



QUALIFICATION FILE – PM Vishwakarma

Coir Weaver

NCrF/NSQF Level: 2.5

Submitted By:

Handicrafts and Carpet Sector Skill Council-HCSSC

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Section 1: Basic Details






1.	PM Vishwakarma -Qualification Name	Coir Weaver	
2.	Sector	Handicrafts and Carpet Sector Skill Council	
3.	Related Qualification Available on NQR (wherever applicable)	Name: Coir Fibre Artisan	NQR Code & version: NA & Version 1.0
4.	National Qualification Register (NQR) Code & Version (Will be issued after NSQC approval.)	NG-2.5-HC-00753-2023-V1-HCSSC	5. NCrF/NSQF Level: 2.5
6.	Brief Description of the Job Role	Coir fiber, extracted from the outer husk of coconuts, is a versatile natural material that artisans use to create a variety of basic and intricate products. Artisans skillfully work with coir fiber to craft functional and decorative items.	
7.	Eligibility Criteria for Entry for a Student/Trainee/Learner/Employee	<p>a. Entry Qualification & Relevant Experience:</p> <div> <p>Academic/Skill Qualification (with Specialization - if applicable)</p> <p>Existing Vishwakarmas duly verified as per the Scheme</p> </div> <p>b. Age: NA</p>	
8.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	1.5	9. Common Cost Norm Category (I/II/III): I
10.	Any Licensing Requirements for Undertaking Training on This Qualification (wherever applicable)	NA	




11.	Training Duration by Modes of Training Delivery <i>(as per requirement of the qualification)</i>	<table border="1"> <thead> <tr> <th data-bbox="1039 261 1552 293">Modules</th> <th data-bbox="1565 261 1939 293">Notional Hours (hh:mm)</th> </tr> </thead> <tbody> <tr> <td data-bbox="1039 333 1552 365">Upskilling on Modern Toolkit</td> <td data-bbox="1565 333 1939 365">15:00 hours</td> </tr> <tr> <td data-bbox="1039 373 1552 405">Employability and Entrepreneurial skills</td> <td data-bbox="1565 373 1939 405">23:30 Hours</td> </tr> <tr> <td data-bbox="1039 413 1552 445">Feedback and Interactive session</td> <td data-bbox="1565 413 1939 445">01:30 Hours</td> </tr> <tr> <td data-bbox="1039 453 1552 485">Total</td> <td data-bbox="1565 453 1939 485">40:00 Hours</td> </tr> </tbody> </table>		Modules	Notional Hours (hh:mm)	Upskilling on Modern Toolkit	15:00 hours	Employability and Entrepreneurial skills	23:30 Hours	Feedback and Interactive session	01:30 Hours	Total	40:00 Hours
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Total	40:00 Hours												
12.	Is the Qualification Amenable to Persons with Disability	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If “Yes”, specify applicable type of Disability: SHI, LD											
13.	Name and Contact Details Submitting / Awarding Body SPOC <i>(In case of CS or MS, provide details of both Lead AB & Supporting ABs)</i>	Mr. Krishan Kumar Email: ceo@hcsc.in Contact No.: 011-26139834 Website: www.hcsc.in											
14.	Final Approval Date by NSQC: 14th September 2023	15. Validity Duration: Co-terminus with the PM Vishwakarma Scheme subject to midway changes in the qualification	16. Next Review Date:										

Section 2: Tools and Equipment Details

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size	Tool Image/ Image URL
1	Machine Spinning	Used to spin fine yarn for making coir handicrafts and hand-woven mats	1 Eqpt NOS	
2	Professional Pliers	Cutting and folding makes easier	5 Eqpt NOS	
3	Heavy Duty Scissors	Advanced scissor to cut the threads and extra fibre	5 Eqpt NOS	
4	Coir Mat Frame	Artisans will be able to make frame mats at home even without the use of electric power	4 Eqpt NOS	
5	Measuring Tape	Easier measurement.	4 Eqpt NOS	

6	Needle and cotton Threads	Needle and threads of are used for stitching the coir product fibres together.	5 Eqpt NOS	
7	Grade I mixed white coir fibre	Ready to use Mixed White Coir Fiber, 1Kg is for Rs. 16. (250 Kg).	30 kg	
8	Aluminium Wires	Used for stiffness as an armature	4 Eqpt NOS	

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. PC/Laptop
2. Screen Projector
3. Screen
4. Marker
5. White Board
6. Duster
7. Smart Phone

Section 3: Performance Criteria & Assessment Criteria

Scope:

The scope covers the following:

1. Overview of PM Vishwakarma Scheme:

- Introduction to PM Vishwakarma scheme
- Benefits under PM Vishwakarma Scheme
- Processes and Procedures

2. Upskilling on working with the listed modern Tool- kit for Coir Weaver to perform operations using modern tools:

- Skill Upgradation to modern tools

3. Digital Literacy:

- Basics of using mobile phones (Feature phones and Smart Phones)
- Using Basic Internet and mobile applications (Apps)
- Privacy and security related to Internet and mobile phones

4. Financial Literacy:

- Importance of being financially literate
- Process of opening and operating a bank account
- Applying and managing loans
- Using Digital Tools for receipts and payments
- Selecting savings and insurance products

- Preparing and Maintaining Bahi- Khata (Book-keeping)
- Awareness and prevention of financial frauds
- Filing complaints on business related issues with appropriate authority

5. **Marketing and Branding**

- Introduction to Marketing and Branding
- Building Customers Relations.
- Physical and Digital Marketplaces
- Success stories of doing collective business

6. **Self-Employment**

- Introduction to Self-Employment
- Making a plan for small business.
- Managing and expanding business.
- Knowing Government schemes and using ecommerce platforms.

Performance Criteria & Assessment Criteria

S. No.	Performance Criteria	Assessment Criteria			
		Theory Marks	Practical Marks	Project Marks	Viva Marks
Overview of PM Vishwakarma Scheme					20
Introduction to PM Vishwakarma scheme					5
PC 1.	Hon'ble Prime Minister's vision for artisans and craftspeople, who work with				

S. No.	Performance Criteria	Assessment Criteria			
		Theory Marks	Practical Marks	Project Marks	Viva Marks
	their hands and tools, are usually self-employed and are generally considered to be a part of the informal or unorganized sector of the economy				
PC 2.	Understanding of the scheme objective - to improve the quality and reach to ensure that the Vishwakarmas are integrated with the domestic and global value chains				
PC 3.	Explain the scheme components: <ul style="list-style-type: none"> ○ Recognition: PM Vishwakarma Certificate and ID Card ○ Skill Upgradation ○ Toolkit Incentive ○ Credit Support ○ Incentive for Digital Transactions ○ Marketing Support 				
PC 4.	List the 18 trades covered under the scheme				
Benefits under PM Vishwakarma Scheme					10
PC 5.	Importance of the PM Vishwakarma Certificate and ID Card, emphasizing their role in giving artisans a unique identity and validating their skills and legacy				
PC 6.	Highlight the core aim of Basic Training to enable the Vishwakarmas to improve their skill levels through exposure to modern tools and best practices, designs, introduction to the larger value chain of the sector; digital, financial, and soft skills; and imbibed with marketing and entrepreneurial knowledge				
PC 7.	Discuss the importance of digital and financial literacy in today's era and how these open new avenues				

S. No.	Performance Criteria	Assessment Criteria			
		Theory Marks	Practical Marks	Project Marks	Viva Marks
PC 8.	Offer insights into the various ways the 1 lakh loan can be utilized for buying advanced tools, attending specialized workshops, or setting up a small workspace				
PC 9.	Highlight the core aim of Advanced Training: discuss the transition from an artisan to an entrepreneur, hands-on training on advanced tools				
PC 10.	Discuss the option for availing 2 lakh loan and the potential areas of its investment				
PC 11.	Discuss the importance of self-assessment: to check their achievements against the identified goals and upskill to stay updated in one's craft and business				
PC 12.	Understand the credit and market support provided under the scheme				
Processes and Procedures					5
PC 13.	Discuss the complete application procedure, including where and how to apply				
PC 14.	Explain how the scheme will reach out to them for various skill-enhancing opportunities.				
PC 15.	Elaborate on market support				
PC 16.	The Scheme envisages to incentivize digital transactions undertaken importance of digital transactions and the incentives they would receive for adopting this modern method				
PC 17.	List other Government schemes which may cater to their various requirements				

S. No.	Performance Criteria	Assessment Criteria			
		Theory Marks	Practical Marks	Project Marks	Viva Marks
PC 18.	Facilitate linking the beneficiaries with the suitable exporters and traders operating under this sector				
Upskilling on working with the listed modern Tool- kit for Coir Weaver to perform operations using modern tools		20	80		
Arrange required raw materials for making coir fibre		5	26		
PC 1.	collect raw material like coconut shell	1			
PC 2.	collect different raw materials such as coconut husks, retting tank, beating machine, weaving loom, scissors or shears.	1			
PC 3.	place all raw materials and tools at workplace for making coir	1			
PC 4.	perform making process of basic coir fibre products		2		
PC 5.	keep the coconut shell under sunlight for drying		2		
PC 6.	soak the coconut shell or coconut husks in water for more than six months		2		
PC 7.	take out the coconut from water and beat it repeatedly with an iron rod for easy removal of husk		2		
PC 8.	separate the husk by peeling the outermost layer		2		

S. No.	Performance Criteria	Assessment Criteria			
		Theory Marks	Practical Marks	Project Marks	Viva Marks
PC9.	prepare the bundles of husk and soak it again in the water	1	2		
PC10.	soak the prepared husk in water tank for two to four days for further refinement		2		
PC 11.	refine the prepared husk to remove the particles to make coir fibre by manually	1	2		
PC 12.	roll the refined fibre into bundles		2		
PC 13.	make the fibre more thick by twisting two fibre threads and spun them		2		
PC 14.	attach the twine by rubbing the two ends together to form a long twine		2		
PC 15.	prepare the bundles of coir twines for spinning process		2		
PC16	keep the large spools ready for the further product making process		2		
perform making process creative of coir mat/products		8	27		
PC17	mount the prepared coir spools on a metal frame	1	3		
PC18	attach the ends of reed to each strand of twine and then tie to the iron rod by grouping it	1	2		
PC19	connect the large wrap to the advance handloom machine	1	2		

S. No.	Performance Criteria	Assessment Criteria			
		Theory Marks	Practical Marks	Project Marks	Viva Marks
PC20	use the advanced weaving machine for making mats	1	2		
PC21	knot the strands from the warp to the iron rod	1	2		
PC22	use the spinning wheel to make the coir spindles	1	2		
PC23	insert the spindle into the wooden fly shuttle		2		
PC24	weave the coir by using weft process and pass the fly shuttle through the warp	1	2		
PC25	wood plank is inserted and given a gap to start a new mat		2		
PC26	roll the finished coir mats and keep it for the next stage of processing		2		
PC27	apply water paint on prepared mat by using a spray gun		2		
PC28	fix rubber sheet on the bottom side of the mat		2		
PC29	keep the finished mats under sunlight for drying	1	2		
PC17	mount the prepared coir spools on a metal frame	1	3		
PC18	attach the ends of reed to each strand of twine and then tie to the iron rod by grouping it	1	2		

S. No.	Performance Criteria	Assessment Criteria			
		Theory Marks	Practical Marks	Project Marks	Viva Marks
PC19	connect the large wrap to the advance handloom machine	1	2		
preparing the loom and weaving coir mat		3	10		
PC30	set up a traditional weaving loom	2	4		
PC31	attach the coir fibers to the loom, creating the warp threads that will form the foundation of the mat.		2		
PC32	begin the weaving process by interlocking the weft threads (coir fibers) with the warp threads using a specific weaving pattern	1	2		
PC33	continue weaving row by row, creating the desired size and design of the mat.		2		
check coir products quality and productivity standards		4	17		
PC34	inspect all the processes that it must be based on quality standard parameters to ensure appropriate finishing and making of products	1	2		
PC35	identify different types of parameters required to ensure appropriate amount of inventory is being stored at the time of production	1	2		
PC36	inspect quality of every materials before starting the process	1	2		
PC37	maintain record of material used during coir product making	1	2		

S. No.	Performance Criteria	Assessment Criteria			
		Theory Marks	Practical Marks	Project Marks	Viva Marks
PC38	ensure that there is no wastage of materials		2		
PC39	make a sample template to collect the information during inspection based while making coir products		2		
PC40	ensure to achieve the periodical target set by the supervisor		2		
PC41	ensure there is no delay in the process		2		
Digital Literacy		30	70		
Basics of using mobile phones (Feature phones and Smart Phones)		10	20		
PC 1.	Identify and name basic parts of a smart phone and feature phone				
PC 2.	Switch on and off the phone along with inserting sim card, charging the phone				
PC 3.	Configure phone settings such as setting passwords, saving and transferring contacts, adjusting display, volume, mobile data, hotspot, back up etc.				
PC 4.	Transfer data from one mobile to another, recharge phones				
PC 5.	Use camera features like photos and video recording and other features like dictation and voice recording				
PC 6.	Use of one phone number especially for government schemes, banking, Aadhar etc				
Using Basic Internet and mobile applications		10	30		
PC 7.	Installing and configure applications such as whatsapp, gmail, google maps, paytm and other social media applications such as facebook and you tube				
PC 8.	Using WhatsApp effectively				
PC 9.	Creating a gmail account				
PC 10.	Geo-tag your location your workshop/office location, shop				

S. No.	Performance Criteria	Assessment Criteria			
		Theory Marks	Practical Marks	Project Marks	Viva Marks
PC 11.	Setting up of account, and Upload and share content on social media like Facebook, You tube, Instagram, etc				
PC 12.	Use platforms for skilling and learning, including government portals				
PC 13.	Basics of Online Shopping and using digital payment modes such as Paytm, credit card etc				
Privacy and security related to Internet and Mobile Phone		10	20		
PC 21.	Identify and save oneself from cyber frauds				
PC 22.	Use social media appropriately and ethically				
PC 23.	Safeguard mobile phones and data by using passwords, not clicking on suspicious links and sharing data securely				
Financial Literacy		0	0	0	50
Importance of being financially literate					5
PC 1.	Understand simple financial terms such as payments, receipts, income, expenses, etc.				
PC 2.	Know about business related financial transactions for taking decisions				
wsPC 3.	Setting short term, medium term, and long-term financial goals				
PC 4.	Understand the importance of savings and expenses				
Process of opening and operating a bank account					10
PC 5.	Difference between savings and current account				
PC 6.	Process of opening a bank account				
PC 7.	Know-about required KYC documents like Aadhaar, PAN, GST, MSME certificate etc.				
PC 8.	Operate and manage bank accounts				
Applying and managing loans					10

S. No.	Performance Criteria	Assessment Criteria			
		Theory Marks	Practical Marks	Project Marks	Viva Marks
PC 9.	Understanding of secured and unsecured loans				
PC 10.	Process of applying for loans.				
PC 11.	Understanding the repayment schedule of the loan based on the interest rate and duration				
PC 12.	Impact of delayed payment of loan instalment				
Using Digital Tools for Receipts and Payments					10
PC 13.	Using UPI for digitally receiving and making payments				
PC 14.	Using QR Codes for digitally receiving and making payments				
PC 15.	Use internet and mobile banking for fund transfer and payment				
PC 16.	Perform transactions using ATM cum debit cards and credit cards, Rupay Card, etc.				
Selecting savings and insurance products					5
PC 17.	Explain different saving products				
PC 18.	Select appropriate saving products				
PC 19.	Explain different types of insurance plans and products				
Preparing and Maintaining Bahi- Khata (Book-keeping)					5
PC 20.	Creating accounts for Bahi- Khata (Book-keeping)				
PC 21.	Maintain Bahi-Khata				
PC 22.	Prepare income statement				
Awareness and prevention of financial frauds					3
PC 23.	Identify potential fraudulent transactions.				
PC 24.	Apply preventive measures to avoid financial frauds.				
Filing complaints on business related issues with appropriate authority					2
PC 25.	Reporting of fraud to the appropriate authority				
Marketing and Branding		0	30	0	20
Know the benefits of Marketing and Branding for Products and Services			15		5

S. No.	Performance Criteria	Assessment Criteria			
		Theory Marks	Practical Marks	Project Marks	Viva Marks
PC 1.	Give accurate meaning for branding, marketing, and sales				
PC 2.	Provide the reason for obtaining quality certifications like ISI mark, Agmark, and Hallmark				
PC 3.	Create photographs and videos that effectively represent the overall brand identity				
PC 4.	Use social media platforms effectively for marketing of products and services				
PC 5.	Select preferred social media, online or traditional marketing platforms/channel as per the needs of the customer				
PC 6	Include geotagged videos and pictures appropriately to enhance the advertisement's effectiveness				
PC 7	Design and develop printed marketing materials (pamphlets, brochures, banners) that are visually appealing and informative				
PC 8	Plan and implement promotional offers and campaigns customized to local festive seasons and special occasions				
Engaging with customers to establish long-term relationships			5		5
PC 9.	Maintain a well-groomed and presentable appearance and behavior				
PC 10.	Engage effectively with customers to gather information about their specific needs				
PC 11.	Identify and confirm customers' expectations				
PC 12.	Recognize the value of customer feedback in improving products and services				
PC 13.	Gather feedback from customers that will help in improving customer service				
PC 14.	Develop long term relationship with customers to increase business profitability				
PC 15.	Evaluate the effectiveness of incentive plans, deals, offers etc. in retaining and engaging customers				
Physical and Digital Marketplaces			10		5
PC 16.	Conduct market research to identify marketplaces relevant to the products and services				

S. No.	Performance Criteria	Assessment Criteria			
		Theory Marks	Practical Marks	Project Marks	Viva Marks
PC 17.	Define the terms Physical and Digital marketplace				
PC 18.	Give the benefits of setting up shops, and stalls in events like melas, exhibitions, trade shows, etc.				
PC 19.	Demonstrate the process of registering and listing the products or services on the digital marketplaces				
PC 20.	Use of social media platforms effectively for the sale of goods and services				
Benefits of doing business collectively					5
PC 21	Identify the benefits of collectively doing Business				
PC 22.	Apply the best practices of the organizations like “Amul”, “Lijjat”, “Javed Habib” etc. for coming together to produce a product or service and help people get out of poverty				
PC 23.	Give an overview on these success stories that has helped these companies succeed, grow, and remain in business				
Self-Employment		30	70	0	0
Introduction to Self-Employment		5	5		
PC 1.	Explain the meaning of self-employment and its benefits				
PC 2.	Identify and categorize various types of self-employments				
Making a plan for small business		10	20		
PC 3.	Create a plan for a small business with defined goals, customers, costs, competitors, resource utilization etc.				
PC 4.	Develop a cost sheet planning the utilization of INR 1 Lakh loan amount to start their business and the roadmap ahead.				
PC 5.	Summarize the legal pre-requisites set by the local authority for starting and operating a small business.				
Managing and expanding business		10	30		
PC 6.	Manage effectively and efficiently various resources such as money, labour, raw materials, tools and machinery, etc. using the loan fund and mitigate risks.				

S. No.	Performance Criteria	Assessment Criteria			
		Theory Marks	Practical Marks	Project Marks	Viva Marks
PC 7.	Develop ways to increase sales, maintain quality of products and services and healthy customer relations.				
	Knowing Government schemes and using ecommerce platforms	5	15		
PC 8	Identify various relevant Government schemes for small businesses and self-employed individuals and explain their terms and conditions.				
PC 9.	List various e-commerce platforms such as on ONDC, Amazon, Flipkart, India Mart, Urban Clap, Yes Madam, etc. and register as vendor on the same.				
Grand Total Marks		80	250	0	90

(Assessment Criteria may be specified at Element/PC level as per the requirement.)

Section 4: Trainers & Assessors

1.	Trainer's Qualification and experience in the relevant sector (in years)	Domain Trainer:
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		<p>a) <i>ITI Instructors from Directorate General of Training (DGT) ecosystem who have preferably worked in the industry and have technical know-how about the operations of the modern listed tools in relevant trades</i></p> <p>b) <i>Certified trainers from the NCVET recognized Awarding Bodies</i></p> <p>c) <i>Working professionals from the industry or clusters who have good knowledge and experience about the working/ operations of the listed modern tools in the relevant trades</i></p> <p>Life Skills Trainer:</p> <p>a) <i>ITI Instructors from Directorate General of Training (DGT) ecosystem*</i></p> <p>b) <i>Certified trainers from the recognized Awarding Bodies*</i></p> <p>*Mandatory Training of Trainers (ToT) of existing certified trainers on employability and entrepreneurship skills modules</p> <p>District-wise list of trainers/ Assessors is to be identified and made available</p>
2.	<p>Assessor's Qualification and experience in relevant sector (in years)</p> <p><i>(Preference – Vishwakarma Trainer in relevant trades will be onboarded on assessments for becoming Certified Assessors / Certified Assessors in relevant trade. Certified assessor will also take the Life Skills Module assessment.)</i></p>	<p>Assessor:</p> <p>a) <i>Certified Assessors of the recognized Assessment Agencies</i></p> <p>b) <i>Certified trainers may also get certified as an Assessor to conduct assessments in relevant trades (A Trainer can also act as an Assessor for a different location)</i></p>

Annexure: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body

NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework

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.

Annexure: Marketing and Branding

Exercises for the Participants

Objective: To make participants assimilate the concepts taught and demonstrate the learning.

Time and Task: About 2 hours can be spent on first explaining the concept of value along with its elements and then perform the exercise. If the participants are literate trainer can ask them to write down points on papers. If the participants are dominantly illiterate then trainer can help them by writing down the points shared on board.

4.1 Creating Value Table

Table-1: Value: {(benefits + Returns) – (Costs + Risks)}

All the elements given of value are to be defined from consumer's perspective. Benefits that the customers will receive because of the craftsperson's work. Returns, i.e., long term benefits that customers will receive. Costs are the payments (monetary and non-monetary) incurred by customers in availing the service or purchasing the product made by craftsperson. Risks to be avoided by customers by purchasing the product or service given by the concerned craftsperson. Overall customer's perspective is to be talked about in this exercise.

Benefits	Returns	-	Costs	Risks
- Functional	- Rent		- Monetary	- Financial
- Emotional (bonding)	- Income		(Acquisition; Possession; Usage)	- Time
- Social (Recognition)			- Time & Energy	- Psychological
- Experiential (Design; Service; Brand)			- Psychological	

Each craftsperson should be able to learn the importance of communicating the value that his / her profession offers to the customers. Generally, it is observed that craftsmen have some idea about the value they contribute, but is not clearly articulated. The aim of this exercise is to make the knowledge of craftsperson explicit in terms of their value contributions. Table-1 is a generic descriptive table which explains the sub-components of the elements of value.

This is for trainer's understanding. It is expected that the trainer would use the given tables customized for the concerned crafts. This is to make the craftsperson come up with the value they are creating for the customers.

4.2 Basket Maker/ Basket Weaver / Mat maker/ Coir Weaver/ Broom maker

The following points are only indicators for the trainer. S/he is expected to make the participants speak and bring out as many points as possible.

Benefits	Returns	Costs	Risks
<ul style="list-style-type: none">- Eco-friendly products at reasonable prices.- Low maintenance.- Easy maintenance.- Easily available in all places.- Made keeping convenience in mind.	<ul style="list-style-type: none">- Last for reasonable time.- Feel good factor in using the product.- Environmental friendliness.- Good name in the society for using eco-friendly products.	<ul style="list-style-type: none">- Affordable pricing for all segments of society.- Easy to acquire, maintain and dispose.- No need for maintenance.- Worry free products.	<ul style="list-style-type: none">- Avoid risk of using plastic products.- Avoid risk of disposal issues.