

Qualification Pack



Puppet Maker

QP Code: HCS/Q9001

Version: 3.0

NSQF Level: 4

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Qualification Pack

Contents

HCS/Q9001: Puppet Maker	3
<i>Brief Job Description</i>	3
Applicable National Occupational Standards (NOS)	3
<i>Compulsory NOS</i>	3
<i>Qualification Pack (QP) Parameters</i>	3
HCS/N9031: Introduction to Puppetry in India	5
HCS/N9009: Carry out the process of making string puppet	11
HCS/N9010: Carry out the process of making thermocol puppet	18
HCS/N9011: Carry out the process of making glove puppet	25
HCS/N9012: Carry out the process of making rod puppet	31
HCS/N9013: Carry out the process of making paper puppet	37
HCS/N9901: Coordinate with colleagues and work as a team	44
HCS/N9913: Maintain health, safety and security at workplace	50
HCS/N9903: Maintain Personal Hygiene	55
DGT/VSQ/N0102: Employability Skills (60 Hours)	59
Assessment Guidelines and Weightage	66
<i>Assessment Guidelines</i>	66
<i>Assessment Weightage</i>	67
Acronyms	68
Glossary	69

Qualification Pack

HCS/Q9001: Puppet Maker

Brief Job Description

A creative puppet maker who designs and builds charming puppets that tell stories. They enjoy using both old techniques and fresh ideas to make each puppet unique and full of character.

Personal Attributes

A creative and passionate puppet maker, they bring ideas to life with care and attention to detail. Their fun-loving nature shows in their playful designs, making each puppet a special part of storytelling.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [HCS/N9031: Introduction to Puppetry in India](#)
2. [HCS/N9009: Carry out the process of making string puppet](#)
3. [HCS/N9010: Carry out the process of making thermocol puppet](#)
4. [HCS/N9011: Carry out the process of making glove puppet](#)
5. [HCS/N9012: Carry out the process of making rod puppet](#)
6. [HCS/N9013: Carry out the process of making paper puppet](#)
7. [HCS/N9901: Coordinate with colleagues and work as a team](#)
8. [HCS/N9913: Maintain health, safety and security at workplace](#)
9. [HCS/N9903: Maintain Personal Hygiene](#)
10. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts (Products)
Occupation	Handicrafts

Qualification Pack

Country	India
NSQF Level	4
Credits	16
Aligned to NCO/ISCO/ISIC Code	NCO-2015/2659.1200
Minimum Educational Qualification & Experience	12th grade Pass with NA of experience OR 8th grade pass with 1.5 years of experience OR 5th grade pass with 3 Years of experience OR Ability to read and write with 5 Years of experience OR Previous relevant Qualification of NSQF Level (3.5) with 1.5 years of experience
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	Six months of experience in puppet making
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	18/02/2028
NSQC Approval Date	18/02/2025
Version	3.0
Reference code on NQR	QG-04-HC-03615-2025-V2-HCSSC
NQR Version	3

Qualification Pack

HCS/N9031: Introduction to Puppetry in India

Description

This unit introduces the foundational aspects of puppetry in India. It focuses on understanding the history, types, and cultural significance of puppetry in India, along with key skills related to creating and performing with puppets.

Scope

The scope covers the following :

- Understanding the history of Puppetry
- Recognizing different types of Puppetry
- Understanding the cultural context of Puppetry
- Role of Puppetry in Indian performing arts
- Puppet-making materials and techniques

Elements and Performance Criteria

Understanding the history of Puppetry

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

- PC1.** Identify the origins and evolution of puppetry in India, including major historical milestones.
- PC2.** Explain the cultural significance of puppetry in different regions of India.
- PC3.** Describe the role of puppetry in preserving folklore, myths, and regional traditions.

Recognizing different types of Puppetry

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

- PC4.** Identify the primary forms of puppetry in India, such as String puppets, Paper puppets, Glove puppets, Thermocol puppets, and Rod puppets.
- PC5.** Describe the unique characteristics of each puppet form, including their construction and performance style.
- PC6.** Understand the materials used to create different types of puppets, such as wood, cloth, leather, and fabric.

Understanding the cultural context of Puppetry

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

- PC7.** Describe how puppetry relates to Indian cultural practices, festivals, and rituals.
- PC8.** Understand how puppetry is used as a medium for storytelling, education, and social commentary.
- PC9.** Describe the role of puppetry in preserving oral traditions and indigenous knowledge systems.

Role of Puppetry in Indian performing arts

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

- PC10.** Understand the integration of puppetry with other performing arts, such as dance, theatre, and music, in India.

Qualification Pack

PC11. Describe how puppetry is adapted for contemporary performances and educational purposes.

Exploring Puppet-making materials and techniques

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

PC12. Describe the basic materials used in making traditional Indian puppets.

PC13. Different techniques of puppet-making, including carving, stitching, and painting.

PC14. Understanding of the tools required for puppet-making and maintenance.

PC15. Sustainability of materials and methods used in puppetry production.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. Understand the origins and historical evolution of puppetry in India, including major milestones and changes over time.

KU2. Understand the cultural significance of puppetry in Indian society, including its role in religious rituals, festivals, and public performances.

KU3. Knowledge of the different traditional forms of puppetry in India.

KU4. Understand the materials traditionally used in making Indian puppets, such as wood, cloth, leather, and fabric.

KU5. Understand how puppetry is used as a medium for storytelling, education, entertainment, and social commentary.

KU6. Role of puppetry in conveying moral lessons, societal values, and cultural narratives.

KU7. The integration of puppetry with other traditional Indian performing arts like dance, theatre, and music.

Generic Skills (GS)

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

GS1. Analyze the historical, cultural, and social significance of puppetry in India.

GS2. Conduct research on the various forms of puppetry, their origins, and their evolution.

GS3. Collect and organize information about materials, techniques, and regional variations in puppetry.

GS4. Innovative approaches to incorporating puppetry in contemporary performances and educational settings.

GS5. Modify puppetry performances to suit different audiences, contexts, or educational purposes.

GS6. Articulate knowledge of puppetry forms, techniques, and cultural significance clearly and effectively.

GS7. Work with others to design and execute puppet-making projects and performances.

GS8. Demonstrate proficiency in using tools and materials relevant to the puppet-making process.

GS9. Ensure that puppetry practices uphold ethical standards, especially in terms of cultural representation and sustainability.

Qualification Pack

GS10. Develop educational tools and resources using puppetry for storytelling and teaching cultural history.

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Understanding the history of Puppetry</i>	6	12	-	-
PC1. Identify the origins and evolution of puppetry in India, including major historical milestones.	2	4	-	-
PC2. Explain the cultural significance of puppetry in different regions of India.	2	4	-	-
PC3. Describe the role of puppetry in preserving folklore, myths, and regional traditions.	2	4	-	-
<i>Recognizing different types of Puppetry</i>	6	12	-	-
PC4. Identify the primary forms of puppetry in India, such as String puppets, Paper puppets, Glove puppets, Thermocol puppets, and Rod puppets.	2	4	-	-
PC5. Describe the unique characteristics of each puppet form, including their construction and performance style.	2	4	-	-
PC6. Understand the materials used to create different types of puppets, such as wood, cloth, leather, and fabric.	2	4	-	-
<i>Understanding the cultural context of Puppetry</i>	6	12	-	-
PC7. Describe how puppetry relates to Indian cultural practices, festivals, and rituals.	2	4	-	-
PC8. Understand how puppetry is used as a medium for storytelling, education, and social commentary.	2	4	-	-
PC9. Describe the role of puppetry in preserving oral traditions and indigenous knowledge systems.	2	4	-	-
<i>Role of Puppetry in Indian performing arts</i>	4	10	-	-
PC10. Understand the integration of puppetry with other performing arts, such as dance, theatre, and music, in India.	2	4	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. Describe how puppetry is adapted for contemporary performances and educational purposes.	2	6	-	-
<i>Exploring Puppet-making materials and techniques</i>	8	24	-	-
PC12. Describe the basic materials used in making traditional Indian puppets.	2	6	-	-
PC13. Different techniques of puppet-making, including carving, stitching, and painting.	2	6	-	-
PC14. Understanding of the tools required for puppet-making and maintenance.	2	6	-	-
PC15. Sustainability of materials and methods used in puppetry production.	2	6	-	-
NOS Total	30	70	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	HCS/N9031
NOS Name	Introduction to Puppetry in India
Sector	Handicrafts and Carpet
Sub-Sector	
Occupation	Generic
NSQF Level	4
Credits	1
Version	1.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

Qualification Pack

HCS/N9009: Carry out the process of making string puppet

Description

This OS unit is about assembling raw materials, selecting tools & equipment, following safety measures, performing string puppet making operation, and checking quality of string puppet.

Scope

The scope covers the following :

- Prepare/assemble required raw materials
- follow safety measures while handling wood
- perform string puppet making operation as per the standard procedures
- check string puppet quality and productivity standards

Elements and Performance Criteria

Prepare/assemble required raw materials

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

- PC1.** identify raw material like wood, decorative clothes, jewelry, colours, etc. for making string puppet
- PC2.** identify tools like hammer, chisel, needle, sewing machine, scissor, hand saw, etc. for making string puppet
- PC3.** differentiate between various types of clothes like decorative clothes and simple old clothes, etc that are required for decoration purpose of puppet
- PC4.** collect raw materials like colours, wood piece, ribbon, cloth in prescribed quantities
- PC5.** assemble tools like hammer, chisel, to cut wooden logs into required shape
- PC6.** identify the raw material required to stitch clothes to make string puppet, raw material to colour string puppet
- PC7.** prepare wood piece prior to the processing stage using tools like, hammer, chisel, etc.
- PC8.** arrange raw materials carefully for further usage in making appropriate string puppet
- PC9.** deliver remaining raw material to the designated storage locations

Follow safety measures while handling wood

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

- PC10.** use PPE for specific tasks and work conditions
- PC11.** handle chisel, hammer, etc. carefully
- PC12.** perform sanding process of wood carefully
- PC13.** cut rough knots of the wooden log safely

Perform string puppet making process as per the standard procedures

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

- PC14.** cut seasoned wooden blocks into required size as per the final product requirement
- PC15.** cut rough knots of the wooden block using hammer, chisel, etc.

Qualification Pack

- PC16.** demonstrate the process of cutting wooden blocks into smaller/similar pieces using mini band saw/chisel
- PC17.** perform carving of wooden piece to make face of the puppet using chisel
- PC18.** remove the outer layer of wood
- PC19.** slowly remove the unwanted piece of wood to carve the face
- PC20.** perform scraping of wood to even the surface
- PC21.** perform the step of carving to provide details to the face by using chisel and hammer
- PC22.** let the carved wooden face piece dry
- PC23.** apply touch wood to the face as basic coat
- PC24.** let the coated face dry
- PC25.** colour the facial features are painted using red, black and white colours
- PC26.** make the hands using old clothes and attached to the wooden body
- PC27.** fix the ribbon to the puppet with the help of nails
- PC28.** hand stitch the clothes to make the puppet
- PC29.** stuff the cotton clothes to make puppet's body
- PC30.** make legs of male puppet with stuffed cotton and stitch
- PC31.** dress of male is made out of sari to make dhoti
- PC32.** embellish the female dress lehanga beautifully with heavy embroidery work

Check string puppet product quality and productivity standards

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

- PC33.** demonstrate the inspection process based on the quality standard parameters to ensure appropriate carving, sanding dressing, decorating, parts making is being achieved
- PC34.** demonstrate the steps to be followed while maintaining records of inspection results/tests
- PC35.** ensure that there is no wastage of materials
- PC36.** prepare a sample template to collect information during inspection based on puppet's carved face, surface, color, clothes and polishing quality.
- PC37.** achieve periodical targets set by the supervisor
- PC38.** identify different types of parameters required to ensure appropriate amount of inventory is being stored at the time of production
- PC39.** ensure clothes and stuffed cotton clothes are stitched appropriately and stitches are covered with the help of ribbon

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** personnel management, relevant legislation, standards, policies, and procedures followed in the company
- KU2.** organisational structure
- KU3.** the locations where materials are typically stored
- KU4.** the key product lines of the company
- KU5.** basic chemical properties of various raw materials used

Qualification Pack

- KU6.** appropriate carving techniques
- KU7.** appropriate coloring technique using color lac
- KU8.** process of sanding wooden surface
- KU9.** appropriate stitching and stuffing techniques
- KU10.** polishing method for puppet
- KU11.** size of the wooden logs, clothes to be cut into
- KU12.** basic calculation methods required for calculating raw materials
- KU13.** the appropriate safety measures while handling raw materials
- KU14.** handle the use of sharp tools and equipment
- KU15.** ensuring that there is no mal handling/accidents due to improper handling of the raw materials
- KU16.** handling the equipment like needle, chisel, etc. appropriately
- KU17.** the recommended storage of the final product
- KU18.** basic up keep of needle and other material
- KU19.** risk and impact of not following defined procedures/work instructions
- KU20.** the hierarchy for reporting identified problems
- KU21.** implications of delays in the process

Generic Skills (GS)

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

- GS1.** write down observations(if any)
- GS2.** note down carving, coloring, sanding, polishing techniques
- GS3.** note down how to fix carved wooden face with clothes and how to stuff clothes to make body parts
- GS4.** read and interpret symbols and readings
- GS5.** read about various coloring, polishing related information
- GS6.** read and understand manuals, health and safety instructions, memos, reports and job cards
- GS7.** read about operating the needle, chisel, hammer, etc.
- GS8.** interact with employees to work efficiently
- GS9.** make decisions pertaining to the concerned area of workplace
- GS10.** communicate the gaps in process, if any to supervisor
- GS11.** take the right raw materials according to the end product
- GS12.** detect problems in day to day tasks
- GS13.** maintain the working schedule appropriately in order to achieve the daily targets
- GS14.** interpret the customer preference, demand, etc. and accordingly make job sheet
- GS15.** follow instructions and work on areas of improvement identified
- GS16.** use reasoning skills to identify and resolve basic problems
- GS17.** analyze and detect any potential problems which could arise during operation

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare/assemble required raw materials</i>	9	18	-	-
PC1. identify raw material like wood, decorative clothes, jewelry, colours, etc. for making string puppet	1	2	-	-
PC2. identify tools like hammer, chisel, needle, sewing machine, scissor, hand saw, etc. for making string puppet	1	2	-	-
PC3. differentiate between various types of clothes like decorative clothes and simple old clothes, etc that are required for decoration purpose of puppet	1	2	-	-
PC4. collect raw materials like colours, wood piece, ribbon, cloth in prescribed quantities	1	2	-	-
PC5. assemble tools like hammer, chisel, to cut wooden logs into required shape	1	2	-	-
PC6. identify the raw material required to stitch clothes to make string puppet, raw material to colour string puppet	1	2	-	-
PC7. prepare wood piece prior to the processing stage using tools like, hammer, chisel, etc.	1	2	-	-
PC8. arrange raw materials carefully for further usage in making appropriate string puppet	1	2	-	-
PC9. deliver remaining raw material to the designated storage locations	1	2	-	-
<i>Follow safety measures while handling wood</i>	4	8	-	-
PC10. use PPE for specific tasks and work conditions	1	2	-	-
PC11. handle chisel, hammer, etc. carefully	1	2	-	-
PC12. perform sanding process of wood carefully	1	2	-	-
PC13. cut rough knots of the wooden log safely	1	2	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform string puppet making process as per the standard procedures</i>	19	21	-	-
PC14. cut seasoned wooden blocks into required size as per the final product requirement	1	2	-	-
PC15. cut rough knots of the wooden block using hammer, chisel, etc.	1	1	-	-
PC16. demonstrate the process of cutting wooden blocks into smaller/similar pieces using mini band saw/chisel	1	1	-	-
PC17. perform carving of wooden piece to make face of the puppet using chisel	1	1	-	-
PC18. remove the outer layer of wood	1	1	-	-
PC19. slowly remove the unwanted piece of wood to carve the face	1	1	-	-
PC20. perform scraping of wood to even the surface	1	1	-	-
PC21. perform the step of carving to provide details to the face by using chisel and hammer	1	1	-	-
PC22. let the carved wooden face piece dry	1	1	-	-
PC23. apply touch wood to the face as basic coat	1	1	-	-
PC24. let the coated face dry	1	1	-	-
PC25. colour the facial features are painted using red, black and white colours	1	1	-	-
PC26. make the hands using old clothes and attached to the wooden body	1	1	-	-
PC27. fix the ribbon to the puppet with the help of nails	1	1	-	-
PC28. hand stitch the clothes to make the puppet	1	1	-	-
PC29. stuff the cotton clothes to make puppet's body	1	1	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC30. make legs of male puppet with stuffed cotton and stitch	1	1	-	-
PC31. dress of male is made out of sari to make dhoti	1	1	-	-
PC32. embellish the female dress lehanga beautifully with heavy embroidery work	1	2	-	-
<i>Check string puppet product quality and productivity standards</i>	7	14	-	-
PC33. demonstrate the inspection process based on the quality standard parameters to ensure appropriate carving, sanding dressing, decorating, parts making is being achieved	1	2	-	-
PC34. demonstrate the steps to be followed while maintaining records of inspection results/tests	1	2	-	-
PC35. ensure that there is no wastage of materials	1	2	-	-
PC36. prepare a sample template to collect information during inspection based on puppet's carved face, surface, color, clothes and polishing quality.	1	2	-	-
PC37. achieve periodical targets set by the supervisor	1	2	-	-
PC38. identify different types of parameters required to ensure appropriate amount of inventory is being stored at the time of production	1	2	-	-
PC39. ensure clothes and stuffed cotton clothes are stitched appropriately and stitches are covered with the help of ribbon	1	2	-	-
NOS Total	39	61	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	HCS/N9009
NOS Name	Carry out the process of making string puppet
Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts
Occupation	Generic
NSQF Level	4
Credits	2
Version	2.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

Qualification Pack

HCS/N9010: Carry out the process of making thermocol puppet

Description

This OS unit is about assembling raw materials, selecting tools & equipment, following safety measures, performing thermocol puppet making operation, and checking quality of thermocol puppet.

Scope

The scope covers the following :

- prepare/assemble required raw materials
- follow safety measures while handling tools
- perform thermocol puppet making operation as per the standard procedures
- check thermocol puppet quality and productivity standards

Elements and Performance Criteria

Prepare/assemble required raw materials

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

- PC1.** identify raw material like thermocol block, decorative ornaments, colours, fevicol, brown paper, etc. for making thermocol puppet
- PC2.** identify tools like files, chisel, blade, drill machine, etc. for making thermocol puppet
- PC3.** collect raw materials like colours, thermocol block, in prescribed quantities
- PC4.** assemble tools like hammer, chisel, to cut thermocol block into required shape
- PC5.** identify the raw material required to shape, detail and colour the thermocol puppet
- PC6.** prepare thermocol block prior to the processing stage using tools like, hammer, chisel, drill machine, blade, cutter, etc.
- PC7.** arrange raw materials carefully for further usage in making appropriate thermocol puppet
- PC8.** deliver remaining raw material to the designated storage locations

Follow safety measures while handling tools

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

- PC9.** use PPE for specific tasks and work conditions
- PC10.** handle chisel, hammer, etc. carefully
- PC11.** perform cutting and drilling process of thermocol carefully

Perform thermocol puppet making process as per the standard procedures

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

- PC12.** cut thermocol block into required size as per the final product requirement
- PC13.** demonstrate the process of cutting thermocol block into face shape using cutter and chisel
- PC14.** create sketch of face on a plane paper
- PC15.** perform the step of transferring sketch face to the thermocol shape
- PC16.** perform carving/detailing step using chisel to obtain desired shape and depth
- PC17.** demonstrate refining and detailing step

Qualification Pack

- PC18.** once the face is created, apply putti primer onto detailed face to form a smooth colouring base and let it dry for 20 minutes
- PC19.** apply fevicol and paste brown paper bits to form a smooth surface and let it dry for 1 hour
- PC20.** apply base colour over face and let it dry for 30 minutes
- PC21.** apply different colours on eyes, lips nose and other parts to enhance features and let it dry for 30 minutes
- PC22.** collect devising mechanism to connect body and head of the puppet
- PC23.** perform the step of dressing up puppet using cloth, jewelry, etc.
- PC24.** attach strings to play the puppet in ways convenient to the puppeteer
- PC25.** intricate mechanism to move the jaw, eye, etc.

Check thermocol puppet product quality and productivity standards

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

- PC26.** demonstrate the inspection process based on the quality standard parameters to ensure appropriate carving, detailing, cutting dressing, decorating, parts making is being achieved
- PC27.** demonstrate the steps to be followed while maintaining records of inspection results/tests
- PC28.** ensure that there is no wastage of materials
- PC29.** prepare a sample template to collect information during inspection based on puppet's carved face, surface, color, clothes and feature enhancing quality.
- PC30.** achieve periodical targets set by the supervisor
- PC31.** identify different types of parameters required to ensure appropriate amount of inventory is being stored at the time of production
- PC32.** ensure colours are dried and strings are attached appropriately

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** personnel management, relevant legislation, standards, policies, and procedures followed in the company
- KU2.** organisational structure
- KU3.** the locations where materials are typically stored
- KU4.** the key product lines of the company
- KU5.** basic chemical properties of various raw materials used
- KU6.** appropriate carving techniques
- KU7.** appropriate coloring technique using color lac
- KU8.** process of thermocol block cutting
- KU9.** appropriate detailing and decorating techniques
- KU10.** feature enhancing method for puppet
- KU11.** size of the thermocol block, clothes to be cut into
- KU12.** basic calculation methods required for calculating raw materials
- KU13.** the appropriate safety measures while handling raw materials
- KU14.** handle the use of sharp tools and equipment

Qualification Pack

- KU15.** ensuring that there is no mal handling/accidents due to improper handling of the raw materials
- KU16.** handling the equipment like cutter, chisel, etc. appropriately
- KU17.** the recommended storage of the final product
- KU18.** basic up keep of blade and other material
- KU19.** risk and impact of not following defined procedures/work instructions
- KU20.** the hierarchy for reporting identified problems
- KU21.** implications of delays in the process

Generic Skills (GS)

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

- GS1.** write down observations (if any)
- GS2.** note down carving, coloring, detailing techniques
- GS3.** note down how to fix string mechanism to thermocol puppet
- GS4.** read and interpret symbols and readings
- GS5.** read about various coloring related information
- GS6.** read and understand manuals, health and safety instructions, memos, reports and job cards
- GS7.** read about operating the drill machine, chisel, hammer, etc.
- GS8.** interact with employees to work efficiently
- GS9.** make decisions pertaining to the concerned area of workplace
- GS10.** communicate the gaps in process, if any to supervisor
- GS11.** take the right raw materials according to the end product
- GS12.** detect problems in day to day tasks
- GS13.** maintain the working schedule appropriately in order to achieve the daily targets
- GS14.** interpret the customer preference, demand, etc. and accordingly make job sheet
- GS15.** follow instructions and work on areas of improvement identified
- GS16.** use reasoning skills to identify and resolve basic problems
- GS17.** analyze and detect any potential problems which could arise during operation

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare/assemble required raw materials</i>	8	16	-	-
PC1. identify raw material like thermocol block, decorative ornaments, colours, fevicol, brown paper, etc. for making thermocol puppet	1	2	-	-
PC2. identify tools like files, chisel, blade, drill machine, etc. for making thermocol puppet	1	2	-	-
PC3. collect raw materials like colours, thermocol block, in prescribed quantities	1	2	-	-
PC4. assemble tools like hammer, chisel, to cut thermocol block into required shape	1	2	-	-
PC5. identify the raw material required to shape, detail and colour the thermocol puppet	1	2	-	-
PC6. prepare thermocol block prior to the processing stage using tools like, hammer, chisel, drill machine, blade, cutter, etc.	1	2	-	-
PC7. arrange raw materials carefully for further usage in making appropriate thermocol puppet	1	2	-	-
PC8. deliver remaining raw material to the designated storage locations	1	2	-	-
<i>Follow safety measures while handling tools</i>	3	6	-	-
PC9. use PPE for specific tasks and work conditions	1	2	-	-
PC10. handle chisel, hammer, etc. carefully	1	2	-	-
PC11. perform cutting and drilling process of thermocol carefully	1	2	-	-
<i>Perform thermocol puppet making process as per the standard procedures</i>	14	28	-	-
PC12. cut thermocol block into required size as per the final product requirement	1	2	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. demonstrate the process of cutting thermocol block into face shape using cutter and chisel	1	2	-	-
PC14. create sketch of face on a plane paper	1	2	-	-
PC15. perform the step of transferring sketch face to the thermocol shape	1	2	-	-
PC16. perform carving/detailing step using chisel to obtain desired shape and depth	1	2	-	-
PC17. demonstrate refining and detailing step	1	2	-	-
PC18. once the face is created, apply putti primer onto detailed face to form a smooth colouring base and let it dry for 20 minutes	1	2	-	-
PC19. apply fevicol and paste brown paper bits to form a smooth surface and let it dry for 1 hour	1	2	-	-
PC20. apply base colour over face and let it dry for 30 minutes	1	2	-	-
PC21. apply different colours on eyes, lips nose and other parts to enhance features and let it dry for 30 minutes	1	2	-	-
PC22. collect devising mechanism to connect body and head of the puppet	1	2	-	-
PC23. perform the step of dressing up puppet using cloth, jewelry, etc.	1	2	-	-
PC24. attach strings to play the puppet in ways convenient to the puppeteer	1	2	-	-
PC25. intricate mechanism to move the jaw, eye, etc.	1	2	-	-
<i>Check thermocol puppet product quality and productivity standards</i>	7	18	-	-
PC26. demonstrate the inspection process based on the quality standard parameters to ensure appropriate carving, detailing, cutting dressing, decorating, parts making is being achieved	1	2	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC27. demonstrate the steps to be followed while maintaining records of inspection results/tests	1	2	-	-
PC28. ensure that there is no wastage of materials	1	2	-	-
PC29. prepare a sample template to collect information during inspection based on puppet's carved face, surface, color, clothes and feature enhancing quality.	1	3	-	-
PC30. achieve periodical targets set by the supervisor	1	3	-	-
PC31. identify different types of parameters required to ensure appropriate amount of inventory is being stored at the time of production	1	3	-	-
PC32. ensure colours are dried and strings are attached appropriately	1	3	-	-
NOS Total	32	68	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	HCS/N9010
NOS Name	Carry out the process of making thermocol puppet
Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts
Occupation	Generic
NSQF Level	4
Credits	2
Version	2.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

Qualification Pack

HCS/N9011: Carry out the process of making glove puppet

Description

This OS unit is about assembling raw materials, selecting tools & equipment, following safety measures, performing glove puppet making operation, and checking quality of glove puppet.

Scope

The scope covers the following :

- prepare/assemble required raw materials
- perform glove puppet making operation as per the standard procedures
- check glove puppet quality and productivity standards

Elements and Performance Criteria

Prepare/assemble required raw materials

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

- PC1.** identify raw material like clothes, a pair of scissors, marker, fevicol, etc. for making glove puppet
- PC2.** identify tools like needle, sewing machine, scissor, etc. for making glove puppet
- PC3.** collect raw materials like clothes, needle in prescribed quantities
- PC4.** assemble tools like marker, and a pair of scissors to cut cloth into required shape
- PC5.** identify the raw material required to stitch clothes to make glove puppet
- PC6.** prepare cloth prior to the processing stage using tools like a pair of scissors
- PC7.** arrange raw materials carefully for further usage in making appropriate glove puppet
- PC8.** deliver remaining raw material to the designated storage locations

Perform glove puppet making process as per the standard procedures

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

- PC9.** trace your hand on plain fabric
- PC10.** put the traced fabric on two piece of fabric
- PC11.** cut cloth into required size as per the traced fabric
- PC12.** demonstrate the process of cutting cloth into required shape
- PC13.** perform the step of sewing two pieces of fabric.
- PC14.** ensure to leave a whole at the bottom to put your hand in there
- PC15.** ensure the fabric pieces are sewn around the outline of your cut of fabric
- PC16.** perform embroidery of your puppet
- PC17.** create eyes and other features using buttons, and other accessories

Check string puppet product quality and productivity standards

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

- PC18.** demonstrate the inspection process based on the quality standard parameters to ensure appropriate tracing, cutting sewing is being achieved

Qualification Pack

- PC19.** demonstrate the steps to be followed while maintaining records of inspection results/tests
- PC20.** ensure that there is no wastage of materials
- PC21.** prepare a sample template to collect information during inspection based on hand traced fabric, cut fabric, sewn fabric and final product
- PC22.** achieve periodical targets set by the supervisor
- PC23.** identify different types of parameters required to ensure appropriate amount of inventory is being stored at the time of production

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** personnel management, relevant legislation, standards, policies, and procedures followed in the company
- KU2.** organisational structure
- KU3.** the locations where materials are typically stored
- KU4.** the key product lines of the company
- KU5.** appropriate tracing techniques
- KU6.** appropriate cutting technique
- KU7.** process of sewing
- KU8.** appropriate stitching techniques
- KU9.** decorating method for puppet
- KU10.** basic calculation methods required for calculating raw materials
- KU11.** the appropriate safety measures while handling raw materials
- KU12.** handle the use of sharp tools and equipment
- KU13.** ensuring that there is no mal handling/accidents due to improper handling of the raw materials
- KU14.** handling the equipment like needle, scissor, etc. appropriately
- KU15.** the recommended storage of the final product
- KU16.** basic up keep of needle and other material
- KU17.** risk and impact of not following defined procedures/work instructions
- KU18.** the hierarchy for reporting identified problems
- KU19.** implications of delays in the process

Generic Skills (GS)

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

- GS1.** write down observations (if any)
- GS2.** note down tracing, cutting, sewing techniques
- GS3.** note down how to trace hand on cloth and how to cut fabrics into required shape by using traced fabric
- GS4.** read and interpret symbols and readings

Qualification Pack

- GS5.** read about various tracing and cutting related information
- GS6.** read and understand manuals, health and safety instructions, memos, reports and job cards
- GS7.** read about operating the needle
- GS8.** interact with employees to work efficiently
- GS9.** make decisions pertaining to the concerned area of workplace
- GS10.** communicate the gaps in process, if any to supervisor
- GS11.** take the right raw materials according to the end product
- GS12.** detect problems in day to day tasks
- GS13.** maintain the working schedule appropriately in order to achieve the daily targets
- GS14.** interpret the customer preference, demand, etc. and accordingly make job sheet
- GS15.** follow instructions and work on areas of improvement identified
- GS16.** use reasoning skills to identify and resolve basic problems
- GS17.** analyze and detect any potential problems which could arise during operation

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare/assemble required raw materials</i>	8	24	-	-
PC1. identify raw material like clothes, a pair of scissors, marker, fevicol, etc. for making glove puppet	1	3	-	-
PC2. identify tools like needle, sewing machine, scissor, etc. for making glove puppet	1	3	-	-
PC3. collect raw materials like clothes, needle in prescribed quantities	1	3	-	-
PC4. assemble tools like marker, and a pair of scissors to cut cloth into required shape	1	3	-	-
PC5. identify the raw material required to stitch clothes to make glove puppet	1	3	-	-
PC6. prepare cloth prior to the processing stage using tools like a pair of scissors	1	3	-	-
PC7. arrange raw materials carefully for further usage in making appropriate glove puppet	1	3	-	-
PC8. deliver remaining raw material to the designated storage locations	1	3	-	-
<i>Perform glove puppet making process as per the standard procedures</i>	9	29	-	-
PC9. trace your hand on plain fabric	1	3	-	-
PC10. put the traced fabric on two piece of fabric	1	3	-	-
PC11. cut cloth into required size as per the traced fabric	1	3	-	-
PC12. demonstrate the process of cutting cloth into required shape	1	3	-	-
PC13. perform the step of sewing two pieces of fabric.	1	3	-	-
PC14. ensure to leave a whole at the bottom to put your hand in there	1	3	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15. ensure the fabric pieces are sewn around the outline of your cut of fabric	1	3	-	-
PC16. perform embroidery of your puppet	1	4	-	-
PC17. create eyes and other features using buttons, and other accessories	1	4	-	-
<i>Check string puppet product quality and productivity standards</i>	6	24	-	-
PC18. demonstrate the inspection process based on the quality standard parameters to ensure appropriate tracing, cutting sewing is being achieved	1	4	-	-
PC19. demonstrate the steps to be followed while maintaining records of inspection results/tests	1	4	-	-
PC20. ensure that there is no wastage of materials	1	4	-	-
PC21. prepare a sample template to collect information during inspection based on hand traced fabric, cut fabric, sewn fabric and final product	1	4	-	-
PC22. achieve periodical targets set by the supervisor	1	4	-	-
PC23. identify different types of parameters required to ensure appropriate amount of inventory is being stored at the time of production	1	4	-	-
NOS Total	23	77	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	HCS/N9011
NOS Name	Carry out the process of making glove puppet
Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts
Occupation	Generic
NSQF Level	4
Credits	2
Version	2.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

Qualification Pack

HCS/N9012: Carry out the process of making rod puppet

Description

This OS unit is about assembling raw materials, selecting tools & equipment, following safety measures, performing string puppet making operation, and checking quality of string puppet.

Scope

The scope covers the following :

- prepare/assemble required raw materials
- perform rod puppet making operation as per the standard procedures
- check rod puppet quality and productivity standards

Elements and Performance Criteria

Prepare/assemble required raw materials

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

- PC1.** identify raw material like pencil, tag board, thin rods, hangers, scissors, strong tape, hole punch, etc. for making rod puppet
- PC2.** collect raw materials like tagboard, thin rods, hangers in prescribed quantities
- PC3.** assemble tools like scissor to cut tag board into required shape
- PC4.** identify the raw material required to make rod puppet
- PC5.** arrange raw materials carefully for further usage in making appropriate string puppet
- PC6.** deliver remaining raw material to the designated storage locations

Perform string puppet making process as per the standard procedures

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

- PC7.** draw the character on a piece of tag board in required size as per the final product requirement
- PC8.** decide what parts of the puppet must move
- PC9.** demonstrate the process of cutting figure and movable parts
- PC10.** perform the step of connecting movable parts of the puppet with paper fastener
- PC11.** demonstrate how to attach rod to the back of puppet using strong tape
- PC12.** ensure to add rod to back of each movable part so that you can control it
- PC13.** perform the step of adding yarn to give hair effect
- PC14.** apply paint to give facial features

Check string puppet product quality and productivity standards

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

- PC15.** demonstrate the inspection process based on the quality standard parameters to ensure appropriate drawing, cutting, connecting and attaching parts making is being achieved
- PC16.** demonstrate the steps to be followed while maintaining records of inspection results/tests
- PC17.** ensure that there is no wastage of materials

Qualification Pack

- PC18.** prepare a sample template to collect information during inspection based on drawn puppet
- PC19.** achieve periodical targets set by the supervisor
- PC20.** identify different types of parameters required to ensure appropriate amount of inventory is being stored at the time of production
- PC21.** ensure rod is connected to each movable part of the puppet

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** personnel management, relevant legislation, standards, policies, and procedures followed in the company
- KU2.** the locations where materials are typically stored
- KU3.** the locations where materials are typically stored
- KU4.** the key product lines of the company
- KU5.** appropriate drawing techniques
- KU6.** appropriate coloring technique
- KU7.** process of cutting figure and movable parts
- KU8.** appropriate attaching techniques
- KU9.** colouring method for puppet
- KU10.** basic calculation methods required for calculating raw materials
- KU11.** the appropriate safety measures while handling raw materials
- KU12.** handle the use of sharp tools and equipment
- KU13.** ensuring that there is no mal handling/accidents due to improper handling of the raw materials
- KU14.** the recommended storage of the final product
- KU15.** basic up keep of needle and other material
- KU16.** risk and impact of not following defined procedures/work instructions
- KU17.** the hierarchy for reporting identified problems
- KU18.** implications of delays in the process

Generic Skills (GS)

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

- GS1.** write down observations(if any)
- GS2.** note down drawing, cutting, attaching techniques
- GS3.** note down how to cut movable
- GS4.** read and interpret symbols and readings
- GS5.** read about various coloring related information
- GS6.** read and understand manuals, health and safety instructions, memos, reports and job cards
- GS7.** interact with employees to work efficiently

Qualification Pack

- GS8.** make decisions pertaining to the concerned area of workplace
- GS9.** communicate the gaps in process, if any to supervisor
- GS10.** take the right raw materials according to the end product
- GS11.** detect problems in day to day tasks
- GS12.** maintain the working schedule appropriately in order to achieve the daily targets
- GS13.** interpret the customer preference, demand, etc. and accordingly make job sheet
- GS14.** follow instructions and work on areas of improvement identified
- GS15.** use reasoning skills to identify and resolve basic problems
- GS16.** analyze and detect any potential problems which could arise during operation

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare/assemble required raw materials</i>	6	18	-	-
PC1. identify raw material like pencil, tag board, thin rods, hangers, scissors, strong tape, hole punch, etc. for making rod puppet	1	3	-	-
PC2. collect raw materials like tagboard, thin rods, hangers in prescribed quantities	1	3	-	-
PC3. assemble tools like scissor to cut tag board into required shape	1	3	-	-
PC4. identify the raw material required to make rod puppet	1	3	-	-
PC5. arrange raw materials carefully for further usage in making appropriate string puppet	1	3	-	-
PC6. deliver remaining raw material to the designated storage locations	1	3	-	-
<i>Perform string puppet making process as per the standard procedures</i>	10	31	-	-
PC7. draw the character on a piece of tag board in required size as per the final product requirement	1	3	-	-
PC8. decide what parts of the puppet must move	1	4	-	-
PC9. demonstrate the process of cutting figure and movable parts	1	4	-	-
PC10. perform the step of connecting movable parts of the puppet with paper fastener	1	4	-	-
PC11. demonstrate how to attach rod to the back of puppet using strong tape	1	4	-	-
PC12. ensure to add rod to back of each movable part so that you can control it	1	4	-	-
PC13. perform the step of adding yarn to give hair effect	2	4	-	-
PC14. apply paint to give facial features	2	4	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Check string puppet product quality and productivity standards</i>	7	28	-	-
PC15. demonstrate the inspection process based on the quality standard parameters to ensure appropriate drawing, cutting, connecting and attaching parts making is being achieved	1	4	-	-
PC16. demonstrate the steps to be followed while maintaining records of inspection results/tests	1	4	-	-
PC17. ensure that there is no wastage of materials	1	4	-	-
PC18. prepare a sample template to collect information during inspection based on drawn puppet	1	4	-	-
PC19. achieve periodical targets set by the supervisor	1	4	-	-
PC20. identify different types of parameters required to ensure appropriate amount of inventory is being stored at the time of production	1	4	-	-
PC21. ensure rod is connected to each movable part of the puppet	1	4	-	-
NOS Total	23	77	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	HCS/N9012
NOS Name	Carry out the process of making rod puppet
Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts
Occupation	Generic
NSQF Level	4
Credits	2
Version	2.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

Qualification Pack

HCS/N9013: Carry out the process of making paper puppet

Description

This OS unit is about assembling raw materials, selecting tools & equipment, following safety measures, performing paper puppet making operation, and checking quality of paper puppet.

Scope

The scope covers the following :

- prepare/assemble required raw materials
- perform paper puppet making operation as per the standard procedures
- check paper puppet quality and productivity standards

Elements and Performance Criteria

Prepare/assemble required raw materials

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

- PC1.** identify raw material like plane paper, scraped paper, glaze paper, decorative ornaments, colours, glue, etc. for making paper puppet
- PC2.** identify tools like a pair of scissors, pencil, marker, etc. for making paper puppet
- PC3.** differentiate between various types of paper like decorative paper and simple paper, etc that are required for decoration purpose of puppet
- PC4.** collect raw materials like colours, ornaments, ribbon, card board in prescribed quantities
- PC5.** assemble tools like a pair of scissor to cut paper pieces into required shape
- PC6.** identify the raw material required to glue paper and ornaments to make paper puppet, raw material to colour paper puppet
- PC7.** arrange raw materials carefully for further usage in making appropriate paper puppet
- PC8.** deliver remaining raw material to the designated storage locations

Perform paper puppet making process as per the standard procedures

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

- PC9.** cut plain paper to make a paper bag of required size as per the final product requirement
- PC10.** cut paper using a pair of scissor for proper cutting
- PC11.** make a paper bag by folding and pasting paper using glue
- PC12.** once paper bag is made colour the entire paper bag with a basic colour using acrylic colour and normal size paint brush
- PC13.** demonstrate the process of colouring paper bag to avoid sagging of paper
- PC14.** let the paint dry for at least 30-45 minutes
- PC15.** cut plain paper of required size to make hands and legs of the puppet
- PC16.** attach paper hands and legs to the paper bag body using glue
- PC17.** paste the paper bag along with hands and legs to the cardboard using glue
- PC18.** once puppet is dried, cut glaze paper into shapes to make clothes of puppet using different coloured glaze paper

Qualification Pack

- PC19.** paste glaze paper of cloth size onto the plain paper puppet using glue
- PC20.** make eyes nose and lips on the puppet using bright colours and marker
- PC21.** cut wool thread into 3-5 inches size to make hair of the puppet
- PC22.** tie puppet hair using ribbon from bottom to make ponytail
- PC23.** paste puppet wool hair on top of the puppet face using glue'
- PC24.** let the puppet dry for 45 minutes

Check paper puppet product quality and productivity standards

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

- PC25.** demonstrate the inspection process based on the quality standard parameters to ensure appropriate cutting, pasting, colouring, dressing, decorating, parts making is being achieved
- PC26.** demonstrate the steps to be followed while maintaining records of inspection results/tests
- PC27.** ensure that there is no wastage of materials
- PC28.** prepare a sample template to collect information during inspection based on puppet's hair, face, body parts, color, clothes and pasting quality
- PC29.** achieve periodical targets set by the supervisor
- PC30.** identify different types of parameters required to ensure appropriate amount of inventory is being stored at the time of production
- PC31.** ensure paper pieces are pasted, coloured appropriately

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** personnel management, relevant legislation, standards, policies, and procedures followed in the company
- KU2.** organisational structure
- KU3.** the locations where materials are typically stored
- KU4.** the key product lines of the company
- KU5.** basic chemical properties of various raw materials used
- KU6.** appropriate cutting techniques
- KU7.** appropriate coloring technique
- KU8.** process of cutting, pasting, decorating, etc.
- KU9.** appropriate cutting, pasting and drying techniques
- KU10.** size of the paper to be cut into to make body parts and clothes
- KU11.** basic calculation methods required for calculating raw materials
- KU12.** the appropriate safety measures while handling raw materials
- KU13.** handle the use of sharp tools
- KU14.** ensuring that there is no mal handling/accidents due to improper handling of the raw materials
- KU15.** the recommended storage of the final product
- KU16.** the hierarchy for reporting identified problems
- KU17.** implications of delays in the process

Qualification Pack

KU18. importance of gender-sensitization at workplace

Generic Skills (GS)

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

- GS1.** write down observations(if any)
- GS2.** note down cutting, coloring, pasting, decorating techniques
- GS3.** note down how to paste paper piece onto cardboard with glue
- GS4.** note down how to paste paper made body parts and clothes to the paper bag using glue
- GS5.** read and interpret symbols and readings
- GS6.** read about various cutting, pasting coloring, and decorating related information
- GS7.** read and understand manuals, health and safety instructions, memos, reports and job cards
- GS8.** interact with employees to work efficiently
- GS9.** make decisions pertaining to the concerned area of workplace
- GS10.** communicate the gaps in process, if any to supervisor
- GS11.** take the right raw materials according to the end product
- GS12.** detect problems in day to day tasks
- GS13.** maintain the working schedule appropriately in order to achieve the daily targets
- GS14.** interpret the customer preference, demand, etc. and accordingly make job sheet
- GS15.** follow instructions and work on areas of improvement identified
- GS16.** use reasoning skills to identify and resolve basic problems
- GS17.** analyze and detect any potential problems which could arise during operation

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare/assemble required raw materials</i>	8	23	-	-
PC1. identify raw material like plane paper, scraped paper, glaze paper, decorative ornaments, colours, glue, etc. for making paper puppet	1	3	-	-
PC2. identify tools like a pair of scissors, pencil, marker, etc. for making paper puppet	1	3	-	-
PC3. differentiate between various types of paper like decorative paper and simple paper, etc that are required for decoration purpose of puppet	1	3	-	-
PC4. collect raw materials like colours, ornaments, ribbon, card board in prescribed quantities	1	3	-	-
PC5. assemble tools like a pair of scissor to cut paper pieces into required shape	1	3	-	-
PC6. identify the raw material required to glue paper and ornaments to make paper puppet, raw material to colour paper puppet	1	3	-	-
PC7. arrange raw materials carefully for further usage in making appropriate paper puppet	1	3	-	-
PC8. deliver remaining raw material to the designated storage locations	1	2	-	-
<i>Perform paper puppet making process as per the standard procedures</i>	16	32	-	-
PC9. cut plain paper to make a paper bag of required size as per the final product requirement	1	2	-	-
PC10. cut paper using a pair of scissor for proper cutting	1	2	-	-
PC11. make a paper bag by folding and pasting paper using glue	1	2	-	-
PC12. once paper bag is made colour the entire paper bag with a basic colour using acrylic colour and normal size paint brush	1	2	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. demonstrate the process of colouring paper bag to avoid sagging of paper	1	2	-	-
PC14. let the paint dry for at least 30-45 minutes	1	2	-	-
PC15. cut plain paper of required size to make hands and legs of the puppet	1	2	-	-
PC16. attach paper hands and legs to the paper bag body using glue	1	2	-	-
PC17. paste the paper bag along with hands and legs to the cardboard using glue	1	2	-	-
PC18. once puppet is dried, cut glaze paper into shapes to make clothes of puppet using different coloured glaze paper	1	2	-	-
PC19. paste glaze paper of cloth size onto the plain paper puppet using glue	1	2	-	-
PC20. make eyes nose and lips on the puppet using bright colours and marker	1	2	-	-
PC21. cut wool thread into 3-5 inches size to make hair of the puppet	1	2	-	-
PC22. tie puppet hair using ribbon from bottom to make ponytail	1	2	-	-
PC23. paste puppet wool hair on top of the puppet face using glue'	1	2	-	-
PC24. let the puppet dry for 45 minutes	1	2	-	-
<i>Check paper puppet product quality and productivity standards</i>	7	14	-	-
PC25. demonstrate the inspection process based on the quality standard parameters to ensure appropriate cutting, pasting, colouring, dressing, decorating, parts making is being achieved	1	2	-	-
PC26. demonstrate the steps to be followed while maintaining records of inspection results/tests	1	2	-	-
PC27. ensure that there is no wastage of materials	1	2	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC28. prepare a sample template to collect information during inspection based on puppet's hair, face, body parts, color, clothes and pasting quality	1	2	-	-
PC29. achieve periodical targets set by the supervisor	1	2	-	-
PC30. identify different types of parameters required to ensure appropriate amount of inventory is being stored at the time of production	1	2	-	-
PC31. ensure paper pieces are pasted, coloured appropriately	1	2	-	-
NOS Total	31	69	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	HCS/N9013
NOS Name	Carry out the process of making paper puppet
Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts
Occupation	Generic
NSQF Level	4
Credits	2
Version	2.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

Qualification Pack

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.

Qualification Pack

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.

Qualification Pack

- 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

Qualification Pack

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	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. maintain the etiquette, use polite language, demonstrate responsible and disciplined behavior towards colleagues.	3	5	-	-
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	-	-

Qualification Pack

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	Generic
NSQF Level	4
Credits	1
Version	6.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

Qualification Pack

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.

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 and safety related instructions applicable to the workplace.
- PC2.** Use and maintain personal protective equipment as per protocol.
- PC3.** Carry out own activities in line with approved guidelines and procedures.
- PC4.** Maintain a healthy lifestyle and guard against dependency on intoxicants.
- PC5.** Follow environment management system related procedures.
- PC6.** Store materials and tools in line with manufacturers and organisational requirements.
- PC7.** Safely handle and move waste and debris.
- PC8.** Minimize health and safety risks to self and others due to own actions.
- PC9.** Seek clarifications, from supervisors or other authorized personnel in case of perceived risks.
- PC10.** Monitor the workplace and work processes for potential risks and threats.
- 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.** Participate in mock drills/ evacuation procedures organized at the workplace.
- PC14.** Undertake first aid, fire-fighting and emergency response training, if asked to do so.
- PC15.** Take action based on instructions in the event of fire, emergencies or accidents.
- PC16.** Follow organisation procedures for evacuation when required.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Health and safety related practices applicable at the workplace.
- KU2.** Potential hazards, risks and threats based on nature of operations.
- KU3.** Organizational procedures for safe handling of tools.
- KU4.** Potential risks due to own actions and methods to minimize these.
- KU5.** Environmental management system related procedures at the workplace.
- KU6.** Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points.
- KU7.** Potential accidents and emergencies and response to these scenarios.

Qualification Pack

- KU8.** Reporting protocol and documentation required.
- KU9.** Details of personnel trained in first aid, fire-fighting and emergency response.
- KU10.** Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire.
- KU11.** Occupational health and safety risks and methods.
- KU12.** Personal protective equipment and method of use.
- KU13.** Identification, handling and storage of hazardous substances.
- KU14.** Proper disposal system for waste and by-products.
- KU15.** Signage related to health and safety and their meaning.
- KU16.** Importance of sound health, hygiene and good habits.
- KU17.** Ill-effects of alcohol, tobacco and drugs.

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.

Qualification Pack

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>	30	70	-	-
PC1. Comply with health and safety related instructions applicable to the workplace.	2	6	-	-
PC2. Use and maintain personal protective equipment as per protocol.	2	6	-	-
PC3. Carry out own activities in line with approved guidelines and procedures.	2	6	-	-
PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants.	2	6	-	-
PC5. Follow environment management system related procedures.	2	4	-	-
PC6. Store materials and tools in line with manufacturers and organisational requirements.	2	3	-	-
PC7. Safely handle and move waste and debris.	1	3	-	-
PC8. Minimize health and safety risks to self and others due to own actions.	2	4	-	-
PC9. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks.	1	3	-	-
PC10. Monitor the workplace and work processes for potential risks and threats.	1	3	-	-
PC11. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned.	2	3	-	-
PC12. Report hazards and potential risks/ threats to supervisors or other authorized personnel.	3	4	-	-
PC13. Participate in mock drills/ evacuation procedures organized at the workplace.	2	3	-	-
PC14. Undertake first aid, fire-fighting and emergency response training, if asked to do so.	2	4	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15. Take action based on instructions in the event of fire, emergencies or accidents.	2	6	-	-
PC16. Follow organisation procedures for evacuation when required.	2	6	-	-
NOS Total	30	70	-	-

Qualification Pack

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	1
Version	1.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

Qualification Pack

HCS/N9903: Maintain Personal Hygiene

Description

This NOS provides the abilities required for taking responsibility for their own health at the workplace and is about using the correct procedures to prevent, control and minimize risk to them and others at the workplace.

Scope

The scope covers the following :

- adopt healthy work practices
- achieve work productivity while maintaining health

Elements and Performance Criteria

Adopt healthy work practices

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

- PC1.** always cover the mouth and nose with a dust mask while working and keep on changing when it gets blocked with dust
- PC2.** wear safety shoes while visiting the production unit to avoid any damage
- PC3.** wear personal protective equipment while visiting the different departments during production. orexample mask in the washing section, glasses and mask in an assembly line, and gloves in the printing section, etc.
- PC4.** always wash sanitize your hands after a factory unit before touching any document, laptop, cell phone, etc.
- PC5.** undergo preventive health checkups at regular intervals.
- PC6.** take prompt treatment from the doctor in case of illness.

Achieve work productivity while maintaining health

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

- PC7.** follow SOPs for dealing with blisters; scratches; accidental fires or any other type of emergencies at work
- PC8.** ensure no productivity loss or absenteeism from work due to illness
- PC9.** ensure no long-term ill effect on personal health.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** company's policies on personal health and occupational hazard management
- KU2.** company's HR policies.
- KU3.** company's reporting structure
- KU4.** company's emergency evacuation procedure
- KU5.** health risks to the worker at the workplace

Qualification Pack

- KU6.** healthy work practices
- KU7.** how to perform the duties in a way to minimize pollution at the workplace.
- KU8.** what personal protective equipment should be worn and how it is cared for
- KU9.** safe disposal methods for waste
- KU10.** how to provide first-aid treatment at the workplace
- KU11.** emergency procedures to be followed in case of an mishap such as fire accidents etc.

Generic Skills (GS)

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

- GS1.** read personal health instructions and manual
- GS2.** read the usage of various hand tools and personal protection equipment
- GS3.** take notes on descriptions and details of various personal health maintenance procedures
- GS4.** communicate supervisor about the physical symptoms
- GS5.** receive instructions from doctor and supervisor on medical care
- GS6.** how to select appropriate hand tools and personal protection equipment
- GS7.** when to change personal protection equipment during work
- GS8.** how to identify first aid needs in case and of an injury
- GS9.** how to select appropriate hand tools and personal protection equipment
- GS10.** when to change personal protection equipment during work
- GS11.** how to use materials that does not affect customer health / make injury
- GS12.** improve work processes by adopting best safety practices
- GS13.** analyze the usage of appropriate tools and consumables
- GS14.** spot errors and any other disruptions and communicate with solutions

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Adopt healthy work practices</i>	18	48	-	-
PC1. always cover the mouth and nose with a dust mask while working and keep on changing when it gets blocked with dust	3	8	-	-
PC2. wear safety shoes while visiting the production unit to avoid any damage	3	8	-	-
PC3. wear personal protective equipment while visiting the different departments during production. orexample mask in the washing section, glasses and mask in an assembly line, and gloves in the printing section, etc.	3	8	-	-
PC4. always wash sanitize your hands after a factory unit before touching any document, laptop, cell phone, etc.	3	8	-	-
PC5. undergo preventive health checkups at regular intervals.	3	8	-	-
PC6. take prompt treatment from the doctor in case of illness.	3	8	-	-
<i>Achieve work productivity while maintaining health</i>	9	25	-	-
PC7. follow SOPs for dealing with blisters; scratches; accidental fires or any other type of emergencies at work	3	8	-	-
PC8. ensure no productivity loss or absenteeism from work due to illness	3	8	-	-
PC9. ensure no long-term ill effect on personal health.	3	9	-	-
NOS Total	27	73	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	HCS/N9903
NOS Name	Maintain Personal Hygiene
Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts (Ceramics), Handicrafts (Fashion Jewellery), Handicrafts (Stonecraft), Glassware, Metalware, Carpet, Handicrafts (Woodware)
Occupation	Generic
NSQF Level	4
Credits	1
Version	3.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

Qualification Pack

DGT/VSQ/N0102: Employability Skills (60 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Career Development & Goal Setting
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Elements and Performance Criteria

Introduction to Employability Skills

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

- PC1.** identify employability skills required for jobs in various industries
- PC2.** identify and explore learning and employability portals

Constitutional values – Citizenship

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

- PC3.** recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.
- PC4.** follow environmentally sustainable practices

Becoming a Professional in the 21st Century

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

- PC5.** recognize the significance of 21st Century Skills for employment
- PC6.** practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life

Basic English Skills

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

Qualification Pack

- PC7.** use basic English for everyday conversation in different contexts, in person and over the telephone
- PC8.** read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC9.** write short messages, notes, letters, e-mails etc. in English

Career Development & Goal Setting

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

- PC10.** understand the difference between job and career
- PC11.** prepare a career development plan with short- and long-term goals, based on aptitude

Communication Skills

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

- PC12.** follow verbal and non-verbal communication etiquette and active listening techniques in various settings
- PC13.** work collaboratively with others in a team

Diversity & Inclusion

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

- PC14.** communicate and behave appropriately with all genders and PwD
- PC15.** escalate any issues related to sexual harassment at workplace according to POSH Act

Financial and Legal Literacy

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

- PC16.** select financial institutions, products and services as per requirement
- PC17.** carry out offline and online financial transactions, safely and securely
- PC18.** identify common components of salary and compute income, expenses, taxes, investments etc
- PC19.** identify relevant rights and laws and use legal aids to fight against legal exploitation

Essential Digital Skills

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

- PC20.** operate digital devices and carry out basic internet operations securely and safely
- PC21.** use e-mail and social media platforms and virtual collaboration tools to work effectively
- PC22.** use basic features of word processor, spreadsheets, and presentations

Entrepreneurship

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

- PC23.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC24.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC25.** identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

Customer Service

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

- PC26.** identify different types of customers
- PC27.** identify and respond to customer requests and needs in a professional manner.

Qualification Pack

PC28. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC29. create a professional Curriculum vitae (Résumé)

PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively

PC31. apply to identified job openings using offline /online methods as per requirement

PC32. answer questions politely, with clarity and confidence, during recruitment and selection

PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills and different learning and employability related portals

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

KU4. Twenty first (21st) century skills and their importance

KU5. how to use English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up

KU6. importance of career development and setting long- and short-term goals

KU7. about effective communication

KU8. POSH Act

KU9. Gender sensitivity and inclusivity

KU10. different types of financial institutes, products, and services

KU11. how to compute income and expenditure

KU12. importance of maintaining safety and security in offline and online financial transactions

KU13. different legal rights and laws

KU14. different types of digital devices and the procedure to operate them safely and securely

KU15. how to create and operate an e- mail account and use applications such as word processors, spreadsheets etc.

KU16. how to identify business opportunities

KU17. types and needs of customers

KU18. how to apply for a job and prepare for an interview

KU19. apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

GS1. read and write different types of documents/instructions/correspondence

GS2. communicate effectively using appropriate language in formal and informal settings

Qualification Pack

- GS3.** behave politely and appropriately with all
- GS4.** how to work in a virtual mode
- GS5.** perform calculations efficiently
- GS6.** solve problems effectively
- GS7.** pay attention to details
- GS8.** manage time efficiently
- GS9.** maintain hygiene and sanitization to avoid infection

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values – Citizenship</i>	1	1	-	-
PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
PC4. follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	2	4	-	-
PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. understand the difference between job and career	-	-	-	-
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC13. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	2	-	-
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
PC16. select financial institutions, products and services as per requirement	-	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	3	4	-	-
PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Entrepreneurship</i>	2	3	-	-
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	1	2	-	-
PC26. identify different types of customers	-	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
PC29. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC31. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS Total	20	30	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0102
NOS Name	Employability Skills (60 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

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 be 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 centre
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

Minimum Aggregate Passing % at QP Level : 70

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to

Qualification Pack

successfully clear the Qualification Pack assessment.)

Minimum Passing % at NOS Level: 50

(Please note: A Trainee must score the minimum percentage for each NOS separately as well as on the QP as a whole.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
HCS/N9031.Introduction to Puppetry in India	30	70	-	-	100	5
HCS/N9009.Carry out the process of making string puppet	39	61	-	-	100	15
HCS/N9010.Carry out the process of making thermocol puppet	32	68	-	-	100	15
HCS/N9011.Carry out the process of making glove puppet	23	77	-	-	100	15
HCS/N9012.Carry out the process of making rod puppet	23	77	-	-	100	15
HCS/N9013.Carry out the process of making paper puppet	31	69	-	-	100	15
HCS/N9901.Coordinate with colleagues and work as a team	35	65	0	0	100	5
HCS/N9913.Maintain health, safety and security at workplace	30	70	-	-	100	5
HCS/N9903.Maintain Personal Hygiene	27	73	0	0	100	5
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	5
Total	290	660	0	0	950	100

Qualification Pack

Acronyms

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

Qualification Pack

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.

Qualification Pack

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.