

Qualification Pack



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Clean-Up Artist

QP Code: MES/Q0506

Version: 2.0

NSQF Level: 3

Media & Entertainment Skills Council || Commercial premises No Ja522, 5th Floor, DLF Tower A, Jasola,
New Delhi
110025



Qualification Pack

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MES/Q0506: Clean-Up Artist

Brief Job Description

Individuals at this job need to clean-up/ detail-out the designs of the Character designers/ Layout designers and keep them ready for production

Personal Attributes

This job requires the individual to know how to draw, illustrate and finalise designs. The individual must be able to work on image editing software such as Adobe Photoshop, Gimp etc.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [MES/N0501: Understand the Script](#)
2. [MES/N0502: Ensure consistency across all scenes](#)
3. [MES/N0506: Clean Art Work](#)
4. [MES/N0104: Maintain Workplace Health & Safety](#)

Qualification Pack (QP) Parameters

Sector	Media & Entertainment
Sub-Sector	Animation, Gaming
Occupation	Animator
Country	India
NSQF Level	3
Credits	NA
Aligned to NCO/ISCO/ISIC Code	NCO 2015-2166.0207
Minimum Educational Qualification & Experience	10th Class with 1 Year of experience OR 8th Class (with ITI) with 1 Year of experience



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Minimum Level of Education for Training in School	9th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	16 Years
Last Reviewed On	NA
Next Review Date	25/01/2027
NSQC Approval Date	27/01/2022
Version	2.0
Reference code on NQR	2022/ME/MESC/05199
NQR Version	1.0

Remarks:



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MES/N0501: Understand the Script

Description

This OS unit is about interpreting the script/ brief/ storyboard/ concept for the animation and design process

Elements and Performance Criteria

Interpret the script/ brief/ storyboard correctly

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

- PC1.** understand the artistic and communication goals of the script, brief or storyboard with respect to the individuals role
- PC2.** be aware of the intended medium and target audience, and how this may affect animation processes
- PC3.** understand the aspects related to the design brief (appearance, complexion, dressing, moods, personalities, expressions etc.)
- PC4.** understand the requirements according to the scripts (number, types, duplicates etc.) based on the individuals role and its requirements
- PC5.** understand the specifications for the background and other aspects (dimensions, operating parameters etc.) based on the individuals role and its requirements
- PC6.** understand the technical needs of the project with respect to the job role (Television, Film, Gaming, Internet, DVD etc.)
- PC7.** understand the of the concept, which may be self-created, provided in a brief, or arrived at via discussions with relevant personnel (Director, Executive Producer etc)

Liaise with the team to improve understanding

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

- PC8.** liaise with relevant personnel (Art Director, Producers, Animation Supervisor etc) to better understand script elements, as appropriate

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the creative vision and elements of production relating to the job role
- KU2.** the project pipeline/schedule and timelines with respect to the individuals role
- KU3.** the intended purpose/ end-use of the models/ designs that need to be created by the individual
- KU4.** principles of animation
- KU5.** how to assess the script and its artistic and communication goals
- KU6.** how to extract and interpret relevant information regarding the scripts vision
- KU7.** how to discuss and understand relevant information regarding the concepts vision from relevant personnel (Art Director, Producers, Animation Supervisor etc)



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- KU8.** how to research and tap into the sources for procuring information/ background material that will enhance understanding of the concept
- KU9.** applicable copyright norms and intellectual property rights
- KU10.** applicable health and safety guidelines

Generic Skills (GS)

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

- GS1.** document notes while understanding the brief, requirements and specifications to refer to during the production process
- GS2.** read and understand the script/ brief/ storyboard
- GS3.** research links, videos, artwork etc. that can be used as references
- GS4.** understand the central idea and the concept of the script
- GS5.** analyse the tasks required and estimate the time required for each task, so as to manage the allotted work and achieve it in given schedules
- GS6.** critically analyse the various elements of the script and the work that may be required in relevance with the individuals role

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Interpret the script/ brief/ storyboard correctly</i>	45	45	-	-
PC1. understand the artistic and communication goals of the script, brief or storyboard with respect to the individuals role	10	5	-	-
PC2. be aware of the intended medium and target audience, and how this may affect animation processes	5	10	-	-
PC3. understand the aspects related to the design brief (appearance, complexion, dressing, moods, personalities, expressions etc.)	5	5	-	-
PC4. understand the requirements according to the scripts (number, types, duplicates etc.) based on the individuals role and its requirements	5	5	-	-
PC5. understand the specifications for the background and other aspects (dimensions, operating parameters etc.) based on the individuals role and its requirements	10	5	-	-
PC6. understand the technical needs of the project with respect to the job role (Television, Film, Gaming, Internet, DVD etc.)	5	5	-	-
PC7. understand the of the concept, which may be self-created, provided in a brief, or arrived at via discussions with relevant personnel (Director, Executive Producer etc	5	10	-	-
<i>Liaise with the team to improve understanding</i>	5	5	-	-
PC8. liaise with relevant personnel (Art Director, Producers, Animation Supervisor etc) to better understand script elements, as appropriate	5	5	-	-
NOS Total	50	50	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	MES/N0501
NOS Name	Understand the Script
Sector	Media & Entertainment
Sub-Sector	Animation, Gaming
Occupation	Art and Design
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	29/10/2014
Next Review Date	24/02/2027
NSQC Clearance Date	24/02/2022



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MES/N0502: Ensure consistency across all scenes

Description

This OS unit is about ensuring consistency across scenes in production

Elements and Performance Criteria

Understanding and noting continuity requirements

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

PC1. record continuity-related details e.g. position, placement, color etc. as required

Maintaining continuity and consistency across scenes

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

PC2. ensure that the final look is consistent with the creative requirements agreed upon, and continuity is maintained throughout the production

PC3. ensure that designs, layouts and templates are uniform across the production, as required

PC4. ensure that lighting, color formats and effects are consistent across the production

PC5. check the resolution of scenes to ensure that they match the production requirements

PC6. alert relevant personnel (Art Director, Animation Supervisor, Producer) if continuity is not being maintained, and rectify the situation as appropriate

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the final look of the production, and the implications of this on continuity efforts

KU2. the organizational policies regarding the final presentation of the work products

KU3. how to interpret the script/concept/design brief for continuity requirements

KU4. how to note and record continuity details (e.g. the position, placement, color of an object, the manner of interaction with the character e.g. left hand or right hand)

KU5. how to ensure continuity details are correctly recorded

KU6. the role of the script/continuity supervisor or other relevant personnel, and coordinating with him/her to ensure that consistency across scenes

KU7. the technical requirements of the medium in which the production will be exhibited, and how this may affect the continuity process (eg: templates for animation processes)

KU8. applicable health and safety guidelines

Generic Skills (GS)

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

GS1. record continuity-related details e.g. position, placement, color etc. as required

GS2. read and understand the script to determine continuity requirements



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- GS3.** describe and discuss the creative style with the director, producer or relevant personnel to understand key concerns regarding consistency
- GS4.** organize continuity details and records to easily use as a reference and spot errors
- GS5.** identify any continuity errors and take steps to rectify them, or escalate the issue, as appropriate.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Understanding and noting continuity requirements</i>	15	15	-	-
PC1. record continuity-related details e.g. position, placement, color etc. as required	15	15	-	-
<i>Maintaining continuity and consistency across scenes</i>	35	35	-	-
PC2. ensure that the final look is consistent with the creative requirements agreed upon, and continuity is maintained throughout the production	5	5	-	-
PC3. ensure that designs, layouts and templates are uniform across the production, as required	10	10	-	-
PC4. ensure that lighting, color formats and effects are consistent across the production	10	10	-	-
PC5. check the resolution of scenes to ensure that they match the production requirements	5	5	-	-
PC6. alert relevant personnel (Art Director, Animation Supervisor, Producer) if continuity is not being maintained, and rectify the situation as appropriate	5	5	-	-
NOS Total	50	50	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	MES/N0502
NOS Name	Ensure consistency across all scenes
Sector	Media & Entertainment
Sub-Sector	Animation, Gaming
Occupation	Art and Design
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	29/10/2014
Next Review Date	24/02/2027
NSQC Clearance Date	24/02/2022



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MES/N0506: Clean Art Work

Description

This OS unit is about cleaning all the rough drawings prepared by the character and layout designers and preparing the final assets for production

Elements and Performance Criteria

Cleaning-up and finalizing artwork for production, under supervision

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

- PC1.** ensure that the drawings and associated material are complete, accurate and comply with the design information and industry technical conventions
- PC2.** ensure that the drawings clearly show the visual effect at key stages intended by the decision makers for the production
- PC3.** select methods, media and relevant scale for the drawings
- PC4.** make sure there is consistency amongst all the drawings in the sequence
- PC5.** ensure that the drawings contain sufficient information for the intended use and are completed with agreed deadlines

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the creative vision and elements of production
- KU2.** the final outcome that is expected
- KU3.** any organizational norms or policies that have to be adhered to while preparing/ cleaning up the art-work
- KU4.** life drawing including human anatomy, emotions, actions and expressions
- KU5.** human mannerisms, behavior, facial expressions, walking style
- KU6.** different types of landscapes, geographies and architecture
- KU7.** how to draw, paint and clean frame-by-frame layouts
- KU8.** how to represent perspective and three-dimensional spaces
- KU9.** how to work on image editing software such as flash, adobe photoshop, and gimp etc.
- KU10.** applicable health and safety guidelines

Generic Skills (GS)

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

- GS1.** read and understand the design brief
- GS2.** read and understand the character descriptions prepared by the character designers
- GS3.** understand requirements from the character designers and layout designers



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- GS4.** plan and prioritize own work according to the requirements and timelines agreed upon with a supervisor
- GS5.** identify any creative problems that may arise during the production and find solutions to address them with respect to the individuals job description.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Cleaning-up and finalizing artwork for production, under supervision</i>	50	50	-	-
PC1. ensure that the drawings and associated material are complete, accurate and comply with the design information and industry technical conventions	10	10	-	-
PC2. ensure that the drawings clearly show the visual effect at key stages intended by the decision makers for the production	10	10	-	-
PC3. select methods, media and relevant scale for the drawings	10	10	-	-
PC4. make sure there is consistency amongst all the drawings in the sequence	10	10	-	-
PC5. ensure that the drawings contain sufficient information for the intended use and are completed with agreed deadlines	10	10	-	-
NOS Total	50	50	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	MES/N0506
NOS Name	Clean Art Work
Sector	Media & Entertainment
Sub-Sector	Animation, Gaming
Occupation	Art and Design
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	29/10/2014
Next Review Date	25/01/2027
NSQC Clearance Date	27/01/2022

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MES/N0104: Maintain Workplace Health & Safety

Description

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

Elements and Performance Criteria

Understanding the health, safety and security risks prevalent in the workplace

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

- PC1.** understand and comply with the organizations 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

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

- 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

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

- 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 individuals authority to the relevant person in line with organizational procedures and warn other people who may be affected

Complying with procedures in the event of an emergency

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

- PC11.** follow organizations 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 individuals authority

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:



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- KU1.** Organizations norms and policies relating to health and safety
- KU2.** Government norms and policies regarding health and safety and related emergency procedures
- KU3.** Limits of authority while dealing with risks/ hazards
- KU4.** The importance of maintaining high standards of health and safety at a workplace
- KU5.** The different types of health and safety hazards in a workplace
- KU6.** Safe working practices for own job role
- KU7.** Evacuation procedures and other arrangements for handling risks
- KU8.** Names and contact numbers of people responsible for health and safety in a workplace
- KU9.** How to summon medical assistance and the emergency services, where necessary
- KU10.** Vendors or manufacturers instructions for maintaining health and safety while using equipment, systems and/or machines

Generic Skills (GS)

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

- GS1.** how to write and provide feedback regarding health and safety to the concerned people
- GS2.** how to write and highlight potential risks or report a hazard to the concerned people
- GS3.** read instructions, policies, procedures and norms relating to health and safety
- GS4.** highlight potential risks and report hazards to the designated people
- GS5.** listen and communicate information with all anyone concerned or affected
- GS6.** make decisions on a suitable course of action or plan
- GS7.** plan and organize people and resources to deal with risks/ hazards that lie within the scope of ones individual authority
- GS8.** apply problem solving approaches in different situations
- GS9.** understand hazards that fall within the scope of individual authority and report all hazards that may supersede ones authority
- GS10.** apply balanced judgments in different situations
- GS11.** How to write and provide feedback regarding health and safety to the concerned people
- GS12.** How to write and highlight potential risks or report a hazard to the concerned people
- GS13.** Read instructions, policies, procedures and norms relating to health and safety
- GS14.** Highlight potential risks and report hazards to the designated people
- GS15.** Listen and communicate information with all anyone concerned or affected
- GS16.** Make decisions on a suitable course of action or plan
- GS17.** Plan and organize people and resources to deal with risks/ hazards that lie within the scope of ones individual authority
- GS18.** Apply problem solving approaches in different situations
- GS19.** build and maintain positive and effective relationships with colleges and customers
- GS20.** analyze data and activities
- GS21.** Understand hazards that fall within the scope of individual authority and report all hazards that may supersede ones authority



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GS22. Apply balanced judgments in different situations

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Understanding the health, safety and security risks prevalent in the workplace</i>	15	15	-	-
PC1. understand and comply with the organizations current health, safety and security policies and procedures	5	5	-	-
PC2. understand the safe working practices pertaining to own occupation	5	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	3	2	-	-
PC4. participate in organization health and safety knowledge sessions and drills	2	3	-	-
<i>Knowing the people responsible for health and safety and the resources available</i>	10	10	-	-
PC5. identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency	5	5	-	-
PC6. identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms	5	5	-	-
<i>Identifying and reporting risks</i>	18	17	-	-
PC7. identify aspects of your workplace that could cause potential risk to own and others health and safety	5	5	-	-
PC8. ensure own personal health and safety, and that of others in the workplace through precautionary measures	5	5	-	-
PC9. identify and recommend opportunities for improving health, safety, and security to the designated person	3	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. report any hazards outside the individuals authority to the relevant person in line with organizational procedures and warn other people who may be affected	5	5	-	-
<i>Complying with procedures in the event of an emergency</i>	7	8	-	-
PC11. follow organizations emergency procedures for accidents, fires or any other natural calamity in case of a hazard	5	5	-	-
PC12. identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individuals authority	2	3	-	-
NOS Total	50	50	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	MES/N0104
NOS Name	Maintain Workplace Health & Safety
Sector	Media & Entertainment
Sub-Sector	Film, Television, Animation, Gaming, Radio, Advertising
Occupation	Ad sales/Account Management/Scheduling/Traffic
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	30/12/2021
Next Review Date	27/01/2027
NSQC Clearance Date	27/01/2022

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ 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 Element/ PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.



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Minimum Aggregate Passing % at QP Level : 70

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
MES/N0501.Understand the Script	50	50	-	-	100	30
MES/N0502.Ensure consistency across all scenes	50	50	-	-	100	30
MES/N0506.Clean Art Work	50	50	-	-	100	30
MES/N0104.Maintain Workplace Health & Safety	50	50	-	-	100	10
Total	200	200	-	-	400	100



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Acronyms

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

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Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

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Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.
Attitude poses	Attitude poses are used to describe the body language and personality of the characters
Budget	Budget is an estimate of the total cost of production that may include a break-up of cost components
Character line-up	Character line-up is the portrayal of characters side-by-side
Character turnarounds	Character turnarounds are used to depict the characters look from all angles
Clean-up	Refining the interim/rough animation
Color keys	Color keys are used to depict the mood of the production through hues and tones color theory Color theory is the art of combining all the colors in the color wheel to create specific color combinations.
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.

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Creative Brief	Creative brief is a document that captures the key questions that serve as a guide for the production including the vision, objective of the project, target audience, timelines, budgets, milestones, stakeholders etc.
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.
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.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
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.
Lighting keys	Lighting keys are used to depict the mood of the production through intensity, time and shadows Mouth chart Mouth chart is used to portray the emotions and expressions of the characters.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.