions and understand the nature of their work	4	2	2
	PC14. put team over individual goals and multi task or share work where necessary supporting the colleagues	4	2	2
	PC15. resolve conflicts and ensure smooth workflow	4	1	3
	PC16. interact and understand the production requirement for the day from the previous and successive processing department and work accordingly	4	1	3
	PC17. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement	4	1	3
	PC18. receive feedback from Quality Control and rework in order to complete work on time	5	1	4
	PC19. share information with colleagues to enable efficient delivery of work	6	3	3

	PC20. highlight any errors of colleagues, help to rectify and ensure quality output		4	2	2
	PC21. work with cooperation, coordination, communication and collaboration, with shared goals and supporting each other's performance		4	1	3
	PC22. document all the details accurately relating to one's role as required		4	1	3
	PC23. report on the work completed and keep it in records		4	1	3
		Total	100	40	60
HCS/N9902: Maintain safe work environment	PC1. comply with safety procedures while on work to prevent accidents	100	8	2	6
	PC2. take adequate safety measures while handling materials, chemicals and tools		8	2	6
	PC3. wear appropriate personal protective gears such as gloves, protective goggles, masks etc. while working		8	2	6
	PC4. undertake basic safety checks before operation of all tools and electrical equipments		9	2	7
	PC5. wear appropriate and recommended clothing as per the work environment (eg: working in a furnace area)		9	2	7
	PC6. follow recommended material handling procedure to control material and personal damage		8	2	6
	PC7. perform all procedures as per company's work instructions for controlling operational risk		8	4	4
	PC8. perform the duties in a manner which minimizes environmental damage		6	2	4
	PC9. dispose of waste safely and correctly in a designated area as per company's SOP		8	2	6
	PC10. report any accidents, incidents or problems without delay to the supervisor and take necessary immediate action to reduce further danger		8	4	4
	PC11. ensure zero accident at workplace		10	2	8
	PC12. adhere to safety standards and ensure no material damage		10	2	8
		Total	100	28	72
HCS/N9903: Maintain personal health	PC1. always cover the mouth and nose with a dust mask while working and keep on changing when it gets blocked with dust	100	12	4	8
	PC2. follow work instructions strictly to reduce the amount of pollution at the work		10	2	8

	place e.g. wet the rock / craft material before working on it				
	PC3. wear protective goggles over eyes and replace them when scratches on it obscure the vision		10	2	8
	PC4. wear gloves as per the materials used for making handicraft to avoid blisters; scratches and cuts		10	2	8
	PC5. undergo preventive health checkups at regular intervals		10	2	8
	PC6. take prompt treatment from the doctor in case of illness		11	3	8
	PC7. follow SOPs for dealing with blisters; scratches; accidental fires or any other type of emergencies at work		11	4	7
	PC8. ensure no productivity loss or absenteeism from work due to illness		13	3	10
	PC9. ensure no long term ill effect on the personal health		13	3	10
		Total	100	25	75

HCS/N9904: Basic business management	PC1. allot work to the employees of the unit according to their skill and experience	100	3	1	2
	PC2. train the employees of his/her unit with the appropriate skills required to make market relevant and quality products		3	1	2
	PC3. motivate the employees		2	1	1
	PC4. handle the grievances/issues that are raised by the employees		2	1	1
	PC5. manage the employee expectations		2	1	1
	PC6. gather and analyse the cues from the market		2	1	1
	PC7. ascertain the customer preference		3	1	2
	PC8. create product lines based on current market preference		3	1	2
	PC9. create product lines that are unique and able to price high		3	1	2
	PC10. price the products according to market trends		3	1	2
	PC11. decide the best way to market the product lines		3	1	2
	PC12. make a list of raw materials required according to the product lines		2	0	2
	PC13. ascertain the quantity and right price to procure the materials		3	1	2
	PC14. identify the right locations/agents from where the raw materials can be procured		3	1	2

PC15. negotiate to get the best price		3	0	3
PC16. ensure quality materials are procured		4	1	3
PC17. ensure the procured materials are stored in appropriate conditions		3	1	2
PC18. maintain the bills and record the prices of procurement for future reference		3	1	2
PC19. maintain healthy vendor relationships		3	1	2
PC20. identify the nearest market		3	1	2
PC21. analyze the prevalent price for product lines		3	2	1
PC22. decide on the most effective means to access the market		2	1	1
PC23. plan for cost effective transportation to the market		3	1	2
PC24. position the product according to market requirements		3	1	2
PC25. manage customer expectations		2	0	2
PC26. analyze and ascertain the cost of production		3	1	2
PC27. maintain the book of accounts related to the business		3	1	2
PC28. own and operate a bank account		4	2	2
PC29. identify cost effective means of running business		3	1	2
PC30. identify various aspects of business that require recording		3	2	1
PC31. create formats for recording		3	2	1
PC32. make various records pertaining to all aspects of business		3	2	1
PC33. maintain these records with periodic updation		3	2	1
PC34. maintain necessary documents as per local government and regulatory requirement		3	2	1
PC35. analyze the records and glean various trends from the same		3	2	1
	Total	100	40	60

SECTION 2

EVIDENCE OF NEED

What evidence is there that the qualification is needed?

While collecting data from the companies for the occupational map, we also took feedback from industry, which was collected with respect to roles for which qualification packs development, was to be prioritized. This was largely based on volume of people required, quantitative and qualitative shortfall which the Industry feels they face. Governing council of HCSSC gave final approval and endorsement for the same.

What is the estimated uptake of this qualification and what is the basis of this estimate?

Employed in the role: 12000; Estimate uptake 8000 based on requirements for existing and prospective workforce on the basis of Skills Gap analysis Reports and validation of skill gap study through feedback from industry for demand. An LMIS development initiative is being put in place to be more precise regarding the demand and supply

What steps were taken to ensure that the qualification(s) does/do not duplicate already existing or planned qualifications in the NSQF?

- NSDC list of Approved and Under-Development QPs was checked prior to commissioning the work

What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated?

- Agencies have been appointed by the SSC to interact with training providers to gather feedback in implementation.
- Monitoring of results of assessments
- Employer feedback will be sought post-placement
- A formal review is scheduled in two year time i.e. 2017

Please attach any documents giving further information about any of the topics above.

Give details of the document(s) here:

- NSDC Human Resource & Skills Requirement in handicrafts & Carpet Sector

SECTION 3

SUMMARY OF DIRECT EVIDENCE OF LEVEL

Justify the NSQF level allocated to the QP. Relate information about the job role and build upon the five descriptors for the level to justify.

Health and safety, Work effectively and a basic business management are common for all roles from NSQF levels 1-5 and cover the minimum in a workplace.

Level 4

Inlay Artisan - Stonecraft					HCS/Q1504
Process required	Professional Knowledge	Professional Skills	Core Skills	Responsibility	Level

<p>The incumbent carries out a job which requires cutting gem stones into various sizes as per the pre-decided pattern, engrave the base marble as per the sizes of these gem stones followed by laying the gem stones into the grooves of that base marble with adhesive very precisely.</p> <p>The role is familiar, predictable, routine, and situation of clear choice.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Putting customer's design idea / concept on the paper • Selecting stones for the motif • Shaping semiprecious and precious stones as per the design • Engraving the marble • Polishing the marble with motif 	<p>The incumbent needs factual knowledge of the field of study</p> <p>The examples supporting it are as follows: The tasks involve understanding of :</p> <ul style="list-style-type: none"> • the exquisite range of semi-precious stones used to manufacture the inlay • basic qualities of gem stones • basic intricacy and complexity of the motifs • changing emery on wheels • maintenance and repair of "Saan & Kamaani" • handling of different types of gem stones • different types of tools used for in-lay work 	<p>The skills required for the job involve recall and demonstration of</p> <p>Practical skill, which is routine and repetitive in narrow range of application using appropriate rule and tool, using quality concepts</p> <p>Examples :</p> <ul style="list-style-type: none"> • The individual on the job needs to know and understand how to decide on the right shades and materials to be used • How to solve work related problems • analyse and communicate as per the requirement • analyse the market for increasing the sales 	<p>Require to communicate written or oral, with required clarity, skill to basic arithmetic and algebraic principles, basic understanding of social, political and natural environment</p> <p>Examples</p> <ul style="list-style-type: none"> • Read about various products and keep abreast of market trends • write descriptions and details about investment, expenditures and sales • communicate and manage vendors 	<p>The incumbent must have responsibility for own work and learning</p> <p>Examples :</p> <ul style="list-style-type: none"> • User must sit with the customer to understand the specific requirement related to pattern, size and colour combination • Capture customer's idea of colour scheme and tonality of the design • understand the work output requirements, targets, performance indicators and incentives • report to supervisor and deal with a colleague individually, depending on the type of concern 	<p style="text-align: center;">4</p>
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<ul style="list-style-type: none"> • Ensure quality and productivity standards • Coordinate with colleagues and work as a team • Maintain safe work environment • Maintain personal health • Basic business management 					
4	4	4	4	4	

OTHER EVIDENCE OF LEVEL [This need only be filled in where evidence other than primary outcomes was used to allocate a level] **(Optional)**

Summary of other evidence (if used):

nil

SECTION 4

EVIDENCE OF RECOGNITION OR PROGRESSION

What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?

- Horizontal and vertical mobility options have been articulated in occupational map
- Vertical mobility option is Senior Inlay Artisan (Supervisor)

Please attach any documents giving further information about any of the topics above.

Give details of the document(s) here:

- Occupational Map and progression matrix

List of companies validated the QP

S. No	Name of the Organisation	Contact Person	Employee - Size
1	New Kashmir Arts and Crafts	Azad.M.Khan	Small
2	Shams Palace	Faroz	Small
3	Earth Arts Emporium	Wajim	Small
4	Shabnam Arts	Irfan	Small
5	SK Industries	Mr. Sunil	Small
6	Ahmad handicrafts industries	Mr. Afsar Ahmad	Small
7	Pushpanjali fair trade pvt ltd	anurag mittal	Small
8	CB Marble works	Naveen Bansal	Small
9	Infra International	Rajesh Agarwal	Small
10	Agra Handicraft Industries	O.N.Agarwal	Small
11	M/S Rama & Co	Anil Kumar	Small
12	B.L.Ceramic Industries	Sami Ahmad Khan	Small
13	Blue Art Flower Vases works	SP Dadoo	Small
14	Dadoo Industries	Naman Dadoo	Small
15	Krishna Ceramics	Khalid Ahmad	Small
16	Chhabra & Sons	Mohd. Yusuf Khan	Small
17	Gopal Grinding Mills	Hari Dadoo	Small
18	Gee Cee Minerals	Amit Agarwal	Small
19	GM Creation	rajeev Maheshwari	Small
20	Maheshwari Enterprise	Rajat Maheshwari	Small
21	Krafts Palace	Ajay jain	Small
22	Sharma India (P) Ltd	bhaskar Sharma	Small
23	World One Enterprises	Sudha Jain	Small
24	M/s Stone craft India	Ravi Verma	Small
25	M/s bansal handicrafts emporium	Arun Bansal	Small
26	M.A. Exports	Anil Kumar Gupta	Small
27	Lamparts	Shamsher Singh	Small
28	The ferry International	Rohit Goyal	Small
29	Creative Crafts of India	Dr. SK. Tyagi	Small
30	Tyagi Handicrafts	Rahul Tyagi	Medium
31	Indian Handicraft Industries	Mahendra Kumar Rajput	Medium
32	Creative hands	Satyendra sharma	Medium
33	Overseas trade linkers	S.C Aggarwal	Medium
34	Central glass & ceramic research institute	Dr. LK Sharma	Medium
35	Ancient Lighting Pvt Ltd	Rayal	Medium
36	Stonemen Crafts International	Rayal	Medium
37	Oswal arts pvt ltd	Yashwant Singh	Medium
38	1 Artifact Décor (India)	Kalpana Pachaurj	Medium
39	Arvind Handicrafts	Devendra Verma	Medium
40	Stonemen Crafts (I) Pvt Ltd	Rajat Asthana	Large

41	Sharma Artistic Stone Gallery	Mr. Bhaskar Sharma	Large
42	Sharma International	Ramesh Sharma	Large
43	Minhas Pottery	Rajesh Kumar Tomar	Large
44	Chhatwal Ceramics	Vineet Sharma	Large
45	Chhabra Industries	Mohd. Abdiul Raheem Khan	Large
46	Akbar International	Salim Uddin	Large
47	Amit Exports	Amit Mehra	Large

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