



Artisan Paper Mache Products (Divyangjan)

QP Code: PWD/HCS/Q4401

Version: 2.0

NSQF Level: 4

Skill Council for PwD || 501, City Centre, 5th Floor, 12/5, Plot 5, Sector 12, Dwaraka
New Delhi 110076

Adoption of Job Role for PwD : Job mapping is critical for skill training of PwD so that the livelihood

opportunity looks at him/ her not because he/ she is having a disability but because of the skill. Mapping with a disability involves research with subject matter experts (SMEs) with a view on the industry requirement without compromising on performance outcome. In cases, mapping is also supported by the use of assistive tools/ technology.

Expository Mapped Parameters

Sector	PwD
Originating SSC	Handicrafts and Carpet
Original QP code	HCS/Q4401
QP Version	2.0
Expository Next Review Date	27/01/2026
Expository NSQC Approval Date	25/8/2022

Expository Code	Expository Version	Expository Name	Minimum Entry Criteria	Expository Linked On
E001	1.0	Locomotor Disability	10th Class Pass with 2 years of experience OR 10th Class Pass + ITI (1 year after Class 10th) with 1 year Experience OR 10th Class Pass + ITI (2 years after Class 10th) OR 10th Class Pass and pursuing continuous regular schooling OR 3 Year Diploma (After 10th) OR 12th Class Pass with 6 months experience OR Previous relevant Qualification of NSQF Level 3 with 2 years of experience	N/A
E004	1.0	Speech and Hearing Impairment	10th Class Pass with 2 years of experience OR 10th Class Pass + ITI (1 year after Class 10th) with 1 year Experience OR 10th Class Pass + ITI (2 years after Class 10th) OR 10th Class Pass and pursuing continuous regular schooling OR 3 Year Diploma (After 10th) OR 12th Class Pass with 6 months experience OR Previous relevant Qualification of NSQF Level 3 with 2 years of experience	N/A

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PWD/HCS/Q4401

Brief Job Description

The Sakhta maker is responsible for making sakhta out of paper pulp passing through various stages of preparation beginning from paper cutting, paper soaking etc.

Personal Attributes

The Sakhta maker should be hard smart working with a flair for creating innovative designs as per buyer's samples and/or self-intuition. He should be keen, patient, having some knowledge of the material, and having steady hands.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [HCS/N4401: Making of Sakhta \(Paper pulp\)](#)
2. [HCS/N9913: Maintain health, safety and security at workplace](#)
3. [HCS/N9901: Coordinate with colleagues and work as a team](#)
4. [HCS/N9912: Maintain Work Area and Tools](#)
5. [Under take Employability Skills NOS](#)

Qualification Pack (QP) Parameters

Sector	Handicrafts and Carpet
Sub-Sector	Paper Mache
Occupation	Paper Craft Making
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/NIL
Minimum Educational Qualification & Experience	8th Class (with 3 years of relevant experience OR 10th Class with 1 year of relevant experience)
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA

Minimum Job Entry Age	18 Years
Last Reviewed On	27/01/2022
Next Review Date	27/01/2025
NSQC Approval Date	27/01/2022
Version	2.0

HCS/N4401: Making of Sakhta (Paper pulp)

Description

This unit is about the inventory of skills, knowledge, tools, and techniques needed to carry out the process of making the raw objects of paper mache called Sakhta primarily out of recycled paper.

Scope

The scope covers the following:

- Preparation of Paper pulp
- Making of Sakhta

Elements and Performance Criteria

Preparation of Paper pulp

To be competent, the user/individual on the job must be able to:

- PC1. identify and use suitable PPE like rubber hand gloves as required.
- PC2. put strips of paper in a suitable container (drum).
- PC3. add sufficient water to the drum to soak the paper.
- PC4. allow it to soak for 3-4 days.
- PC5. remove the soaked paper and transfer it to a stone mortar.
- PC6. pound the paper with a wooden pestle.
- PC7. put the pounded material under sun/shade to allow it to dry partially under in an open atmosphere.
- PC8. prepare separately, rice flour (atiji) with dissolving of the rice flour in water and mixing while heating.
- PC9. cool, the atiji so formed.
- PC10. mix this atiji with a partially dried semi-solid pounded paste of paper. it turns into a natural adhesive called paper pulp.

Making of Sakhta

To be competent, the user/individual on the job must be able to:

- PC11. identify and mold the design as required.
- PC12. put ordinary paper as separator for paper mache shape former. the separator is fixed to the mold with the help of atiji.
- PC13. keep on putting paper pulp over the separator to develop the object of paper mache as per size.
- PC14. leave it to dry for 4-5 days.
- PC15. cut the dried object with a sharp knife or suitable cutter to separate the object where relevant.
- PC16. join the separated object with fevicol or suitable glue available in the market.
- PC17. allow it to dry till it joins firmly.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. general rules and regulations in a paper mache sakhta making.
- KU2. safe working practices.
- KU3. the mixing process of ingredients.
- KU4. type of product being processed.
- KU5. importance of cleanliness of the workplace.
- KU6. designs techniques motives, themes, etc for product outer shape/size as well as for painting
- KU7. color mixing techniques and color themes for painting
- KU8. explain the difference between correctable and non-correctable painting faults.
- KU9. rectification of faults
- KU10. acceptable solutions for specific faults identified/detected.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1. document records related to production and quality.
- GS2. write memos, and daily reports clearly and legibly in the local language.
- GS3. read and comprehend written instructions related to the process.
- GS4. communicate with superiors, colleagues, and subordinates appropriately.
- GS5. discuss the scope of work.
- GS6. plan and organize the work to meet the target.
- GS7. manage relationships with customers who desperately need relevant information yet unwilling and unaware of its needs.
- GS8. develop the understanding of requirements and feedbacks of the customers.
- GS9. apply problem-solving approaches in different situations.
- GS10. report abnormalities and non-conformities detected to superiors.
- GS11. seek clarification from the concerned person on problems when in doubt.
- GS12. identify & categorize the root causes of a problems related to manpower, machine/equipment, and material.
- GS13. critically analyze and evaluate information gathered from various sources to arrive at a solution.

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Preparation of Paper pulp</i>	20	38	-	-
PC1. identify and use suitable PPE like rubber hand gloves as required.	2	3	-	-
PC2. put strips of paper in a suitable container (drum).	2	3	-	-
PC3. add sufficient water to the drum to soak the paper.	2	3	-	-
PC4. allow it to soak for 3-4 days.	2	3	-	-
PC5. remove the soaked paper and transfer it to a stone mortar.	2	3	-	-
PC6. pound the paper with a wooden pestle.	2	4	-	-
PC7. put the pounded material under sun/shade to allow it to dry partially under in an open atmosphere.	2	4	-	-
PC8. prepare separately, rice flour (atiji) with dissolving of the rice flour in water and mixing while heating.	2	5	-	-
PC9. cool, the atiji so formed.	2	5	-	-
PC10. mix this atiji with a partially dried semi-solid pounded paste of paper. it turns into a natural adhesive called paper pulp.	2	5	-	-
<i>Making of Sakhta</i>	7	35	-	-
PC11. identify and mold the design as required.	1	5	-	-
PC12. put ordinary paper as separator for paper mache shape former. the separator is fixed to the mold with the help of atiji.	1	5	-	-
PC13. keep on putting paper pulp over the separator to develop the object of paper mache as per size.	1	5	-	-
PC14. leave it to dry for 4-5 days.	1	5	-	-
PC15. cut the dried object with a sharp knife or suitable cutter to separate the object where relevant.	1	5	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC16. join the separated object with fevicol or suitable glue available in the market.	1	5	-	-
PC17. allow it to dry till it joins firmly.	1	5	-	-
NOS Total	27	73	-	-

National Occupational Standards (NOS) Parameters

NOS Code	HCS/N4401
NOS Name	Making of Sakhta (Paper pulp)
Sector	Handicrafts and Carpet
Sub-Sector	Paper Mache
Occupation	Procurement
NSQF Level	4
Credits	TBD
Version	2.0
Last Reviewed Date	27/01/2022
Next Review Date	27/01/2025
NSQC Clearance Date	27/01/2022

HCS/N9913: Maintain health, safety and security at workplace

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimise risk to self and others.

Scope

The scope covers the following :

- comply with health, safety and security requirements at work

Elements and Performance Criteria

Comply with health, safety and security requirements at work

To be competent, the user/individual on the job must be able to:

- PC1. comply with health, safety gender and PwD (People with disability) related instructions applicable to the workplace.
- PC2. actively participate in mock drills/ evacuation procedures; group discussions, training sensitization programs for gender and PwD awareness organized at the workplace
- PC3. comply with health and safety related instructions applicable to the workplace
- PC4. use and maintain personal protective equipment as per protocol
- PC5. maintain a healthy lifestyle and guard against dependency on intoxicants
- PC6. follow environment management system related procedures
- PC7. store materials and tools in line with manufacturers and organisational requirements
- PC8. safely handle and move waste and debris
- PC9. minimize health and safety risks to self and others due to own actions
- PC10. seek clarifications, from supervisors or other authorized personnel in case of perceived risks
- PC11. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned
- PC12. report hazards and potential risks/ threats to supervisors or other authorized personnel
- PC13. take action based on instructions in the event of fire, emergencies or accidents
- PC14. follow organisation procedures for evacuation when required

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. knowledge about the importance of gender equality being followed in the organization and policies for reporting any harassment or inappropriate behavior
- KU2. knowledge about how to accommodate employees with disabilities, etiquette to adhere to and proper language and terminology
- KU3. knowledge about how to communicate, offer help, respecting space, parking etc. for people with disabilities or special needs

- KU4. knowledge about promoting a safe, accessible and healthy workplace for disabled employees
- KU5. health and safety related practices applicable at the workplace
- KU6. potential hazards, risks and threats based on nature of operations
- KU7. organizational procedures for safe handling of tools
- KU8. environmental management system related procedures at the workplace
- KU9. layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points
- KU10. potential accidents and emergencies and response to these scenarios
- KU11. details of personnel trained in first aid, fire-fighting and emergency response
- KU12. actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire
- KU13. occupational health and safety risks and methods
- KU14. personal protective equipment and method of use
- KU15. identification, handling and storage of hazardous substances and proper disposal system for waste and by-products
- KU16. importance of sound health, hygiene and good habits

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1. Write in local language.
- GS2. Read measurement instructions.
- GS3. Communicate orally with colleagues.
- GS4. Follow organization rule-based decision making process.
- GS5. Take decision with systematic course of actions and/or response.
- GS6. Plan and organize your work to achieve targets and deadlines.
- GS7. Manage relationships with customers.
- GS8. Build customer relationships and use customer centric approach.
- GS9. Think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s).
- GS10. Identify immediate or temporary solutions to resolve delays.
- GS11. Analyze data and activities.
- GS12. Pass on relevant information to others.
- GS13. Apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action.

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Comply with health, safety and security requirements at work</i>	28	72	-	-
PC1. comply with health, safety gender and PwD (People with disability) related instructions applicable to the workplace.	2	5	-	-
PC2. actively participate in mock drills/ evacuation procedures; group discussions, training sensitization programs for gender and PwD awareness organized at the workplace	2	5	-	-
PC3. comply with health and safety related instructions applicable to the workplace	2	5	-	-
PC4. use and maintain personal protective equipment as per protocol	2	5	-	-
PC5. maintain a healthy lifestyle and guard against dependency on intoxicants	2	5	-	-
PC6. follow environment management system related procedures	2	5	-	-
PC7. store materials and tools in line with manufacturers and organisational requirements	2	5	-	-
PC8. safely handle and move waste and debris	2	5	-	-
PC9. minimize health and safety risks to self and others due to own actions	2	5	-	-
PC10. seek clarifications, from supervisors or other authorized personnel in case of perceived risks	2	5	-	-
PC11. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned	2	5	-	-
PC12. report hazards and potential risks/ threats to supervisors or other authorized personnel	2	5	-	-
PC13. take action based on instructions in the event of fire, emergencies or accidents	2	6	-	-
PC14. follow organisation procedures for evacuation when required	2	6	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	28	72	-	-

National Occupational Standards (NOS) Parameters

NOS Code	HCS/N9913
NOS Name	Maintain health, safety and security at workplace
Sector	Handicrafts and Carpet
Sub-Sector	Hand Crafted Textiles, Hand Crocheted Textiles, Handicrafts (Agarbatti), Handicrafts (Bamboo)
Occupation	Traditional Hand Embroiderer, Master Hand Embroiderer, Embroidery finishing, Design Tracer, Hand Block Printer, Block Print Supervisor, Hand Embroidery, Crochet Lace Maker, Master Crochet Lace Maker, Crochet Lace Tailor, Handmade Bamboo Agarbatti Stick Maker, Semi-Mechanized Bamboo Stick Maker, Automatic Stick Making M/C Operator, Hand Rolled Agarbatti Maker, Pedal Operated Machine Agarbatti Maker, Automatic Machine Rolled Agarbatti Maker, Agarbatti Perfume Applicator, Bamboo Processor and Dyer, Bamboo Mat Weaver, Handmade Bamboo Stick Maker (for Woven Mats), Bamboo Basket Maker, Bamboo Utility Handicraft Assembler, Bamboo Utility Product Tailor, Bamboo Artwork Maker.
NSQF Level	4
Credits	TBD
Version	3.0
Last Reviewed Date	27/01/2022
Next Review Date	27/01/2025
NSQC Clearance Date	27/01/2022

HCS/N9901: Coordinate with colleagues and work as a team

Description

This NOS describes the communication and coordination skills and knowledge to work with colleagues and supervisor to achieve a smooth and hazard-free workflow.

Scope

The scope covers the following :

- interact with supervisor or superior
- work as a team by coordinating with colleagues within and outside the department and include inputs on PwD & Gender Sensitisation
- report and Document

Elements and Performance Criteria

Interact with supervisor or superior

To be competent, the user/individual on the job must be able to:

- PC1. comply with health, safety gender, and PwD (People with disability) related instructions applicable to the workplace
- PC2. actively participate in mock drills/ evacuation procedures; group discussions, training sensitization programs for gender, and PwD awareness organized at the workplace.
- PC3. receive job orders and instructions from reporting supervisor and receive feedback on work standards.
- PC4. understand the work output requirements, targets, performance indicators and incentives.
- PC5. deliver quality work on time and report any anticipated reasons for delays and handover completed work to supervisor
- PC6. report on any grievances, production defects and any potential hazards.

Work as a team by coordinating with colleagues within and outside the department and include inputs on PwD & Gender Sensitisation

To be competent, the user/individual on the job must be able to:

- PC7. communicate maintenance and repair schedule proactively to the supervisor
- PC8. interact and clarify doubts on design, usage of materials & tools, quality & standards compliance, etc.

Report and Document

To be competent, the user/individual on the job must be able to:

- PC9. report in time for shortage or need of raw materials
- PC10. communicate with colleagues from within and other departments, clearly and effectively on all aspects to carry out the work among the team
- PC11. maintain the etiquette, use polite language, demonstrate responsible and disciplined behavior towards colleagues.
- PC12. put team over individual goals and multi-task or share work where necessary supporting the colleagues.
- PC13. document all the details accurately relating to ones role as required.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. knowledge about the importance of gender equality being followed in the organization and policies for reporting any harassment or inappropriate behavior
- KU2. knowledge about how to accommodate employees with disabilities etiquette to adhere to and proper language and terminology
- KU3. knowledge about how to communicate, offer help, respecting space, parking etc. for people with disabilities or special needs
- KU4. knowledge about promoting a safe, accessible and healthy workplace for disabled employees
- KU5. company's policies on preferred language of communication, incentives, quality standards, personnel management, reporting and escalation matrix policy.
- KU6. company's standard operating procedure (sop) and the risk and impact of not following them.
- KU7. procedures for working with colleagues, his/her role and responsibilities in relation to this
- KU8. organizational hierarchy and the line of reporting structure and work target and review mechanism
- KU9. procedures to report employment related issues and to deal with conflicts
- KU10. importance of the individuals role in the organizational workflow and details of the individual responsibilities
- KU11. tools and equipment handling procedure and common potential hazards in the work place and the procedures to deal with them
- KU12. effective communication with various categories of people and the different departments in the organization
- KU13. to document the job activity as required like the check sheets, history sheets, etc
- KU14. expressing and addressing grievances appropriately, deal with difficult work relationships and manage the internal conflicts effectively

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1. create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee
- GS2. actively take part in any discussion/workshop organized for gender sensitization training
- GS3. read and comprehend written instructions related to gender equality issues in the organization
- GS4. identify and report any harassment or inappropriate behavior towards any employee
- GS5. create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee with disability or special needs
- GS6. actively take part in any discussion/workshop organized for disability sensitization training.
- GS7. read and comprehend written instructions related to equality issues in the organization related to disabled persons
- GS8. read job sheets, design sheet and information displayed at the workplace
- GS9. read and understand manuals, health and safety instructions, memos etc

GS10. fill up documentation to ones role

GS11. communicate effectively with supervisor

GS12. contribute to quality of team work and achieve smooth workflow

GS13. improve work processes by interacting with others and adopting best practices

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Interact with supervisor or superior</i>	14	30	-	-
PC1. comply with health, safety gender, and PwD (People with disability) related instructions applicable to the workplace	2	5	-	-
PC2. actively participate in mock drills/ evacuation procedures; group discussions, training sensitization programs for gender, and PwD awareness organized at the workplace.	2	5	-	-
PC3. receive job orders and instructions from reporting supervisor and receive feedback on work standards.	2	5	-	-
PC4. understand the work output requirements, targets, performance indicators and incentives.	2	5	-	-
PC5. deliver quality work on time and report any anticipated reasons for delays and handover completed work to supervisor	3	5	-	-
PC6. report on any grievances, production defects and any potential hazards.	3	5	-	-
<i>Work as a team by coordinating with colleagues within and outside the department and include inputs on PwD & Gender Sensitisation</i>	6	10	-	-
PC7. communicate maintenance and repair schedule proactively to the supervisor	3	5	-	-
PC8. interact and clarify doubts on design, usage of materials & tools, quality & standards compliance, etc.	3	5	-	-
<i>Report and Document</i>	15	25	-	-
PC9. report in time for shortage or need of raw materials	3	5	-	-
PC10. communicate with colleagues from within and other departments, clearly and effectively on all aspects to carry out the work among the team	3	5	-	-
PC11. maintain the etiquette, use polite language, demonstrate responsible and disciplined behavior towards colleagues.	3	5	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. put team over individual goals and multi-task or share work where necessary supporting the colleagues.	3	5	-	-
PC13. document all the details accurately relating to ones role as required.	3	5	-	-
NOS Total	35	65	-	-

National Occupational Standards (NOS) Parameters

NOS Code	HCS/N9901
NOS Name	Coordinate with colleagues and work as a team
Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts (Ceramics), Handicrafts (Fashion Jewellery), Handicrafts (Stonecraft), Glassware, Metalware, Carpet, Handicrafts (Woodware)
Occupation	Production Management, Research and Development, Mixing and Milling, Moulding, Finishing and Painting, Pre- Production, Furnace Operation, Quality Check, Production, Pre - Crafting, Stone Crafting, Mixing, Moulding, Cutting, Smoothing, Finishing, Designing, Metal Casting and Stamping, Metal Craft Making, Cleaning/Polishing/Buffing, Painting and Plating, Packing, Marketing and Merchandising
NSQF Level	4
Credits	TBD
Version	6.0
Last Reviewed Date	27/01/2022
Next Review Date	27/01/2025
NSQC Clearance Date	27/01/2022

HCS/N9912: Maintain Work Area and Tools

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organize/maintain work areas and activities to ensure tools used are maintained as per norms

Scope

The scope covers the following :

- maintain the work area and tools

Elements and Performance Criteria

Maintain the work area, tools and machines

To be competent, the user/individual on the job must be able to:

- PC1. carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations.
- PC2. apply and follow these policies and procedures within your work practices and inculcate sustainable consumption practices
- PC3. actively get involved in improving the performance of the organization in line with their own role and responsibilities and support adaptation to more environmentally friendly processes.
- PC4. handle materials and tools safely and correctly
- PC5. use materials to minimize waste
- PC6. maintain a clean and hazard free working area
- PC7. maintain the tools
- PC8. carry out maintenance and/or cleaning within one's responsibility
- PC9. report damaged tools & materials
- PC10. work in a comfortable position with the correct posture
- PC11. dispose of waste safely in the designated location
- PC12. store cleaning equipment safely after use
- PC13. carry out cleaning according to schedules and limits of responsibility

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. making conscious and sustainable decisions for achieving effective and green workplace.
- KU2. personal hygiene and duty of care
- KU3. safe working practices and organisational procedures
- KU4. limits of one's own responsibility
- KU5. ways of resolving problems within the work area
- KU6. the production process and the specific work activities that relate to the whole process
- KU7. importance of effective communication with colleagues

- KU8. the organisation's rules, codes and guidelines (including timekeeping) and organisation's quality standards
- KU9. importance of complying with written instructions
- KU10. work instructions and specifications, and their accurate interpretation
- KU11. relation between work role and the overall manufacturing process
- KU12. importance of taking action when problems are identified
- KU13. different ways of minimising waste
- KU14. effects of contamination on products
- KU15. common faults that may occur while production and the methods to rectify
- KU16. procedures of maintaining tools
- KU17. hazards likely to be encountered when conducting routine maintenance
- KU18. safe working practices for cleaning and the method of carrying them out

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1. make conscious and sustainable decisions that help reduce, rescue, and recycle the company resources
- GS2. identify and replace processes that create unnecessary waste
- GS3. write and communicate orally in local language
- GS4. read measurement instructions
- GS5. follow organization's rule-based decision-making process
- GS6. take decision with systematic course of actions and/or response
- GS7. plan and organize your work to achieve targets and deadlines
- GS8. build customer relationships and use customer centric approach
- GS9. think through a problem, evaluate the possible solutions and suggest an optimum /best possible solution
- GS10. identify immediate or temporary solutions to resolve delays
- GS11. analyze data and activities
- GS12. pass on relevant information to others
- GS13. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain the work area, tools and machines</i>	26	74	-	-
PC1. carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations.	2	4	-	-
PC2. apply and follow these policies and procedures within your work practices and inculcate sustainable consumption practices	2	4	-	-
PC3. actively get involved in improving the performance of the organization in line with their own role and responsibilities and support adaptation to more environmentally friendly processes.	2	6	-	-
PC4. handle materials and tools safely and correctly	2	6	-	-
PC5. use materials to minimize waste	2	6	-	-
PC6. maintain a clean and hazard free working area	2	6	-	-
PC7. maintain the tools	2	6	-	-
PC8. carry out maintenance and/or cleaning within one's responsibility	2	6	-	-
PC9. report damaged tools & materials	2	6	-	-
PC10. work in a comfortable position with the correct posture	2	6	-	-
PC11. dispose of waste safely in the designated location	2	6	-	-
PC12. store cleaning equipment safely after use	2	6	-	-
PC13. carry out cleaning according to schedules and limits of responsibility	2	6	-	-
NOS Total	26	74	-	-

National Occupational Standards (NOS) Parameters

NOS Code	HCS/N9912
NOS Name	Maintain Work Area and Tools
Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts and Carpet
Occupation	Generic Handicrafts and Carpet
NSQF Level	5
Credits	TBD
Version	2.0
Last Reviewed Date	27/01/2022
Next Review Date	27/01/2025
NSQC Clearance Date	27/01/2022

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ 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 Element/ PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Minimum Aggregate Passing % at QP Level : 70

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
HCS/N4401.Making of Sakhta (Paper pulp)	27	73	-	-	100	30
HCS/N9913.Maintain health, safety and security at workplace	28	72	-	-	100	20
HCS/N9901.Coordinate with colleagues and work as a team	35	65	-	-	100	25
HCS/N9912.Maintain Work Area and Tools	26	74	-	-	100	25
Total	116	284	-	-	400	100

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.

Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today’s world. These skills are typically needed in any work environment in today’s world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.