

Model Curriculum

Watershed Assistant

SECTOR: AGRICULTURE & ALLIED
**SUB-SECTOR: FORESTRY, ENVIRONMENT & RENEWABLE
ENERGY MANAGEMENT**
OCCUPATION: WATERSHED MANGEMENT
REF ID: AGR/Q66o7, V1.0
NSQF LEVEL: 3



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

AGRICULTURE SKILL COUNCIL OF INDIA

for the

MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: '**Watershed Assistant**' QP No. '**AGR/Q6607 NSQF Level 3**'

Date of Issuance: November 10th, 2016

Valid up to: March 31st, 2019

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



Authorised Signatory
(Agriculture Skill Council of India)

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Watershed Assistant

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Watershed Assistant”, in the “Agriculture & Allied” Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Watershed Assistant		
Qualification Pack Name & Reference ID. ID	AGR/Q6607, v1.0		
Version No.	1.0	Version Update Date	
Pre-requisites to Training	Preferably Class 12		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Maintain Book of Accounts: maintain accounting journals, cash books, ledger, bills, vouchers, receipts, banking instruments and other documents, handle petty cash, financial summary report • Ensure proper office & administrative set up: assist in administrative support & meeting legal compliances 		

This course encompasses 2 out of 2 National Occupational Standards (NOS) of “Watershed Assistant” Qualification Pack issued by “Agriculture Skill Council of India”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	Introduction Theory Duration (hh:mm) 05:00 Practical Duration (hh:mm) 05:00 Corresponding NOS Code Bridge Module	<ul style="list-style-type: none"> Understand General Discipline in the class room (Do’s & Don’ts) Study the Scope & importance of Watershed in India Understand different Participatory Watershed Management Approaches Understand the Role of a Watershed Assistant 	Laptop, white board, marker, projector
2	Maintain Book of Accounts Theory Duration (hh:mm) 20:00 Practical Duration (hh:mm) 50:00 Corresponding NOS Code AGR /N6623	<ul style="list-style-type: none"> Understand different transaction instruments viz. bills, invoices, receipts etc Understand different banking instruments and prepare as and when required Maintain the accounting journals, cash book, ledgers and other records detailing financial transactions Manage day-to-day petty cash Maintain proper documentation & records Reconcile data Compile, analyze and generate reports as required Prepare financial summary report for presentation to Watershed Committee/ Funding Agency 	Laptop, white board, marker, projector, Audio-visual aids, Computer, Paper, Pencil, Eraser
3	Ensure proper office & administrative set up Theory Duration (hh:mm) 20:00 Practical Duration (hh:mm) 40:00 Corresponding NOS Code AGR/N6624	<ul style="list-style-type: none"> Maintain office set-up & ensure adequate stationery supplies Comply with the instructions and proceedings of the WC, SHGs, PIA Write correspondence memos & letters Assist in organizing committee meetings Ensure proper filing system & maintain administrative records Get acquainted with different forms & procedures for legal compliances Prepare & file reports for various legal compliances 	Laptop, white board, marker, projector, Audio-visual aids, Computer, Pen, pencil
4	Soft Skills/ Computer	<ul style="list-style-type: none"> Basic Communication & Presentation 	Computer, Audio-visual

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Literacy/ Financial Literacy/ Entrepreneurship Skills Theory Duration (hh:mm) 30:00 Practical Duration (hh:mm) 30:00 Corresponding NOS Code	Skills <ul style="list-style-type: none"> Organizational Skills Basic Computer Skills Various types of documents and their uses- Birth certificate, 10th Certificate, Ration Card, Voter Id Card, Aadhar Card, PAN card, Driving License, Bank Pass Book etc Various types of loan/credit available (relevant to the trainees' requirement) and the process to avail the same 	aids, Projector
	Total Duration: Theory Duration (hh:mm) 75:00 Practical Duration (hh:mm) 125:00	Unique Equipment Required: Laptop, white board, marker, projector, Audio-visual aids, computer	

Grand Total Course Duration: **200 Hours, 0 Minutes**

(This syllabus/ curriculum has been approved by [Agriculture Skill Council of India](#))

Trainer Prerequisites for Job role: “Watershed Assistant” mapped to Qualification Pack: “AGR/Q6607, v1.0”

Sr. No.	Area	Details
1	Description	Trainer is responsible for educating the trainees – Maintaining book of accounts, financial statements, legal compliances of Watershed committee, Office & administrative set up
2	Personal Attributes	Trainer should be Subject Matter Expert. He/ she should have good communication, leadership, observation and practical oriented skills.
3	Minimum Educational Qualifications	Bachelor’s Degree, Preferably in Commerce
4a	Domain Certification	Certified for Job Role: “ <u>Watershed Assistant</u> ” mapped to QP: “ <u>AGR/Q6607, v1.0</u> ”. Minimum accepted score is 80%.
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “SSC/Q1402”. Minimum accepted % as per respective SSC guidelines is 70%.
5	Experience	<ul style="list-style-type: none"> • M.Com with 0-6 months experience • B.Com with 1 Year experience • Any Graduate with 2+ years experience in relevant field

Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Watershed Assistant
Qualification Pack	AGR/Q6607, v1.0
Sector Skill Council	Agriculture

Sr. No.	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 part will be based on knowledge bank of questions created by the SSC.
3	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre(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 50% in aggregate
6	In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

Assessable outcomes	Assessment Criteria	Total	Out of	Theory	Skills Practical
1. AGR/N6623: Maintain book of accounts	PC1. verify the accuracy of bills, invoices and receipts		7	2	5
	PC2. keep in safe custody the accounting documents/ records		7	2	5
	PC3. write bank cheque/ prepare other bank instruments and present the same to authorized signatories		7	2	5
	PC4. update the bank statement/ passbook of the committee		7	2	5
	PC5. handle petty cash on day-to-day basis; match and verify cash expenses		8	1	7
	PC6. update and maintain the accounting journals, cash book, ledgers and other records detailing financial transactions (e.g., disbursements, expense vouchers, receipts, accounts payable)		9	3	6
	PC7. enter accounting data into computerized system, if available		8	2	6
	PC8. compile data and prepare a variety of reports.		9	4	5
	PC9. reconcile records with PIA accountant		7	2	5
	PC10. recommend actions to resolve discrepancies		9	2	7
	PC11. present financial progress and status to the WC in its meetings		11	4	7
	PC12. prepare the financial reports for the funding agency as prescribed		11	4	7
			100	30	70
2. AGR/N6624: Ensure proper office and administrative set up	PC1. maintain set-up and decorum of the office		9	2	7
	PC2. comply with the instructions of WC, SHGS and PIA from time to time		9	2	7
	PC3. organise the meetings of the committee and other village		9	2	7

	institutions				
PC4.	produce and distribute correspondence memos and letters		10	3	7
PC5.	order office supplies like stationary		9	2	7
PC6.	develop and maintain filing system		13	4	9
PC7.	maintain the administrative records like attendance book, leaves etc. for the staff of WC and other village institutions		10	3	7
PC8.	maintain and update the proceeding books of WC and other village institutions		10	4	6
PC9.	prepare the records and reports of WC for legal compliance of PF, PT, charity commissioner and PIA/ funding agency		11	4	7
PC10.	file such reports to concerned authority with the help of PIA manager		10	4	6
			100	30	70
Total			200	60	140
Percentage Weightage:				30%	70%
Minimum Pass% to qualify (aggregate):				50%	