

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

NSDA Reference

To be added by NSDA

CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Name and address of submitting body:

HCSSC,
Handicrafts and 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: Ms. Anupama Giri

Position in the organisation: CEO

Address if different from above: NO

Tel number(s):011-2613983491

E-mail address: ceo@hcssc.in

List of documents submitted in support of the Qualifications File

1. Qualification Pack
2. Minutes of the meeting of GC meetings
3. NSDC Human Resource & Skills Requirement in Handicrafts & Carpet Sector
4. Occupational Map & Progression matrix
5. List of QP/NOS validating companies.

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SUMMARY

Qualification Title	- Sakhta saaz(Paper pulp)
Qualification Code-	HCS/Q4401
Nature and purpose of -	the qualification- Qualification pack, To get people employed in paper industry
Body/bodies which will -award the qualification-	Handicrafts and carpet sector skill council(HCSSC)
Body which will accredit providers to offer courses leading to the qualification-	Handicrafts and carpet sector skill council (HCSSC)
Body/bodies which will carry out assessment of learners-	Handicrafts and carpet sector skill council (HCSSC)
Occupation(s) to which the qualification gives access-	Sakhta saaz(paper pulp)
Licensing requirements-	N/A
Level of the qualification in the NSQF-4	4
Anticipated volume of training/learning required to complete the qualification-	145
Entry requirements and/or recommendations-	5 th class
Progression from the qualification-	Vertical: Paper Mache Art Promoter
Planned arrangements for the Recognition of Prior learning (RPL)-	A 3 day RPL program has been devised to certify the trainers
International comparability where known-	not yet established
Date of planned review of the qualification	- 2018

Formal structure of qualification

Title or unit of the component	Mandatory/optional	Estimated learning hours	level
HCS/N4401 Making of Sakhta	Mandatory	70	4
HCS/N9906 Maintaining work area, tools and machines	Mandatory	25	Common across 1-5
HCS/ N9907 Maintain health, safety and security at work place	Mandatory	25	Common across 1-5
HCS/ N9908 Working in a Team	Mandatory	25	Common across 1-5

Please attach any document giving further detail about the structure of the qualification – eg a Curriculum Document or a Qualification Pack

Qualification pack attached in annexure.

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SECTION 1 **ASSESSMENT**

Body/Bodies which will carry out assessment:

The assessment body affiliated by HCSSC will carry out the assessment

How will RPL assessment be managed and who will carry it out?

RPL will be based on the same approved Qualification Pack and Assessment Criteria mentioned in the Qualification Pack. The RPL assessment will be done by HCSSC affiliated agency.

Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.

The assessment is managed by the assessment agency using the question bank approved by the sector skill council which has both the theory and practical questions ,the questions are then divided into many different sets so that all students don't get the same questions once the assessment is done the result is compiled and sent to the sector skill council .The NSQF level 2 and 3 qualifications has a passing marks of 50% and NSQF level 4 and above has 70% as passing marks.

ASSESSMENT EVIDENCE

Complete a grid for each component as listed in "Formal structure of the the qualification" in the Summary.

NOTE: this grid can be replaced by any part of the qualification documentation which shows the same information – ie Learning Outcomes to be assessed, assessment criteria and the means of assessment.

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Sakhta Saaz (Paper Pulp)

Qualification Pack HCS/Q4401

Sector Skill Council Handicraft and 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 Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

		Marks Allocation			
		Total Mark (200+100)	Out Of	Theory	Skills Practical
1. HCS/N4401(Making of Sakhta)	PC1. Use suitable PPE like rubber hand gloves as required	23	1	0	1
	PC2. Put strips of paper in suitable container (drum)		1	0	1
	PC3. Add sufficient water to drum to soak paper		1	0	1
	PC4. Allow it to soak for 3-4 days		2	0	2
	PC5. Remove the soaked paper and transfer to stone mortar		1	0	1
	PC6. Pound the paper with wooden pestle		2	0	2
	PC7. Put the pounded material under sun/shade to allow it to dry partially under open atmosphere		1	0	1
	PC8. Prepare separately rice flour (Atiji) with dissolving of rice flour in water and mixing while heating		2	1	1

	PC9. Cool the Atiji so formed		1	0	1
	PC10. Mix this Atiji with partly dried pounded paste of paper. It turns into a natural adhesive called paper pulp		1	0	1
	PC11. Select the mould as per design required		1	0	1
	PC12. Put ordinary paper as separator for paper mache shape former. The separator is fixed to the mould with the help if Atiji		1	0	1
	PC13. Keep on putting Paper pulp over the separator to develop the object of paper mache as per size		2	0	2
	PC14. Leave it to dry for 4-5 days		1	0	1
	PC15. Cut the dried object with sharp knife or suitable cutter to separate the object where relevant		1	0	1
	PC16. Join the separated object with Fevical or suitable glue available in the market		2	0	2
	PC17. Allow it to dry till it joins firmly.		2	0	2
		Total	23	1	22
2. HCS/N9906 (Maintain workarea, tools and machines)	PC1. handle materials, tools and equipment with care and use them in correct way	27	5	2	3
	PC2. Use correct handling procedures		3	1	2
	PC3. maintain clean and hazard free working area		3	1	2
	PC4. carry out running maintenance within agreed schedules		3	1	2
	PC5. carry out maintenance and/or cleaning within one's own responsibility		3	1	2
	PC6. report unsafe equipment and other dangerous occurrences		2	1	1
	PC7. use clean equipment and methods appropriate for the work to be carried out		3	1	2
	PC8. dispose of waste safely in the designated location		2	0	2

	PC9. store equipment safely after use		3	1	2
		Total	27	9	18
3. HCS/N9907 (Maintain Health, Safety and Security at Workplace)	PC1. Comply with health and safety related instructions applicable to the workplace	75	4	1	3
	PC2. Use and maintain personal protective equipment such as “Hand gloves”, “Nose Mask” etc. as per protocol		3	1	2
	PC3. Carry out own activities in line with approved guidelines and procedures		5	2	3
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		3	1	2
	PC5. Follow environment management system related procedures		3	1	2
	PC6. Identify and correct (if possible) malfunctions in tools and equipment		3	1	2
	PC7. Report any service malfunctions that cannot be rectified		3	1	2
	PC8. Store materials and equipment in line with organisational requirements		4	1	3
	PC9. Safely handle and remove waste		4	1	3
	PC10. Minimize health and safety risks to self and others due to own actions		4	1	3
	PC11. Seek clarifications from supervisors or other authorized personnel in case of perceived risks		4	2	2
	PC12. Monitor the workplace and work processes for potential risks and threat		8	2	6
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		5	1	4
	PC14. Report hazards and potential risks/threats to supervisors or other authorized personnel		5	2	3
	PC15. Participate in mock drills/evacuation procedures organized at the workplace		6	2	4
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		2	0	2

	PC17. Take action based on instructions in the event of fire, emergencies or accidents		3	0	3
	PC18. Follow organization procedures for shutdown and evacuation when required		6	2	4
		Total	75	22	53
4. HCS/N9908 (Working in a team)	PC1. Be accountable to one's own role in whole process of developing product	50	5	2	3
	PC2. Perform all roles with full responsibility		2	2	0
	PC3. Be effective and efficient at workplace		6	2	4
	PC4. Properly communicate about company policies		8	3	5
	PC5. Talk politely with other team members and colleagues		8	2	6
	PC6. Adjust in different work situations		5	2	3
	PC7. Give due importance to others' point of view		5	2	3
	PC38. Avoid conflicting situations		4	1	3
	PC9. Develop new ideas for work procedures		4	1	3
	PC10. Improve upon the existing techniques to increase process efficiency		3	1	2
		Total	50	18	32

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SECTION 2 EVIDENCE OF LEVEL

Title/Name of qualification/component: Sakhta saaz		Level: 4	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Process	<p>The Incumbent's role as Sakhta maker is responsible for making sakhta out of paper pulp passing through various stages of preparation beginning from paper cutting, paper soaking etc.</p>	<p>The situation of clear choice (descriptor of level 4) is evident through the following examples</p> <p>The Sakhta maker is also known as Sakhta saaz or kalib. He is responsible for manually making sakhta out of paper.</p> <p>Example</p> <ul style="list-style-type: none"> • Preparation of Paper Pulp • Making of Sakhta 	4
Professional knowledge	<p>The incumbent has factual knowledge of field of knowledge or study which is in this case includes designing</p> <p>Examples:</p> <ul style="list-style-type: none"> • put strips of paper in suitable container (drum) • add sufficient water to drum to soak paper • allow it to soak for 3-4 days • remove the soaked paper and transfer to stone mortar 	<p>This is not level 5 as there is a requirement of principles and general concepts at level 5 which is not required here. Also not level 3 as this level as outlined above requires factual knowledge of field of study and not mere basic facts, process and principle knowledge of trade of employment.</p>	4

	<ul style="list-style-type: none"> • pound the paper with wooden pestle • put the pounded material under sun/shade to allow it to dry partially under open atmosphere • prepare separately rice flour (atiji) with dissolving of rice flour in water and mixing while heating • cool the atiji so formed • mix this atiji with partly dried pounded paste of paper. it turns into a natural adhesive called paper pulp • select the mould as per design required • put ordinary paper as separator for paper mache shape former. the separator is fixed to the mould with the help if atiji • keep on putting paper pulp over the separator to develop the object of paper mache as per size • leave it to dry for 4-5 days • cut the dried object with sharp knife or suitable cutter to separate the object where relevant • join the separated object with fevicol or suitable glue available in the market • allow it to dry till it joins firmly. 		
Professional skill	<p>Most of the work involves complying and adhering to the guidelines with no major task of application. This is evident through the following</p> <p>Examples:</p> <ul style="list-style-type: none"> • put strips of paper in suitable container (drum) 	There is independent work and not mere assisting, at the same time there are variables involved.	4

	<ul style="list-style-type: none"> • add sufficient water to drum to soak paper • allow it to soak for 3-4 days • remove the soaked paper and transfer to stone mortar • pound the paper with wooden pestle • put the pounded material under sun/shade to allow it to dry partially under open atmosphere • prepare separately rice flour (atiji) with dissolving of rice flour in water and mixing while heating • cool the atiji so formed • mix this atiji with partly dried pounded paste of paper. it turns into a natural adhesive called paper pulp • select the mould as per design required • put ordinary paper as separator for paper mache shape former. the separator is fixed to the mould with the help of atiji • keep on putting paper pulp over the separator to develop the object of paper mache as per size • leave it to dry for 4-5 days • cut the dried object with sharp knife or suitable cutter to separate the object where relevant • join the separated object with fevicol or suitable glue available in the market • allow it to dry till it joins firmly. 		
Core skill	<p>The incumbent needs language to communicate written or oral, with required clarity, to interact with customers, various departments, supervisors, personnel and teams, confirm requirements and communicate the same for shared understanding. Also prepare a range of routine documentation.</p> <ul style="list-style-type: none"> • type of product being processed 	The job requires oral and written communication skills with clarity therefore it is level 4	4

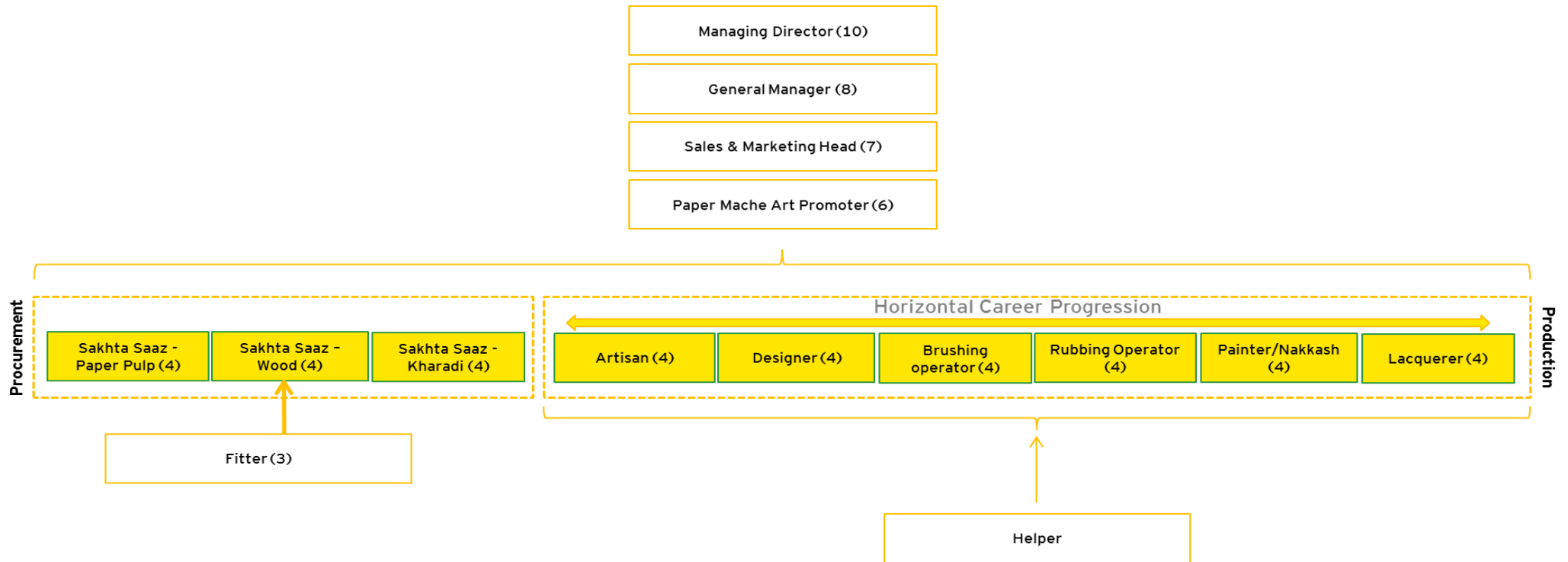
	<ul style="list-style-type: none"> • importance of cleanliness of workplace • explain difference between correctable and non-correctable painting faults • rectification of faults • acceptable solutions for specific faults identified/detected 		
Responsibility	<p>The Sakhta maker is also known as Sakhta saaz or kalib. He is responsible for manually making sakhta out of paper.</p> <p>Example</p> <ul style="list-style-type: none"> • Preparation of Paper Pulp • Making of Sakhta 	The incumbent works with responsibility for own work and learning, which is evident from the incumbent's deliverables and also there is no responsibility for the learning of others therefore this is level 4.	4

SECTION 4

EVIDENCE OF RECOGNITION OR PROGRESSION

What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?

Horizontal and vertical mobility options have been articulated in occupational map & Career Progression matrix



List of companies validated the QP

S. No	Name of the Organisation	Contact Person	Employee - Size
1	MIR Handicrafts Pvt. Ltd.	Arshad Mir	Large
2	Chinar Valley Arts	Fida Hussain Khan	Large
3	Mentor INC.	Syed Abrar Altaf	Large
4	Abdullah Arts & Crafts	Nisar Ali	Large
5	KURIOZITY	Arshad Hussain	Large
6	Kashmir Loom Company Ltd.	Zahid Ali	Large
7	Ali Brothers	Yaseen Ali	Large
8	Persian Paper Machie ICS Ltd.	Rameez Abass	Large
9	Rian Impex Pvt. Ltd.	Mohammad Shiraz	Large
10	Khan Handicrafts		Large
11	Akhtar Mir & Brothers	Mohd. Akhtar Mir	Medium
12	FAYAZ AHMAD JAN	Fayaz ahmad Jan	Medium
13	Niyaz ahmad Bhat	Niyaz Ahmad Bhat	Medium
14	Guldasta	Abid Liyaqat	Medium
15	Malik Brothers	Mushtaq Malik	Medium
16	Khan Overseas	Idrees Hussain Khan	Medium
17	Khan Brothers	Riyaz Ahmed	Medium
18	S M Hussain	S M Hussain	Medium
19	Haji Fida Hussain & Sons	Haji Fida Hussain	Medium
20	Siamese Export Co.	Zahid Hussain	Medium
21	Ghulam Rasool	Ghulam Rasool	Small
22	QAB & Sons	Mudasir Barkat Beigh	Small
23	Safina Arts	Majid Hussain Beigh	Small

24	Kashmir Fabrics	Hakim Faheen Hussain	Small
25	Asif & Co.	Asif Abass	Small
26	Alsa arts & Crafts	Sajad Hussain	Small
27	Wonder Wood Works	Tahir Chaku	Small
28	KCCDO	Firdaus Ahmad Bhat	Small
29	A.K.Handicrafts	Ishfaq Khan	Small
30	Kashmir Valley Arts Emporium	Bezal	Small

Further contact details and a copy of the validation are submitted both with NSDC and NSDA

