

NSQF QUALIFICATION FILE GUIDANCE

CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Name and address of submitting body:

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List of documents submitted in support of the Qualifications File

1. Career Progression of Handicrafts (Ceramics) Sub-Sector
2. List of QP/NOS validating companies
3. Requirement and recommendation letter from Line Ministry
4. Qualification Pack
5. Curriculum
6. Minutes of the meeting of GC Consultation meeting
7. NSDC Human Resource & Skills Requirement in Handloom & Handicraft Sector
8. RFP for development of Occupational Standards
9. Selection process of the Consultants to develop Occupational Standards

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SUMMARY

1	Qualification Title	Sakhta Saaz (Paper Mache)
2	Qualification Code, if any	HCS/Q4401
3	NCO code and occupation	NCO-2015/NIL Procurement (Paper Mache)
4	Nature and purpose of the qualification (Please specify whether qualification is short term or long term)	- the qualification- Qualification pack, To get people employed in paper industry
5	Body/bodies which will award the qualification	Handicrafts and Carpet Sector Skill Council (HCSSC)
6	Body which will accredit providers to offer courses leading to the qualification	Handicrafts and Carpet Sector Skill Council (HCSSC)
7	Whether accreditation/affiliation norms are already in place or not , if applicable (if yes, attach a copy)	The accreditation/affiliation would be processed only through the link below: http://smart.nsdcindia.org/
8	Occupation(s) to which the qualification gives access	Procurement
9	Job description of the occupation	The Sakhta maker is responsible for making sakhta out of paper pulp passing through various stages of preparation beginning from paper cutting, paper soaking etc.
10	Licensing requirements	N/A
11	Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided)	The said job role is required in the respective sector (evidence attached in Annexure 3)
12	Level of the qualification in the NSQF	4
13	Anticipated volume of training/learning required to complete the qualification	260{(NOSs + Bridge module = 200)+ (Entrepreneurship and Soft Skills + Digital Literacy = 60)}
14	Indicative list of training tools required to deliver this qualification	Laptop, white board, marker, projector, PPTs, paper, glue, Cutting Knife scale, measuring tape, cutting table Protective gears like goggles, mask, gloves. Cleaning tools, electricity tester, accident report sheet, Fire Extinguisher, First-Aid Kit
15	Entry requirements and/or recommendations and minimum age	Basic literacy, preferably 5th class pass

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16	Progression from the qualification (Please show Professional and academic progression)	Vertical: Paper Mache Art Promoter	
17	Arrangements for the Recognition of Prior learning (RPL)	A 3-day RPL program has been devised to certify the trainees.	
18	International comparability where known (research evidence to be provided)	N/A	
19	Date of planned review of the qualification.	2020	
20	Formal structure of the qualification		
	Mandatory components		
	Title of component and identification code/NOSs/Learning outcomes	Estimated size (learning hours)	Level
(i)	HCS/N4401 Making of Sakhta	100	4
(ii)	HCS/N9906 Maintaining work area, tools and machines	40	4

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(iii)	HCS/ N9907 Maintain health, safety and security at work place	30	4
(iv)	HCS/ N9908 Working in a Team	30	4
Total		200	

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SECTION 1 ASSESSMENT

21	<p>Body/Bodies which will carry out assessment:</p> <p>The assessment bodies affiliated to the Handicrafts and Carpet Sector Skill Council will carry out the assessment.</p> <ul style="list-style-type: none">• Rational Multi Skills (RMS)• Trendsetter Skill Assessors• CEE Vision Technologies Pvt. Ltd.• Cindrel Technologies Private Limited• NICE Educational & Welfare Trust
22	<p>How will RPL assessment be managed and who will carry it out?</p> <p>RPL will be based on the same approved Qualification Pack and Assessment Criteria mentioned in the Qualification Pack.</p> <p>The process of RPL assessment is under development.</p>
23	<p>Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.</p> <p>The assessment is managed by the assessment agency using the question bank approved by the sector skill council which has both the theory and practical questions, the questions are then divided into many different sets so that all students don't get the same questions once the assessment is done the result is compiled and sent to the sector skill council .The NSQF level 2 and 3 qualifications has a passing marks of 50% and NSQF level 4 and above has 70% as passing marks.</p>

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ASSESSMENT EVIDENCE

Assessment Criteria	
Job Role	Sakhta Saaz (Paper Mache)
Qualification Pack	HCS/Q4401, v1.0
Sector Skill Council	Handicrafts and Carpet

Sr. No.	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 Theory and Skills Practical for each PC
2	The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5	To pass the Qualification Pack , every trainee should score a minimum of 70% 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

		Marks Allocation			
		Total Mark (200+100)	Out Of	Theory	Skills Practical
1. HCS/N4401(Making of Sakhta)	PC1. Use suitable PPE like rubber hand gloves as required	23	1	0	1
	PC2. Put strips of paper in suitable container (drum)		1	0	1
	PC3. Add sufficient water to drum to soak paper		1	0	1
	PC4. Allow it to soak for 3-4 days		2	0	2
	PC5. Remove the soaked paper and transfer to stone mortar		1	0	1

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PC6. Pound the paper with wooden pestle	2	0	2
PC7. Put the pounded material under sun/shade to allow it to dry partially under open atmosphere	1	0	1
PC8. Prepare separately rice flour (Atiji) with dissolving of rice flour in water and mixing while heating	2	1	1
PC9. Cool the Atiji so formed	1	0	1
PC10. Mix this Atiji with partly dried pounded paste of paper. It turns into a natural adhesive called paper pulp	1	0	1
PC11. Select the mould as per design required	1	0	1
PC12. Put ordinary paper as separator for paper mache shape former. The separator is fixed to the mould with the help if Atiji	1	0	1
PC13. Keep on putting Paper pulp over the separator to develop the object of paper mache as per size	2	0	2
PC14. Leave it to dry for 4-5 days	1	0	1
PC15. Cut the dried object with sharp knife or suitable cutter to separate the object where relevant	1	0	1

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	PC16. Join the separated object with Fevical or suitable glue available in the market		2	0	2
	PC17. Allow it to dry till it joins firmly.		2	0	2
		Total	23	1	22
2. HCS/N9906 (Maintain work area, tools and machines)	PC1. handle materials, tools and equipment with care and use them in correct way	27	5	2	3
	PC2. Use correct handling procedures		3	1	2
	PC3. maintain clean and hazard free working area		3	1	2
	PC4. carry out running maintenance within agreed schedules		3	1	2
	PC5. carry out maintenance and/or cleaning within one's own responsibility		3	1	2
	PC6. report unsafe equipment and other dangerous occurrences		2	1	1
	PC7. use clean equipment and methods appropriate for the work to be carried out		3	1	2
	PC8. dispose of waste safely in the designated location		2	0	2
	PC9. store equipment safely after use		3	1	2
			Total	27	9
3. HCS/N9907	PC1. Comply with health	75	4	1	3

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(Maintain Health, Safety and Security at Workplace)	and safety related instructions applicable to the workplace			
	PC2. Use and maintain personal protective equipment such as “Hand gloves”, “Nose Mask” etc. as per protocol	3	1	2
	PC3. Carry out own activities in line with approved guidelines and procedures	5	2	3
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants	3	1	2
	PC5. Follow environment management system related procedures	3	1	2
	PC6. Identify and correct (if possible) malfunctions in tools and equipment	3	1	2
	PC7. Report any service malfunctions that cannot be rectified	3	1	2
	PC8. Store materials and equipment in line with organisational requirements	4	1	3
	PC9. Safely handle and remove waste	4	1	3
	PC10. Minimize health and safety risks to self and others due to own actions	4	1	3
	PC11. Seek clarifications from supervisors or other authorized personnel in case of perceived risks	4	2	2
	PC12. Monitor the workplace and work	8	2	6

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	processes for potential risks and threat				
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		5	1	4
	PC14. Report hazards and potential risks/threats to supervisors or other authorized personnel		5	2	3
	PC15. Participate in mock drills/evacuation procedures organized at the workplace		6	2	4
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		2	0	2
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		3	0	3
	PC18. Follow organization procedures for shutdown and evacuation when required		6	2	4
		Total	75	22	53
4. HCS/N9908 (Working in a team)	PC1. Be accountable to one's own role in whole process of developing product	50	5	2	3
	PC2. Perform all roles with full responsibility		2	2	0
	PC3. Be effective and efficient at workplace		6	2	4
	PC4. Properly communicate about company policies		8	3	5

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	PC5. Talk politely with other team members and colleagues		8	2	6
	PC6. Adjust in different work situations		5	2	3
	PC7. Give due importance to others' point of view		5	2	3
	PC38. Avoid conflicting situations		4	1	3
	PC9. Develop new ideas for work procedures		4	1	3
	PC10. Improve upon the existing techniques to increase process efficiency		3	1	2
		Total	50	18	32

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SECTION 2

25. EVIDENCE OF LEVEL

OPTION A

Title/Name of qualification/component: Sakhta Saaz (Paper Mache)		Level: 4	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Process	The Incumbent's role as Sakhta maker is responsible for making sakhta out of paper pulp passing through various stages of preparation beginning from paper cutting, paper soaking etc.	<p>The situation of clear choice (descriptor of level 4) is evident through the following examples The Sakhta maker is also known as Sakhta saaz or kalib. He is responsible for manually making sakhta out of paper.</p> <p>Example</p> <ul style="list-style-type: none"> • Preparation of Paper Pulp • Making of Sakhta 	4
Professional knowledge	<p>The incumbent has factual knowledge of field of knowledge or study which is in this case includes designing</p> <p>Examples:</p> <ul style="list-style-type: none"> • put strips of paper in suitable container (drum) • add sufficient water to drum to soak paper • allow it to soak for 3-4 days • remove the soaked paper and 	This is not level 5 as there is a requirement of principles and general concepts at level 5 which is not required here. Also not level 3 as this level as outlined above requires factual knowledge of field of study and not mere basic facts, process and principle knowledge of trade of employment.	4

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Title/Name of qualification/component: Sakhta Saaz (Paper Mache)			Level: 4
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
	<p>transfer to stone mortar</p> <ul style="list-style-type: none"> • pound the paper with wooden pestle • put the pounded material under sun/shade to allow it to dry partially under open atmosphere • prepare separately rice flour (atiji) with dissolving of rice flour in water and mixing while heating • cool the atiji so formed • mix this atiji with partly dried pounded paste of paper. it turns into a natural adhesive called paper pulp • select the mould as per design required • put ordinary paper as separator for paper mache shape former. the separator is fixed to the mould with the help if atiji • keep on putting paper pulp over the separator to develop the object of paper mache as per size • leave it to dry for 4-5 days • cut the dried object with sharp knife or suitable cutter to separate the object where relevant • join the separated object with fevicol 		

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Title/Name of qualification/component: Sakhta Saaz (Paper Mache)			Level: 4
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
	<p>or suitable glue available in the market</p> <ul style="list-style-type: none"> allow it to dry till it joins firmly. 		
Professional skill	<p>Most of the work involves complying and adhering to the guidelines with no major task of application. This is evident through the following</p> <p>Examples:</p> <ul style="list-style-type: none"> put strips of paper in suitable container (drum) add sufficient water to drum to soak paper allow it to soak for 3-4 days remove the soaked paper and transfer to stone mortar pound the paper with wooden pestle put the pounded material under sun/shade to allow it to dry partially under open atmosphere prepare separately rice flour (atiji) with dissolving of rice flour in water and mixing while heating cool the atiji so formed mix this atiji with partly dried pounded paste of paper. it turns into 	There is independent work and not mere assisting, at the same time there are variables involved.	4

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Title/Name of qualification/component: Sakhta Saaz (Paper Mache)			Level: 4
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
	<ul style="list-style-type: none"> • a natural adhesive called paper pulp • select the mould as per design required • put ordinary paper as separator for paper mache shape former. the separator is fixed to the mould with the help of atiji • keep on putting paper pulp over the separator to develop the object of paper mache as per size • leave it to dry for 4-5 days • cut the dried object with sharp knife or suitable cutter to separate the object where relevant • join the separated object with fevicol or suitable glue available in the market • allow it to dry till it joins firmly. 		
Core skill	The incumbent needs language to communicate written or oral, with required clarity, to interact with customers, various departments, supervisors, personnel and teams, confirm requirements and communicate the same for shared understanding. Also prepare a range of routine	The job requires oral and written communication skills with clarity therefore it is level 4	4

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Title/Name of qualification/component: Sakhta Saaz (Paper Mache)			Level: 4
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
	<p>documentation.</p> <ul style="list-style-type: none"> • type of product being processed • importance of cleanliness of workplace • explain difference between correctable and non-correctable painting faults • rectification of faults • acceptable solutions for specific faults identified/detected 		
Responsibility	<p>The Sakhta maker is also known as Sakhta saaz or kalib. He is responsible for manually making sakhta out of paper.</p> <p>Example</p> <ul style="list-style-type: none"> • Preparation of Paper Pulp • Making of Sakhta 	<p>The incumbent works with responsibility for own work and learning, which is evident from the incumbent's deliverables and also there is no responsibility for the learning of others therefore this is level 4.</p>	4

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SECTION 3 EVIDENCE OF NEED

26	What evidence is there that the qualification is needed? What is the estimated uptake of this qualification and what is the basis of this estimate?		
	Basis	In case of SSC	In case of other Awarding Bodies (Institutes under Central Ministries and states departments)
	Need of the qualification	<p>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.</p>	
	Industry Relevance	<p>This job role is required in the specific industry and thus is also validated by organizations of the industry – the list of which is attached below</p>	
	Usage of the qualification	<p>It would used for training purposes to skill and up-skill candidates.</p>	
	Estimated uptake	<p>It is estimated that currently 6,500 Sakhta Saaz (Paper Pulp) artisans are engaged; of which the estimated uptake would be 11,000 of this qualification. The</p>	

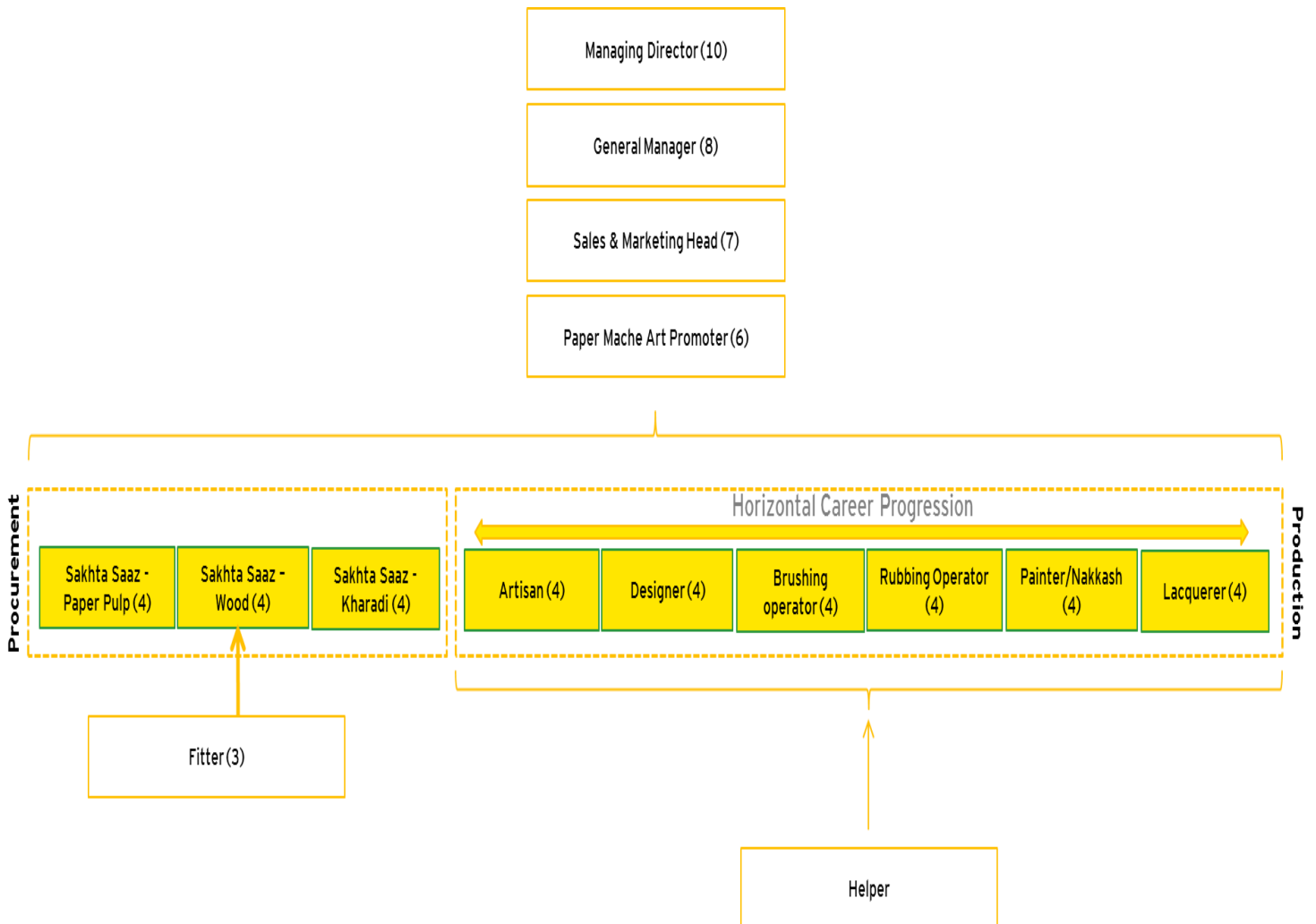
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	<p>numbers have been estimated based on industry consultations, analysis of existing reports such as Skills Gap analysis Reports.</p>
27	<p>Recommendation from the concerned Line Ministry of the Government/Regulatory Body. To be supported by documentary evidences</p> <p>Recommendation received from the office of Development Commissioner (Handicrafts), Ministry of Textiles, Govt. Of India (evidence attached in Annexure 3).</p>
28	<p>What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF? Give justification for presenting a duplicate qualification</p> <p>NSDC list of Approved and Under-Development QPs was checked prior to commissioning the work.</p>
29	<p>What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated? Specify the review process here</p> <ul style="list-style-type: none"> • 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. 2020

**SECTION 4
EVIDENCE OF PROGRESSION**

30	<p>What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?</p> <ol style="list-style-type: none"> 1. Vertical mobility options have been articulated in the occupational map 2. Vertical mobility option is of a Paper Mache Art Promoter
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Career Progression:



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List of companies validated the QP

S. No	Name of the Organisation	Contact Person	Employee - Size
1	MIR Handicrafts Pvt. Ltd.	Arshad Mir	Large
2	Chinar Valley Arts	Fida Hussain Khan	Large
3	Mentor INC.	Syed Abrar Altaf	Large
4	Abdullah Arts & Crafts	Nisar Ali	Large
5	KURIOZITY	Arshad Hussain	Large
6	Kashmir Loom Company Ltd.	Zahid Ali	Large
7	Ali Brothers	Yaseen Ali	Large
8	Persian Paper Machie ICS Ltd.	Rameez Abass	Large
9	Rian Impex Pvt. Ltd.	Mohammad Shiraz	Large
10	Khan Handicrafts		Large
11	Akhtar Mir & Brothers	Mohd. Akhtar Mir	Medium
12	FAYAZ AHMAD JAN	Fayaz ahmad Jan	Medium
13	Niyaz ahmad Bhat	Niyaz Ahmad Bhat	Medium
14	Guldasta	Abid Liyaqat	Medium
15	Malik Brothers	Mushtaq Malik	Medium
16	Khan Overseas	Idrees Hussain Khan	Medium
17	Khan Brothers	Riyaz Ahmed	Medium
18	S M Hussain	S M Hussain	Medium
19	Haji Fida Hussain & Sons	Haji Fida Hussain	Medium
20	Siamese Export Co.	Zahid Hussain	Medium
21	Ghulam Rasool	Ghulam Rasool	Small
22	QAB & Sons	Mudasir Barkat Beigh	Small

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23	Safina Arts	Majid Hussain Beigh	Small
24	Kashmir Fabrics	Hakim Faheen Hussain	Small
25	Asif & Co.	Asif Abass	Small
26	Alsa arts & Crafts	Sajad Hussain	Small
27	Wonder Wood Works	Tahir Chaku	Small
28	KCCDO	Firdaus Ahmad Bhat	Small
29	A.K.Handicrafts	Ishfaq Khan	Small
30	Kashmir Valley Arts Emporium	Bezal	Small