



QUALIFICATION FILE

Production Supervisor- Sewing

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

☐ Upskilling ☐ Dual/Flexi Qualification ☐ For ToT ☐ For ToA

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

NCrF/NSQF Level: 5

Submitted By:

Apparel, Made-ups & Home Furnishing Sector Skill Council

3rd floor, Flat No. A-312 To A-323, Somdatt Chamber-I,

Bhikaji Cama Place,

Africa Avenue,

New Delhi - 110066

Email id: ceo@sscamh.com

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Section 1: Basic Details

1.	Qualification Name	Production Supervisor- Sewing																	
2.	Sector/s	Apparel																	
3.	Type of Qualification: <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Has Electives/Options <input type="checkbox"/> OEM	NQR Code & version of existing/previous qualification: QG-05-AP-01777-2024-V1.1-AMHSSC, Version 3.0		Qualification Name of existing/previous version: Production Supervisor- Sewing															
4.	a. OEM Name b. Qualification Name (Wherever applicable)	NA																	
5.	National Qualification Register (NQR) Code &Version (Will be issued after NSQC approval)	QG-05-AP-01777-2024-V2-AMHSSC, Version 4.0	6. NCrf/NSQF Level: 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	A Production Supervisor-Sewing guides activities of operators and/or other employees engaged in the process of manufacturing, inspection, processing and related activity. Production Supervisor plans and allocates resources and monitors schedules. Their work includes checking output, input material, equipment and ensuring process controls. They communicate, simplify, and interpret specifications, job orders, and procedures for operators and provide solutions to problems that affect the desired output and organizational goals. They also train employees for continual improvement and to achieve the organizational objectives.																	
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: b. <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>UG Diploma or equivalent</td> <td>1-year relevant experience</td> </tr> <tr> <td>2</td> <td>UG Certificate</td> <td>3-year relevant experience</td> </tr> <tr> <td>3</td> <td>12th or Equivalent</td> <td>4-year relevant experience</td> </tr> <tr> <td>4</td> <td>Previous relevant Qualification of NSQF Level 4</td> <td>3-year relevant experience</td> </tr> </tbody> </table>			S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1	UG Diploma or equivalent	1-year relevant experience	2	UG Certificate	3-year relevant experience	3	12th or Equivalent	4-year relevant experience	4	Previous relevant Qualification of NSQF Level 4	3-year relevant experience
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)																	
1	UG Diploma or equivalent	1-year relevant experience																	
2	UG Certificate	3-year relevant experience																	
3	12th or Equivalent	4-year relevant experience																	
4	Previous relevant Qualification of NSQF Level 4	3-year relevant experience																	

		c. Age: 20 years																						
10.	Credits Assigned to this Qualification, Subject to Assessment <i>(as per National Credit Framework (NCrF))</i>	19	11. Common Cost Norm Category (I/II/III) <i>(wherever applicable):</i> Category I																					
12.	Any Licensing requirements for Undertaking Training on This Qualification <i>(wherever applicable)</i>	NA																						
13.	Training Duration by Modes of Training Delivery <i>(Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</i>	<input checked="" type="checkbox"/> Offline <input type="checkbox"/> Online <input type="checkbox"/> Blended <table border="1"> <thead> <tr> <th>Training Delivery Modes</th><th>Theory (Hours)</th><th>Practical (Hours)</th><th>OJT Mandatory (Hours)</th><th>OJT Recommended (Hours)</th><th>Total (Hours)</th></tr> </thead> <tbody> <tr> <td>Classroom (offline)</td><td>180</td><td>330</td><td>60</td><td>0</td><td>570</td></tr> <tr> <td>Online</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <i>(Refer Blended Learning Annexure for details)</i>					Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	180	330	60	0	570	Online					
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)																			
Classroom (offline)	180	330	60	0	570																			
Online																								
14.	Aligned to NCO/ISCO Code/s <i>(if no code is available mention the same)</i>	NCO-2015/3122.3551																						
15.	Progression path after attaining the qualification <i>(Please show Professional and Academic progression)</i>	QC Executive - Sewing Line (Horizontal) Production Manager (Vertical)																						
16.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	Hindi																						
17.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:																						
18.	Is the Job Role Amenable to Persons with Disability	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", specify applicable type of Disability: NA																						
19.	How Participation of Women will be Encouraged	Skilled women workforce will find jobs with organised apparel exporters, manufacturers.																						
20.	Are Greening/ Environment Sustainability Aspects Covered <i>(Specify the NOS/Module which covers it)</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																						
21.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																						
22.	Name and Contact Details of Submitting / Awarding Body SPOC <i>(In case of CS or MS, provide details of both Lead AB & Supporting ABs)</i>	Name: Amit Singh, Email: jdgs@sscammh.com , Contact No.: 09599929121, Website: www.sscammh.com																						
23.	Final Approval Date by NSQC: 17/12/2024	24. Validity Duration: 36 Months			25. Next Review Date 17/12/2027																			

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.	OJT - Man.	OJT - Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1	Plan and organize sewing processes & understand the production specification and process	AMH/N2101 V 3.0	Core	5	4	45	75	0	0	120	12	45	0	8	65	14%
2	Supervise sewing operations & Coordinate and Plan production as per specifications and schedule	AMH/N2102 V 4.0	Core	5	3	30	60	0	0	90	14	49	0	7	70	16%
3	Execute and monitor production as per the plan, schedule and quality norms & maintain tools equipment and machinery	AMH/N2103 V 3.0	Core	5	3	21	69	0	0	90	14	49	0	7	70	16%
4	Manage performance and relations with people in the group and out of the group	AMH/N2104 V 3.0	Core	5	4	15	45	60	0	120	9	32	0	4	45	10%
5	Ensure workplace orderliness and efficiently operate tools and machinery.	AMH/N0619 V 1.0	Non-Core	5	1	15	15	0	0	30	14	49	0	7	70	15%
6	Promote and sustain safety, health, and security in workplace, while fostering Gender and Persons with Disabilities (PWD) Sensitization	AMH/N0620 V 1.0	Non-Core	5	1	15	15	0	0	30	22	12	0	6	40	9%
7	Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices	AMH/N0621 V 1.0	Non-Core	5	1	15	15	0	0	30	20	10	0	10	40	9%
8	Employability Skills	DGT/VSQ/N0102 V 1.0	Non-Core	4	2	24	36	0	0	60	20	30	0	0	50	11%
Duration (in Hours) / Total Marks					19	180	330	60	0	570	125	276	0	49	450	100%

Assessment - Minimum Qualifying Percentage

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

Minimum Pass Percentage – Aggregate at qualification level: 70 % (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

Minimum Pass Percentage – NOS/Module-wise: NA % (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)	Diploma/ITI with 4 Year of relevant industry experience in Production Supervision OR Graduation with 3 Year of relevant industry experience in Production Supervision OR Post graduate diploma with 2 Year of relevant industry experience in Production Supervision OR Post Graduate with 1 Year of relevant industry experience in Production Supervision
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Diploma/ITI with 4 Year of relevant industry experience in Production Supervision OR Graduation with 3 Year of relevant industry experience in Production Supervision OR Post graduate diploma with 2 Year of relevant industry experience in Production Supervision OR Post Graduate with 1 Year of relevant industry experience in Production Supervision
3.	Tools and Equipment Required for Training	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes", details to be provided in Annexure) Refer Annexure
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	NA

Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	ITI with 4 Year of relevant industry experience in Production Supervision OR Diploma with 4 Year of relevant industry experience in Production Supervision OR Graduation with 3 Year of relevant industry experience in Production Supervision OR
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		Post graduate diploma with 2 Year of relevant industry experience in Production Supervision OR Post Graduate with 1 Year of relevant industry experience in Production Supervision
2.	Proctor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	ITI with 4 Year of relevant industry experience in Production Supervision OR Diploma with 4 Year of relevant industry experience in Production Supervision OR Graduation with 3 Year of relevant industry experience in Production Supervision OR Post graduate diploma with 2 Year of relevant industry experience in Production Supervision OR Post Graduate with 1 Year of relevant industry experience in Production Supervision
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	ITI with 4 Year of relevant industry experience in Production Supervision OR Diploma with 4 Year of relevant industry experience in Production Supervision OR Graduation with 3 Year of relevant industry experience in Production Supervision OR Post graduate diploma with 2 Year of relevant industry experience in Production Supervision OR Post Graduate with 1 Year of relevant industry experience in Production Supervision
4.	Assessment Mode <i>(Specify the assessment mode)</i>	Offline
5.	Tools and Equipment Required for Assessment	<input checked="" type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(details to be provided in Annexure-if it is different for Assessment)</i>

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): Yes
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): Yes
3.	Government /Industry initiatives/ requirement (Yes/No): Yes
4.	Number of Industry validation provided: 21
5.	Estimated nos. of persons to be trained and employed: 5620

6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: <i>Ministry of Textiles is Line Ministry of AMHSSC.</i> If “No”, why: NA
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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 <i>(Mandatory)</i>	NCrf/NSQF level justification based on NCrf level/NSQF descriptors
2.	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	List of tools and equipment relevant for qualification
3.	Annexure: Detailed Assessment Criteria <i>(Mandatory)</i>	Detailed Assessment Criteria
4.	Annexure: Assessment Strategy <i>(Mandatory)</i>	Assessment Strategy
5.	Annexure: Blended Learning <i>(Mandatory, in case selected Mode of delivery is “Blended Learning”)</i>	Offline Learning Mode
6.	Annexure: Multiple Entry-Exit Details <i>(Mandatory, in case qualification has multiple Entry-Exit)</i>	NA
7.	Annexure: Acronym and Glossary <i>(Optional)</i>	Acronym and Glossary
8.	Supporting Document: Model Curriculum <i>(Mandatory – Public view)</i>	Model Curriculum
9.	Supporting Document: Career Progression <i>(Mandatory - Public view)</i>	Career Progression
10.	Supporting Document: Occupational Map <i>(Mandatory)</i>	Occupational Map
11.	Supporting Document: Assessment SOP <i>(Mandatory)</i>	Assessment SOP
12.	Any other document you wish to submit:	NA

Annexure: 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	<ul style="list-style-type: none"> Production Supervisor typically oversees the daily operations of a facility and monitors the workers and products through a combination of office work and direct production floor supervision. The job requires him to check output of production, while also keeping a check of the quality at all stages of production like raw material, cutting, stitching, finishing etc. 	Possesses broad and deep knowledge and skills to solve problems in specialized fields. Production Supervisor manages the efficiency of a crew of individuals, often in a factory or industrial environment, to manufacture products like skirts, tops,	5

	<ul style="list-style-type: none"> Production Supervisor is also required to keep a check on equipment and ensuring process control by planning the production process in joint meeting with other departments like store, finishing department. Production Supervisor receives the specification from merchandisers. To ensure timely delivery, Production Supervisor breaks down the production operation, checks the machine layouts to reduce the material and start-up losses, schedules the production and arranges manpower as per requirement of the order while keeping quality check at all stages of production. Production Supervisor ensures that the concerned persons are updated with buyers' specification. 	<p>cushions, bed covers, coordinates like scarves, bags to go with apparels.</p> <p>A production supervisor in the apparel industry plays a crucial role in managing the manufacturing process of clothing and other textile products.</p>	
Professional and Technical Skills/ Expertise/ Professional Knowledge	<ul style="list-style-type: none"> Production Supervisor should know materials required by each type of product manufactured by the organization, the raw materials, stitching, finishing, and handling defects. Production Supervisor should know how to identify the process and product problem, operator rating. Production Supervisor should have the knowledge of computers, company compliance, incentive system or wage plan 	<p>Excellent cognitive skills and technical prowess utilized to perform complex tasks with ease, project management expertise, and adept at data analysis for informed decision making.</p> <p>Production Supervisor is aware of the manufacturing processes, the skill and proficiency level for each operation, operating machines and basic trouble shooting.</p>	5
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	<ul style="list-style-type: none"> He reads and consults guidelines/procedures/ rules, product Specification Sheets. He listens effectively and orally communicates information accurately He asks for clarification and advice from others in the team and heads. He writes reports and reporting issues to create a knowledge repository. He proactively asks questions to minimize issues. He ensures that the work flow is maintained in a balanced manner. Balance and maintain work flow by minimizing the time losses e.g. (break down time, waiting time etc.) are minimized. He achieves the periodic targets are met through realigning, rearranging, reassigning process flow, machinery configuration, skills and resources. 	<p>A versatile professional with excellent communication, digital and financial literacy, ethical values, self-management and may have entrepreneurial mindset.</p> <p>Production Supervisor evaluates alternatives within permissible time limits.</p>	5

	<ul style="list-style-type: none"> • He responds to the emergencies, accidents or fire at the workplace and evacuates the premises and helps others in need while doing so. • He values physical fitness, personal hygiene and good habits team members into following procedures 		
Broad Learning Outcomes/Core Skill	<ul style="list-style-type: none"> • Production Supervisor anticipates probable trouble spots and follows rule-based, decision-making processes. He makes decisions on a suitable course of action or response, understands the effect on the wage plan / structure plans and organizes work to achieve targets and deadlines. • Production Supervisor applies problem-solving approaches in different situations and tries to solve problems without /with minimal losses (including time losses) • Production Supervisor seeks clarification on problems from others analyzes the stitching process, root cause of problems or defects and ways to correct them. To get the maximum output, he analyzes the needs, requirements and dependencies and provides opinions on work in a detailed and constructive way to the concerned personnel • Production Supervisor observes effectively and rapidly the effect of decisions taken by him on the production processes. • He maintains accurate records and documentation of the same, promotes team work and leads the group working with you • Production Supervisor works independently and collaboratively with other departments of the organisation. • Production Supervisor locates areas probable to become bottle necks or pain points, plans manpower for absenteeism / shift / overtime working. • Production Supervisor identifies reports malfunctions in machinery and equipment and corrects them if possible. • Production Supervisor also identifies and report s service malfunctions and keeps work area free from potential hazards. 	<p>A skilled professional with technical expertise, adept at solving complex problems and improving output.</p> <p>Production Supervisor compiles required information and reports.</p>	5

	<ul style="list-style-type: none"> Production Supervisor reports to other authorized personnel for assistance and practices a customer service-oriented approach 		
Responsibility	<ul style="list-style-type: none"> Production Supervisor plans and allocates resources and monitors schedules. He checks output, input material, and equipment and ensures process controls. He communicates, simplify, and interpret specifications, job orders, and procedures for operators and provide solutions to problems that affect the desired output and organizational goals. He also trains employees for continual improvement and to achieve the organizational objectives. He is responsible for his work and has some responsibility of other's works and learning. 	Highly skilled Technical Supervisor responsible for achieving tangible outcomes, managing change, building teams, and mentoring the workforce. A Production Supervisor guides activities of operators and other employees engaged in the process of manufacturing, inspection, processing and related activity. Their primary responsibility is to oversee and coordinate various aspects of production to ensure that products are manufactured efficiently, on time, and with high quality.	5

Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	Job Card		30
2	White/Black Board+ Marker/chalk+ Duster		1
3	Tailor's Chalk (quantity may vary as per requirement)		1
4	Students Chairs With Table Arms		30
5	Teacher's Table & Chair		1
6	Industrial Single Needle Lock-Stitch sewing Machine with needle guard+ stool		8
7	Personal Protective Equipment (thimble etc)	as per requirement	15
8	Overlock Machine (5 Thread) +stool		1
9	Flat lock machine +stool		1
10	Button Tack Machine +stool		1
11	Feed of the Arm Machine +stool		1
12	Bar Tack machine +stool		1

13	Bottom Hemming Machine	Bottom Hemming Machine or any other specialized sewing machine as per requirement	1
14	Straight Knife Cutting Machine		1
15	Pressing Unit		2
16	Machine for Front Placket	optional	1
17	Continuous Fusing Press Machine	optional	1
18	Dress Form (size medium, one male & woman)	Dress Form (size medium, one male & woman)	2
19	Pattern making kit (eg, pattern paper, normal straight big ruler, hip curve, leg curve, L Scale, French curve, pattern master as per req)	2 each	2
20	Tracing Wheel		2
21	Storage Boxes/pouches	as per no. of machines	15
22	Techpack Sample		1
23	Fabric/Accessories/trims Swatch File		1
24	Hourly & Daily Production Report	as per requirement	1
25	Quality Control Check-List/AQL		1
26	Production & Ready Pattern	qnt and styles may vary	1
27	Record Maintenance Register		1
28	Basic Stationary Items (Pens, Pencils, Eraser, notebook)		30
29	Quality Tag		1
30	Stopwatch		3
31	Defect List and samples		5
32	Dustbin		1
33	Machine Oil		1
34	First Aid Box		1
35	Students Notes		30
36	Fire Extinguisher		1
37	Dexterity Test Kit		1
38	Garment, made ups and Home Furnishing Samples (qnt may vary)	assortment, qnt may vary	10
39	Pattern/cutting table		1
40	Sewing Machine attachments	as per requirement	7
41	Sewing Kit (eg: bobbin and bobbin case, trimmer, measuring tape, fabric cutting, seam ripper, scissors etc)		30
42	Sewing Machine needles	as per requirement	5

43	Sewing thread (surplus needed, qnt may vary)	Sewing thread (surplus needed, qnt may vary)	20
44	Fabric (surplus, muslin compulsory, other types as per requirement), qnt may vary	Fabric (surplus, muslin compulsory, other types as per requirement), qnt may vary	150
45	trims and accessories	as per requirement	10
46	Sewing Machine Tool Kit		1
47	Projector /LCD		1
48	color matching light box	optional, can have this with pantone shade card	1
49	Garment, made ups and Home Furnishing Samples (qnt may vary)	assortment and as per requirement	10

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Computer (PC) with latest configurations – and Internet connection with standard operating system and standard word processor and worksheet software (Licensed)
2. (all software should either be latest version or one/two version below) As required
3. UPS As required
4. Scanner cum Printer As required
5. Computer Tables As required
6. Computer Chairs As required
7. LCD Projector As required
8. White Board 1200mm x 900mm as required

Annexure: Industry Validations Summary

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

<u>S.No</u>	Organization	Name of Representative	Designation	State	Email Id	Contact number
1	Esstee Corp	MK Velu	Senior Manager	Maharashtra	sr.mgr.hradmin@essteeexports.com	9843259971
2	SVAS Global	Vasavi S.	CEO	TamilNadu	vasavi@svasglobalsourcing.com	9003918705

3	Warmzone	Saakshar Jain	Marketing Head	Punjab	Saakshar.jain@warmline.co.in	8146591155
4	Newline Exports	R Poornachandren	Manager HR	Tamilnadu	hr@newlineexports.com	9842443413
5	Fashion knits	Nushrath R.	HR Manager	Tamilnadu	nusrathr@fashionknits.net	7708074742
6	KBS Garments	B Sateesh	Director	Tamilnadu	Kbs.garments.888@gmail.com	9943457766
7	BEST Corporation	Siva Sarvanan	Sr. HR Manager	Tamilnadu	siva@bestcorp.in	7502242242
8	Indian Textile Company	Yogesh Nimish	HR Manager	Maharashtra	NA	9168453836
9	Trident	Nasreen Ahmed	Head Product Development	Punjab	nasreenshmed@tridentindia.com	9878999237
10	5 Star Garment	Dinesh Dongre	Manager	Maharashtra	ddongre100@gmail.com	8806405410
11	High Heads Pvt Ltd	Zunaid	Manager	Tamilnadu	workshop@thehighheads.com	6283270076
12	RUSTA	Amitoj Bal	Sourcing Manager	Delhi	Amitoj.bal@rusta.com	9873000263
13	Women Era	Nutan A Shaw	Owner	Maharashtra	NA	NA
14	Iris Corp	Sudarshan Jain	Director	Punjab	Irisknitwear86@gmail.com	9876326111
15	Warmline Jackets	Vishal S	Manager	Punjab	info@warmlinejacket.com	9815495806
16	Alok Ent	Ankush Waman	Owner	Maharashtra	NA	NA
17	Bayport	Amit Sharma	Category Head	Ahmedabad	amitsharma@bayport.com	9582038033
18	Dhareshwar Multiservices	Yogesh Misal	Partner	Maharashtra	NA	NA
19	Shubham Enterprises	Pradip Kumar	Owner	Maharashtra	jshubham@yahoo.co.in	NA
20	Aathava Garments pvt ltd.	Ganesh Kumar J	Manager	Tamilnadu	info@aathavagarments.com	0422-2565716
21	LUX Industries	Buvana M	HR Manager	Tamilnadu	info@luxinnerwear.com	+913340402121

Annexure: 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
2023	1790	1160	1600	1040	NA	NA
2024	1870	1215	1690	1100	NA	NA
2025	1960	1270	1770	1150	NA	NA

Data to be provided year-wise for next 3 years

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
Version 2.0	2022	1700	1650	1615	1100	1610	1570	1530	1050	NA	NA	NA	NA
Version 1.0	2021	1615	1580	1540	1050	1530	1500	1460	1000	NA	NA	NA	NA
Version 1.0	2020	1535	1500	1460	1000	1460	1420	1390	950	NA	NA	NA	NA

Applicable for revised qualifications only, data to be provided year-wise for past 3 years.

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

1. PMKVY
2. DDUGKY
3. NULM

Content availability for previous versions of qualifications:

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

Languages in which Content are available:

Hindi

Annexure: Detailed Assessment Criteria

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

AMH/N0619: Ensure workplace orderliness and efficiently operate tools and machinery.					
PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC1	Implement safe and precise methods to handle materials, machinery, equipment, and tools, ensuring a workplace environment that is clean and free from hazards.	2	5	-	1
PC2	Follow correct protocols for lifting and handling during operations.	2	5	-	1
PC3	Optimize material usage to minimize waste and ensure safe disposal of any excess material at designated locations.	2	3	-	1
PC4	Carry out routine maintenance and cleaning duties within assigned roles and agreed-upon schedules.	2	10	-	1
PC5	Immediately report any unsafe or damaged equipment, as well as hazardous incidents, to authorized personnel.	2	3	-	0.5
PC6	Confirm the presence of appropriate machine guards to maintain operational safety.	2	3	-	1
PC7	Maintain a working posture that is both comfortable and ergonomically sound.	1	10	-	0.5
PC8	Employ appropriate cleaning equipment and techniques tailored to the specific tasks at hand.	1	10	-	1
	NOS Total	14	49	-	7
AMH/N0620: Promote and sustain safety, health, and security in workplace, while fostering Gender and Persons with Disabilities (PwD) Sensitization					
PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC1	Demonstrate strict adherence to health, safety, gender, and PwD (People with Disability) guidelines governing the workplace environment.	4	2	-	1
PC2	Engage actively in mock drills, evacuation exercises, and group discussions pertaining to workplace safety and security protocols.	4	2	-	1
PC3	Participate in advanced training and sensitization programs focused on gender equality and PwD awareness, facilitating a more inclusive workplace environment.	4	2	-	1

PC4	Execute proper handling and maintenance of materials and equipment in accordance with established protocols and standards.	3	2	-	1
PC5	Exhibit proficiency in performing first-aid, firefighting, and other emergency response procedures, promptly adhering to organizational shutdown and evacuation protocols when necessary.	4	2	-	1
PC6	Monitor workplace conditions, identify risks, report promptly, ensure safety, including for individuals with disabilities, and uphold gender equality principles.	3	2	-	1
	NOS Total	22	12		6
AMH/N0621: Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices					
PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC1	Execute job responsibilities according to organizational standards, with a strong emphasis on eco-friendly solutions, while strictly adhering to established procedures, policies, and legal regulations.	2	1	-	1
PC2	Implement and uphold organizational policies and procedures, integrating sustainable consumption practices into daily operations.	2	1	-	1
PC3	Actively engage in enhancing organizational performance by driving the transition towards environmentally friendly processes and practices.	2	1	-	1
PC4	Safely handle materials, equipment, computers, and software to maintain a clean and hazard free work environment, actively supporting the adoption of eco-friendly practices throughout the workplace.	3	2	-	2
PC5	Perform routine maintenance and cleaning tasks within assigned duties and agreed-upon schedules, effectively managing any interruptions to workflow.	3	1	-	1
PC6	Immediately report any instances of unsafe equipment or hazardous incidents to the appropriate personnel to ensure swift resolution and mitigate risks.	2	1	-	1
PC7	Utilize appropriate cleaning equipment and techniques tailored to specific tasks, promoting efficiency and sustainability in workplace maintenance.	2	1	-	1
PC8	Proactively request system or software upgrades as necessary to optimize work efficiency, while also maintaining backup files to ensure data integrity and security when using various design software.	2	1	-	1
PC9	Maintain digital copies of design work in organized files for future reference, ensuring accessibility and preservation of valuable project assets.	2	1	-	1
	NOS Total	20	10		10
AMH/N2101: Plan and organize sewing processes & Understand production specification and process					
PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC1	Analyse & interpret the given techpack or specification sheet of the garment sample to be developed	0.5	5	-	1

PC2	Collect the required details regarding production planning and scheduling. Also review orders received from production planning as per style/product category/class	0.5	2	-	0.5
PC3	Ensure conformance of samples pattern & cut pieces as per the given specification sheet & identify broad stitching operation required to sew the product class/category	1	5	-	1
PC4	Analyse schedules and throughput of various styles & split sewing operation for a particular style of product category into discrete stitching processes for component sewing (like, pocket attaching, side joining, collar sewing etc.)	1	4	-	0.5
PC5	Evaluate the consumption of material and accessories	1	4	-	0.5
PC6	Get update about the bill of material for the job order & ensure availability of materials, resources, tools and equipment as needed for execution of tasks as per assembly line sequence	1	2	-	0.5
PC7	Breakdown operations and prepare or interpret operation bulletin organize processes or sub-processes in assembly line sequence to ensure productivity, easy monitoring and quality	1	2	-	0.5
PC8	Understand machinery layout requirements for the specific products	0.5	2	-	0.5
PC9	Plan quality check points and control limits	1	5	-	0.5
PC10	Plan reduction of material and start-up losses	1	5	-	0.5
PC11	Conduct or refer findings of pilot run	0.5	3	-	0.5
PC12	Ensure all concerned people are updated of all the changes in buyer's specification	1	2	-	0.5
PC13	Identify skill levels of the operators for the production line & allocate manpower (operators, helpers etc.) based on skill-set and suitability for distinct processes or sub-processes	1	2	-	0.5
PC14	Identify operators and assign them tasks as per their skill and proficiency levels	1	2	-	0.5
	NOS TOTAL	12	45	-	8
AMH/N2102: Supervise sewing operations & Coordinate and Plan production as per specifications and schedule					
PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC1	Participate in pre-production meetings and communicate pro-actively to develop process and product understanding set qualitative and quantitative output target for each operation & ensure no accumulation of material	1	3		0.5
PC2	Set qualitative and quantitative output target for each operation & the workload is equitably distributed as per skill-set, speed and performance	2	4		0.5
PC3	Carryout pilot run or update with the findings of the pilot run and sampling for the particular style	1	16		0.5
PC4	Coordinate with planning /industrial engineering / for machine layout work aids	1	3		0.5
PC5	Coordinate with corresponding departments for ensuring the right quantity and quality of material is received	1	2		0.5
PC6	Allocate the operators as per their skill level for various operations	1	3		0.5
PC7	Coordinate with stores/ cutting dept./ qc lab / manager in charge to ensure preparedness to meet the production target	1	2		0.5
PC8	Set the process / line assembly/ batch in the sewing operation & Ensure standards, reference sample, templates etc. Are available at respective process stages	1	2		1

PC9	Coordinate with quality control to check initial output and set quality check points	2	6		1
PC10	Ensure process for accuracy of input and output with regards to interdepartmental movement, vendor movement, incoming material and outgoing material.	2	5		1
PC11	Creating or complying with recording systems being used for monitor production targets	1	3		0.5
	NOS Total	14	49	-	7

AMH/N2103: Execute and monitor production as per the plan, schedule and quality norms					
PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC1	Layout / set up machines in an arrangement that makes it easier and effective for material handling considering world class manufacturing layouts	1	7	-	0.5
PC2	Ensure all machinery work aids and handling aids are in proper condition	1	5	-	0.5
PC3	Ensure all accessories are in the store ready for issue with desired quality	1	3	-	0.5
PC4	Ensure all quality checkpoints are in place for incoming intermediate and final stages	1	2	-	0.5
PC5	Follow up and check the incoming material for the first few pieces and report the same	0.5	2	-	0.5
PC6	Follow up and check first few pieces coming out of every operation	0.5	5	-	-
PC7	Approve the pieces from the quality control department	1	3	-	0.5
PC8	Verify the product as per the spec sheet provided by Customer	1	6	-	0.5
PC9	Verify the product through the merchandiser for ensuring all comments from the buyer have been updated	1	2	-	0.5
PC10	Minimize losses such as breakdown time, waiting time etc.	0.5	2	-	0.5
PC11	Create a mechanism / arrange for updating output periodically and monitor the same	1	2	-	0.5

PC12	Monitor and maintain periodic output as per target. (qualitative and quantitative)	1	3	-	0.5
PC13	Motivate and support team members to achieve and improve the desired level of output	0.5	1	-	-
PC14	Make necessary changes in case of contingencies and highlight the same to production manager	1	2	-	0.5
PC15	Control cost and wastage	1	2	-	0.5
PC16	Collaborate in organizational level initiatives on quality & productivity	0.5	1	-	-
PC17	Ensure preventive maintenance and Autonomous Maintenance schedules are followed	0.5	1	-	0.5
	NOS Total	14	49	-	7
AMH/N2104: Manage performance and relations with people in the group and out of the group					
PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC1	Receive work instructions and feedback from reporting manager or other seniors in a proactive manner to ensure smooth process flow.	1	3	-	0.5
PC2	Communicate targets and get concurrence on targets from team members and ensure the target is been met at end of the day	1	3	-	-
PC3	Communicate to reporting superior about process-flow improvements and smooth process flow	0.5	3	-	0.5
PC4	Communicate and sensitize about the defects and anticipated difficulties during production	0.5	4	-	0.5

PC5	Sensitize about the defects received from previous process and the losses on account of the same	2	3	-	-
PC6	Communicate to reporting superior about the shortages or performance related targets	0.5	2	-	0.5
PC7	Re-work based on feedback provided by superior on product, process and people	0.5	4	-	-
PC8	Motivate and organize team members to achieve the desired results	0.5	2	-	-
PC9	Sensitize group members on the effects of absenteeism and low productivity	0.5	2	-	0.5
PC10	Monitor each individual for his performance and assist him for improvement	0.5	2	-	0.5
PC11	Represent collective concerns to appropriate authorities	1	2	-	0.5
PC12	Work with colleagues of other departments to ensure smooth process flow of input and output	0.5	2	-	0.5
	NOS Total	9	32	-	4

DGT/VSQ/N0102 EMPLOYABILITY SKILLS (60 Hours)					
PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	Introduction to Employability Skills	1	1	0	0
PC1	Identify employability skills required for jobs in various industries				
PC2	Identify and explore learning and employability portals				
	Constitutional values – Citizenship	1	1	0	0

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	2	4	0	0
PC5	Recognize the significance of 21st Century Skills for employment				
PC6	Practice the 21st Century Skills such as Self-Awareness, Behavior 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	2	3	0	0
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	1	2	0	0
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	2	2	0	0
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	1	2	0	0
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	2	3	0	0
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	3	4	0	0
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	2	3	0	0
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	1	2	0	0
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				
	Getting ready for apprenticeship & Jobs	2	3	0	0
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	0	0
	GRAND Total	125	276	0	49

Annexure: 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 the assessment agencies for conducting the assessment on SIP or email
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC
- Assessment agency deploys the ToA certified Assessor for executing the assessment
- SSC monitors the assessment process & records

2. Testing Environment:

- Check the Assessment location, date and time
- If the batch size is more than 30, then there should be 2 Assessors.
- 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 & trainer must be ToT Certified

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged 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 (which covers the job profile of Automotive Service Assistant Technician) will be assessed separately.
2. The candidate must score 60% in each module to successfully complete the OJT.
3. Tools of Assessment that will be used for assessing whether the candidate is having desired skills and etiquette of dealing with customers, understanding needs & requirements, assessing the customer and perform Soft Skills effectively:
 - Videos of Trainees during OJT
 -
4. Assessment of each Module will ensure that the candidate is able to:
 - Effective engagement with the customers
 - Understand the working of various tools and equipment
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Annexure: Acronym and Glossary

Acronym

Acronym	Description
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