

Revision made by NSDA_25 May 2015

QUALIFICATION FILE – CONTACT DETAILS OF SUBMITTING BODY

Name and address of submitting body:

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

Name and contact details of individual dealing with the submission

Name: Rajesh Rawat

Position in the organisation: Chief Executive Officer

Address if different from above

Tel number(s): 011-26139834

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List of documents submitted in support of the Qualifications File

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

QUALIFICATION FILE SUMMARY

Qualification Title	Stone Grinder (Grinding machine operator) HCS/Q1403		
Body/bodies which will assess candidates	Handicrafts & Carpet Sector Skill Council		
Body/bodies which will award the certificate for the qualification.	Handicrafts & Carpet Sector Skill Council		
Body which will accredit providers to offer the qualification.	Handicrafts & Carpet Sector Skill Council		
Occupation(s) to which the qualification gives access	Pre - Crafting		
Proposed level of the qualification in the NSQF.	3		
Anticipated volume of training/learning required to complete the qualification.	220 hours		
Entry requirements / recommendations.	5th pass preferably		
Progression from the qualification.	Vertical: Lathe Machine operator; Horizontal: Chiseler, Stone Cutting Operator		
Planned arrangements for RPL.	RPL arrangements and policies are under development. The guidelines should be ready in 2-3 months.		
International Comparability	Not yet established		
Formal structure of the qualification			
Title of unit or other component (include any identification code used)	Mandatory/ Optional	Estimated size (learning hours)	Level
HCS/N1404 Shape the hard stone slab	Mandatory	80	3
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:

- **Sample assessors guide**

ASSESSMENT EVIDENCE

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

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role : Stone grinder (grinding machine operator)

Qualification Pack : HCS/Q1403

Sector Skill Council : Handicrafts & Carpet

Guidelines for Assessment:

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

Assessable Outcomes	Assessment Criteria	Total Marks (500)	Out Of	Theory	Skills Practical
HCS / N1404 Shape the hard stone slab	PC1. receive slabs of hard stone with product design marking from the supervisor		1	0	1
	PC2. follow standard operating procedure while handling slabs		4	1	3
	PC3. place slabs in a way so that work flow is smooth and there is no damage to other slabs		4	1	3
	PC4. document the quantity of slabs of hard stones received		4	1	3
	PC5. take one slab and place it on ground		3	0	3
	PC6. rest it in comfortable and stable position		5	1	4
	PC7. plug in the handheld stone grinding machine to connect it with electricity		4	1	3
	PC8. switch on the machine and start cutting the hard stone slab partially along the crayon marks as per the product design		11	1	10
	PC9. change the grinding blades as per the shaping requirements of the product		11	1	10

	PC10. shape the hard stone slab by grinding it as per the product design using the machine		11	1	10
	PC11. smooth the edges and surface of the product using the handheld grinding machine		11	1	10
	PC12. fill cracks or imperfections in marble with wax that matches the stone color		6	1	5
	PC13. handover the product to supervisor for further processing		3	1	2
	PC14. understand the product design and grinding requirements to give the hard stone slab a proper shape for further processing		4	1	3
	PC15. grind slabs cleanly as per product specifications without breaking / damaging it		6	1	5
	PC16. achieve daily targets with no wastage of hard stone slabs		6	1	5
	PC17. segregate and dispose of scrape as per the company's SOP		6	1	5
	TOTAL POINTS		100	15	85

Assessable Outcomes	Assessment Criteria	Total Marks (500)	Out Of	Theory	Skills Practical
HCS/N9901 Coordinate with colleagues and work as a team	PC1. receive job order and instructions from reporting supervisor	100	4	3	1
	PC2. understand the work output requirements, targets, performance indicators and incentives		5	4	1
	PC3. deliver quality work on time and report any anticipated reasons for delays		5	1	4
	PC4. report on any grievances, production defects and any potential hazards		4	2	2
	PC5. communicate on process flow improvements		4	2	2
	PC6. communicate maintenance and repair schedule proactively to the supervisor		4	1	3
	PC7. receive feedback on work standards		4	2	2
	PC8. interact and clarify doubts on design, usage of materials & tools, quality & standards compliance, etc		5	2	3
	PC9. report in time for shortage or need of raw materials		4	1	3
	PC10. handover completed work to supervisor		4	2	2

	PC11. communicate to the colleagues from within and other departments, clearly and effectively on all aspects to carry out the work among the team		5	2	3
	PC12. maintain the etiquettes, use polite language, demonstrate responsible and disciplined behaviours to the colleagues		5	2	3
	PC13. interact with colleagues from different functions and understand the nature of their work		4	2	2
	PC14. put team over individual goals and multi task or share work where necessary supporting the colleagues		4	2	2
	PC15. resolve conflicts and ensure smooth workflow		4	1	3
	PC16. interact and understand the production requirement for the day from the previous and successive processing department and work accordingly		4	1	3
	PC17. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement		4	1	3
	PC18. receive feedback from Quality Control and rework in order to complete work on time		5	1	4
	PC19. share information with colleagues to enable efficient delivery of work		6	3	3
	PC20. highlight any errors of colleagues, help to rectify and ensure quality output		4	2	2
	PC21. work with cooperation, coordination, communication and collaboration, with shared goals and supporting each other's performance		4	1	3
	PC22. document all the details accurately relating to one's role as required		4	1	3
	PC23. report on the work completed and keep it in records		4	1	3
	Total Points		100	40	60

Assessable Outcomes	Assessment Criteria	Total Marks (500)	Out Of	Theory	Skills Practical

HCS/N9902 Maintain safe work environment	PC1. comply with safety procedures while on work to prevent accidents	100	8	2	6
	PC2. take adequate safety measures while handling materials, chemicals and tools		8	2	6
	PC3. wear appropriate personal protective gears such as gloves, protective goggles, masks etc. while working		8	2	6
	PC4. undertake basic safety checks before operation of all tools and electrical equipments		9	2	7
	PC5. wear appropriate and recommended clothing as per the work environment (eg: working in a furnace area)		9	2	7
	PC6. follow recommended material handling procedure to control material and personal damage		8	2	6
	PC7. perform all procedures as per company's work instructions for controlling operational risk		8	4	4
	PC8. perform the duties in a manner which minimizes environmental damage		6	2	4
	PC9. dispose of waste safely and correctly in a designated area as per company's SOP		8	2	6
	PC10. report any accidents, incidents or problems without delay to the supervisor and take necessary immediate action to reduce further danger		8	4	4
	PC11. ensure zero accident at workplace		10	2	8
	PC12. adhere to safety standards and ensure no material damage		10	2	8
Total Points	100	28	72		

Assessable Outcomes	Assessment Criteria	Total Marks (500)	Out Of	Theory	Skills Practical
HCS/N9903 Maintain personal health	PC1. always cover the mouth and nose with a dust mask while working and keep on changing when it gets blocked with dust	100	12	4	8
	PC2. follow work instructions strictly to reduce the amount of pollution at the work 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
	TOTAL POINTS		100	25	75

Assessable Outcomes	Assessment Criteria	Total Marks (500)	Out Of	Theory	Skills Practical
HCS/N9904 Basic business management	PC1. allot work to the employees of the unit according to their skill and experience	100	3	1	2
	PC2. train the employees of his/her unit with the appropriate skills required to make market relevant and quality products		3	1	2
	PC3. motivate the employees		2	1	1
	PC4. handle the grievances/issues that are raised by the employees		2	1	1
	PC5. manage the employee expectations		2	1	1
	PC6. gather and analyse the cues from the market		2	1	1
	PC7. ascertain the customer preference		3	1	2
	PC8. create product lines based on current market preference		3	1	2
	PC9. create product lines that are unique and able to price high		3	1	2
	PC10. price the products according to market trends		3	1	2
	PC11. decide the best way to market the product lines		3	1	2
	PC12. make a list of raw materials required according to the product lines		2	0	2

PC13. ascertain the quantity and right price to procure the materials	3	1	2
PC14. identify the right locations/agents from where the raw materials can be procured	3	1	2
PC15. negotiate to get the best price	3	0	3
PC16. ensure quality materials are procured	4	1	3
PC17. ensure the procured materials are stored in appropriate conditions	3	1	2
PC18. maintain the bills and record the prices of procurement for future reference	3	1	2
PC19. maintain healthy vendor relationships	3	1	2
PC20. identify the nearest market	3	1	2
PC21. analyze the prevalent price for product lines	3	2	1
PC22. decide on the most effective means to access the market	2	1	1
PC23. plan for cost effective transportation to the market	3	1	2
PC24. position the product according to market requirements	3	1	2
PC25. manage customer expectations	2	0	2
PC26. analyze and ascertain the cost of production	3	1	2
PC27. maintain the book of accounts related to the business	3	1	2
PC28. own and operate a bank account	4	2	2
PC29. identify cost effective means of running business	3	1	2
PC30. identify various aspects of business that require recording	3	2	1
PC31. create formats for recording	3	2	1
PC32. make various records pertaining to all aspects of business	3	2	1
PC33. maintain these records with periodic updation	3	2	1
PC34. maintain necessary documents as per local government and regulatory requirement	3	2	1

	PC35. analyze the records and glean various trends from the same		3	2	1
	TOTAL POINTS		100	40	60

SECTION 2

EVIDENCE OF NEED

What evidence is there that the qualification is needed?

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

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

Employed in the role: 211; Estimate uptake 400 over a period of time 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 3

Stone Grinder (Grinding machine operator)					HCS/Q1403
Level	Process required	Professional Knowledge	Professional Skills	Core Skills	Responsibility
3	<p>The incumbent carries out a job which consists of receiving the hard stone slabs with design marking from the supervisor and then shaping them as per the product template for further processing</p> <p>The role requires limited range of activities, routine and predictable</p> <p>Examples:</p> <ul style="list-style-type: none"> • receive slabs of hard stone with product design marking from the supervisor • take one slab and place it on ground • rest it in comfortable and stable position • plug in the handheld stone grinding machine to connect it with electricity • switch on the machine and start cutting the hard stone slab partially along the crayon marks as per the product design • change the grinding blades as per the shaping requirements of the product • shape the hard stone slab by grinding it as per product design using machine • smooth the edges and surface of product using handheld grinding machine • fill cracks or 	<p>The incumbent must know the basic facts, process and principle applied in trade of employment</p> <p>The examples supporting it are as follows: The tasks involve understanding of :</p> <ul style="list-style-type: none"> • variety of stones and their basic quality handling of different types of stones • different types of tools used in stoneware product making different types of abrasive wheels of the handheld stone grinder machine • how to load and adjust work pieces on to handheld stone grinder machine • how to position grinding machine over surface 	<p>The skills required for the job involve recall and demonstrate practical skill, routine and repetitive in narrow range of application</p> <p>Examples :</p> <ul style="list-style-type: none"> • identifying and deciding the critical tools and machines to be used for grinding • prioritize and organise to achieve the daily targets • organize all the necessary tools and equipments at the work place • spot process disruptions and delays 	<p>The incumbent must be able to communicate written and oral, with minimum required clarity, skill of basic arithmetic and algebraic principles, personal banking, basic understanding of social and natural environment</p> <p>Examples</p> <ul style="list-style-type: none"> • read the layout of work pieces and product templates • document the number of variety of products shaped after grinding the hard stone slab • document the damage / wastage happened during the grinding process and reasons for that • express the information, both technical and non-technical, to seniors and colleagues effectively • fill up documentation to one's role • understanding 	<p>The incumbent requires close supervision, some responsibility for own work within defined limit.</p> <p>Examples :</p> <ul style="list-style-type: none"> • receive slabs of hard stone with product design marking from the supervisor • create product shape • grind slab cleanly as per product specifications without breaking/damaging it • achieve daily targets with no wastage of hard stone slabs • handover the product to supervisor for further processing

	imperfections in marble with wax that matches the stone color <ul style="list-style-type: none"> handover the product to supervisor for further processing 			of basics of accounting, basics of banking ,costing principles	
	3	3	3	3	3

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 the occupational map
- Vertical: Lathe Machine operator; Horizontal: Chiseler, Stone Cutting Operator

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

