
Model Curriculum

Assistant Furniture Designer

SECTOR: FURNITURE & FITTINGS
SUB-SECTOR: Wooden/ Modular Furniture
OCCUPATION: Design-Wooden/ Modular Furniture
REF ID: FFS/Q0106, V1.0
NSQF LEVEL: 4

Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

FURNITURE & FITTINGS SKILLS COUNCIL

for

MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: '**Assistant Furniture Designer**' QP No. '**FFS/Qo1o6 NSQF Level 4**'

Date of Issuance: February 15th, 2018

Valid up to*: February 14th, 2019

*Valid up to the next review date of the Qualification Pack



Authorized Signatory
(Furniture & Fittings Skill Council)

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Assistant Furniture Designer

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of an “Assistant Furniture Designer”, in the “Furniture & Fittings” Sector/Industry and aims at building the following key competencies amongst the learner.

Program Name	Assistant Furniture Designer		
Qualification Pack Name & Reference ID	FFS/Q0106, v1.0		
Version No.	1.0	Version Update Date	12-07-2017
Pre-requisites to Training	Class XII, preferable 1-2 years' experience preferred		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Know the furniture design objective: He/ she understands and identify the type of furniture to be designed • Assess client need and design required kind of furniture piece: He/ she understands and able to design the required furniture pieces. He /she converts the conceptualized ideas onto a paper by making sketches • Identify the various types of furniture and furniture parts: He/ she gains knowledge about various types of legs, back, seats, and drawings of chairs, bed, sofa, base unit/wall unit, cabinets, crockery units, entertainment units, study table, dressing table, and shelves/drawers. • Identify various furniture materials: He gains knowledge about different furniture material and their properties. • Identify different types of furniture and furniture parts: He/she learns about furniture types and parts. • Summarize different scale model and build a furniture prototype: He/she learns about creating scale model, build prototype and test. • Maintain Health and Safety at site/ workplace: Well versed with health and safety measures in terms of personal safety and equipment safety relevant to the job role. • Carry out work effectively with others: Work effectively with stakeholder, colleague, customer and adhere to the organizational rules and regulations. 		

This course encompasses 4 out of 4 Compulsory NOS (National Occupational Standards), of “Assistant Furniture Designer” Qualification Pack issued by “Furniture & Fittings Skill Council”.

Sr No	Module	Key Learning Outcomes	Equipment required
1	Introduction Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 00:00 Corresponding NOS Code Bridge Module	<ul style="list-style-type: none"> Impart general discipline in the classroom Define the responsibilities of Assistant Furniture Designer its job opportunities Interpret scope of furniture & fittings industry Impart basic skills of communication 	White Board Marker Computer Presentation software Projector Charts
2	Understanding the organizational context/ company/ employer Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 00:00 Corresponding NOS Code FFS/N0109	<ul style="list-style-type: none"> Acquire the knowledge to understand codes, standards, policies, manuals, rules and regulation of the organization Contact the concerned persons in case of queries on procedures/products/ any problem Explain the escalation procedure in organization 	White Board Marker Computer Presentation software Projector Charts
3	Ensuring health and safety at workplace Theory Duration (hh:mm) 04:00 Practical Duration (hh:mm) 04:00 Corresponding NOS Code FFS/N8601	<ul style="list-style-type: none"> Work safely by complying relevant guidelines Assess the worksite for any possible health and safety hazards Follow instructions of manufacturer related to safe use of materials Ensure safe handling and disposal of waste and debris Identify and report of any hazards and potential risks/ threats to supervisors or other authorized personnel Undertake first aid activities in case of any accident Demonstrate use of appropriate personal protective equipment Maintain correct body posture while standing and working for long hours Handle all required tools, machines, materials and equipment safely 	White Board Marker Computer Presentation software Projector Charts Masks, safety glasses, ear plugs, safety footwear, gloves, etc. first aid, different types of fire extinguisher

		<ul style="list-style-type: none"> Adhere to relevant occupational safety procedures while handling sharp tools, glass, heavy wood, chemicals Apply good housekeeping practices always by keeping the work area tidy Report of accident/incident to authorized person 	
4	<p>Dealing with emergencies</p> <p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration (hh:mm) 04:00</p> <p>Corresponding NOS Code FFS/N8601</p>	<ul style="list-style-type: none"> Follow appropriate procedure in case of fire Follow the electrical safety measures while working with electrical power tools and equipment Follow the evacuation procedure in the event of an emergency or an accident, fire, natural calamity Check and ensure general health and safety equipment available at site Describe the use of general health and safety equipment Know the correct rescue techniques during fire hazard Demonstrate good housekeeping in order to prevent accident Demonstrate the correct use of a fire extinguisher Respond promptly and appropriately to an accident situation or medical emergency Know the methods of accident prevention in the working area 	<p>White board Marker, masks, safety glasses, ear muffs, safety footwear, gloves, aprons etc. first aid, different types of fire extinguisher</p>
5	<p>Interaction with seniors</p> <p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration (hh:mm) 04:00</p> <p>Corresponding NOS Code FFS/N8801</p>	<ul style="list-style-type: none"> Seek and obtain clarifications on policies from the supervisor or other authorized personnel Identify and report any deviations to appropriate authority Address the problems effectively and report Follow escalation matrix in case of any grievance 	<p>White Board Marker Computer Presentation software Projector Charts</p>
6	<p>Work effectively</p> <p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration (hh:mm) 04:00</p>	<ul style="list-style-type: none"> Coordinate and cooperate with colleagues to achieve work objectives Display courteous behaviour Respond politely to customer queries and team members Follow dress code at work place Keep work area in a tidy and organized manner Adhere to timeline and quality 	<p>White Board Marker Computer Presentation software Projector Charts</p>

	<p>Corresponding NOS Code FFS/N8801</p>	<p>standards</p> <ul style="list-style-type: none"> Follow organizational policies and procedures Share information with team wherever and whenever required Work together with co-workers in a synchronized manner Communicate with others clearly, at a pace and in a manner that helps them to understand Show respect to other and their work Display active listening skills while interacting with others at work 	
7	<p>Introduction to furniture design and measurement</p> <p>Theory Duration (hh:mm) 12:00</p> <p>Practical Duration (hh:mm) 12:00</p> <p>Corresponding NOS Code FFS/N0109</p>	<ul style="list-style-type: none"> Measure length, width and depth Explain basics of design Analyse and interpret 2D / 3D drawings Explain about the various types of furniture and their drawings. Summarize history and style of furniture Summarize about materials and its properties Design and prepare furniture drawing Interpret current market trends and client's preferences Elaborate standard operating procedures and common issues troubleshooting knowledge about standard size and dimension of furniture Explain furniture ergonomics Use Auto-CAD, CorelDraw, and Photoshop design software Explain furniture material and their properties Elucidate about joineries and all kind of furniture finishes Explain about furniture making process, techniques, process and step involved 	<p>White Board Marker Computer Office Suite Presentation software Projector Drafting Table Drafting Instruments</p>
8	<p>Furniture design objective and research</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 06:00</p>	<ul style="list-style-type: none"> Take clear instructions from design in-charge/supervisor or client about design objective Evaluate the size and style of furniture to be designed Identify the surrounding and the designed furniture piece Conduct market research for latest designs, fixtures/fittings, style, trends, 	<p>White Board Marker Computer Office Suite Presentation software Projector Drafting Table Drafting Instruments</p>

	<p>Corresponding NOS Code FFS/N0109</p>	<p>wooden material /other material with the help of various websites, catalogues</p> <ul style="list-style-type: none"> Identify and extract the information from research materials about recycling of waste material which can be used/ with the target piece of furniture Make a detailed note of researched data for future reference 	
9	<p>Prioritize work activities to achieve desired results</p> <p>Theory Duration (hh:mm) 12:00</p> <p>Practical Duration (hh:mm) 08:00</p> <p>Corresponding NOS Code FFS/N0109</p>	<ul style="list-style-type: none"> Prepare a plan marking out the activities to be done Make a clear understanding about furniture piece to be designed Follow timelines with processes involved to complete work in given time Arrange and organize all the researched data for analysis along with previously gained knowledge to create a design concept Organize all ideas for design concept and discuss the same with seniors/peers to finalize/shortlist one or two ideas for creating new designs Convert these conceptualized ideas onto a paper by making of few basic rough design sketches Observe and visualize all the sketches drawn to come up with final design paper sketch Consult with design in-charge/supervisor to incorporate any ideas/feedback/inputs received 	<p>White Board Marker Computer Office Suite Presentation software Projector Drafting Table Drafting Instruments</p>
10	<p>Create design concept</p> <p>Theory Duration (hh:mm) 12:00</p> <p>Practical Duration (hh:mm) 24:00</p> <p>Corresponding NOS Code FFS/N0109</p>	<ul style="list-style-type: none"> Organize all ideas for design concept Discuss with seniors/peers to finalize/shortlist one or two ideas for creating new designs Convert these conceptualized ideas onto a paper by making of few basic rough design sketches Observe and visualize all the sketches drawn to come up with final design paper sketch Consult with design in charge/supervisor and incorporate any ideas/feedback/inputs received 	<p>White Board Marker Computer Office Suite Presentation software Projector Drafting Table Drafting Instruments</p>

<p>11</p>	<p>Furniture design drawing and approval</p> <p>Theory Duration (hh:mm) 12:00</p> <p>Practical Duration (hh:mm) 12:00</p> <p>Corresponding NOS Code FFS/N0109</p>	<ul style="list-style-type: none"> • Make furniture design drawing of final sketch with the help of computer software package • Ensure to add design elements and features to this furniture drawing • Get approval from design in charge/supervisor for the target furniture design drawing 	<p>White Board Marker Computer Office Suite Presentation software Projector Drafting Table Drafting Instruments</p>
<p>12</p>	<p>Create scale model</p> <p>Theory Duration (hh:mm) 36:00</p> <p>Practical Duration (hh:mm) 48:00</p> <p>Corresponding NOS Code FFS/N0110</p>	<ul style="list-style-type: none"> • Select board, small sticks or other materials to create scale model of the designed furniture • Draw layouts on card board sheet as per furniture dimension • Cut cardboard as per drawn layout • Join these cut card board piece together as per shape and size of furniture • Add sticks or other chosen material to display the feature and details of the furniture piece • Review all sizes and proportions of scale, also review all joineries and making techniques of furniture • Analyse and conduct a visual inspection to identify any defects that are present or may arise in scale model • Seek approval from the seniors 	<p>White Board Marker Computer Office Suite Presentation software Projector Drafting Table Drafting Instruments</p>
<p>13</p>	<p>Build a prototype and test</p> <p>Theory Duration (hh:mm) 30:00</p> <p>Practical Duration (hh:mm) 38:00</p> <p>Corresponding NOS Code FFS/N0110</p>	<ul style="list-style-type: none"> • Explain detail drawings and specification to the craftsman /carpenter to get the furniture prototype ready • Ensure all the collected raw materials or sample materials are of standard quality • Make sure all cut size of materials are as per given layout • Check structure of prototype and analyze all joineries and techniques used are correct • Review prototype in consultation with the supervisor and /or team keeping in view the ability and capacity of the 	<p>White Board Marker Computer Office Suite Presentation software Projector Drafting Table Drafting Instruments</p>

		<p>organization in terms of equipment/material to be used</p> <ul style="list-style-type: none"> • Ensure that the prototype finish is as per instruction and quality standard • Develop a new prototype or make changes in this existing prototype sample as per feedback or inputs received • Get signoff/ approval of this final prototype from the supervisor • Assist in compliance with procedural documentation and if required take the photograph of the finished furniture prototype to make a portfolio/record purpose 	
	<p>Total Duration</p> <p>Theory Duration: 156 hrs</p> <p>Practical Duration 164 hrs</p>	<p>Unique Equipment Required for the QP: White Board Marker Computer Office Suite Presentation software Projector Drafting Table Drafting Instruments gloves, earplugs, goggles, nose mask, Measurement Tools</p>	

Grand Total Course Duration: 320 Hours, 0 Minutes

*(This syllabus/ curriculum has been approved by **Furniture & Fittings Skill Council**)*

Trainer Prerequisites for Job role: “Assistant Furniture Designer” mapped to Qualification Pack: “FFS/Q0106”

Sr. No	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “FFS/Q0106”.
2	Personal Attributes	Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well organized and focused, eager to learn and keep oneself updated with the latest in the mentioned field
3	Minimum Educational Qualifications	Diploma in Interior Design with 3 years’ experience Or Degree in Interior Design with 3 years’ experience Or Bachelor in Architecture with 2 year experience in Interior Design
4a	Domain Certification	Certified for Job Role: “Assistant Furniture Designer” mapped to QP: “FFS/Q0106”. Minimum accepted score 80% as per the FFSC guideline.
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/Q0102”. Minimum accepted score as per respective FFSC guideline is 80%.
5	Experience	<ul style="list-style-type: none"> Minimum three years of relevant experience

Annexure: Assessment Criteria

<u>Job Role</u>	Assistant Furniture Designer
<u>Qualification Pack</u>	FFS/Q0106, v1.0
<u>Sector Skill Council</u>	Furniture & Fittings Skill Council

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.
2. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
3. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
4. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
5. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
6. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
7. To pass the Qualification Pack, every trainee should score a minimum of 70% in aggregate
In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Compulsory NOS		Marks Allocation			
Total Marks: 400		Total Marks	Out Of	Theor y	Skills Practical
Assessment outcomes	Assessment criteria for outcomes				
1. FFS/N0109 (Research and creation of furniture design concept)	PC1. take clear instructions from design in charge/supervisor or client about design objective and purpose of the furniture piece to be designed e.g. decorative, functional, for individual client, for mass production etc.	100	5	2	3
	PC2. identify the type of furniture to be designed, i.e. Chair/sofa/table/ cupboard/ cabinet/kitchen modular furniture etc.		3	1	2
	PC3. evaluate the size of furniture to be designed, the style of the furniture e.g. modern, contemporary, classical, placement of furniture (office, home		7	2	5

	or any other location) and kind of usage of furniture.				
	PC4. identify the visual impact it should have (whether to complement or contrast the surrounding) and whether the designed furniture piece will be a focal piece or blend with surroundings.		5	1	4
	PC5. conduct market research for latest designs , fixtures/fittings, style ,trends , wooden material /other material like ply board, fiber board etc. with the help of various websites, catalogues.		7	2	5
	PC6. identify and extract the information from research materials about recycling /best use of waste material which can be used/incorporated with the target piece of furniture, if allowed		5	2	3
	PC7. make a detailed note of researched data for future reference		3	1	2
	PC8. prepare a plan marking out the activities to be done		5	2	3
	PC9. make a clear understanding of kind of furniture piece to be designed along with the materials to be used for furniture manufacturing and other requirements of for designing furniture		7	2	5
	PC10. sync timelines with processes involved to complete work in given time		5	2	3
	PC11. arrange and organize all the researched data for analysis along with previously gained knowledge to create a design concept		3	1	2

	PC12. organize all ideas for design concept and discuss the same with seniors/peers to finalize/shortlist one or two ideas for creating new designs		3	1	2
	PC13. convert these conceptualized ideas onto a paper by making of few basic rough design sketches		5	1	4
	PC14. observe and visualize all the sketches drawn to come up with final design paper sketch		5	1	4
	PC15. consult with design in charge/supervisor & incorporate any ideas/feedback/inputs received and seek approval		5	2	3
	PC16. make a furniture design drawing of final sketch with the help of computer software package (CAD, Coral Draw etc.)		7	2	5
	PC17. draw plan, views, sections and other design structure with the help of software for designing furniture piece.		5	1	4
	PC18. include all dimensions such as construction details, material used, products finishes, and manufacturing technics, joineries, used in making of the furniture.		5	2	3
	PC19. ensure to add design elements and features to this furniture drawing		5	1	4
	PC20. get approval from design in charge/supervisor for the target furniture design drawing and its related aspects like dimensions of target furniture etc.		5	1	4
			100	30	70

2. FFS/N0110 (Create a scale model and build a furniture prototype)	PC1. select materials such as card board, small sticks or other materials to create scale model of the designed furniture	100	5	2	3
	PC2. draw a layouts on card board sheet as per furniture dimension, cut cardboard as per drawn layout. Join these cut card board piece together, as per shape and size of furniture		6	2	4
	PC3. add sticks or other chosen material to display the feature and details of the furniture piece		5	1	4
	PC4. review all sizes and proportions of scale, also review all joineries and making techniques of furniture		6	2	4
	PC5. analyze and conduct a visual inspection to identify any problems that are present or may arise in scale model, before proceeding to prototype sample		5	1	4
	PC6. present to seniors and seek approval , incorporate feedback for getting a furniture prototype sample ready		5	2	3
	PC7. give detail drawings & specification to the craftsman /carpenter to get the furniture prototype ready		5	2	3
	PC8. ensure all the collected raw materials or sample materials are of standard quality		5	1	4
	PC9. make sure all cut size of wood pieces are as per given layout		5	1	4
	PC10. check structure of prototype and analyze all joineries and techniques used are correct		6	2	4
	PC11. analyze look and appearance of the prototype sample and check for any errors that didn't show up in the small scale. They should be worked out with the prototype		7	2	5
	PC12. review and get the furniture prototype tested by supervisors. E.g. checking for levelling, balance, strengths, durability, longevity etc.		7	2	5

	PC13. ensure that the prototype finish is as per instruction and quality standard		6	2	4
	PC14. review prototype in consultation with the supervisor and /or team keeping in view the ability and capacity of the organization in terms of equipment/material to be used, labor skills, etc.		7	2	5
	PC15. develop a new prototype or make changes in this existing prototype sample as per feedback or inputs received		7	2	5
	PC16. get signoff/approval of this final prototype from the supervisor		8	2	6
	PC17. assist in compliance with procedural documentation and if required take the photograph of the finished furniture prototype to make a portfolio/record purpose		5	2	3
			100	30	70
3.FFS/N8601 Ensure health and safety at workplace	PC1. work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines	100	3	2	1
	PC2. ensure that health and safety instructions applicable to the work place are being followed		3	1	2
	PC3. check the worksite for any possible health and safety hazards		3	1	2
	PC4. follow manufacturers' instructions and job specifications relating to safe use of materials specifically chemicals and power equipment		3	1	2
	PC5. ensure safe handling and disposal of waste and debris		3	0	3

	PC6. identify and report any hazards and potential risks/ threats to supervisors or other authorized personnel Hazards: sharp edged tools, hazardous surfaces, physical hazards, electrical hazards, health hazards from chemicals and other such toxic material etc.		3	1	2
	PC7. undertake first aid activities in case of any accident, if required and asked to do so		3	0	3
	PC8. select and use appropriate personal protective equipment compatible to the work and compliant to relevant occupational health and safety guidelines Personal protective equipment: masks, safety glasses, head protection, ear muffs, safety footwear, gloves, aprons etc.		3	0	3
	PC9. maintain correct body posture while standing and working for long hours and carrying heavy materials		3	0	3
	PC10. lift, carry or move heavy wooden furniture and accessories from one place to another using approved safe working practices		4	2	2
	PC11. handle all required tools, machines , materials & equipment safely		4	2	2
	PC12. adhere to relevant occupational safety policies while handling sharp tools to make and install furniture and fittings		3	0	3
	PC13. take safety measures while handling glass, heavy wood, materials, chemicals etc.		3	0	3

PC14. apply good housekeeping practices at all times Good housekeeping practices: clean/tidy work areas, removal/disposal of waste products, protect surfaces	3	2	1
PC15. report accident/incident report to authorized personal	3	1	2
PC16. perform basic safety checks before operation of all machines, tools and electrical equipment	3	2	1
PC17. follow recommended material handling procedure to control damage and personal injury	3	1	2
PC18. follow safe working practices at all times	3	1	2
PC19. follow appropriate procedure in case a of fire emergency	3	1	2
PC20. follow electrical safety measures while working with electrically powered tools & equipment	4	2	2
PC21. follow agreed work location procedures in the event of an emergency or an accident	3	1	2
PC22. follow emergency and evacuation procedures in case of accidents, fires, natural calamities	3	1	2
PC23. check and ensure general health and safety equipment are available at work site General health and safety equipment: fire extinguishers; first aid equipment; safety instruments and clothing; safety installations (e.g. fire exits, exhaust fans)	4	1	3

	PC24. comply with restrictions imposed on harmful chemicals inside work area during working hours		3	0	3
	PC25. correctly demonstrate rescue techniques applied during fire hazard		3	0	3
	PC26. demonstrate good housekeeping in order to prevent fire hazards		3	0	3
	PC27. demonstrate the correct use of a fire extinguisher		3	2	1
	PC28. demonstrate how to free a person from electrocution		3	1	2
	PC29. respond promptly and appropriately to an accident situation or medical emergency		3	0	3
	PC30. participate in emergency procedures Emergency procedures: raising alarm, safe/efficient, evacuation, correct means of escape, correct assembly point, roll call, correct return to work		3	0	3
	PC31. use the various appropriate fire extinguishers on different types of fires correctly Types of fires: Class A: e.g. ordinary solid combustibles, such as wood, paper, cloth, plastic, charcoal, etc.; Class B: flammable liquids and gases, such as gasoline, propane, diesel fuel, tar, cooking oil, and similar substances; Class C: e.g. electrical equipment such as appliances, wiring, breaker panels, etc. These categories of fires become Class A, B, and D fires when the electrical equipment that initiated the fire is no longer receiving electricity); Class D: combustible metals such as magnesium, titanium, and sodium (These fires burn at extremely high temperatures and require special suppression agents)		3	1	2

	PC32. state methods of accident prevention in the work environment Methods of accident prevention: training in health and safety procedures; using health and safety procedures; use of equipment and working practices (such as safe carrying procedures); safety notices, advice; instruction from colleagues and supervisors		3	3	0
		Total	100	30	70
4.FFS/N8801 Work effectively with others	PC1. seek assistance from supervisor or any such appropriate authority as and when required	100	3	1	2
	PC2. ask questions and seek clarifications on work tasks whenever required		3	1	2
	PC3. seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		5	5	0
	PC4. identify and report any possible deviations to appropriate authority		3	1	2
	PC5. address the problems effectively and report if required to immediate supervisor appropriately		5	2	3
	PC6. receive instructions clearly from superiors and respond effectively on the same		3	1	2
	PC7. follow escalation matrix in case of any grievance		6	4	2
	PC8. accurately receive information and instructions from the supervisor related to one's work		5	3	2

PC9. coordinate and cooperate with colleagues to achieve work objectives	5	0	5
PC10. display courteous behaviour at all times	5	0	5
PC11. respond politely to customer queries and other team members	5	1	4
PC12. follow work place dress code	5	0	5
PC13. keep work area in a tidy and organized state	5	0	5
PC14. adhere to time lines and quality standards	5	2	3
PC15. follow organizational policies and procedures	4	4	0
PC16. share information with team wherever and whenever required to enhance quality and productivity at work place	5	2	3
PC17. work together with co-workers in a synchronized manner	6	0	6
PC18. communicate with others clearly, at a pace and in a manner that helps them to understand	6	3	3
PC19. show respect to other and their work	5	0	5
PC20. display active listening skills while interacting with others at work	5	0	5
PC21. demonstrate responsible and disciplined behaviors at the workplace disciplined behaviors: e.g. punctuality; completing tasks as per given time and standards; not gossiping and idling time; eliminating waste, honesty, etc.	6	0	6
Total	100	30	70

	Grand Total		400	120	280
	Percentage Weightage			30%	70%
	Minimum pass percentage to qualify (aggregate)			70%	