

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

**E-mail address:** ceo@hcssc.in

### **List of documents submitted in support of the Qualifications File**

1. Qualification Pack
2. RFP for development of Occupational Standards
3. Selection process of the Consultants to develop Occupational Standards
4. 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

<b>Qualification Title</b>	Design Marker – Stonecraft HCS/Q1501		
<b>Body/bodies which will assess candidates</b>	Handicrafts & Carpet Sector Skill Council		
<b>Body/bodies which will award the certificate for the qualification.</b>	Handicrafts & Carpet Sector Skill Council		
<b>Body which will accredit providers to offer the qualification.</b>	Handicrafts & Carpet Sector Skill Council		
<b>Occupation(s) to which the qualification gives access</b>	Stone Crafting		
<b>Proposed level of the qualification in the NSQF.</b>	5		
<b>Anticipated volume of training/learning required to complete the qualification.</b>	300 hours		
<b>Entry requirements / recommendations.</b>	8th pass		
<b>Progression from the qualification.</b>	Vertical: Production Incharge		
<b>Planned arrangements for RPL.</b>	RPL arrangements and policies are under development. The guidelines should be ready in 2-3 months.		
<b>International Comparability</b>	Not yet established		
<b>Formal structure of the qualification</b>			
<b>Title of unit or other component</b> (include any identification code used)	<b>Mandatory/ Optional</b>	<b>Estimated size (learning hours)</b>	<b>Level</b>
HCS/N1501 Supervise day-to-day production work	Mandatory	80	5
HCS/N1502 Draw product design on the stone	Mandatory	80	5
HCS/N9901 Coordinate with colleagues and work as a team	Mandatory	20	Common across 1-5 levels
HCS/N9902 Maintain safe work environment	Mandatory	40	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:

### **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 : Design Marker – Stonecraft**

**Qualification Pack : HCS/Q1501**

**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 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.

<b>Assessable Outcomes</b>	<b>Assessment Criteria</b>	<b>Total Marks</b>	<b>Out Of</b>	<b>Theory</b>	<b>Skills Practical</b>
<b>HCS/N1501: Supervise day-to-day production work</b>	PC1. receive raw material that is variety of stone (e.g. hard stone, soft stone, alabaster stone) in different forms like big slabs, rocks in the company premises from the trader as per the order	<b>100</b>	4	1	3
	PC2. match the delivery to the order placed by the company		3	1	2
	PC3. follow standard operating procedure for handling the raw stones		4	1	3
	PC4. place stone in a way so that there is no damage to the material		3	0	3
	PC5. document the quantity of variety of raw stones received from trader(s)		4	1	3
	PC6. receive production targets product wise from the production manager		4	1	3
	PC7. receive product specifications like colour, size etc.		4	1	3
	PC8. receive product design(s) from the designer		4	1	3
	PC9. inspect the stone for structural flaws		10	3	7
	PC10. distribute the work among chiselers and stone cutters as per the product design,		3	0	3
	PC11. give the size dimensions to chiselers and stone cutters as the product requirements		5	1	4
	PC12. arrange and provide them all the tools;		3	0	3

	equipments and accessories to complete the job in time				
	PC13. set their daily targets and final output required from them to achieve the overall production targets in time		6	2	4
	PC14. train the subordinates in the work assigned to them		6	2	4
	PC15. share the stone and product specific information to get the quality output from them		4	1	3
	PC16. explain the occupational hazards involved and the precautions to be taken to avoid the accidents at work		7	2	5
	PC17. educate them about the personal protective equipments to be used during the work		7	2	5
	PC18. instruct them about minimizing the waste and damage to the stone		7	2	5
	PC19 achieve daily / weekly / monthly production targets given by the proprietor		4	1	3
	PC20. achieve the target with minimum wastage of the material		4	1	3
	PC21. keep the team motivated to get the quality output		4	1	3
		<b>Total</b>	<b>100</b>	<b>25</b>	<b>75</b>
<b>HCS / N 1502:</b>		<b>100</b>			
<b>Draw product design on the stone</b>	PC1. trace the product design on the piece of cardboard / fiber sheet		12	0	12
	PC2. cut the cardboard / fiber sheet as per the design to create the product design framework		12	0	12
	PC3. inspect the stone to determine the direction of the grain		14	2	12
	PC4. place the cardboard / fiber sheet cut as per the product design on the stone in such a way that the grain keep running with the length of the design		11	0	11
	PC5. fix it and then draw the design on the stone using the crayon		10	0	10
	PC6. mark the design on all sides of the stone by maintain the height and width of the template on each side		11	1	10
	PC7. remove the cardboard / fibresheet from the stone		10	0	10
	PC8. check that crayon marks are clearly visible on the stone		8	0	8
	PC9 ensure that the product design framework is accurate		4	1	3
	PC10. ensure that product design is drawn on the stone in a way that enhance structural integrity		8	1	7
		<b>Total</b>	<b>100</b>	<b>5</b>	<b>95</b>
<b>HCS/N9901:</b>	PC1. receive job order and instructions from	<b>100</b>	4	3	1

<b>Coordinate with colleagues and work as a team</b>	reporting supervisor			
	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	4	1	3

	relating to one's role as required				
	PC23. report on the work completed and keep it in records		4	1	3
		<b>Total</b>	<b>100</b>	<b>40</b>	<b>60</b>
<b>HCS/N9902: Maintain safe work environment</b>	PC1. comply with safety procedures while on work to prevent accidents	<b>100</b>	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
		<b>Total</b>	<b>100</b>	<b>28</b>	<b>72</b>
<b>HCS/N9903: Maintain personal health</b>	PC1. always cover the mouth and nose with a dust mask while working and keep on changing when it gets blocked with dust	<b>100</b>	12	4	8
	PC2. follow work instructions strictly to reduce the amount of pollution at the work place e.g. wet the rock / craft material before working on it		10	2	8
	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
		<b>Total</b>	<b>100</b>	<b>25</b>	<b>75</b>
<b>HCS/N9904: Basic business management</b>	PC1. allot work to the employees of the unit according to their skill and experience	<b>100</b>	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
		<b>Total</b>	<b>100</b>	<b>40</b>	<b>60</b>

## 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?**

Current employed in the role: 185; Estimate uptake 350 over a period of time including growth expected 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 5

<b>Design Marker – Stonecraft</b>					<b>HCS/Q150 1</b>
<b>Process required</b>	<b>Professional Knowledge</b>	<b>Professional Skills</b>	<b>Core Skills</b>	<b>Responsibility</b>	<b>Level</b>
<p>The incumbent works in various contexts of stoneware production and carries out tasks which include allocating work to subordinates workers; training them; instructing about the job to be performed every day; checking quality of their output and then drawing the product design on the stone for further processing</p> <p>The candidate requires well developed skills as is evident in the complex tasks below.</p> <ul style="list-style-type: none"> <li>• inspect the stone for structural flaws</li> <li>• give the size dimensions to</li> </ul>	<p>The incumbent has factual knowledge of facts, principles, processes and general concepts in their field of work and study which in this case includes, stoneware production and supervision.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• variety of stones and their basic quality</li> <li>• the grain of the stone</li> <li>• how to trace the design on cardboard / fibre sheet to create the product design framework</li> </ul>	<p>Most of the work involves, a range of cognitive and practical skills for accomplishing tasks.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• distribute the work among chisellers and stone cutters as per the product design, specifications and their production quantity requirements</li> <li>• set their daily targets and final output required</li> </ul>	<p>The incumbent needs ability to collect, organise and communicate with customers, services providers and suppliers.</p> <p>Examples:</p> <p>The incumbent also needs mathematical skill for the following</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• explain the occupational hazards involved and the precautions to be taken to avoid the accidents at</li> </ul>	<p>The incumbent works with responsibility for own work and learning, and has some responsibility for others' work as well which is evident from the incumbent's deliverables of training and supervising subordinates.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• distribute the work among chisellers and stone cutters as per the product</li> </ul>	5

<p>chisellers and stone cutters as the product requirements</p> <ul style="list-style-type: none"> <li>• arrange and provide them all the tools; equipments and accessories to complete the job in time</li> <li>• set their daily targets and final output required from them to achieve the overall production targets in time</li> </ul> <p>The situation of clear choice of procedures (descriptor of level 5) is evident through the following examples</p> <ul style="list-style-type: none"> <li>• ensure that product design is drawn on the stone in a way that enhance structural integrity</li> <li>• distribute the work among chisellers and stone cutters as per the product design, specifications and their production quantity requirements</li> </ul> <p>This is not of level 4 which requires clear choice of procedures, as here the procedure is decided by the incumbent though in a familiar environment.</p> <p>This is not level 6 as most requirements are standardised.</p>	<ul style="list-style-type: none"> <li>• how to ascertain the grain in a stone</li> <li>• workflow and processes involved in the making of stoneware</li> </ul> <p>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 outlined above.</p>	<p>from them to achieve the overall production targets in time</p> <ul style="list-style-type: none"> <li>• keep the team motivated to get the quality output</li> </ul> <p>The incumbent also uses basic methods, tools, materials and information to solve problems at work work. This is evident through the requirement of the incumbent being able to deal with problem solving</p> <ul style="list-style-type: none"> <li>• inspect the stone to determine the direction of the grain</li> <li>• give the size dimensions to chisellers and stone cutters as the product requirements</li> <li>• arrange and provide them all the tools; equipment and accessories to complete the job in time</li> <li>• train the subordinates in the work assigned to them</li> <li>• place the cardboard / fibre sheet cut as per the product design on the stone in such a way that the grain keep running with the length of the</li> </ul>	<p>work</p> <ul style="list-style-type: none"> <li>• educate them about the personal protective equipment to be used during the work</li> <li>• document the quantity of variety of raw stones received from trader(s)</li> </ul>	<p>design, specifications and their production quantity requirements</p> <ul style="list-style-type: none"> <li>• train the subordinates in the work assigned to them</li> <li>• share the stone and product specific information to get the quality output from them</li> <li>• explain the occupational hazards involved and the precautions to be taken to avoid the accidents at work</li> </ul> <p>He/she is expected to undertake on-the-job learning and participate in training and development, interventions and assessments Hence the individual working in this job role has complete responsibility for delivering quality of his own work and has responsibility for other's work and</p>	
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		<p>design</p> <ul style="list-style-type: none"> <li>• fix it and then draw the design on the stone using the crayon</li> <li>• mark the design on all sides of the stone by maintain the height and width of the template on each side</li> </ul> <p>This is not level 6 as it uses basic methods for problem solving and not high level skills for specific problems. Not level 4 as there is problem solving involved with requirement of related cognitive skills.</p>		<p>learning and therefore is level 5. Also the incumbent does not have full responsibility for others thus not level 6.</p>	
5	5	5	5	5	

**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 Production Incharge

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