



Janhit Education Society's

**Govindrao Warjekar Arts & Commerce College,
Nagbhid, Dist. Chandrapur (Maharashtra)-441205**

(Affiliated to Gondwana University Gadchiroli)

NAAC Accredited B⁺⁺ (Third Cycle)

NAAC

Self Study Report

(Fourth Cycle)
2018-19 To 2022-23

CRITERION- I

CURRICULAR ASPECTS

Metrics No : **1.2.1**

Metric Name : **CERTIFICATE / VALUE ADDED COURSES
BROCHURE & NOTICES**



www.gwcollegenagbhid.ac.in



princ_gwcn@rediffmail.com



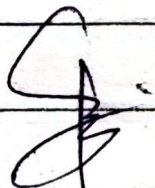
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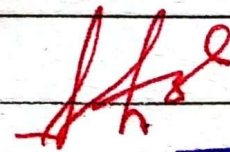
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सुचना

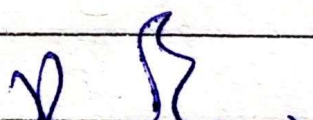
की. ए. भाग I च्या
 सर्व विद्यार्थ्यांना सुचिले
 कल्याण येथे की सेशन - I
 शाही होमरी पर्यावरणशास्त्र
 विषयाची परिक्षा दि. 10 ऑक्टो
 2022 ला सकाळी 9.00 वाजता
 होण्यात येणार आहे.
 परिक्षेकरिता उपस्थित
 राहणे अनिवार्य आहे.
 लगेच कृपया विद्यार्थ्यांनी
 नोंद घ्यावी,


 (समन्वयक)



प्राचार्य
 गोविंदराव धरजुरकर
 कला-वाणिज्य महाविद्यालय
 नागभीड-489206.


 B.A. I
 BAI


 B.A. I (EC)

Teacher's Signature

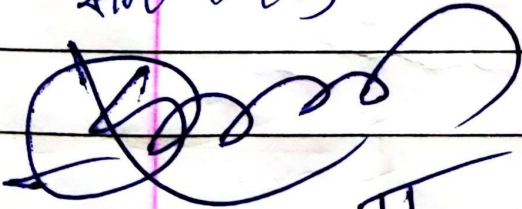
सूचना

दि. 18/05/2022

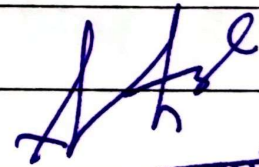
महाविद्यालयपालील बी. ए.
 प्रथम (सेम II) च्या सर्व विद्यार्थ्यांना
 सुचत कार्यालय येते की, लोकशाही,
 निवडणूक व सुरक्षा' या विषयाचा
 पेपर वस्तुनिष्ठ बहुपत्ती स्वरूपात
 दि. 27/05/2022 रोजी सकाळी
 8.50 ते 9.50 या वेळाले घेतला
 जाईल.

बी. ए. प्रथम (सेम II) च्या सर्व
 विद्यार्थ्यांनी याची नोंद घेऊन
 परिक्षेला हजर राहावे.

सहकारक



B.A. - II
 Nishant B. A. (EIT)
 B.A. (EIT)



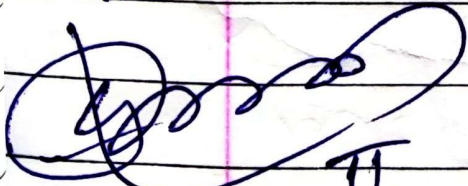
प्राचार्य
 गोविंदराव वारजुकर
 कला-वाणिज्य महाविद्यालय
 नागभीड-४४१२०५.

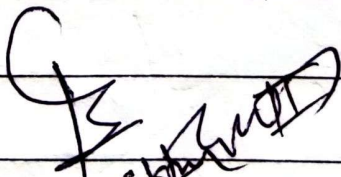
दि. 26/11/2022

महाविद्यालयमालील की काम
द्वितीय (सैम III) आ विद्यार्थ्यांना
सुचील कक्षात मेले की लोकशाही,
निवडणूक व सुशासन' आ विषयांचा
पेपर दि. 02/12/2022 ला सकाळी
10.45 ते 11.45 आ वेळेत घेव्हात
मेईल. आ परिक्षेत 50 मार्कांकरीत
25 वस्तुनिष्ठ बहुपमि प्रश्न
विचारले जातील. ही परिक्षा की काम
द्वितीय आ सैमिस्टर तृतीय आ
विद्यार्थ्यांना अनिवार्य आहे.

कारण सर्व विद्यार्थ्यांनी
सदर परिक्षेला उपस्थित रहावे.

समन्वयक


B. Com II


B. Com II



प्राचार्य

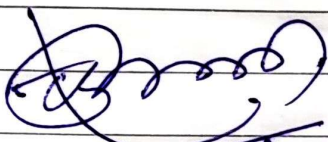
गोविंदराव वारजुरकर
कला-वाणिज्य महाविद्यालय
नागभीड-489206,

1/11/22
B. Com II


NOTICE


18/05/2022.

All the students are hereby informed, that Higher education Department, Pune in collaboration with Infosys Lmtd. Bangalore has designed a programme for college students of certificate courses of different types, which will help you to flourish your career. Students are informed to join any of these courses via online mode and complete it. After completion the course students have to submit the course completion certificate to Dr. V. N. Kayande. Regarding any queries and problem contact Dr. V. N. Kayande.


B.Com. II

~~W.P.~~
B.A. I


Principal
Govindrao Warjekar
Arts & Com. College
NAGBHID-441286

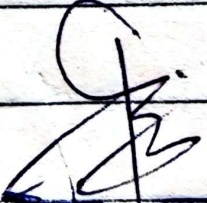

B.A. III (W.O.)


~~Mush...~~
B.A. II

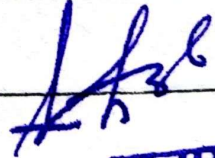
~~...~~
B.Com. I

सुचना

की २. भाग हुआ।
 सर्व विद्यार्थीना सुचिंत
 कृत्यानु येने की अंश-१
 सादी होवारी 'परिवारशास्त्र'
 विषयाची परिक्षा दि. २० ऑक्टो
~~२०२३~~ २०२१ ला सकाळी ९.००
 वाळना घेण्यात येणार आहे.
 परिक्षेकरिता उपस्थित
 राहणे अनिवार्य आहे.
 तबि कृपया विद्यार्थ्यांनी
 नोंद घ्यावी.


 (समन्वयक)


 B.A.I (H.C.E.)


 प्राचार्य
 गोविंदराव धारजुरकर
 कला-वाणिज्य महाविद्यालय
 नागभीड-४४१२०६.


 B.A.I

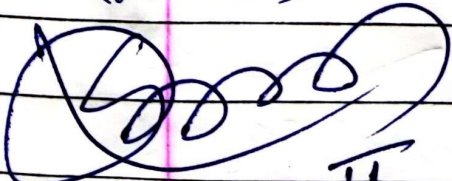
सूचना


दि. 22/07/2021

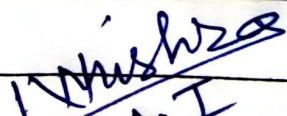
महाविद्यालयातील बी.ए. प्रथम (सेम II) च्या विद्यार्थ्यांना सूचना आहे की, 'लोकशाही, निवडणूक व सुशासन' या विषयाचा पेपर दि. 02/08/2021 ला सकाळी 10.45 ते 11.45 या वेळेत घेतला जाईल. हा पेपर वस्तुनिष्ठ बहुपथी स्वरूपात घेतला जाईल.

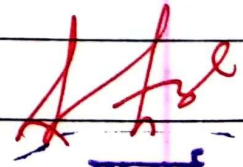
बी.ए. प्रथम वर्ष (सेम II) च्या विद्यार्थ्यांना 'लोकशाही, निवडणूक व सुशासन' या विषयाचा पेपर देणे अनिवार्य आहे. तरा सर्व विद्यार्थ्यांनी सदर परिशेला उपस्थित रहावे.

सहस्यक


B.A. II


13/07/2021


B.A. I



प्राचार्य

गोविंदराव वारजुरकर
कला-वाणिज्य महाविद्यालय
नागभीड-४४९२०६.

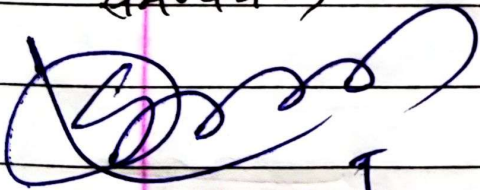
सूचना

दि. 27/12/21

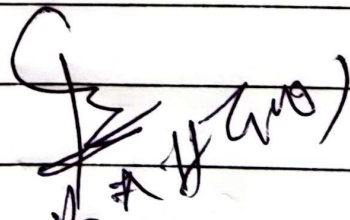
महाविद्यालयातील बी. कॉम
दिलीप (सेम III) या विद्यार्थ्याच्या
सुचीत कार्यात येते की, लोकशाही
नियम 502 व सुशासन' या विषयाचे
पारक्षा वरदाने वद्युपमाची
स्वरूपाल दि. 05/01/2022 या
दिवशी सकाळी 9.30 ते 10.30
या वेळेत घेतली जाईल.

तरा सर्व विद्यार्थ्यांनी
सदर विषयाच्या पारक्षेला
उपास्थित रहावे.

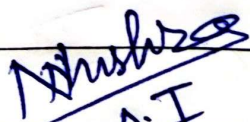
समन्वयक



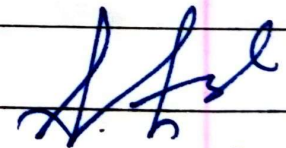
B.A.I



B.A.I



B.A.I



प्राचार्य

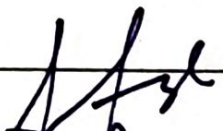
गोविंदराव वारजुरकर
कला-वाणिज्य महाविद्यालय
नागभीड-४४१२०६.

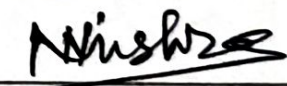
NOTICE

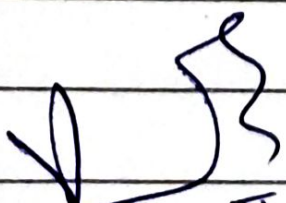
classmate
Date 16/3/22
Page

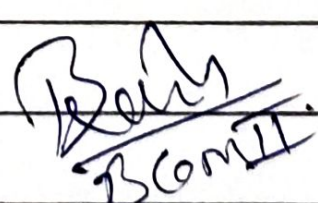
All the students are informed that a meeting has been arranged ^{today} at 9.00 am in "Seminar Hall" to discuss the preparation for three days workshop "Tarunyabhan" arranged on 21st, 22nd & 23rd March 2022.

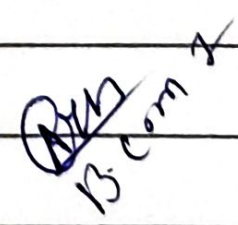
All the students must be present in the meeting. Registration of absent students will be cancelled.

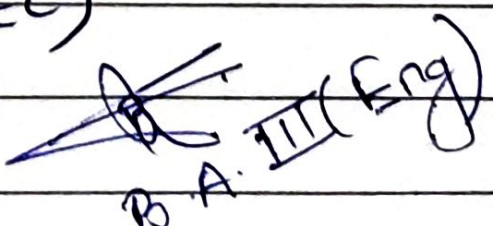

Principal
Govindrao Warjekar
Arts & Com. College
NAGBHID-441206.

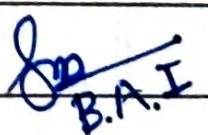

Co-ordinator
ICC


B.A. II (HEC)


B.Com II.


B.Com I


B.A. III (Eng)



B.A. I

सुचना

बी. ए. भाग 1 च्या सर्व विद्यार्थ्यांना, सुचिलेले कुर्यात येते ही सेम - I साठी होणारी 'पर्यावरण शास्त्र' विषयाची परिक्षा दि. 15 ऑक्टो 2020 ला सकाळी 9.00 वाजता होव्याल येणार आहे. परिक्षेकरिता उपस्थित राहणे अनिवार्य आहे. तरी इपया विद्यार्थ्यांनी नोंद घ्यावी.

(समजवयक)

प्राचार्य
गोविंदराव मरुपुरकर
कला-वाणिज्य महाविद्यालय
नागभीड-४४१२०६.

B.A.-II (HEC)  B.A.-I
Teacher's Signature

सूचना

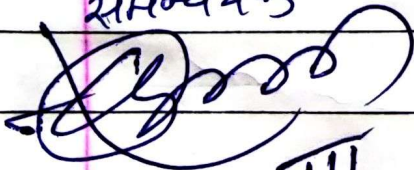
दि. 26/02/2021

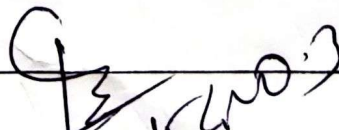
महाविद्यालयातील बी.कॉम द्वितीय-या
विद्यार्थ्यांना सुचीत करण्यात येते की,
'लोकशाही, निवडणूक व सुशासन' या
विषयाची परीक्षा दि. 04/03/2021 ला
सकाळी 9.30 ते 10.30 या वेळेत
घेण्यात येईल. परीक्षा वस्तुनिष्ठ
बहुपत्तिका स्वरूपाची राहिल.

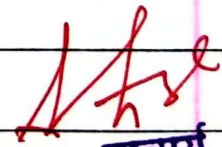
बी.कॉम द्वितीय (सेम III) या
विद्यार्थ्यांना ही परीक्षा देणे अनिवार्य आहे.

तरी सर्व विद्यार्थ्यांनी सदर
परिक्षेला न चुकता उपस्थित
रहावे.

सहस्रक

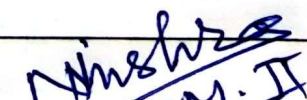

B. Com III


B. Com III



प्राचार्य

मेदिंदाव वारजकर
कला-वाणिज्य महाविद्यालय
नागधीड-४४१२०५.


B. Com. II

JOIN OUR CLOUD HD VIDEO MEETING

Zoom is the leader in modern enterprise video communications, with an easy, reliable cloud platform for video and audio conferencing, chat, and webinars across mobile, desktop, and room
us02web.zoom.us

National Service Scheme Unit of Govindrao Warjekar Arts and Commerce College, Nagbhid, Dist. Chandrapur (Maharashtra) in collaboration with Sukh Shanti Samadhan Sanstha, Nagpur is inviting you for International Yoga Day Celebration through a scheduled Zoom meeting.

Topic: Five Days National Online Workshop on '**YOGA AT HOME - YOGA WITH FAMILY**'

From 17th June 2021 to 21st June 2021 at 6 a.m. to 7 a.m

Reporting Time: 5:45 am

Join Zoom Meeting:

[https://us02web.zoom.us/j/9203605461?](https://us02web.zoom.us/j/9203605461?pwd=VmJ3VmZ0ZFZ0dEZYVVRFdXRlOFozdz09)

[pwd=VmJ3VmZ0ZFZ0dEZYVVRFdXRlOFozdz09](https://us02web.zoom.us/j/9203605461?pwd=VmJ3VmZ0ZFZ0dEZYVVRFdXRlOFozdz09)

Meeting ID: 920 360 5461

Passcode: 089182

Facebook Live Link:

<https://www.facebook.com/sukhshantisamadhan.sanstha>

Link for registration:

<https://forms.gle/gJ96PQe43RjWJaL56>

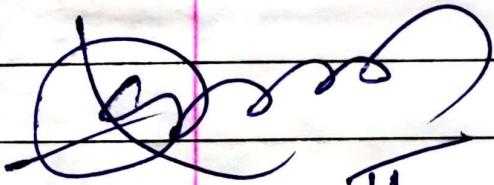
Only the registered participants who submit feedback of the workshop will be provided e certificates. Feedback link will be made available on 21st June between 6:00 a.m. to 7:00 a.m.

Co-Ordinator
IQAC
G. W. College
Nagbhid

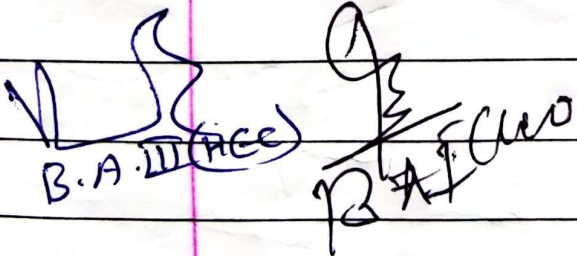
Principal
Govindrao Warjekar
Arts & Com. College
NAGBHID-441206

सूचना

महाविद्यालयीय सर्व विद्यार्थीनिता
सूचित करणाला येत की, दि. 31/09/2020
ते 3 फेब्रुवारी 2021, 30 दिवसीय
'ब्युटी पार्लर' Short term course या
कार्यशाळेचे आयोजन केले आहे.
व्यासाढी सुषमा कोल्हे मार्गदर्शन
करणार आहे. तरी मुलीनी आपली
नाव प्रा. कार्यके मंडळ लडे द्यावीत.

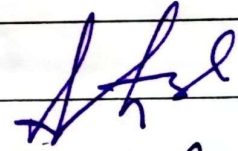


B.A. II



B.A. II

Nirshree
B.A. II



प्राचार्य

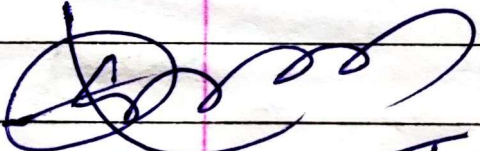
गोविंदराव वारजुरकर

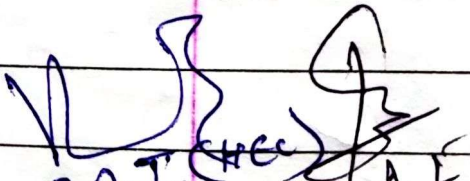
कला-वाणिज्य महाविद्यालय

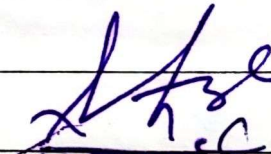
नागभीड-489206.

सूचना

महाविद्यालयीय सर्व विद्यार्थीनिम्न
सूचित करणाले येत की, दि: 22/02/2020
एक दिवसीय "Poster Painting" ची
कार्यशाळा आयोजित केली आहे.
त्यासाठी आचल गोरेशेरीवार नागभीड
आणखाला प्रात्यक्षिक कडून कार्यशाळा
आहे. तरी सर्वांनी ठिक 90:30 वाजता
महाविद्यालयाच्या सभागृहात
हजर रहावे.



B.A. II

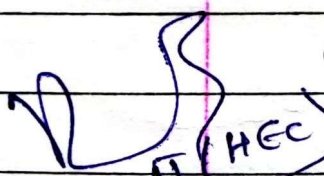

B.A. I (C) & B.A. I (A)



प्राचार्य
गोविंदराव वारजुरकर
कला-वाणिज्य महाविद्यालय
नागभीड-489206.

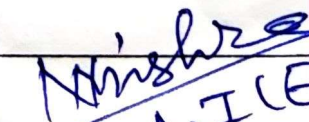
सूचना

महाविद्यालयभारतीय सर्व विद्यार्थीनिम्न।
सूचित करवात येते की महाविद्यालयभारतीय
दि. 6/09/2020, स्क 'निडल वर्कशॉप' या
एक दिवसीय कार्यशाळेचे आयोजन
करवात येत आहे. या कार्यशाळेचे
मार्गदर्शक आशा रंधरा चिमूर
आपल्याला प्रात्यक्षिक कडून कार्यपिठार
आहे. तरी सर्व मुलींनी आपली
उपस्थिती दर्शवून सहभाग द्यावा.


B.A. II (HEC)


B.A. II (HEC)


प्र. प्राचार्य
गोविंदराव वारजुरकर
कला-वणिज्य महाविद्यालय
नागभीड-४४१२०६.


B.A. I (EU)

सूचना

महाविद्यालयातील सर्व विद्यार्थीनींना
सूचित करण्यात येते की, दि. ८/०९/२०२०
ला एक दिवसीय 'ड्रेस डिझायनिंग'
कार्यशाळेचे आयोजन केले आहे.
या कार्यशाळेच्या मार्गदर्शिका सेवा
चावरे गडचिरोली, आपल्याला
प्रात्यक्षिक कडून कार्यविहार आहे. तरी
सर्व मुलींनी आपली नावे डॉ. कायदे
मंडळ यांच्याकडे देण्यात यावी.



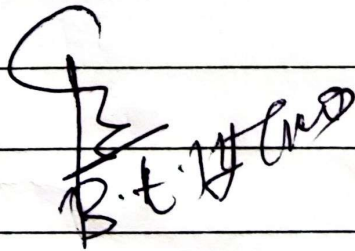
प्रा. प्राचार्य

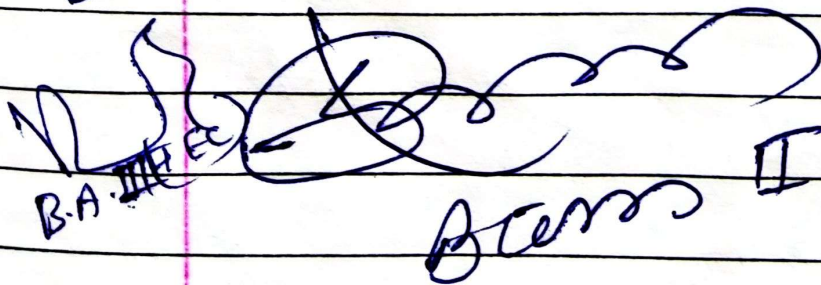
गोविंदराव वारजुरकर

कला-वाणिज्य महाविद्यालय

नागभीड-४४९२०६.

~~Wishu~~
B.A.-II


B.T. # 100


B.A. III
B.T. # 100 II

सूचना

महाविद्यालयभातील सर्व मु
विद्यार्थीनीना सुचित करलात
चेत की, महाविद्यालयात दि. 29/10/2021
ते 2/11/2021 ला कला विवलीत
'विपर्यया शिबीराची' कार्यशाळा
आयोजित केली आके, ही कार्यशाळा
विपर्यया कृती समिती नागभीड
त गोविंदराव वारजूरकर महाविद्यालय
नागभीड चान्या संयुक्त विद्यमाने
आयोजित केली आके. तरी सर्व
विद्यार्थी या शिबीरात सहभागी
कोसील.

Govindarav
गोविंदराव वारजूरकर

गोविंदराव वारजूरकर
कला-वाणिज्य महाविद्यालय
नागभीड-449206.

B.A. I
B.A. I

B.A. II (H.C.)
B.A. II (H.C.)

Signature
Signature

**BROCHURE OF SEWING MACHINE OPERATOR
COURSE**



QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR APPAREL, MADE-UP'S AND HOME FURNISHING SECTOR

Contents

1. Introduction and Contents Page no.1
2. Qualifications Pack Page no.2
3. Drafting Page no.3
4. Sewing Machine Operator Page no.3

What are Occupational Standards(OS)?

OS describe the skills, knowledge and experience that a person must have to perform a job. They are developed by industry experts and are used to assess the performance of a person in a job. OS are used to design training programs and to assess the performance of a person in a job.

OS are developed by industry experts and are used to assess the performance of a person in a job. OS are used to design training programs and to assess the performance of a person in a job.

Contact Us:

Email:
dsg@aepcindia.com



Introduction

Qualifications Pack – SEWING MACHINE OPERATOR

SECTOR: APPAREL, MADE-UP'S AND HOME FURNISHING
SUB-SECTOR: APPAREL / MADE-UP'S / HOME FURNISHING
OCCUPATION: STITCHING
REFERENCE ID: AMH/Q0301
ALIGNED TO: NCO – 2004 / 8263.10

Brief Job Description: A Sewing Machine Operator, also called a 'Stitcher or Machinist' is an important job-role associated with Apparel sector. The primary responsibility of a machinist is to stitch/ sew fabric, fur, or synthetic materials to produce apparels.

Personal Attributes: A Sewing Machine Operator should have good eyesight, eye-hand-leg coordination, motor skills and vision (including near vision, distance vision, colour vision, peripheral vision, depth perception and ability to change focus).



Qualifications Pack for Sewing Machine Operator

Job Details	Qualifications Pack Code	AMH/Q0301NCO – 2004 / 8263.10		
	Job Role	Sewing Machine Operator		
	Credits (NVEQF/NVQF/NSQF)	TBD	Version No	1
	Sector	Apparel, Made-Up's and Home Furnishing	Drafted On	1st March, 2014
	Sub-Sector	Apparel / Made-Up's / Home Furnishing	Last Reviewed On	31st March, 2014
	Occupation	Stitching	Next Review Date	1st October, 2014
	Job Role	Sewing Machine Operator		
	Role Description	To sew fabric, fur or synthetic materials to produce apparels in Garment Sector		
	NVEQF / NSQF level	4		
	Minimum Educational Qualifications	Preferably Class V		
Maximum Educational Qualifications	NA			
Training	Preferably Training on Sewing Operation			
Experience	Preferably 2 Years of experience in woven & knits operations			
Applicable National Occupational Standards	<p>Click on the hyperlink to read/download the required NOS</p> <ol style="list-style-type: none"> 1. AMH/N0301 Carryout Stitching activities using machine or by hand 2. AMH/N0302 Contribute to achieve product quality in stitching operations 3. AMH/N0303 Maintain work area, tools and machines 4. AMH/N0304 Maintain health, safety and security at workplace 5. AMH/N0305 Comply with industry and organisational requirements 			
Performance Criteria	As described in the relevant OS units			



Qualifications Pack for Sewing Machine Operator

Definitions	Keywords /Terms	Description
	Sector	Sector is a conglomeration of different business operations having similar businesses 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.
	Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
	Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
	Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
	Sub-functions	Sub-functions are sub-activities essential to fulfil achieving the objectives of the function.
	Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
	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; he/she needs to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
	Performance Criteria	Performance Criteria 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 Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
	Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification 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 find the required one.	
Scope	Scope is the 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 the quality of required performance.	
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform up to the required standard.	

Qualifications Pack for Sewing Machine Operator

Acronyms	Keywords /Terms	Description
	OS	Occupational Standard(s)
	NOS	National Occupational Standard(s)
	QP	Qualifications Pack
	NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework	

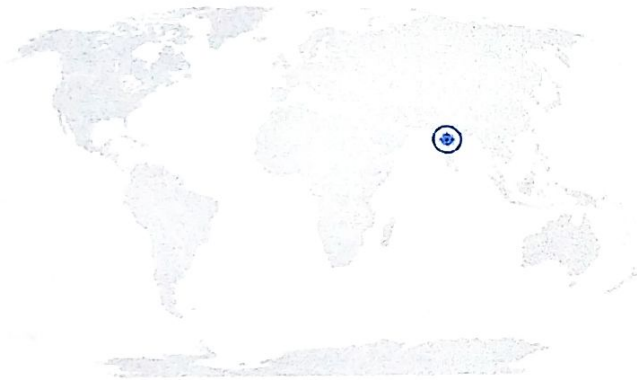


NOS

National Occupational Standards

AMH/N0301 Carryout Stitching activities using machine or by hand

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to stitch components using machines or by hand.



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National Occupational Standards

AMH/N0301 Carryout Stitching activities using machine or by hand

National Occupational Standard	Unit Code	AMH/N0301
	Unit Title (Task)	Carryout Stitching activities using machine or by hand
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to stitch components using machines or by hand.
	Scope	This unit/task covers the following: <ol style="list-style-type: none"> 1. Prepare for stitching operations 2. Stitch components to produce apparels
	Performance Criteria (PC) w.r.t the Scope	
	Elements	Performance Criteria
	Prepare for stitching operations	To be competent, the user/individual on the job must be able to: <ol style="list-style-type: none"> PC1. Make sure the work area is free from hazards PC2. Follow the instructions on the work ticket/ job card in line with the responsibilities of respective job role PC3. Ask questions to obtain more information on tasks when the instructions you have are unclear PC4. Agree and review your agreed upon work targets with your supervisor and check for special instructions, if any PC5. Use the correct tools and equipments PC6. Check that equipment is safe and set up in readiness for use PC7. Select the correct component parts for the style being worked on PC8. Check that the materials to be used are free from faults PC9. Ensure the materials used meet the specification matching <ol style="list-style-type: none"> a. Within a product b. Between a pair of products where applicable PC10. Carry out test sews PC11. Check needles, awls and threads regularly PC12. Check if fabric / Component is correctly marked and pieces cut as required PC13. Fabric pieces and linings are pinned or sewn together as required, and appropriately hung in readiness for assembly. PC14. Report faults in the materials PC15. Conform to company quality standards PC16. Report any damaged work to the responsible person PC17. Follow company reporting procedures about defective tools and machines which affect work and report risks/ problems likely to affect services to the relevant person promptly and accurately PC18. Sort and place work to assist the next stage of production and minimise the risk of damage PC19. Leave work area safe and secure when work is complete PC20. Complete forms, records and other documentation
	Stitch components to produce apparels	To be competent, the user/individual on the job must be able to: <ol style="list-style-type: none"> PC21. Make sure the work area is free from hazards



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National Occupational Standards



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AMH/N0301 Carryout Stitching activities using machine or by hand

PC22.	Carry out work functions in line with the responsibilities of your job role
PC23.	Examine the specific item to identify what type of stitching is best suited
PC24.	Ask questions to obtain more information on tasks when the instructions are unclear and finalize the stitching option with the supervisor, in case of queries
PC25.	Estimate the expected length of time for the process
PC26.	Set up machine ((Apparel Sewing machine) according to manufacturers' instructions and production requirements
PC27.	Use the correct machine, tools (eg: Scissors, Measuring tapes and rulers) and equipment
PC28.	Set machine controls for the materials being stitched
PC29.	Cut the thread appropriately
PC30.	Thread the needle in the machine and adjust the needle as per the requirements
PC31.	Perform a test run to ensure machine is operating correctly
PC32.	Report defective machines, tools and/or equipment to the responsible person
PC33.	Operate machines safely and in accordance with guidelines
PC34.	Optimize the positioning and layout of materials to ensure a smooth and rapid throughput
PC35.	Check the equipment prior to making the stitching, including:
PC36.	Correct controls
PC37.	Correct attachments
PC38.	Changing needles
PC39.	Changing threads
PC40.	Changing awls
PC41.	Correct Timing
PC42.	Stitch the correct materials in the right sequence as required by the production specification
PC43.	Ensure stitched product conforms to shape and size requirement
PC44.	Ensure stitched products meets specification in terms of labels and trimmings
PC45.	Inspect stitched products against specifications
PC46.	Identify mark and place rejects in the designated locations
PC47.	Carry out alterations to meet customer requirements
PC48.	Pass the stitched item to the next stage in the manufacturing process after validation
PC49.	Respond accordingly where stitched items do not meet production specification
PC50.	Minimise and dispose the waste materials in the approved manner
PC51.	Seek feedback from team mates on work related performance
PC52.	Check with in charge /others when unsure of new product details
PC53.	Clean and make safe machines after use
PC54.	Carry out basic maintenance of own machines
PC55.	Report risks/ problems likely to affect services to the relevant person promptly and accurately

AMH/N0301 Carryout Stitching activities using machine or by hand

	PC56. Complete forms, records and other documentation
	PC57. Sew and apply trims by hand and machine
	PC58. Carry out Operations at a rate which maintains workflow and meets production targets
Knowledge and Understanding (K) w.r.t. the Scope	
Elements	Knowledge and Understanding
A. Organisational Context (Knowledge of the company / organisation and its processes)	The user/individual on the job needs to know and understand: KA1. The organisation's policies and procedures KA2. Responsibilities under health, safety and environmental legislation KA3. Guidelines for storage and disposal of waste materials KA4. Potential hazards associated with the machines and the safety precautions that must be taken KA5. Protocol to obtain more information on work related tasks KA6. Contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools and/or equipment KA7. Details of the various job roles and responsibilities KA8. Documentation and reporting formats KA9. Work target and review mechanism with your supervisor KA10. Protocol and format for reporting work related risks/ problems KA11. Method of obtaining/ giving feedback related to performance KA12. Importance of team work and harmonious working relationships KA13. Process for offering/ obtaining work related assistance
B. Technical / Domain Knowledge	The user/individual on the job needs to know and understand: KB1. Knowledge of fabrics/apparels and garments and types of fabrics/apparels that require stitching by hand or machine stitching KB2. Use of specification chart KB3. Range of techniques most suited to the different types of apparel KB4. Different apparels and their parts KB5. Sources of updates on apparels and other related areas KB6. Common factors affect stitching KB7. Different types of needles KB8. Broken needle procedure KB9. Thread thickness, shade and sizes and parts of needles KB10. Setting up and adjusting machine controls KB11. Procedures to set the stitch size KB12. The importance of machine, needle, foot needle guard and spool checks KB13. Knowledge about adjusting the top tension KB14. Knowledge of attachments used on the M/C KB15. Increase and decrease the foot pressure as applicable KB16. Knowledge of bobbins and its part and procedures to adjust bobbins KB17. Procedures to use bobbin winder KB18. Knowledge to use treadle KB19. The typical faults of stitching machines and methods to rectify them



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National Occupational Standards



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AMH/N0301 Carryout Stitching activities using machine or by hand

	<p>KB20. The actions to take in the event of a machine ceasing to function correctly</p> <p>KB21. Common hazards in the work area and workplace procedures for dealing with them</p> <p>KB22. The main pieces of equipment needed to stitch the item and their capabilities</p> <p>KB23. The characteristics of the materials and how they differ</p> <p>KB24. Knowledge about garment parts (pockets, fronts, backs, collars, cuffs, sleeves, etc.)</p> <p>KB25. Assembling different garment parts to make the final product</p> <p>KB26. The problems encountered when stitching different types of apparels</p> <p>KB27. Different types of defects</p> <p>KB28. Knowledge of the sewing machine parts and its application</p> <p>KB29. Maintenance, adjustment and replacement of worn parts on the machines required for different types of attachment</p> <p>KB30. The manufacturer's instructions for setting up, adjusting and operating the equipment</p> <p>KB31. The manufacturer's specifications and instructions for maintenance of equipment</p> <p>KB32. Method of sharing domain related information with team members</p> <p>KB33. Safety precautions to be taken when stitching</p>
Skills (S) w.r.t the Scope	
Elements	Skills
A. Core Skills / Generic Skills	<p>On the job the individual needs to be able to:</p> <p>SA1. Read, write and communicate orally in local language</p> <p>SA2. Plan and manage work routine based on company procedure</p>
B. Professional Skills	<p>On the job the individual needs to be able to:</p> <p>SB1. Take appropriate decisions regarding to responsibilities</p> <p>SB2. Solve operational role related issues</p>



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National Occupational Standards



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AMH/N0301 Carryout Stitching activities using machine or by hand

NOS Version Control

NOS Code	AMH/N0301AMH/N0301		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	11
Sector	Apparel, Made-Up's and Home Furnishing	Drafted On	1 st March, 2014
Sub-Sector	Apparel / Made-Up's / Home Furnishing	Last Reviewed On	31 st March, 2014 31 st March, 2014
		Next Review Date	1 st October, 2014

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NOS

National Occupational Standards

AMH/N0302 Contribute to achieve product quality in stitching operations



National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality of the production while undertaking stitching related activities to ensure products meet specifications.



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National Occupational Standards

AMH/N0302 Contribute to achieve product quality in stitching operations



National Occupational Standard	Unit Code	AMH/N0302
	Unit Title (Task)	Contribute to achieve product quality in stitching operations
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality of the production while undertaking stitching related activities to ensure products meet specifications. Error! No text of specified style in document.
	Scope	This unit/task covers the following: <ol style="list-style-type: none"> Contribute to achieving the product quality in stitching operations
	Performance Criteria (PC) w.r.t the Scope	
	Elements	Performance Criteria
	Contribute to achieving the product quality in stitching operations	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Identify and use materials required based on the job card/ work ticket PC2. Take the necessary action when materials do not conform to company quality standards PC3. Report and replace identified faulty materials and component parts which do not meet specification PC4. Identify modifiable defects and rework on them PC5. Carry out work safely and at a rate which maintains work flow PC6. Report to the responsible person when the work flow of other production areas disrupts work PC7. Test, sort, track feed and examine work in progress PC8. Carry out quality checks at specified intervals according to instructions PC9. Apply the allowed tolerances PC10. Identify faults and take appropriate action for rectification PC11. Make adjustments promptly to return product to specification PC12. Fault-find materials and components for creased, stained, damage and incorrectly made-up component parts PC13. Report faults in other processes to the appropriate person PC14. Maintain the required productivity and quality levels PC15. Complete and maintain documentation
	Knowledge and Understanding (K) w.r.t. the Scope	
	Elements	Knowledge and Understanding
	A. Organisational Context (Knowledge of the company / organisation and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Safe working practices and organisational procedures KA2. The organisation's procedures and guidelines KA3. Quality systems and sewing processes practiced in the organization KA4. Equipment operating procedures / manufacturer's instructions KA5. Types of problems with quality and how to report them to appropriate people KA6. Methods to present any ideas for improvement to line manager KA7. The importance of complying with written instructions KA8. Limits of personal responsibility KA9. Reporting procedure in case of faults in own/ other processes



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National Occupational Standards



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AMH/N0302 Contribute to achieve product quality in stitching operations

B. Technical / Domain Knowledge	KA10. Importance of documentation The user/individual on the job needs to know and understand:
	KB1. Different types of faults that are likely to be found and how to put them right
	KB2. Different techniques and methods used to detect faults
	KB3. Consequences of stitching components out of sequence and how to prevent it occurring
	KB4. Types of seams/hems/finish used and purposes they serve
	KB5. Effect of seams/hems not sewn to specifications
	KB6. Types of faults which may occur, how they are identified and methods to deal with it
	KB7. Different types of defects
	KB8. Reasons for keeping stitched items out of contamination
	KB9. The importance of marking and segregating rejects
	KB10. Inspect stitched products against specifications
	KB11. Identify mark and place rejects in the designated locations
	KB12. Carry out alterations to meet customer requirements
	KB13. Appropriate inspection methods that can be used
	KB14. Acceptable solutions for particular faults
	KB15. The consequences of not rectifying problems
	KB16. The types of adjustments suitable for specific types of faults
	KB17. Own responsibilities at work during production
	KB18. Own quality and production targets and the effect of not meeting these on self and/or the team manufacturer's instructions
Skills (S) w.r.t the Scope	
Elements	Skills
A. Core Skills / Generic Skills	The user/ individual on the job needs to know and understand how to:
	SA1. Effective reading, writing and oral communication skills in local language
	SA2. Plan and manage work routine based on company procedure
B. Professional Skills	The user/ individual on the job needs to know and understand how to:
	SB1. Use inspection methods appropriate to the work
	SB2. Identify equipment parts
	SB3. Set up equipment and test it
	SB4. Set up an efficient work station
	SB5. Identify faults, the causes and rectification
	SB6. Apply the allowed tolerances
	SB7. Differentiate between correctable and non-correctable faults
	SB8. Identify equipment maintenance requirements and maintenance procedure
SB9. Handling techniques for different materials	



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National Occupational Standards



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AMH/N0302 Contribute to achieve product quality in stitching operations

NOS Version Control

NOS Code	AMH/N0302AMH/N0302		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	11
Sector	Apparel, Made-Up's and Home Furnishing	Drafted On	1st March, 2014
Sub-Sector	Apparel / Made-Up's / Home Furnishing	Last Reviewed On	31st March, 2014
		Next Review Date	1st October, 2014

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National Occupational Standards

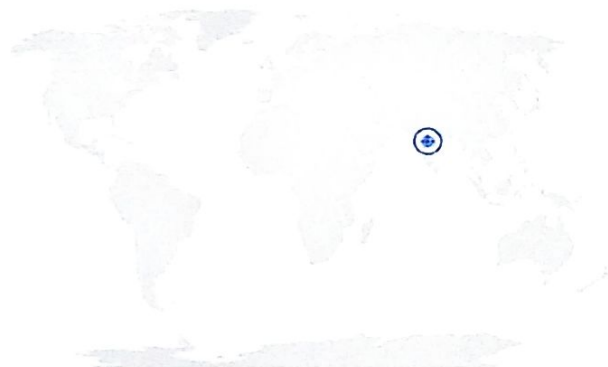
AMH/N0303 Maintain work area, tools and machines



N.S.D.C

National Skill Development Corporation

National Occupational Standard



Overview

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



NOS

National Occupational Standards

AMH/N0303 Maintain work area, tools and machines



N.S.D.C

National Skill Development Corporation

National Occupational Standard	Unit Code	AMH/N0303
	Unit Title (Task)	Maintain work area, tools and machines
	Description	Error! No text of specified style in document.
	Scope	This unit/task covers the following: 1. Maintain the work area, tools and machines
	Performance Criteria (PC) w.r.t the Scope	
	Elements	Performance Criteria
	Maintain the work area, tools and machines	To be competent, the user/individual on the job must be able to: PC1. Handle materials, machinery, equipment and tools safely and correctly PC2. Use correct lifting and handling procedures PC3. Use materials to minimize waste PC4. Maintain a clean and hazard free working area PC5. Maintain tools and equipment PC6. Carry out running maintenance within agreed schedules PC7. Carry out maintenance and/or cleaning within one's responsibility PC8. Report unsafe equipment and other dangerous occurrences PC9. Ensure that the correct machine guards are in place PC10. Work in a comfortable position with the correct posture PC11. Use cleaning equipment and methods appropriate for the work to be carried out PC12. Dispose of waste safely in the designated location PC13. Store cleaning equipment safely after use PC14. Carry out cleaning according to schedules and limits of responsibility
	Knowledge and Understanding (K) w.r.t. the Scope	
	Elements	Knowledge and Understanding
	A. Organisational Context (Knowledge of the company / organisation and its processes)	The user/individual on the job needs to know and understand: KA1. Personal hygiene and duty of care KA2. Safe working practices and organisational procedures KA3. Limits of your own responsibility KA4. Ways of resolving with problems within the work area KA5. The production process and the specific work activities that relate to the whole process KA6. The importance of effective communication with colleagues KA7. The lines of communication, authority and reporting procedures KA8. The organisation's rules, codes and guidelines (including timekeeping) KA9. The company's quality standards KA10. The importance of complying with written instructions KA11. Equipment operating procedures / manufacturer's instructions
	B. Technical / Domain Knowledge	The user/individual on the job needs to know and understand: KB1. Work instructions and specifications and interpret them accurately KB2. Method to make use of the information detailed in specifications and instructions KB3. Relation between work role and the overall manufacturing process



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National Occupational Standards



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AMH/N0303 Maintain work area, tools and machines

KB4.	The importance of taking action when problems are identified
KB5.	Different ways of minimising waste
KB6.	The importance of running maintenance and regular cleaning
KB7.	Effects of contamination on products i.e. Machine oil, dirt
KB8.	Common faults with equipment and the method to rectify
KB9.	Maintenance procedures
KB10.	Hazards likely to be encountered when conducting routine maintenance
KB11.	Different types of cleaning equipment and substances and their use
KB12.	Safe working practices for cleaning and the method of carrying them out

Skills (S) w.r.t the Scope

Elements	Skills
A. Core Skills / Generic Skills	On the job the individual needs to be able to: SA1. Read, write and communicate orally in local language SA2. Plan and manage work routine based on company procedure
B. Professional Skills	On the job the individual needs to be able to: SB1. Take appropriate decisions regarding to responsibilities SB2. Solve operational role related issues

NOS Version Control

NOS Code	AMH/N0303AMH/N0303		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	11
Sector	Apparel, Made-Up's and Home Furnishing	Drafted On	1 st March, 2014
Sub-Sector	Apparel / Made-Up's / Home Furnishing	Last Reviewed On	31 st March, 2014 1 st March, 2014
		Next Review Date	1 st October, 2014

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NOS

National Occupational Standards



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AMH/N0304 Maintain health, safety and security at workplace

National Occupational Standard



Overview

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.



NOS

National Occupational Standards



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National Occupational Standards



National Occupational Standard

AMH/N0304 Maintain health, safety and security at workplace	
Unit Code	AMH/N0304
Unit Title (Task)	Maintain health, safety and security at workplace
Description	Error! No text of specified style in document.
Scope	This unit/task covers the following: 1. Comply with health, safety and security requirements at work
Performance Criteria (PC) w.r.t the Scope	
Elements	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. Identify and correct (if possible) malfunctions in machinery and equipment PC7. Report any service malfunctions that cannot be rectified PC8. Store materials and equipment in line with manufacturer's and organisational requirements PC9. Safely handle and move waste and debris PC10. Minimize health and safety risks to self and others due to own actions PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks PC12. Monitor the workplace and work processes for potential risks and threats PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel PC15. Participate in mock drills/ evacuation procedures organized at the workplace PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so PC17. Take action based on instructions in the event of fire, emergencies or accidents PC18. Follow organisation procedures for shutdown and evacuation when required
Knowledge and Understanding (K) w.r.t the Scope	
Elements	Knowledge and Understanding
A. Organisational Context	The user/individual on the job needs to know and understand:

AMH/N0304 Maintain health, safety and security at workplace	
(Knowledge of the company / organisation and its processes)	KA1. Health and safety related practices applicable at the workplace KA2. Potential hazards, risks and threats based on nature of operations KA3. Organizational procedures for safe handling of equipment and machine operations KA4. Potential risks due to own actions and methods to minimize these KA5. Environmental management system related procedures at the workplace KA6. Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points KA7. Potential accidents and emergencies and response to these scenarios KA8. Reporting protocol and documentation required KA9. Details of personnel trained in first aid, fire-fighting and emergency response KA10. Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire
B. Technical / Domain Knowledge	The user/individual on the job needs to know and understand: KB1. Occupational health and safety risks and methods KB2. Personal protective equipment and method of use KB3. Identification, handling and storage of hazardous substances KB4. Proper disposal system for waste and by-products KB5. Signage related to health and safety and their meaning KB6. Importance of sound health, hygiene and good habits KB7. Ill-effects of alcohol, tobacco and drugs
Skills (S) w.r.t the Scope	
Elements	Skills
A. Core Skills / Generic Skills	The user/ individual on the job needs to know and understand how to: SA1. Respond to emergencies, accidents or fire at the workplace SA2. Evacuate the premises and help others in need while doing so SA3. The value of physical fitness, personal hygiene and good habits
B. Professional Skills	The user/ individual on the job needs to know and understand how to: SB1. Raise alarm SB2. Safe and correct procedure of handling equipment and machinery SB3. Identify, report malfunctions in machinery and equipment and correct them if possible SB4. Identify and report service malfunctions and chemical leaks SB5. Keep work area free from potential hazards SB6. Report to supervisors and other authorized personnel for assistance



NOS

National Occupational Standards



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AMH/N0304 Maintain health, safety and security at workplace

NOS Version Control

NOS Code	AMH/N0304AMH/N0304		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	11
Sector	Apparel, Made-Up's and Home Furnishing	Drafted On	1 st March, 2014
Sub-Sector	Apparel / Made-Up's / Home Furnishing	Last Reviewed On	31 st March, 2014 1 st March, 2014
		Next Review Date	1st October, 2014

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NOS

National Occupational Standards



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AMH/N0305 Comply with industry and organisational requirements

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with legal and ethical requirements at the workplace.



NOS

National Occupational Standards



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National Occupational Standards



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AMH/N0305 Comply with industry and organisational requirements

National Occupational Standard

Unit Code	AMH/N0305
Unit Title (Task)	Comply with industry and organisational requirements
Description	Error! No text of specified style in document.
Scope	This unit/task covers the following: 1. Comply with legal and ethical requirements
Performance Criteria (PC) w.r.t the Scope	
Elements	Performance Criteria
Comply with legal and ethical requirements	To be competent, the user/individual on the job must be able to: PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel PC3. Apply and follow these policies and procedures within your work practices PC4. Provide support to your supervisor and team members in enforcing these considerations PC5. Identify and report any possible deviation to these requirements
Knowledge and Understanding (K) w.r.t. the Scope	
Elements	Knowledge and Understanding
A. Organisational Context (Knowledge of the company / organisation and its processes)	The user/individual on the job needs to know and understand: KA1. The importance of having an ethical and value-based approach to governance KA2. Benefits to your company and yourself due to practice of these procedures KA3. The importance of punctuality and attendance KA4. Specific to the industry/sector, know and understand: a. Legal and ethical requirements b. Procedures to follow if someone does not meet the requirements KA5. Customer specific requirements mandated as a part of your work process
B. Technical / Domain Knowledge	The user/individual on the job needs to know and understand: KB1. Country / customer specific regulations for your sector and their importance KB2. Reporting procedure in case of deviations KB3. Limits of personal responsibility
Skills (S) w.r.t the Scope	
Elements	Skills
A. Core Skills / Generic Skills	On the job the individual needs to be able to: SA1. Plan and manage work routine based on company procedure SA2. Positively influence your team members into following procedures

AMH/N0305 Comply with industry and organisational requirements

	SA3. Participate and influence your organization's response towards these procedures
B. Professional Skills	On the job the individual needs to be able to: SB1. Take appropriate decisions related to responsibilities SB2. Practice a customer service oriented approach

NOS Version Control

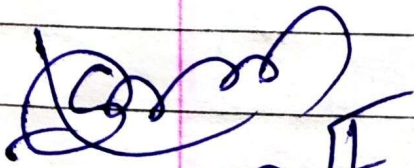
NOS Code	AMH/N0305AMH/N0305		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	11
Sector	Apparel, Made-Up's and Home Furnishing	Drafted On	1 st March, 2014
Sub-Sector	Apparel / Made-Up's / Home Furnishing Apparel / Made-Up's / Home Furnishing	Last Reviewed On	31 st March, 2014 31 st March, 2014
		Next Review Date	1 st October, 2014

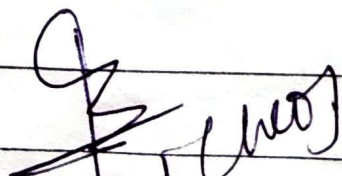
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सूचना

महाविद्यालयातील सर्व विद्यार्थीनींना सूचित केल्यात येत की, महाविद्यालयात 'Sewing Machine operation' (डोमट मेशिन कोर्स) ची या कार्यशाळेचे आयोजन दिनांक ६ एप्रिल २०१९ ते २२ जून २०१९ र मॉर्निंग ११ वी दिवसांचे नियोजित केली आहे. तरी सर्व मुलींनी सद्भागाने कोर्सेस आपली उपस्थिती दर्शवावी. कार्यशाळेची नियोजित वेळ १०:३० वाजता. अधिक माहितीसाठी प्रा. कायंदे मंडम यांची भेट घ्यावी.


B.A. II


B.A. II

Wishes
B.A. II



प्रा. प्राचार्य
गोविंदराव वारजुरकर
कला विज्ञान महाविद्यालय
नागभोड-४४१२०६.

BROCHURE OF MAKEUP ARTIST COURSE

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR MEDIA AND ENTERTAINMENT INDUSTRY

What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular role or function.
- OS are performance standards that individuals can achieve when carrying out functions in workplace together with specific knowledge and understanding.

Contact Us:

Media & Entertainment Skills Council

Email:

info@mesqa.org



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3. Glossary of Key Terms.....P.3
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Introduction

Qualifications Pack-Make-up artist

SECTOR: MEDIA AND ENTERTAINMENT

SUB-SECTOR: Film, Television, Advertising

OCCUPATION: Hair and Make-up

REFERENCE ID: MES/ Q 1801

ALIGNED TO: NCO 2015- 5142.04

Make-up artist in the Media & Entertainment Industry is also known as a Make-up designer

Brief Job Description: Individuals at this job are responsible for the design and execution of make-up for artists

Personal Attributes: This job requires the individual to understand make-up requirements and identify the design and look for each artist. The individual must have a good understanding of the principles of cosmetology and theory of skin, colour, bruising etc. The individual must be able to select the appropriate make-up products and use relevant techniques to create the required look for artists. The individual must also be aware of the common diseases, allergies, disorders and reactions that could be caused by/ could impact make-up application.



Qualifications Pack Code	MES/ Q 1801		
Job Role	Make-up artist This job role is applicable in both national and international scenarios		
Credits (NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	18/02/15
Sub-sector	Film, Television, Advertising	Last reviewed on	20/03/18
Occupation	Hair and Make-up	Next review date	20/03/20
NSQC Clearance on	28/09/2015		

Job Role	Make-up artist
Role Description	Design and execution of make-up for artists
NSQF level	4
Minimum Educational Qualifications	Class XII
Maximum Educational Qualifications	Graduate
Training (Suggested but not mandatory)	Course in Make-up Application
Minimum Job Entry Age	18 years
Experience	1-3 Years (0-2 Years for Junior Make-up Artists)
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> 1. MES/ Q 1801 (Identify hair and make-up requirements) 2. MES/ Q 1802 (Manage hair, make-up and prosthetics supplies) 3. MES/ Q 1803 (Prepare for attending the artist's appointment) 4. MES/ Q 1804 (Apply make-up and special effects) 5. MES/ Q 1807 (Manage helpers and trainees) 6. MES/ Q 0104 (Maintain workplace health and safety) <p>Optional: N.A.</p>
Performance Criteria	As described in the relevant OS units



Definitions

Airbrushing	A technique to apply multiple liquid make-up products on the skin by pushing them through a nozzle to create a mist of droplets that settle on the skin
Contouring	The art of shading and highlighting areas of the skin, features etc.
Cosmetology	The art of applying cosmetics and study of their uses
Exfoliate	Process of removing dirt, dead cells and cleaning the skin using a gentle abrasive product
Hair colour	A hair product that is used to change the colour or appearance of the hair
Hair elasticity	The ability of the hair to stretch and return back to its original length
Prosthetics	The art of creating false limbs, body parts using sculpting, moulding, casting techniques for use in special effects make-up
Skin test	A process where a small amount of the product is applied to the skin to test for any adverse skin reactions
Sector	Sector is a conglomeration of different business operations having similar businesses 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.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-functions	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
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 they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria 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 Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification 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 the 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 the quality of performance required.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization 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	Core Skills or Generic Skills are a group of skills that are key to learning and working 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.



NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework

National Occupational Standard



Overview

This unit is about understanding hair and make-up requirements to meet the demands of the Director, Production Designer and/or artists

Unit Code	MES/ N1801
Unit Title	Identify hair and make-up requirements
Description	This OS unit is about understanding hair and make-up requirements to meet the demands of Director, Production Designer and/or artists
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Understanding requirements Obtaining ideas about character's look Identifying the design concept Determining the production requirements
Performance Criteria (PC) w.r.t. the Scope	
Understanding requirements	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Understand the number of characters or artists for whom hair and/or make-up design is required, in consultation with/supervision of senior designers if necessary PC2. Understand hair and make-up requirements (e.g. natural look for anchors/presenters, prosthetics / injuries/ stains for special effects, glamorous / period/ ageing for actors etc.) from the director/ production designer/artist and design/ continuity requirements from the script (where applicable) PC3. Recognize when special requirements and effects are required to produce the design
Obtaining ideas about character's look	PC4. Access sources needed to research the creative aspects of the look based on the requirements
Identifying the design concept	PC5. Produce and finalize design ideas which are consistent with the script and sensitive to its characterization, in consultation with/supervision of senior designers and artists if necessary
Determining the production requirements	PC6. Understand the creative and technical requirements required to execute the look PC7. Realistically estimate the amount of preparation time, budget and resources required for the type of production being worked on, in consultation with/supervision of Senior Designers and Producers if necessary
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. The creative and technical requirements of the production KA2. The technical, resource, budget and time constraints applicable KA3. The creative preferences and prejudices of the director/ production designer/artists KA4. The role and requirements of key departments be liaised with, especially costumes, camera and lighting where the team has the maximum interaction

MES/ N 1801

Identify hair and make-up requirements

<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The principles of cosmetology and hair care</p> <p>KB2. The theory of skin and hair</p> <p>KB3. The human anatomy and face structure</p> <p>KB4. The fundamentals and principles of drawing and colour theory</p> <p>KB5. Techniques of applying screen/ stage/ fashion/ corrective make-up</p> <p>KB1. Theory of bruising and application techniques including blood, dirt etc.</p> <p>KB2. The history of make-up, including period styles and techniques</p> <p>KB6. The features, advantages and disadvantages of different hair and make-up products (such as eye-liners, hair spray etc.), tools (such as combs, brushes etc.) and equipment (such as dryers, straighteners etc.)</p> <p>KB7. How to assess the artists' look from the script and through discussions with the producer, director/ production designer</p> <p>KB8. How to estimate the cost and time it would take to create the look keeping in mind the creative requirements</p> <p>KB9. Health and safety guidelines, including safe usage of hair and make-up products, common allergies etc.</p>
<p>Skills (S) (Criteria)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. Make notes to capture creative requirements of the director/ production designer / artists</p> <p>SA2. Document estimates of time, budget and resources required to achieve creative requirements</p> <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. Read and understand the script and perform a break-down for hair and make-up design and continuity</p> <p>SA4. Research references for hair and make-up designs that can be used for production</p> <p>SA5. Interpret the information collected with the original design idea agreed with the director/ production designer</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. Understand requirements from the director/ production designer and artists</p> <p>SA7. Finalise the design concept with the director/ production designer/artist</p>
<p>B. Professional Skills</p>	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Decide the creative look for artists' keeping in mind the requirements of the script, director/ production designer and/ or artists</p> <p>Problem Solving</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. Take appropriate action in the event of shortfalls in the availability, quantity and quality of materials, staff or facilities</p> <p>SB3. Find alternatives and modify facilities when what is provided is inadequate</p> <p>Analytical Thinking</p>

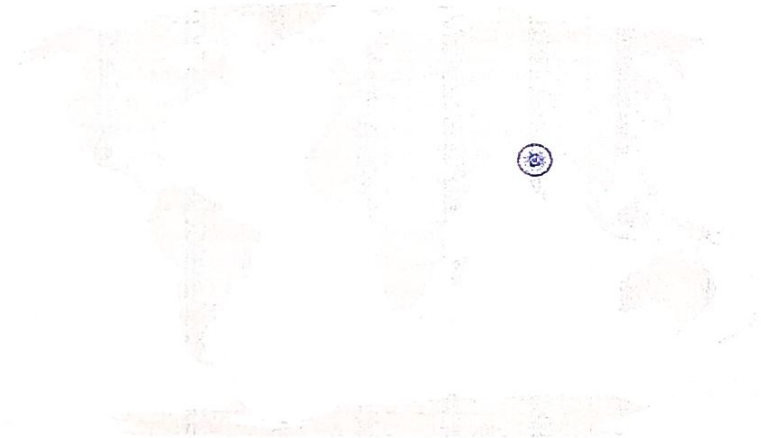
MES/ N 1801

Identify hair and make-up requirements

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. Anticipate over-spending on the budget and agree on suitable solutions</p> <p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. break down scripts in terms of hair and makeup requirements to be used during production</p> <p>Critical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. foresee the hair and makeup requirements to be planned/purchased as per the script updations</p> <p>Customer Centricity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. able to communicate the requirements analysed with the production team</p>
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NOS Version Control

NOS Code	MES / N 1801		
Credits (NSQF)	TBD	Version number	01
Industry	Media and Entertainment	Drafts on	18/02/15
Industry Sub-sector	Film, Television, Advertising	Last reviewed on	18/02/15
Occupation	Hair and Make-up	Next review date	18/02/17



National Occupational Standard



Overview

This unit is about managing hair, make-up and prosthetics resources and supplies, and making purchases whenever necessary



MES/ N 1802

Manage Hair, Make-up and Prosthetics supplies

Unit Code	MES/ N 1802
Unit Title (Key)	Manage Hair, Make-up and Prosthetics supplies
Description	This OS unit is about managing hair, make-up and prosthetics resources and supplies, and making purchases whenever necessary
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Evaluating material and equipment Selecting and purchasing relevant products/services Monitoring stocks of products <p>Note: This task may be covered by Senior Designers or Producers on larger productions. On smaller productions a Make-up Artist, Hairdresser or Prosthetics Artist may be solely responsible.</p>
Performance Criteria (PC) with the Scope	
Evaluating material and equipment	To be competent, the user/individual on the job must be able to: PC1. Evaluating materials on quality, quantity, type, costs PC2. Determine the amount and quality of resources, materials, tools and equipment required to meet design specifications PC3. Determine where and how resources should be labeled, stored and arranged
Selecting and purchasing relevant products/ services	PC4. Select the providers of materials and equipment and purchase adequate quantity and type of products, in line with creative, technical and budgetary requirements, in consultation with/supervision of Senior Designers and Producers if necessary
Monitoring stocks	PC5. Monitor and replenish stock of hair, make-up or prosthetics resources, as per requirements
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. The technical, resource, budget and time constraints applicable KA2. The list of vendors from whom the organization has procured materials and supplies in the past KA3. Special requirements of the director/ production designer / artists' (if any) KA4. The role and requirements of key departments be liaised with, especially costumes, camera and lighting where the team has the maximum interaction KA5. The creative and technical requirements of the production KA6. The hair, make-up and prosthetics design concept agreed upon with the director/ production designer and artists
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. The principles of cosmetology, hair care and prosthetics application KB2. The features, characteristics, advantages, disadvantages, costs etc. of different types of materials, tools and equipment KB3. Common skin diseases, allergies, disorders and reactions KB4. Where and how to source make up, hair and prosthetics materials, tools and equipment KB5. How to select materials, tools and equipment that suits the artists' skin type and conditions



MES/ N 1802

Manage Hair, Make-up and Prosthetics supplies

	KB6. How to obtain special materials or equipment based on artists' physical needs or artistic preferences KB7. How to handle products to avoid damage or spillages KB8. Where and how resources should be labeled, stored and arranged KB9. Health and safety guidelines, including common allergies that could occur from using materials
Skills (S) (Criteria)	
A. Core Skills/ Generic Skills	Writing Skills The user/individual on the job needs to know and understand how to: SA1. Make an accurate list of resources to be purchased along with details such as quantity, cost, vendor name etc. SA2. Fill out a purchase order form/petty cash form and get the appropriate approvals for purchase of materials SA3. Keep accurate records of what you have ordered and what has been supplied SA4. Keep accurate records of expenditure and associated documents, receipts etc. SA5. Update stock records as appropriate
	Reading Skills The user/individual on the job needs to know and understand how to: SA6. Refer to hair, make-up or prosthetics designs, vendor catalogues, websites etc. to gather information on materials to be purchased SA7. Read the production schedules and deadlines to ensure that materials are available in advance
	Oral Communication (Listening and Speaking skills) The user/individual on the job needs to know and understand how to: SA8. Communicate effectively with vendors, in consultation with/supervision of Senior Designers and Producers if necessary SA9. Discuss and agree on the final list of resources to be purchased with the director/ production designer and/ or the artists SA10. Liaise with the finance departments to receive cash for purchases
B. Professional Skills	Decision Making The user/individual on the job needs to know and understand how to: SB1. Select the correct quantity and types of materials required, taking into account the design, production schedules and deadlines SB2. Select materials and equipment vendors who are able to meet the creative and budgetary requirements
	Plan and Organize The user/individual on the job needs to know and understand how to: SB3. Ensure that the materials, tools and equipment are sourced prior to commencement of production
	Customer Centricity The user/individual on the job needs to know and understand how to: SB4. be creative and imaginative as per the changes or updations in the story or characters
	Problem Solving The user/individual on the job needs to know and understand how to:



NOS

National Occupational Standards



NSDC
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MES/ N 1802

Manage Hair, Make-up and Prosthetics supplies

	SB5. Take appropriate action in the event of shortfalls in the quantity and quality of materials, staff or facilities
	SB6. Monitor expenditure and anticipate budget over-spending and agree suitable solutions
	SB7. Deal with supply delays promptly and effectively
	SB8. Check products to ensure they are not damaged and arrange replacement, where required
	Analytical Thinking
The user/individual on the job needs to know and understand how to:	
SB9. Monitor the nature and quality of vendors materials, tools and equipment for future purchases	
Critical Thinking	
The user/individual on the job needs to know and understand how to:	
SB10. Appraise the quality of own work to ensure it is in line with the expected quality standards	



NOS

National Occupational Standards



NSDC
National Skills Development Corporation

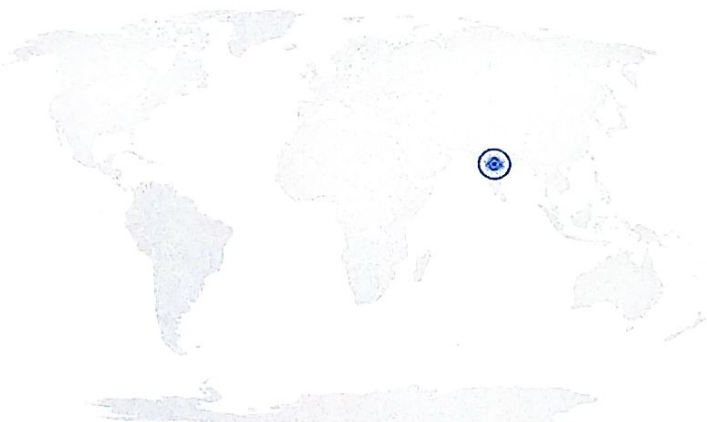
MES/ N 1802

Manage Hair, Make-up and Prosthetics supplies

NOS Version Control

NOS Code		MES / N 1802	
ET / NS	TBD	Version number	01
Industry	Media and Entertainment	Drafted on	18/02/15
Task / MS	Film, Television, Advertising	Last reviewed on	18/02/15
Occupation	Hair and Make-up	Next review date	18/02/17

National Occupational Standard



Overview

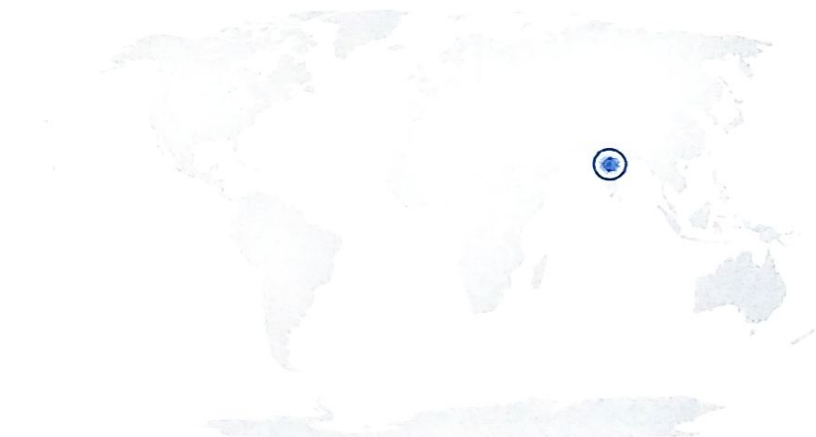
This unit is about preparing to alter the artists' appearance in accordance to requirements

National Occupational Standard	Unit Code	MES/ N 1803
	Unit Title (Task)	Prepare for altering the artists' appearance
	Description	This OS unit is about preparing to alter the artists' appearance in accordance with requirements
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Organizing and arranging work area, materials, tools, equipment
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	Organizing and arranging work area, materials, tools, equipment	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Prepare, organize and keep workstation materials, equipment and on-set kit fully stocked, tidy and hygienic PC2. Explain hair and/or make up procedures to artists and invite their questions PC3. Prepare the skin and scalp appropriately for the type of contact material used PC4. Take measurements of the appropriate head and body areas for preparation of wigs, masks etc. PC5. Arrange fittings and appointments with artists' within production deadlines
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. The basic make up and/or hair work materials and equipment required for the workstation and on set kit KA2. The creative and technical requirements of the production KA3. The technical, resource, budget and time constraints applicable KA4. The production schedules and dates on which specific looks would need to be created for artists
	B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. The principles of cosmetology and hair care KB2. How to undertake a script breakdown and understand shot-wise hair and make-up requirements KB3. How to interpret the look of each character accurately KB4. How to identify whether time affects the look of the character at the beginning and as the story unfolds KB5. How to label material containers clearly with complete information necessary for safe use. KB6. How to carry out a skin analysis and identify potential skin allergies and reactions KB7. How to carry out hair elasticity tests KB8. How to clean the skin surface and apply exfoliators, creams, bleach, lotions to skin and body parts KB9. Appropriate methods of skin and scalp preparation KB10. The techniques of removing body hair including waxing, shaving etc. KB11. Safe and hygienic methods to store, handle and dispose of make-up and/or hair equipment, tools, hazardous substances KB12. Health and safety legislation applicable to make up and/or hair equipment and hazardous substances

Skills (S) (Optional)	
A. Core Skills/ Generic Skills	Writing Skills The user/individual on the job needs to know and understand how to: SA1. Label and store materials, tools and equipment, so that they are easily accessible when required SA2. Record key measurements of the head and body area for preparing wigs, masks etc.
	Reading Skills The user/individual on the job needs to know and understand how to: SA3. Read the script & understand hair-and make-up requirements (as applicable) SA4. Read production schedules and understand looks that would need to be maintained throughout the duration of the shoot, and dates on which specific looks would need to be created (as applicable)
	Oral Communication (Listening and Speaking skills) The user/individual on the job needs to know and understand how to: SA5. Check with artist's about past allergies and other sensitivities SA6. Advise artists' of procedures and possible discomfort that the change of appearance may cause SA7. Discuss the artists' look with the costume, camera and lighting teams to ensure that the required look would meet requirements and would be appealing
	B. Professional Skills
	Plan and Organize The user/individual on the job needs to know and understand how to: SB1. Organise materials, tools and equipments in advance and prior to production
	Problem Solving The user/individual on the job needs to know and understand how to: SB2. Recognize and deal with infectious or contagious skin and/or hair conditions that could contaminate make up and/or hair materials and equipment SB3. Identify and avoid potential infection, adverse hair and/or skin reaction and personal discomfort for artists and take appropriate action
	Analytical Thinking The user/individual on the job needs to know and understand how to: SB4. Determine if the items fit in accordance with your measurements of the artist and whether some additional trimming will be required SB5. Make sure that sufficient materials and equipment are available and in good working order, prior to the start of the shoot
	Decision Making The user/individual on the job needs to know and understand how to: SB6. Finalise the creative vision of the production
	Customer Centricity The user/individual on the job needs to know and understand how to: SB7. be creative and imaginative as per the changes or updations in the story or characters
	Critical Thinking The user/individual on the job needs to know and understand how to: SB8. Appraise the quality of own work to ensure it is in line with the expected quality standards

NOS Version Control

NOS Code	MES / N 1803		
Credits(NSQF)	TBD	Version number	01
Industry	Media and Entertainment	Drafted on	18/02/15
Industry Sub-sector	Film, Television, Advertising	Last reviewed on	18/02/15
Occupation	Hair and Make-up	Next review date	18/02/17



National Occupational Standard



Overview

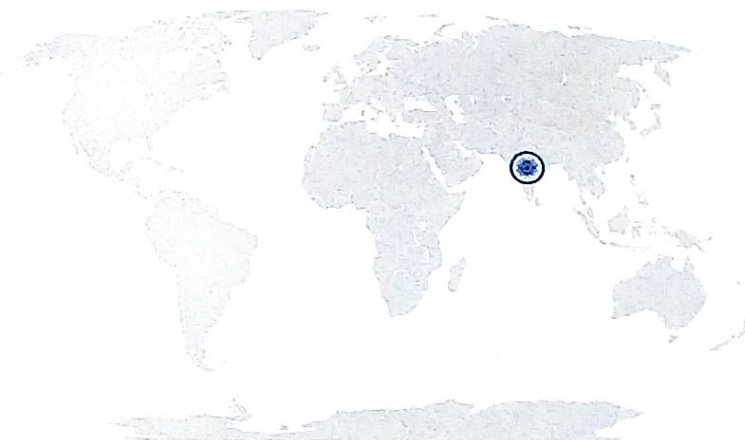
This unit is about altering the artist's appearance using make up and maintaining its continuity throughout the production schedule

National Occupational Standard	Unit Code	MES/ N 1804
	Unit Title(Task)	Apply make-up and special effects
	Description	This OS unit is about altering the artist's appearance using make up and maintaining its continuity throughout the production schedule
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Altering the artist's look Selecting the appropriate techniques
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	Altering the artist's look	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Apply selected make-up to achieve the desired effect 'on camera' and maintaining continuity during shoots (where required) PC2. Assist in the maintenance of continuity of the artist's appearance PC3. Remove the make-up carefully to reduce artists' discomfort
	Selecting appropriate techniques	<ul style="list-style-type: none"> PC4. Check that the selected make-up is appropriate to the required look, need for durability, dressing techniques and is compatible with artists skin type PC5. Position artists in the most appropriate position to minimize personal discomfort
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. The basic make up materials and equipment required KA2. The creative and technical requirements of the production KA3. The technical, resource, budget and time constraints applicable KA4. The production schedules and dates on which specific looks would need to be created for artists KA5. Environmental factors at the shooting venue e.g. temperature, humidity etc. and lighting and camera requirements
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. The principles of cosmetology and hair care KB2. The fundamentals of Skin theory KB3. The human anatomy and face structure KB4. The fundamentals and principles of drawing and colour theory KB5. Techniques of applying screen/ stage/ fashion/ corrective make-up KB6. Theory of bruising and application techniques including blood, dirt etc. KB7. Techniques of contouring KB8. The history of make-up, including period styles and techniques KB9. The features, characteristics, advantages, disadvantages, costs etc. of different types of materials, tools and equipment KB10. Common skin diseases, allergies, disorders and reactions KB11. Appropriate methods of skin and scalp preparation KB12. Factors (design requirements, face and head shape of artists etc.) to be considered while applying make-up KB10. How to handle products to avoid damage or spillages KB13. Make up & special effects application techniques and their correct sequence KB14. How to ensure that makeup is sustained under different shooting conditions KB15. The techniques of airbrushing KB16. How to clean, shape and apply polish to nails 	

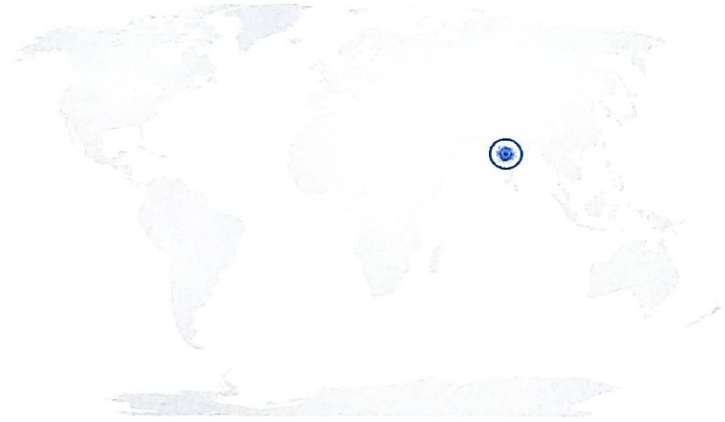
	<p>KB17. How to remove make-up safely</p> <p>KB18. How to carry out the necessary tests to check for harmful reactions caused by removers, make-up etc.</p> <p>KB19. Health and safety guidelines, including safe usage of hair and make-up products, common allergies etc.</p>
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	<p>Writing Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. Keep complete and accurate records of make-up continuity details for all artists</p>
	<p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. Access information to confirm complexion and resultant make-up and special effects required for artists</p> <p>SA3. Gather suitable references to use during application</p>
	<p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. Check with artist's about past allergies and other sensitivities</p> <p>SA5. Clearly and fully inform artists of the process of applying make-up and ensure they are positioned comfortably</p> <p>SA6. Advise artists how to maintain make-up throughout the production schedule as appropriate</p>
	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Select make-up and other material which is compatible to the artist's skin type</p>
	<p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. Ensure that the required look is created within the required preparation time</p>
B. Professional Skills	<p>Problem Solving</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. Take action if make up causes adverse skin reactions</p> <p>SB4. Take appropriate action when make-up or special effects disintegrate under shooting conditions</p> <p>SB5. Accommodate for changes in the script or due to atmospheric/ weather changes</p> <p>SB6. Minimize personal discomfort to artists</p>
	<p>Critical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. Check artists' make-up against specifications for continuity</p>
	<p>Customer Centricity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. be creative and imaginative as per the changes or updations in the story or characters</p>
	<p>Analytical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB9. Have a keen eye for detail and maintain an aesthetic sense towards colour Shapes, forms and the final output</p>

NOS Version Control

NOS Code	MES / N 1804		
Credits(NSQF)	TBD	Version number	01
Industry	Media and Entertainment	Drafted on	18/02/15
Industry Sub-sector	Film, Television, Advertising	Last reviewed on	18/02/15
Occupation	Hair and Make-up	Next review date	18/02/17



National Occupational Standard



Overview

This unit is about managing helpers and trainees while producing the required hair, make-up and prosthetics according to the design brief

National Occupational Standard	Unit Code	MES/ N 1807
	Unit Title (Task)	Manage helpers and trainees
	Description	This OS unit is about managing helpers and trainees while producing the required hair, make-up and prosthetics according to the design brief Note: This task may be covered by Senior Designers or Producers on larger productions. On smaller productions a Make-up Artist, Hairdresser or Prosthetics Artist may be solely responsible.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Communicating information Ensuring that the helpers/trainees assist correctly
Performance Criteria (PC) w.r.t. the Scope		
Element	Performance Criteria	
Communicating information	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Inform, or assist in informing, trainees/helpers of the hair, make-up and prosthetics process and of their responsibilities and role in the process PC2. Ensure, or assist in ensuring, that the trainees/helpers know how to find and operate the materials, tools and equipments that will be required during the process PC3. Provide clear and precise instructions to trainees/helpers during the process and ensure they are working effectively to meet the production schedule 	
Ensuring that trainees/ helpers assist correctly	<ul style="list-style-type: none"> PC4. Monitor and evaluate the work of trainees/helpers in an effective, unobtrusive and objective manner PC5. Provide trainees/helpers with the opportunity to contribute and try out the work for themselves 	
Knowledge and Understanding (K)		
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. The creative and technical requirements of production KA2. The technical, resource, budget and time constraints applicable KA3. The production schedules and dates by when hair, make-up or prosthetics would need to be created KA4. The work areas, process and activities involved 	
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. How to plan the work for helpers/trainees and assign responsibilities KB2. How to use and/or operate the materials, tools and equipments required during the hair, make-up or prosthetics process KB3. The resources available for training helpers/trainees KB4. How to utilize the resources available in the best possible manner KB5. How to provide constructive feedback that could help helpers/trainees improve their performance 	

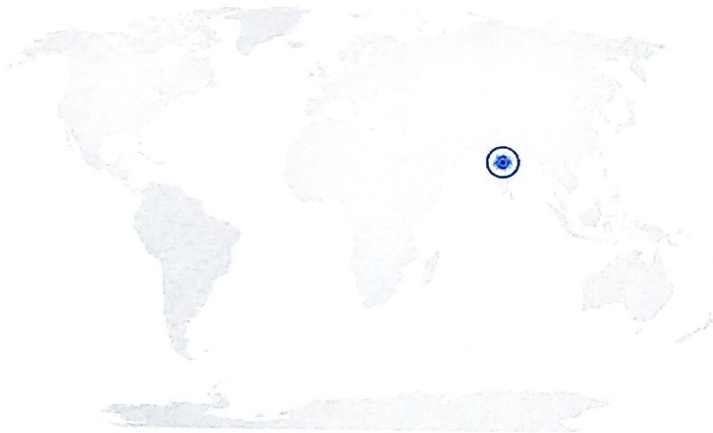
	<p>KB6. Legislation, regulations and codes of practice that are applicable to managing other people and to the work being undertaken</p> <p>KB7. How to ensure that trainees adhere to applicable health and safety requirements at all times</p>
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	<p>Writing Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. Document plan for workers that encapsulates their role and responsibilities in the hair, make-up or prosthetics process</p>
	<p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. Advise trainees on the appropriate use of standard procedures, materials, tools and equipments</p> <p>SA3. Encourage trainees to ask questions regarding aspects of the design brief</p> <p>SA4. Provide constructive individual feedback to trainees on their work and encourage them to improve future performance</p>
	<p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Read and research any production specifications, where necessary and communicate with the team</p>
	<p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Plan the hair, make-up and prosthetics process and activities and identify activities where helpers/trainees could assist</p>
	<p>Problem Solving</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. Monitor the work of trainees and demonstrate how they could address potential problems</p> <p>SB3. Find workable solutions promptly for any problems which could adversely impact upon the production schedule</p> <p>SB4. Report any problems concerning the management of trainees</p>
B. Professional Skills	<p>Critical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. Evaluate own performance in the management of trainees and consult the relevant person for feedback</p>
	<p>Customer Centricity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. check that team work meets project creative requirements</p>
	<p>Analytical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. Identify issues that may arise during production/ probe into issues highlighted by the production team and explore options to resolve them proactively</p>
	<p>Decision making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. assign action plan for all team members as per their skills</p>

NOS Version Control

NOS Code	MES / N 1807		
Credits (NSQF)	TBD	Version number	01
Industry	Media and Entertainment	Drafted on	18/02/15
Industry Sub-sector	Film, Television, Advertising	Last reviewed on	18/02/15
Occupation	Hair and Make-up	Next review date	18/02/17



National Occupational Standard



Overview

This unit is about contributing towards maintaining a healthy, safe and secure working environment

National Occupational Standard

Unit Code	MES/ N 0104
Unit Title (Task)	Maintain workplace health and safety
Description	This OS unit is about contributing towards maintaining a healthy, safe and secure working environment
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Understanding the health, safety and security risks prevalent in the workplace Knowing the people responsible for health and safety and the resources available Identifying and reporting risks Complying with procedures in the event of an emergency
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Understanding the risks prevalent in the workplace	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Understand and comply with the organisation's current health, safety and security policies and procedures PC2. Understand the safe working practices pertaining to own occupation PC3. Understand the government norms and policies relating to health and safety including emergency procedures for illness, accidents, fires or others which may involve evacuation of the premises PC4. Participate in organization health and safety knowledge sessions and drills
Knowing the people responsible for health and safety and the resources available	<ul style="list-style-type: none"> PC5. Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency PC6. Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms
Identifying and reporting risks	<ul style="list-style-type: none"> PC7. Identify aspects of your workplace that could cause potential risk to own and others health and safety PC8. Ensure own personal health and safety, and that of others in the workplace through precautionary measures PC9. Identify and recommend opportunities for improving health, safety, and security to the designated person PC10. Report any hazards outside the individual's authority to the relevant person in line with organisational procedures and warn other people who may be affected
Complying with procedures in the event of an emergency	<ul style="list-style-type: none"> PC11. Follow organisation's emergency procedures for accidents, fires or any other natural calamity in case of a hazard PC12. Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Organisation's norms and policies relating to health and safety KA2. Government norms and policies regarding health and safety and related emergency procedures KA3. Limits of authority while dealing with risks/ hazards KA4. The importance of maintaining high standards of health and safety at a workplace

B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. The different types of health and safety hazards in a workplace KB2. Safe working practices for own job role KB3. Evacuation procedures and other arrangements for handling risks KB4. Names and contact numbers of people responsible for health and safety in a workplace KB5. How to summon medical assistance and the emergency services, where necessary KB6. Vendors' or manufacturers' instructions for maintaining health and safety while using equipments, systems and/or machines
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	<p>Writing Skills The user/individual on the job needs to know and understand how to: SA1. How to write and provide feedback regarding health and safety to the concerned people SA2. How to write and highlight potential risks or report a hazard to the concerned people</p> <p>Reading Skills The user/individual on the job needs to know and understand how to: SA3. Read instructions, policies, procedures and norms relating to health and safety</p> <p>Oral Communication (Listening and Speaking skills) The user/individual on the job needs to know and understand how to: SA4. Highlight potential risks and report hazards to the designated people SA5. Listen and communicate information with all anyone concerned or affected</p>
B. Professional Skills	<p>Decision making The user/individual on the job needs to know and understand how to: SB1. Make decisions on a suitable course of action or plan</p> <p>Plan and Organize The user/individual on the job needs to know and understand how to: SB2. Plan and organize people and resources to deal with risks/ hazards that lie within the scope of one's individual authority</p> <p>Problem Solving The user/individual on the job needs to know and understand how to: SB3. Apply problem solving approaches in different situations</p> <p>Critical Thinking The user/individual on the job needs to know and understand how to: SB4. Understand hazards that fall within the scope of individual authority and report all hazards that may supersede one's authority SB5. Apply balanced judgements in different situations</p> <p>Customer Centricity The user/individual on the job needs to know and understand how to: SB6. build and maintain positive and effective relationships with colleges and customers</p> <p>Analytical Thinking The user/individual on the job needs to know and understand how to: SB7. analyze data and activities</p>

NOS Version Control

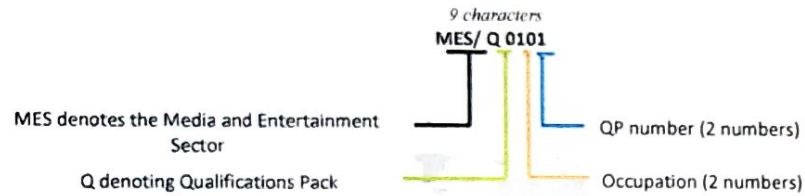
NOS Code	MES / N 0104		
Credits(NSQF)	TBD	Version number	01
Sector	Media and Entertainment	Drafted on	18/02/15
Sub-sector	Film, Television, Advertising	Last reviewed on	18/02/15
Occupation	Hair and Make-up	Next review date	18/02/17



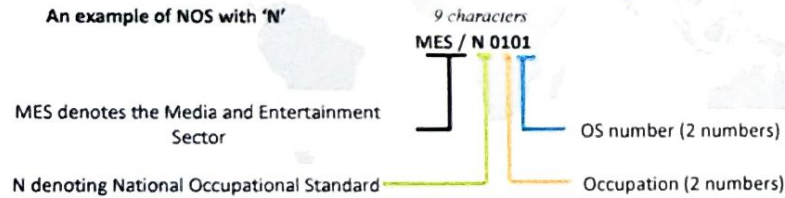
Annexure

Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard



[Back to top...](#)

The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
...	...

Sequence	Description	Example
Three letters	Media and Entertainment	MES
Slash	/	/
Next letter	Whether QP or NOS	Q
Next two numbers	Direction	13
Next two numbers	QP number	01

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Make-up Artist

Qualification Pack: MES Q 1801

Sector Skill Council: Media and Entertainment Skills Council

	NOS	NOS NAME	Weightage
1	MES/ N 1801	Identify hair and make-up requirements	20%
2	MES/ N 1802	Manage hair and make-up supplies	20%
3	MES/ N 1803	Prepare for altering the artists' appearance	25%
4	MES/ N 1804	Apply make-up and special effects	25%
5	MES/ N 1807	Manage helpers and trainees	5%
6	MES/ N 0104	Maintain workplace health and safety	5%
			100%

Guidelines for Assessment:
1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory & Practical part will be based on knowledge bank of questions created by the AA and approved by SSC.
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria.
5. To pass the Qualification Pack , every trainee should score a minimum of 70% cumulatively (Theory and Practical).
6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

Assessment Outcomes	Assessment Criteria for outcomes	Total Mark	Marks Allocation			
			Out Of	Theory	Skills Practical	
MES/ N 1801 (Identify hair and make-up requirements)	PC1. Accurately break down the script to identify the number of characters or artists for whom hair and/or make-up design is required	100	20	5	60	
	PC2. Understand hair and make-up requirements (e.g. natural look for anchors/ presenters, prosthetics / injuries/ stains for special effects, glamorous / period/ ageing for actors etc.) from the director/ production designer/artist and design/ continuity requirements from the script (where applicable)		20	5		
	PC3. Recognize when special requirements and effects are required to produce the design		15	5		
	PC4. Access sources needed to research the creative aspects of the look based on the requirements		10	5		
	PC5. Produce and finalize design ideas which are consistent with the script and sensitive to its characterization		15	10		
	PC6. Identify the creative and technical requirements required to execute the look		15	5		
	PC7. Realistically estimate the amount of preparation time, budget and resources required for the type of production being worked on		5	5		
	Total		100	40	60	
Assessment Outcomes	Assessment Criteria for outcomes	Total Mark	Marks Allocation			
			Out Of	Theory	Skills Practical	
MES/ N 1802 (Manage hair and make-up supplies)	PC1. Determine the amount and quality of resources, materials, tools and equipment required to execute the hair and make-up design	100	20	10	60	
	PC2. Determine where and how resources should be labelled, stored and arranged		20	5		
	PC3. Select the providers of materials and equipment and purchase adequate quantity and type of products		20	10		
	PC4. Monitor and replenish stock of hair and/or make-up products, as per requirement		20	5		
	Total		100	20	5	60

	PC5. Ensure that there is sufficient staff with the necessary skills to fulfil the design concept		20	10	
		Total	100	40	60

Assessment Outcomes	Assessment Criteria for outcomes	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
MES/ N 1803 (Prepare for altering the artists' appearance)	PC1. Prepare, organize and keep workstation materials, equipment and on-set kit fully stocked, tidy and hygienic	100	20	5	60
	PC2. Explain hair and/or make up procedures to artists and invite their questions		20	10	
	PC3. Prepare the skin and scalp appropriately for the type of contact material used		20	10	
	PC4. Take measurements of the appropriate head and body areas for preparation of wigs, masks etc.		25	10	
	PC5. Arrange fittings and appointments with artists' within production deadlines		15	5	
	Total		100	40	
Assessment Outcomes	Assessment Criteria for outcomes	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
MES/ N 1804 (Apply make-up and special effects)	PC1. Apply selected make-up to achieve the desired effect 'on camera' and maintaining continuity during shoots (where required)	100	25	10	60
	PC2. Assist in the maintenance of continuity of the artist's appearance		25	10	
	PC3. Remove the make-up carefully to reduce artists' discomfort		20	5	
	PC4. Check that the selected make-up is compatible with artists skin type and test for potential adverse skin reactions		15	10	
	PC5. Position artists in the most appropriate position to minimize personal discomfort		15	5	
	Total		100	40	
Assessment Outcomes	Assessment Criteria for outcomes	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
	PC1. Inform trainees/helpers of the hair and make-up process and of their responsibilities and role in the process	100	15	5	60
	PC2. Ensure that the trainees/helpers know how to find and operate the		25	10	

MES/ N 1807 (Manage helpers and trainees)	materials, tools and equipment's that will be required during the process	100	20	5	60
	PC3. Provide clear and precise instructions to trainees/helpers during the process and ensure they are working effectively to meet the production schedule				
	PC4. Monitor and evaluate the work of trainees/helpers in an effective, unobtrusive and objective manner				
	PC5. Provide trainees/helpers with the opportunity to contribute and try out the work for themselves				
	Total	100	40	60	
Assessment Outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Theory	Skills Practical
MES/ N 0104 (Maintain workplace health and safety)	PC1. Understand and comply with the organisation's current health, safety and security policies and procedures	100	10	5	50
	PC2. Understand the safe working practices pertaining to own occupation		10	5	
	PC3. Understand the government norms and policies relating to health and safety including emergency procedures for illness, accidents, fires or others which may involve evacuation of the premises		5	3	
	PC4. Participate in organization health and safety knowledge sessions and drills		5	2	
	PC5. Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency		10	5	
	PC6. Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms		10	5	
	PC7. Identify aspects of your workplace that could cause potential risk to own and others health and safety		10	5	
	PC8. Ensure own personal health and safety, and that of others in the workplace through precautionary measures		10	5	
	PC9. Identify and recommend opportunities for improving health, safety, and security to the designated person		5	3	
	PC10. Report any hazards outside the individual's authority to the relevant person in line with organisational		10	5	



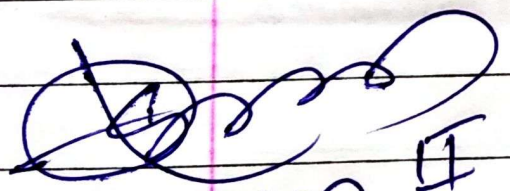
Make –up Artist Assessment Criteria

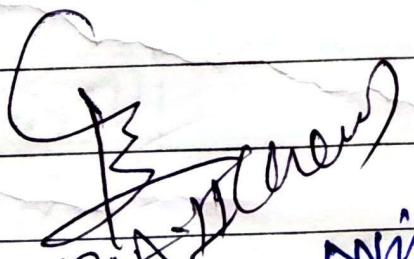


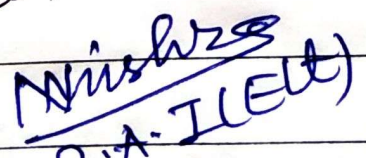
	procedures and warn other people who may be affected				
	PC11. Follow organisation’s emergency procedures for accidents, fires or any other natural calamity in case of a hazard		10	5	
	PC12. Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual’s authority		5	2	
	Total		100	50	50

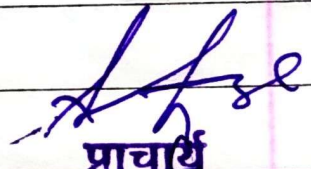
सूचना

महाविद्यालयतील सर्व विद्यार्थीनींना कळविण्यात येत की, महाविद्यालय 'Make UP Assent (short term course)' ची कार्यशाळा दिनांक ५ एप्रिल २०२२ ते २३ जून २०२२, रमदिने १५ दिवसांची कार्यशाळा आयोजित करण्यात येत आहे. तरी महाविद्यालयीन सर्व विद्यार्थीनींनी या कार्यशाळेत सहभाग घ्यावा.


B.A. II


B.A. II (HEC)

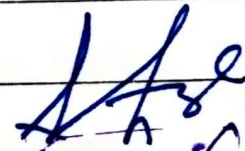

B.A. II (HEC)



प्राचार्य
गोविंदराव वारजुरकर
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नागभीड-४४१२०६.

सूचना

महाविद्यालयातील सर्व प्राध्यापकांना व विद्यार्थ्यांना सूचित करण्यात येते की, आपला महाविद्यालयात दि. 20/09/2019 ते 26/09/2019, या सात दिवसीय योगा आणि प्राणायाम शिबिराचे आयोजन करण्यात येत आहे. तरी सर्व विद्यार्थी तसेच प्राध्यापकवृंद यांनी आपली उपस्थिती अनिवार्य राहिल.

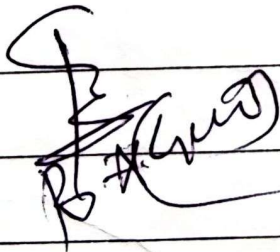


प्राध्यापक

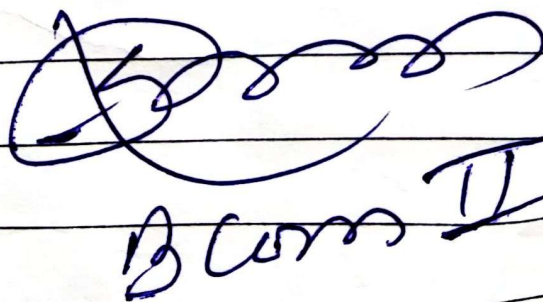
गोविंदराव वारजुरकर

कला-वाणिज्य महाविद्यालय

नागभीड-489206.



B.A. II (Sec)
Nishu
B.A. II



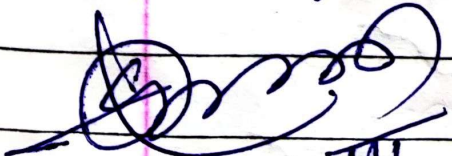
B. Com II

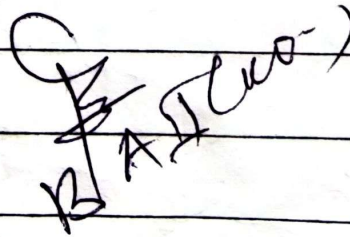
दि. 28/03/2019

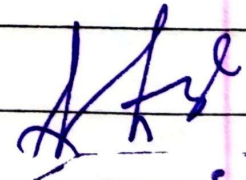
महाविद्यालयातील बी. ए. प्रथम
च्या विद्यार्थ्यांना सुचित करण्यात
आले की, 'लोकशाही, निवडणूक व
सुशासन' या विषयाचा पेपर
दि. 02/04/2019 रोजी सकाळी
8.50 ते 9.50 या वेळेत
घेण्यात येईल.

बी. ए. प्रथम (संम II) च्या
विद्यार्थ्यांना 'लोकशाही, निवडणूक
व सुशासन' या विषयाचा पेपर
देणे अनिवार्य आहे. तरी सर्व
विद्यार्थ्यांनी सदर विषयाच्या
पारिक्षेला उपास्थित राहावे.

सहस्रधक

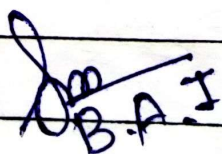

B.A. I

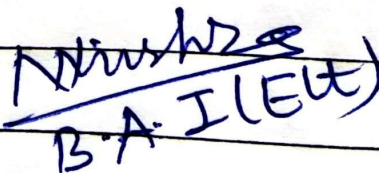

B.A. I (E)



प्राचार्य

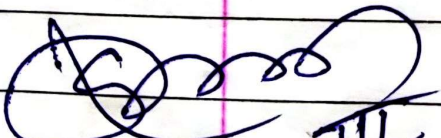
गोविंदराव वारजुरकर
कला-वाणिज्य महाविद्यालय
नागमीड-४४१२०६.



B.A. I

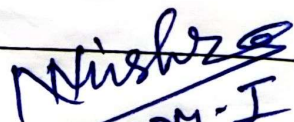

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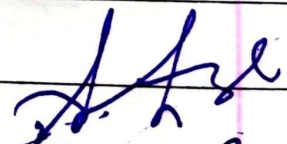
सूचना

महाविद्यालयातील सर्व विद्यार्थिनींना सुचित करण्यात येते की, महाविद्यालयात एक दिवसीय दिनांक १६/९/२०२२ ला 'केक' तयार करून देण्याची कार्यशाळा सॉ. येसाली चिळूर राडकार नागपूर या विविध प्रकारचे केक करण्याविषयी मार्गदर्शन करणार आहेत. तसेच वाज्यात मोठ्या प्रमाणात विकले जाणारे केक यांची माहिती दिली जाणार आहे. या कार्यशाळेला विद्यार्थिनींनी आपला सहभाग दर्शविण्यात यावा.


B.A. III

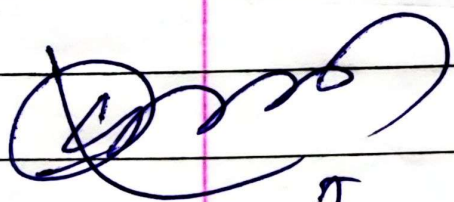

B.A. III


B.COM-I

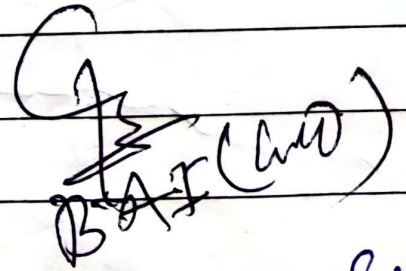

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सूचना

महाविद्यालयातील सर्व विद्यार्थीनींना सूचित करण्यात येते की, महाविद्यालयात 6 दिवसीय किनांक इ जाने 2021 ते 9 जाने 2021 या कालावधीत 'पुष्परचना' कार्यशाळेचे आयोजन केले आहे. या कार्यशाळेचे प्रमुख मार्गदर्शक श्री विनोद वरवंडे नागभीड आपल्याला प्रात्यक्षिक कडून कार्यविणार आहेत. तरी सर्वांनी ठिक 90:30 वाजता महाविद्यालयाच्या सभागृहात उपस्थित राहावे.



B.A. I



B.A. I (Hec)

~~Nishu~~
B.A. I



प्राचार्य
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सूचना

महाविद्यालयातील सर्व विद्यार्थिनींना
सुचित करणाऱ्या त्रेते की,
महाविद्यालयात 'रांगोळी कार्यशाळेचे'
आयोजन दिनांक ४ मार्च २०२२ ला
'आंतरराष्ट्रीय महिला दिना' निमित्ताने
आयोजित केले आहे. त्यासाठी बळकपूर
प्राची जोशी यांच्या प्रमुख
मागवशन लाभणार आहे. तरी सर्व
मुलींनी दि. ११ वाजता महाविद्यालय-
यांच्या प्रांगणात उपस्थित राहावे.

Handwritten signature

प्रा. प्राचार्य

गोविंदराव वारजुस्कर

कला-वाणिज्य महाविद्यालय

नागभीड-४४१२०६.

Handwritten signature
B.A. II

Handwritten signature
B.A. I (SEC)

Handwritten signature
B.A. I