



QUALIFICATION FILE

Mat Maker

☒ Short Term Training (STT) ☐ Long Term Training (LTT) ☐ Apprenticeship

☐ Upskilling ☐ Dual/Flexi Qualification ☒ For ToT ☒ ForToA

☒ General ☐ Multi-skill (MS) ☐ Cross Sectoral (CS) ☐ Future Skills ☐ OEM

NCrF/NSQF Level: 2.5

Submitted By: West Bengal State Council of Technical & Vocational Education and Skill Development

Submitting Body Name: West Bengal State Council of Technical & Vocational Education and Skill Development, Karigari Bhavan (5th Floor), Plot-B/7, Action Area-III, New Town, Kolkata-700160

Submitting Body Contact Details:

Position in the organization: Chief Administrative Officer

Address if different from above: Same as above

Tel number(s): 033-2340-3717

E-mail address: caowbsctvesd2024@gmail.com

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Section 1: Basic Details

1.	Qualification Name	Mat Maker STC-HAC/2025/1523													
2.	Sector/s	Handicrafts and Carpets													
3.	Type of Qualification: ☒ New ☐ Revised ☐ Has Electives/Options ☐ OEM	NQR Code & version of existing/previous qualification: (change to previous, once approved) NA	Qualification Name of existing/previous version: NA												
4.	a. OEM Name b. Qualification Name (Wherever applicable)														
5.	National Qualification Register (NQR) Code & Version (Will be issued after NSQC approval)	QG-2.5-HC-03530-2025-V1-WBSC	6. NCrF/NSQF Level: 2.5												
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other) (Wherever applicable specify multiple entry/exits also & provide details in annexure)	Certificate													
8.	Brief Description of the Qualification	Mat Maker is responsible for crafting high-quality mats using various materials such as fabric, Korai Grass. The candidate will possess expertise in cutting, shaping and assembling materials to create aesthetically pleasing and durable mats on handloom for various purposes including decoration, utility and artistic expression.													
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a)Entry Qualification & Relevant Experience: <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Grade 9</td> <td>Nil</td> </tr> <tr> <td>2.</td> <td>8th Grade</td> <td>1.5 year</td> </tr> <tr> <td>3.</td> <td>5th Grade</td> <td>6 years</td> </tr> </tbody> </table> b.Age: 18 Years		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1	Grade 9	Nil	2.	8 th Grade	1.5 year	3.	5 th Grade	6 years
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)													
1	Grade 9	Nil													
2.	8 th Grade	1.5 year													
3.	5 th Grade	6 years													

10 Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	10	11. Common Cost Norm Category (I/II/III) (wherever applicable): II																		
12 Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)	NA																			
13 Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)	☒ Offline ☐ Online ☐ Blended <table border="1"> <thead> <tr> <th>Training Delivery Modes</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th>INDUSTRY EXPOSURE/OJT Mandatory (Hours)</th> <th>INDUSTRY EXPOSURE/OJT Recommended (Hours)</th> <th>Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td>100</td> <td>140</td> <td>60</td> <td></td> <td>300</td> </tr> <tr> <td>Total</td> <td>100</td> <td>140</td> <td>60</td> <td></td> <td>300</td> </tr> </tbody> </table> (Refer Blended Learning Annexure for details)		Training Delivery Modes	Theory (Hours)	Practical (Hours)	INDUSTRY EXPOSURE/OJT Mandatory (Hours)	INDUSTRY EXPOSURE/OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	100	140	60		300	Total	100	140	60		300
Training Delivery Modes	Theory (Hours)	Practical (Hours)	INDUSTRY EXPOSURE/OJT Mandatory (Hours)	INDUSTRY EXPOSURE/OJT Recommended (Hours)	Total (Hours)															
Classroom (offline)	100	140	60		300															
Total	100	140	60		300															
14 Aligned to NCO/ISCO Code/s (if no code is available mention the same)	NCO-2015/ 7317.0800,7317.0900																			
15 Progression path after attaining the qualification (Please show Professional and Academic progression)	Vertical Progression: Creative Mat Weaver																			
16 Other Indian languages in which the Qualification & Model Curriculum are being submitted	NA																			
17 Is similar Qualification(s) available on NQR- if yes, justification for this qualification	☐ Yes ☒ No URLs of similar Qualifications:																			
18 Is the Job Role Amenable to Persons with Disability	☐ Yes ☒ No If "Yes", specify applicable type of Disability:																			
19 How Participation of Women will be Encouraged	Women as part of self-help groups take part in this training and then go for self-employment as well as wage employment																			
20 Are Greening/ Environment Sustainability Aspects Covered (Specify the NOS/Module which covers it)	☐ Yes ☒ No Module1: Occupational Safety hazard HAC/1523/OC1																			
21 Is Qualification Suitable to be Offered in Schools/Colleges	Schools ☒ Yes ☐ No Colleges ☒ Yes ☐ No																			
22 Name and Contact Details of Submitting / Awarding Body SPOC (In case of CS or MS, provide details of both Lead AB & Supporting ABs)	Name: Subrato Sarkar, Chief Administrative Officer Email: caowbsctvesd2024@gmail.com Contact No.: 033-2340-3717																			

		Website: sctvesd.wb.gov.in			
23	Final Approval Date by NSQC:18/02/2025	24. Validity Duration: 3 years			25. Next Review Date 17/02/2028

Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer curriculum document.

Th.-Theory **Pr.**-Practical **OJT**-On the Job **Man.**-Mandatory Training **Rec.**-Recommended **Proj.**-Project

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/ NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	INDUSTRY EXPOSURE /OJT-Man.	INDUSTRY EXPOSURE/ OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.	Apply safe working practices.	HAC/1523/OC1, & 1.0	Core	2.5	1	10	20			30	20	90			110	11%
2.	Describe the roles of Mat Maker.	HAC/1523/OC2, & 1.0	Core	2.5	1	10	20			30	20	90			110	11%
3.	Recognize essential tools, equipment and materials.	HAC/1523/OC3, & 1.0	Core	2.5	1	10	20			30	20	90			110	11%
4.	Demonstrate processing of raw materials	HAC/1523/OC4, & 1.0	Core	2.5	1	10	20			30					110	11%

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/ NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	INDUSTRY EXPOSURE /OJT-Man.	INDUSTRY EXPOSURE/ OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
											20	90				
5.	Execute basic weaving operations for Mat products.	HAC/1523/OC5, & 1.0	Core	2.5	1	10	20			30	30	110			140	14%
6.	Produce Mat from raw material.	HAC/1523/OC6, & 1.0	Core	2.5	1	10	20			30	30	110			140	14%
7.	Set up a small unit for mat product	HAC/1523/OC7, & 1.0	Core	2.5	1	10	20			30	10	70			80	8%
8.	Work in real job situation with emphasis on basic safety and hazards.	HAC/1523/OC8, & 1.0	Core	2.5	2	0	0	60		60	0	0	150		150	15%
9.	Employability Skills- 30 hrs.	DGT/VSQ/N0101,& 1.0	Non-Core	2.5	1	30	0			30	50	0			50	5%
Duration (in Hours) / Total Marks						100	140	60		300	200	650	150		1000	

Elective NOS/s: NA

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	INDUSTRY EXPOSURE/OJT-Man.	INDUSTRY EXPOSURE/OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.																
2.																
Duration (in Hours) / Total Marks																

Optional NOS/s: NA

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core / Non-Core	NCrF/NSQ F Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	INDUSTRY EXPOSURE/OJT T-Man.	INDUSTRY EXPOSURE/OJT -Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.																
2.																
3.																
Duration (in Hours) / Total Marks:																

Assessment - Minimum Qualifying Percentage

Please specify **any one** of the following:

Minimum Pass Percentage –Aggregate at qualification level: Th. 60% & Pr70%(Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

Minimum Pass Percentage –NOS/Module-wise: %(Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module to successfully clear the assessment.)

Section 3: Training Related

1.	Trainer's Qualification and experience in the relevant sector (in years)(as per NCVET guidelines)	8 th pass with 8 years experience in Mat craft making/10 th pass with 5 years experience in mat weaving and 1 year of teaching experience in the relevant field/CTS/ATS in Weaving Technician with 2 years experience in the Mat/Carpet weaving sector and 1 year teaching experience in the relevant field AND Certified for Job Role: "Mat Maker" mapped to QP: "STC-HAC/2025/1523". Minimum accepted score is 80%. AND Certified for the Job Role: "Trainer(VET & skills)", mapped to the Qualification Pack: "MEP/Q2601, v2.0". Minimum accepted score is 80%.
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	8 th pass with 8 years experience in Mat craft making /10 th pass with 5 years experience in mat weaving and 1 year of teaching experience in the relevant field/CTS/ATS in Weaving Technician with 2 years experience in the Mat/Carpet weaving sector and 1 year teaching experience in the relevant field AND Certified for Job Role: "Mat Maker" mapped to QP: "STC-HAC/2025/1523". Minimum accepted score is 80%. AND Certified for the Job Role: "Trainer(VET & skills)", mapped to the Qualification Pack: "MEP/Q2601, v2.0". Minimum accepted score is 80%. Certified on any domain skill of NSQF Level 5 with experience in training activities in similar field.
3.	Tools and Equipment Required for Training	☒ Yes ☐ No (If "Yes", details to be provided in Annexure)

4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	NO
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Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	8 th pass with 10 years experience in Mat craft making /10 th pass with 7 years experience in mat weaving and 2 year of teaching experience in the relevant field/CTS/ATS in Weaving Technician with 4 years experience in the Mat/Carpet weaving sector and 2 years teaching experience in the relevant field. AND Certified for Job Role: "Mat Maker" mapped to QP: "STC-HAC/2025/1523". Minimum accepted score is 80%. AND Certified for the Job Role: "Assessor(VET & skills)", mapped to the Qualification Pack: "MEP/Q2701,v2.0". Minimum accepted score is 80%. Assessor will be required to be empaneled with WBSCTVESD upon successfully clearing TOA in relevant job role to be conducted from time to time by WBSCTVESD.
2.	Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	8 th pass with 10 years experience in Mat craft making /10 th pass with 7 years experience in mat weaving and 2 year of teaching experience in the relevant field/CTS/ATS in Weaving Technician with 4 years experience in the Mat/Carpet weaving sector and 2 years teaching experience in the relevant field
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	8 th pass with 10 years experience in Mat craft making /10 th pass with 7 years experience in mat weaving and 2 year of teaching experience in the relevant field/CTS/ATS in Weaving Technician with 4 years experience in the Mat/Carpet weaving sector and 2 years teaching experience in the relevant field
4.	Assessment Mode(Specify the assessment mode)	Offline
5.	Tools and Equipment Required for Assessment	☒ Same as for training ☐ Yes ☐ No (details to be provided in Annexure-if it is different for Assessment)

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	Latest Skill Gap Study (not older than 2 years)(Yes/No): No
2.	Latest Market Research Reports or any other source (not older than 2years) (Yes/No): NO
3.	Government /Industry initiatives/ requirement (Yes/No): NO
4.	Number of Industry validation provided: 16
5.	Estimated nos. of persons to be trained and employed: 126 per year
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: Yes If "No", why:

Section 6: Annexure & Supporting Documents Check List
Specify Annexure Name / Supporting document file name

1.	Annexure: NCrf/NSQF level justification based on NCrf level/NSQF descriptors (Mandatory)	Annexure 1
2.	Annexure: List of tools and equipment relevant for qualification (Mandatory, except in case of online course)	Annexure 2
3.	Annexure: Detailed Assessment Criteria (Mandatory)	Annexure 6
4.	Annexure: Assessment Strategy (Mandatory)	Annexure 7
5.	Annexure: Blended Learning (Mandatory, in case selected Mode of delivery is “Blended Learning”)	NA
6.	Annexure: Multiple Entry-Exit Details (Mandatory, in case qualification has multiple Entry-Exit)	NA
7.	Annexure: Acronym and Glossary (Optional)	Annexure 8
8.	Supporting Document: Model Curriculum (Mandatory – Public view)	Yes
9.	Supporting Document: Career Progression (Mandatory - Public view)	Yes in Q file
10.	Supporting Document: Occupational Map (Mandatory)	Yes in Q File
11.	Supporting Document: Assessment SOP (Mandatory)	Yes in Model Curriculum
12.	Any other document you wish to submit:	NO

Annexure1: Evidence of Level

NCrf/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrf/NSQF level descriptor	NCrf/NSQF Level
Professional Theoretical Knowledge/Process	Job holder will be able to produce mats using various materials which may required limited range of activities routine and predictable - Recognize tools, equipment and materials used in Mat Craft Work - Identify key raw materials like mat grass, cotton yarn and stitching threads - Execute dyeing techniques on mat grass and cotton yarn. - Evaluate the technique and efficiency of yarn reeling using a charka. - Measure and cut yarn accurately for mat dimensions. - Execute basic weaving operations.	Job holder will understand and comply with safety practices while undertaking mat craft work. The nature of work involved is repetitive and routine. The learner is expected to - Identify tools, equipment and consumables correctly - Identify various raw materials used in mat crafting such as mat grass, cotton yarn and stitching thread, - Practice dyeing mat grass and cotton yarn using both natural and chemical dyeing methods.	2.5

	• Verify the prepared mat as per design and specification • Identify and rectify common weaving errors in practice. • Create products through cutting, stitching, value adding using tailoring machines, straight stitching and zigzag joining.	• Explore various weaving patterns like diamond, fish bone, wave, check, honey comb, falls etc. • Practice size estimation for prototype creation. • Operate the tailoring machine and solve minor issues. • Practice on Stitching of piping in border through tailoring machine. • Assemble and fit attachments as per requirements • Practice on Hand stitching and finishing of the item • Properly package for storing and displaying of the craft item.	
Professional and Technical Skills/ Expertise/ Professional Knowledge	Possesses knowledge involving a defined range of standard procedures employed in routing contexts. Basic facts, process and principle applied in trade of employment. • Understands the basic concept of timely delivery and quality • Safely handling and maintenance of tools and equipment • Key raw material identification. • Dying techniques of mat grass and cotton yarn. • Mat grass harvesting & processing • Reeling of different types of yarn. • Various patterns creation on looms • Sewing machine operation • Mat sheet cutting as per specification and design • Procedure of delivery of finished products.	Job holder will possess the basic concepts, facts, principles and processes in relation with mat craft making. He/ She has brief & fundamental idea about Tools equipment used for mat crafting. Required Raw materials, dying techniques of mat grass and cotton yarn, yarn reeling in charka, various pattern creation in loom, sewing machine operation and minor issues resolution, mat sheet cutting as per design	2.5
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	A range of skills and technical capabilities of carrying out a choice of processes and procedures within the range of familiar contexts. The learner will have the required skills for identification of the problem and issues within the range of familiar contexts and generate possible solution • Use, maintain and store tools, equipment and materials efficiently	The job holder will demonstrate use of various tools and raw materials, machines. He/ she will be also able to demonstrate proper practices in mat crafting work. The range of application of practical skill is narrow and repetitive. Skills to identify the relevant tools and materials in given context.	2.5

	• Manage inventory, prevent resource wastage, and maintain proper documentation. • Process raw materials for production • Weave various patterns like diamond, fish bone, wave, check, honey comb, falls etc. on looms • Measure and cut yarn accurately for mat dimensions • Operate the tailoring machine and solve minor issues. • Cut mat sheets as per specifications and designs. • Properly package for storing and displaying of the craft item • Inspect the finished product in terms of perfect stitching, trimming, usefulness, aesthetic beauty, neatness etc.	Possesses operational knowledge and understanding of the work/ job. Skill to deliver job/work with reasonable precision.	
Broad Learning Outcomes/Core Skill	Working as a member of a team/within a team. Display personal motivation. Positive attitude & passion for work. Good skills in written and oral communication with some clarify, basic knowledge of language to support such communication. The job holder will be able to • Read at least two languages, preferably in the local language of the site and basic English • Read and interpret safety sign boards, signage, tags etc. provided at work place • Speak in at least one language, preferably in one of the local languages of the site • Listen and interpret instructions / communication by co-workers • Listen and follow instructions given by supervisor • Orally and effectively communicate with team members • Engage in basic financial and banking transactions • Understand principles of time management and entrepreneurship	The job holder will be able to communicate clearly, both in writing and orally, with co-workers, supervisors and customers. Intermediate literacy and numeracy skills He/ She will be able to use basic arithmetic calculations for his work and use basic banking services both on professional and personal level.	2.5
Responsibility	The job holder will work under the close supervision of supervisor and he will be responsible for work related to mat crafting.	Job holder takes responsibility for delivery and quality of work and tangible output. He/ She is required to carry out functions independently and under supervision in certain cases.	2.5

Annexure 2: Tools and Equipment(Lab Set-Up)

List of Tools and Equipment

Batch Size: 30

S.N	Tools &Equipment	Unit
1	Black board	1 no.
2	Chalk	2 packets
3	Duster	1no.
4	Scale	30 nos.
5	Measuring tape	30 nos.
6	V-shaped Knife	5 nos.
7	Pointed knife	5 nos.
8	Scissor	30 nos.
9	Cutter	30 nos.
10	Chopper	10 nos.
11	Sana Handloom	15 nos.
12	Drumming Set	2 nos.
13	Reeling Charka set	5 nos.
14	Zig-Zag/IndustrialSewing machine	10 nos.
15	Sitting tools	30 nos.
16	Table	5 nos
17	Helmet	5 nos.
18	Nose mask	5 nos.
19	Gloves	5 nos.

20	First Aid Kit	1 no.
21	Fire Extinguisher	1 set
22	Hole puncher	5 nos.
23	Mat grass	5 qtls.
24	Cotton yarn	1 qtls
25	Cloth	1000 mtr
26	Stitching Thread	750 pcs.
27	Stainless steel vessel	2nos.
28	Iron Pot	2nos.
29	Oven	5 nos.
30	Treatment Chamber	1 no.
31	Dyeing Shed	1 no.
32	Adhesive	5 nos.
33	Sponge	2nos.
34	Rubber Sheet	2nos.
35	Chemical Color(BN-Blue, Red, Yellow)	As required

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. White Board
2. White board writing pen
3. Projector
4. Computer

Annexure3: Industry Validations Summary

Provide the summary information of all the industry validations in table. This is not required for OEM qualifications.

Sl. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1.	Pratima Mat Industries	Ashok Jana	Proprietor	Sarta, Sabang, Paschim Medinipur, WB-721467	9733728742	pmiajana@gmail.com	
2.	Soumik Mat Centre	Supriti Jana	Proprietor	Sarta, Sabang, Paschim Medinipur, WB-721467	8768946110	somnath96jana@gmail.com	
3.	Sherpa Shop Jaigaon	Lapoo Sherpa	Proprietor	Jaigon, Alipurduar, West Bengal-736182	9593736441	lapoosherpa@gmail.com	
4	Maa Ambika Carpet	Ambika Halder	Proprietor	Vill-Paharpur, Beldanga-I, Murshidabad, pin-742133	9382676117	ambikahalder11@gmail.com	
5.	Combative Hospitality Private Limited	Suman Ghosh	Director	Bamnia.Indas.Bankura, West Bengal, 722201	7688091421	combativepvtltd@gmail.com	
6	Gobindapur Motha Mat REH O Silpa Samabay Samity Ltd	Nirmal Debnath	Proprietor	Near Gazole Police station, Maldah, Pin-732124	8972302584	gobindapurmothamat@gmail.com	
7	B. Ventures	Dhanush Bhaskar	Proprietor		9864281190	bventure.ind@gmail.com	
8	AprinsAgro& Livelihood pvt. ltd	Chandan Barthakar	CEO	Guwahati Assam, hatigar	9678901829	aprinsassam5@gmail.com	
9	Craft BRZEE	Subrata Das	Director	Udaydur, Gomati,Tripura	8014729288		
10	Nabadiganta Welfare Society	Payel Roy	Secretary	Sonamura town, Gomati,Tripura	8256987787	payelroy@gmail.com	

11	Bagma Agri Producer Co. Ltd	Sudip Mazumdar	Director	Dakshin Bagma, Udaipur, Gomati District, Tripura	9862020763	bapcl@gmail.com	
12	Ecoworld Zilpa Producer Company Limited	Subrata Das	Founder	Sonamura town, Gomati, Tripura-799120	8014729288	subratadasbio@gmail.com	
13	Tripura Craft	Prasenjit Roy	Founder	Aralia, Agarala, West Tripura, Tripura-799004	7005211363	tripuracrafts.2017@gmail.com	
14	M.J. Enterprise	Mukti Nath Gogoi	Proprietor		8638557107	muktigogoi@gmail.com	
15	Kalimata Mat Weaving	Chandan Mula	Proprietor	Vill. +P.O.-Ruinan, P.S.-Sabang, Dist.-Paschim Medinipur, Pin 721144	9734736117	kalimatamat@gmail.com	
16	Krishna Gopal Fab & Loom	Anjan Das	Proprietor		6002695793	gopalkrishf22@gmail.com	

Annexure4: Training & Employment Details
Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2025-28	500	100% self employed	450	100% self employed	----	----

Training, Assessment, Certification, and Placement Data for previous versions of qualifications:

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed
1.0	2024	126	56	56	100% (self-employed)	121	54	54	100% (self-employed)	----	----	----	----

List Schemes in which the previous version of Qualification was implemented:

1. State Level Short Term Program under “Utkarsh Bangla” Scheme.

Content availability for previous versions of qualifications:

☐ Participant Handbook ☐ Facilitator Guide ☐ Digital Content\ ☐ Qualification Handbook ☐ Any Other:

Languages in which Content is available: English

Annexure5: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools: NA

Refer NCVET “Guidelines for Blended Learning for Vocational Education, Training & Skilling” available

on: <https://ncvet.gov.in/sites/default/files/Guidelines%20for%20Blended%20Learning%20for%20Vocational%20Education,%20Training%20&%20Skilling.pdf>

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline : Online Ratio
1	☐ Theory/ Lectures - Imparting theoretical and conceptual knowledge	NA	NA
2	☐ Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	NA	NA
3	☐ Showing Practical Demonstrations to the learners	NA	NA
4	☐ Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	NA	NA
5	☐ Tutorials/ Assignments/ Drill/ Practice	NA	NA
6	☐ Proctored Monitoring/ Assessment/ Evaluation/ Examinations	NA	NA
7	☐ Industry Exposure/OJT/ Project Work Internship/ Apprenticeship Training	NA	NA

Annexure6: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Occupational Safety hazard HAC/1523/OC1	Apply safe working practices.	20	90		
	(1.1) Use proper personal protective equipment. (1.2) Follow safety rules and procedures. (1.3) Apply safe working practices (1.4) Apply basic first aid to address common accidents				

	(1.5) Maintain a clean, organized and safe work environment (1.6) Practice safe handling and usage of tools, chemical and equipment involved in mat crafting.				
	Total Marks	20	90		
Role of Mat Maker HAC/1523/OC2	Describe the roles of Mat Maker.	20	90		
	(2.1) Explain the role and duties of a Mat Maker.				
	(2.2) Describe the selection of materials and basic weaving techniques.				
	(2.3) Communicate queries and issues effectively.				
	(2.4) Recognize job opportunities in the mat craft industry.				
	Total Marks	20	90		
Tools, Equipment & Consumables HAC/1523/OC3	Recognize essential tools, equipment and materials.	20	90		
	(3.1) Identify tools, equipment and consumables.				
	(3.2) Follow safety protocols for handling and storing tools.				
	(3.3) Maintain stock and prevent theft or damage.				
	(3.4) Dispose of waste properly in designated areas.				
	(3.5) Store and clean equipment after use.				
	(3.6) Keep accurate records of inventory and stock updates.				
	(3.7) Apply techniques to minimize waste generation.				
	Total Marks	20	90		
Processing of Raw materials HAC/1523/OC4	Demonstrate processing of raw materials.	20	90		
	(4.1) Identify key raw materials like mat grass, cotton yarn, cloth and stitching threads.				
	(4.2) Classify types of mat grass based on strength and durability.				
	(4.3) Demonstrate basic hand stitches such as running and backstitch.				
	(4.4) Execute dyeing techniques on mat grass and cotton yarn.				
	(4.5) Engage in cultivation, harvesting and processing of mat grass effectively.				
	(4.6) Recognize material quality for optimal mat production use				
	Total Marks	20	90		
Weaving operations HAC/1523/OC5	Execute basic weaving operations for Mat products.	30	110		
	(5.1) Operate the charkha efficiently for reeling yarn.				
	(5.2) Perform the drumming and warping of cotton yarn.				
	(5.3) Weave mats and sheets in specified widths, lengths and design variations.				
	(5.4) Inspect woven items visually for errors and quality defects.				

	(5.5) Verify the size and design specifications of the woven mats.				
	(5.6) Rectify weaving errors as per supervisor instructions.				
	Total Marks	30	110		
Production of Mat HAC/1523/OC6	Produce Mat from raw material.	30	110		
	(6.1) Estimate size accurately for prototypes and mat crafting.				
	(6.2) Operate the Zig-Zag/Industrial sewing machine with basic troubleshooting skills.				
	(6.3) Cut and assemble materials precisely as per design.				
	(6.4) Apply finishing techniques with clean stitching and edges.				
	(6.5) Evaluate product quality for functionality, neatness and appeal.				
	(6.6) Test and package finished items as per quality guidelines.				
	Total Marks	30	110		
Set up new business HAC/1523/OC7	Set up a small unit for mat product.	10	70		
	(7.1) Define the mission, vision, and goals of the garment business unit.				
	(7.2) Identify target markets, industry trends and competitors.				
	(7.3) Identify various funding sources and their applications.				
	(7.4) Create a comprehensive operational plan covering production and logistics.				
	(7.5) Create realistic financial projections including income and expenses.				
	(7.6) Explain the system for tracking business performance using KPIs.				
	(7.7) Record various cash transactions accurately using appropriate methods.				
	(7.8) Practice compliance with GST concepts.				
	(7.9) Utilize inventory management tools to maintain accurate stock levels.				
	Total Marks	10	70		
Industry Exposure/OJT HAC/1523/OC8	Work in real job situation with emphasis on basic safety and hazards	0	0	150	
	(8.1) Assessor will check report prepared for this component of training of the course and assess whether competency has been developed to work in the real job situation with special emphasis on basic safety and hazards in this domain. (The trainee is expected to undertake work in actual workplace under any supervisor / contractor for 60 Hours.)				
	Total Marks	0	0	150	
Employability Skills DGT/VSQ/N0101	Employability Skill-30 Hrs	50	0		
	(9.1) As per NCVET guided course module				
	Total Marks	50	0		
Grand Total		200	650	150	

Annexure7: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

Mention the detailed assessment strategy in the provided template.

1. Assessment System Overview:

- Batches assigned to WBSCTVE&SD for conducting the assessment online through Portal with two probable dates for Assessment
- WBSCTVE&SD deploys the ToA certified Assessor for executing the assessment
- WBSCTVE&SD monitors the assessment process & records

2. Testing Environment:

- Check the Assessment location, date and time
- If the batch size is more than 30, then Assessment will spill over to consecutive days.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) are verified by the other SME
- Questions are mapped to the specified assessment criteria
- Assessor must be ToA certified.

4. Types of evidence or evidence-gathering protocol:

- reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding

5. Method of verification or validation:

- Surprise visit to the assessment location

6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored

On the Job:

1. Each module will be assessed separately.
2. The pass criteria is as per norms set by WBSCTVE&SD in respect of Qualification Files
3. Tools of Assessment that will be used for assessing whether the candidate is having desired skills, understanding needs & requirements, and perform Soft Skills effectively:
 - Videos / portfolio of Trainees during Industry Exposure/OJT
4. Assessment of each Module will ensure that the candidate is able to:
 - Effective engagement with the stakeholders
 - Understand the working of various tools and equipment
 - Deliver the job assigned to him/her in conformity with job responsibility ascribed to Qualification File.

Annexure 8: Acronym and Glossary

Acronym

Acronym	Description
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AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

Glossary

Term	Description
National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf