

## QUALIFICATION FILE – PM Vishwakarma

### Creative Mat Weaver (Advance)

**NCrF/NSQF Level: 3**

**Submitted By:**

**Handicrafts and Carpet sector skill council-HCSSC**

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## Section 1: Basic Details




1.	<b>PM Vishwakarma -Qualification Name</b>	<b>Creative Mat Weaver</b>	
2.	<b>Sector</b>	Handicrafts and Carpet Sector Skill Council	
3.	<b>Related Qualification Available on NQR</b> <i>(wherever applicable)</i>	<b>Name: NA</b>	<b>NQR Code &amp; version:</b> NG-03-HC-02337-2024-V1-HCSSC
4.	<b>National Qualification Register (NQR) Code &amp; Version</b> <i>(Will be issued after NSQC approval.)</i>	<b>NQR Code: NA</b> <b>Version: 1.0</b>	<b>5. NCrF/NSQF Level: 3</b>
6.	<b>Brief Description of the Job Role</b>	A Creative Mat Weaver is the one who weaves various types of Mats such as bamboo mat and korai grass mat using advanced operated power loom. A Mat Weaver can weave advanced weaves- Twill, herringbone weave, pile weave and double weave using shuttle to pass the warp threads through the wrap and beater for packing down the weft threads tightly.	
7.	<b>Eligibility Criteria for Entry for a Student/Trainee/Learner/Employee</b>	<b>a. Entry Qualification &amp; Relevant Experience:</b> <div style="border: 1px solid black; padding: 5px; margin: 10px 0; text-align: center;"> <b>Academic/Skill Qualification (with Specialization - if applicable)</b> </div> <div style="border: 1px solid black; padding: 5px; margin: 10px 0; text-align: center;"> Existing Vishwakarmas duly verified as per the Scheme </div> <b>b. Age : NA</b>	
8.	<b>Credits Assigned to this Qualification, Subject to Assessment</b> <i>(as per National Credit Framework (NCrF))</i>	4	<b>9. Common Cost Norm Category (I/II/III): I</b>
10.	<b>Any Licensing Requirements for Undertaking Training on This Qualification</b> <i>(wherever applicable)</i>	NA	





11.	<b>Training Duration by Modes of Training Delivery</b> <i>(as per requirement of the qualification)</i>	<table border="1"> <thead> <tr> <th data-bbox="1032 256 1626 288">Modules</th> <th data-bbox="1637 256 1998 288">Notional Hours (hh:mm)</th> </tr> </thead> <tbody> <tr> <td data-bbox="1032 328 1626 400">Domain Knowledge along with usage of any new machinery/tools/techniques</td> <td data-bbox="1637 328 1998 360">45:00 Hours</td> </tr> <tr> <td data-bbox="1032 408 1626 440">Entrepreneurship skills and design workshops</td> <td data-bbox="1637 408 1998 440">30:00 Hours</td> </tr> <tr> <td data-bbox="1032 448 1626 480">Digital Skills</td> <td data-bbox="1637 448 1998 480">15:00 Hours</td> </tr> <tr> <td data-bbox="1032 488 1626 520">Financial Skills</td> <td data-bbox="1637 488 1998 520">15:00 Hours</td> </tr> <tr> <td data-bbox="1032 528 1626 560">Marketing and Outreach</td> <td data-bbox="1637 528 1998 560">15:00 Hours</td> </tr> <tr> <td data-bbox="1032 568 1626 600"><b>Total</b></td> <td data-bbox="1637 568 1998 600"><b>120:00 Hours</b></td> </tr> </tbody> </table>		Modules	Notional Hours (hh:mm)	Domain Knowledge along with usage of any new machinery/tools/techniques	45:00 Hours	Entrepreneurship skills and design workshops	30:00 Hours	Digital Skills	15:00 Hours	Financial Skills	15:00 Hours	Marketing and Outreach	15:00 Hours	<b>Total</b>	<b>120:00 Hours</b>
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12.	<b>Is the Qualification Amenable to Persons with Disability</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If “Yes”, specify applicable type of Disability:															
13.	<b>Name and Contact Details Submitting / Awarding Body SPOC</b> <i>(In case of CS or MS, provide details of both Lead AB &amp; Supporting ABs)</i>	<b>Name:</b> Mr. Krishan Kumar <b>Email:</b> <a href="mailto:ceo@hcsc.in">ceo@hcsc.in</a> <b>Contact No.:</b> 011-26139834 <b>Website:</b> <a href="http://www.hcsc.in">www.hcsc.in</a>															
14.	<b>Final Approval Date by NSQC:</b>	<b>15. Validity Duration:</b> Co-terminus with the PM Vishwakarma Scheme subject to midway changes in the qualification	<b>16. Next Review Date:</b>														




## Section 2: Tools and Equipment Details

List of Tools and Equipment

Batch Size:

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size	Tool Image/ Image URL
1.	Scissors	Used for cutting fabric, yarn, and other materials to the desired lengths for weaving	5 Pairs	
2.	Utility Knife	a utility knife can be used for cutting materials with precision, especially if they are thick or tough	3 Eqpt Nos	
3.	Twine	Twine can be used as a strong and durable material for the core or foundation of the mat	4 Bundles	

4.	Thin Rope	Used for the core or as an additional layer for added strength in the mat	3 Bundles	
5.	Weaving needle	A weaving needle helps in threading and weaving yarn or fabric through the foundation of the mat	5 Packets	
6.	Yarn	Yarn is a common material for creating patterns and designs on the surface of the mat	5 Bundles	
7.	Fabric	Strips of fabric can be woven into the mat to add color, texture, and variety	6 Bundles	

8.	Glue	used to secure the ends of fabric or yarn to prevent unraveling	4 Kg	
9.	Tape	Tape can be used to temporarily secure the ends of materials during the weaving process	5 Packets	
10.	Decorative elements	Various decorative elements, such as beads, buttons, or small ornaments, can be added to enhance the aesthetic appeal of the woven mat	6 Packets	

### 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

### **Description:**

A Creative Mat Weaver is the one who weaves various types of Mats such as bamboo mat and korai grass mat using advanced operated power loom. A Mat Weaver can weave advanced weaves- Twill, herringbone weave, pile weave and double weave using shuttle to pass the warp threads through the wrap and beater for packing down the weft threads tightly.

### **Scope:**

The scope covers the following:

#### **Creative Mat Weaver:**

- process of preparing traditional mat
- design workshop on weaving creative mat
- innovative techniques involved in the entrepreneurial journey of mat weaving

#### **Digital Literacy-Advanced:**

- Advanced features of using mobile phones (Smart Phones)
- Using advanced Internet and mobile applications (Apps)
- Privacy and security related to the Internet and mobile phones



**Advanced Financial Literacy:**

- Understand importance of being financially literate
- Manage bank account
- Managing Loans
- Basic Understanding Taxes
- Using advanced features of digital payment applications
- Awareness and Prevention of Financial Frauds

**Marketing and Outreach – Advanced:**

- Marketing and Customer insights.
  - Quality assurance and certification in craftsmanship
  - Brand identity and promotion
- E-Commerce and building trade networks

**Performance Criteria & Assessment Criteria:**

S. No.	Performance Criteria	Assessment Criteria			
		Theory Marks	Practical Marks	Project Marks	Viva Marks
Usage of new machinery/tools/equipment					
Process of preparing traditional mat		12	21	-	-
PC 1.	get a flat surface, like cardboard or wood, and cut it to the size of mat. this will be the base	2	3	-	-
PC 2.	cut the straw, bamboo, or grass into long, thin strips. make sure they are of similar length	2	3	-	-
PC 3.	lay one strip along the edge of the base and tie it securely	2	3	-	-
PC 4.	take another strip and weave it over and under the first strip. repeat this process, adding more strips until cover the entire base	1	2	-	-
PC 5.	periodically push the strips together to create a tight and even weave. this helps in making the mat sturdy	2	3	-	-
PC 6.	keep adding strips until reach the desired size for the mat. make sure the weaving is consistent and tight	1	3	-	-

PC 7.	tie the last strip securely to the base to prevent unknot	1	2	-	-
PC 8.	trim any extra length from the strips and make sure the edges are neat	1	2	-	-
<b>Entrepreneurship skills and design workshops</b>					
<i>Design workshop on weaving creative mat</i>		<b>11</b>	<b>24</b>	-	-
PC 9.	prepare all the necessary materials, including a variety of colorful fibers, base materials (cardboard, wood), scissors, glue, and any optional embellishments.	1	2	-	-
PC 10.	provide tips on color combinations, patterns, and texture	1	2	-	-
PC 11.	decide on the design and color scheme for mat. consider whether a pattern, random colors, or a specific theme.	1	3	-	-
PC 12.	cut the base material to the desired size and shape. this will be the foundation of mat	1	2	-	-
PC 13.	cut chosen material into thin strips. the length and width will depend on design and the size of the mat	2	3	-	-
PC 14.	attach the end of one strip to a corner of the base using glue or tape	1	2	-	-
PC 15.	weave the first strip over and under the base material, creating a simple over-and-under pattern	1	3	-	-
PC 16.	explore different weaving techniques to add texture and visual interest to mat.	1	2	-	-
PC 17.	try braiding, twisting, or combining materials for varied effects.	1	2	-	-
PC 18.	incorporating with multiple colors into weaving process with color placement to create patterns or gradients	-	1	-	-
PC 19.	periodically press down on the woven strips to ensure a tight and even weave. this helps in making the mat sturdy	1	2	-	-
<i>Innovative techniques involved in the entrepreneurial journey of mat weaving</i>		<b>11</b>	<b>21</b>	-	-
PC 20.	begin with thorough market research to identify trends, customer preferences, and gaps in the market for creative mats.	2	3	-	-
PC 21.	analyze competitors and explore innovative mat weaving techniques that can differentiate the products.	1	2	-	-
PC 22.	experiment with unconventional materials that align with sustainability trends or offer unique textures and patterns	1	2	-	-
PC 23.	collaborate with suppliers to source innovative, eco-friendly, or recycled materials	1	2	-	-
PC 24.	explore technology tools for design visualization and prototyping to bring innovative patterns and designs to life	2	3	-	-
PC 25.	innovate in weaving techniques by blending traditional methods with modern twists	1	3	-	-

PC 26.	experiment with three-dimensional weaving, layering, or combining different weaving styles for unique textures and patterns	1	3	-	-
PC 27.	stay informed about industry trends and continuously learn new weaving techniques	2	3	-	-
<b>Total Marks</b>		<b>34</b>	<b>66</b>		

Module No.	Performance Criteria	Assessment Criteria			
		Theory Marks	Practical Marks	Project Marks	Viva Marks
Digital Literacy Advanced					
Module 1: Advanced features of using mobile phones (Smart Phones)	PC1: Use the mobile phone in a secure way by locking/unlocking phone/apps using various options like face recognition, fingerprint etc. PC2: Use advanced camera features for business tasks, like scanning QR codes. PC3: Crop photos, take screenshots, and share them as attachments. PC4: Understand how to use features like conference calls, call recording, and call forwarding. PC5: Access and manage documents stored in different folders in phone. Eg. File folder, download folder, etc. PC6: Manage phone memory and data storage. PC7: Use other features of smartphone such as Airplane mode, Do Not Disturb, Bluetooth, other sharing services etc. PC8: Using voice assistant on Smartphones for tasks like setting reminders, asking questions, etc.	10	10	-	-
Module 2: Using advanced Internet and mobile applications (Apps)	PC1: Connect to internet using Wi-Fi, Mobile Data. PC2: How to secure various apps installed on phone. PC3: Using mobile applications to compress pictures and documents. PC4: Access, store, and share documents using Google Drive from your phone. PC5: Use apps for managing schedules and appointments. PC6: Utilize Advanced Features of WhatsApp, Gmail, Google Maps, PayTM, and other social media applications such as Facebook and YouTube. PC7: Using Video conferencing features in different apps ( Zoom etc.) PC8: Create and improve business profiles on relevant social media platforms to reach more customers using features of geo-tagging. PC9: Interact with customers by responding to messages and comments promptly, and share business-related content effectively.	20	30		

Module No.	Performance Criteria	Assessment Criteria			
		Theory Marks	Practical Marks	Project Marks	Viva Marks
Digital Literacy Advanced					
	PC10: Using applications for customer service interaction ( chat and voice calls) PC11: Usage of common applications like currency conversion, interest calculation etc. PC12: Usage of apps to help in various trades like carpenter, tailor etc. (Measurement and calculation apps, find and obtain construction material, manage inventory, learn new techniques and best practices in their specific trade)				
Module 3: Privacy and security related to Internet and mobile phones	PC 1: Identification of authentic calls and blocking SPAM calls PC 2: Apply safe and ethical browsing practices (protecting identity) online privacy and the potential risks associated with social media use. PC 3: Understand how to safely store passwords and apply the same. PC 4: Identify common online harassment scenarios (e.g., hate speech etc, cyberbullying), prevention, consequences and ways to deal with them. PC 5: Understanding fake and real information, importance of verifying the content available on the net and also understanding the responsibility while sharing any content. PC 6: Learn to identify deep fake AI generated frauds and reporting to the concerned authorities.	15	15		
TOTAL MARKS		45	55		

Module No.	Performance Criteria	Assessment Criteria			
		Theory Marks	Practical Marks	Project Marks	Viva Marks
Advanced Financial Literacy					
Module 1: <b>Importance of Being Financial Literate</b>	PC1: Explain advanced financial terms such as long and short-term assets, liabilities, investments, debit, credit, etc PC2: Understand various types of business-related financial transactions and their uses in business scenarios PC3: Describe various types of payment methods such as cheques, UPI, RTGS etc PC4: Use mobile applications and online platforms to track expenses and manage financial goals (mention some names).	0	0	0	10

Module No.	Performance Criteria	Assessment Criteria			
		Theory Marks	Practical Marks	Project Marks	Viva Marks
Advanced Financial Literacy					
	PC5: Know about various Government schemes such as Pradhan Mantri Jan Dhan Yojana, Jeevan Jyoti Bima Yojana, Suraksha Bima Yojana, Sukanya Samriddhi Yojana, National Pension Scheme (NPS), Atal Pension Yojna (APY)				
Module 2: Managing bank account	PC1: Know various banking services offered by bank such as transfer-receipt of money, deposit-withdrawal etc. PC2: Operate ATM, Deposit Cash/ Cheque through machines or manually PC3: Visit branch to operate and manage bank accounts PC4: Use mobile and net banking to operate and manage bank accounts PC5: Follow safety measures while managing bank accounts	0	0	0	10
Module 3: Managing Loans	PC 1: Know various types and features of secured and unsecured loans PC 2: Identify appropriate type of loan as per need, purpose, and loan terms and conditions PC 3: Select the loan repayment structure based on the interest rate and duration. PC 4: Legal process for resolution of delay/ default in payment of loan instalment	0	0	0	10
Module 4: Basic Understanding of taxes	PC 1: Know various types of Taxes such as Income tax, Goods and Services Tax (GST), etc. PC 2: Explain simple terms related to taxation such as taxable income, tax rates, Tax Deductible at Source (TDS), Value of Goods etc. PC 3: Understand important concepts and applicability of income tax and GST PC 4: Understand Basic guidelines for filing income tax and GST returns, including deadlines	0	0	0	10
Module 5 : Using advanced features of Digital Payment Applications	PC 1: Install and configure Digital Payment Applications PC 2: Learn and practice advanced features of Digital Payment Applications such as wallets, bill payments, recharge etc. PC 3: Perform transactions using Digital Payment Applications such as UPI, RTGS, NEFT, IMPS etc.	0	0	0	10
Module 6: Awareness and Prevention of Financial Frauds	PC 1: Identify common online financial frauds and spams and associated potential risks PC 2: Apply safe and ethical practices for securing online transactions	0	0	0	10
TOTAL MARKS		0	0	0	60

Module No.	Performance Criteria	Assessment Criteria			
		Theory Marks	Practical Marks	Project Marks	Viva Marks
Marketing and Outreach- Advanced					
Module 1: Marketing and Customer Insights	PC 1: Conduct marketing activities for artisan products. PC 2: Evaluate customer feedback to improve product offerings and marketing strategies.	10	10	-	-
Module 2: Quality Assurance and Certification in Craftsmanship	PC 3: Obtain relevant quality certifications such as e ISI mark, Agmark and Hallmark. PC 4: Manage product quality as per quality standards.	10	10		
Module 3: Brand Development and Promotion Strategies	PC 5: Understand brand identity to enhance sales and promotion. PC 6: Promote products through Social media and digital marketing. PC 7: Leverage National Marketing Committee support in operations and logistics.	10	10		
Module 4: E-Commerce Management for Artisans	PC 8: Onboarding e-commerce platform. PC 9: Understand process of cataloguing the products and services of Vishwakarmas PC 10: Apply strategies for e-commerce linkage with GeM, Khadi India, MSME Mart.	10	10		
Module 5: Building Trade Network for Craft Business	PC 11: Use digital marketing for wider reach and publicity of the Vishwakarma Scheme. PC 12: Identify and collaborate with relevant Industry Bodies. PC 13: Create links with suitable exporters and traders operating under the sector.	5	5		
Module 6: Trade Fairs and Exhibitions	PC 14: Participate in trade fairs, exhibitions related to the products. PC 15: Set up collective display of PM Vishwakarma Products to associations of the artisan groups.	5	5		
TOTAL MARKS		50	50		

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

## Section 4: Trainers & Assessors

	<b>Trainer's Qualification and experience in the relevant sector (in years)</b>	<p><b>Domain Trainer:</b></p> <ul style="list-style-type: none"> <li>a) 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</li> <li>b) Certified trainers from the NCVET recognized Awarding Bodies</li> <li>c) 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</li> </ul> <p><b>Life Skills Trainer:</b></p> <ul style="list-style-type: none"> <li>a) ITI Instructors from Directorate General of Training (DGT) ecosystem*</li> <li>b) Certified trainers from the recognized Awarding Bodies*</li> </ul> <p>*Mandatory Training of Trainers (ToT) of existing certified trainers on employability and entrepreneurship skills modules District-wise list of trainers/ Assessors is to be identified and made available</p>
	<b>Assessor's Qualification and experience in relevant sector (in years)</b>	<p><b>Assessor:</b></p> <ul style="list-style-type: none"> <li>a) Certified Assessors of the recognized Assessment Agencies</li> <li>b) 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)</li> </ul>

## 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
<b>National Occupational Standards (NOS)</b>	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.
<b>Qualification</b>	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
<b>Qualification File</b>	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.
<b>Sector</b>	A grouping of professional activities on the basis of their main economic function, product, service or technology.