



# Aquatic Animal Health Lab Supervisor

QP Code: AGR/Q4911

Version: 3.0

NSQF Level: 5

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## AGR/Q4911: Aquatic Animal Health Lab Supervisor

### Brief Job Description

An Aquatic Animal Health Lab Technician is responsible for overseeing the laboratory operations with respect to experiments on the health of aquatic animals. The individual is also responsible for managing the lab inventory and ensuring compliance with all the applicable health and safety regulations.

### Personal Attributes

The individual must have managerial, facilitation, analytical and organisational skills. The person must be good at oral and written communication.

### Applicable National Occupational Standards (NOS)

#### Compulsory NOS:

1. [AGR/N4939: Supervise the preparation of lab and lab equipment](#)
2. [AGR/N4940: Supervise the laboratory operations](#)
3. [AGR/N4967: Maintain the periodic data of the aquatic animal health lab](#)
4. [AGR/N9923: Manage and lead a team effectively](#)
5. [AGR/N4918: Ensure health, hygiene and safety during culture operations](#)
6. [DGT/VSQ/N0103: Employability Skills \(90 Hours\)](#)

### Qualification Pack (QP) Parameters

<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	
<b>Occupation</b>	Aquaculture
<b>Country</b>	India
<b>NSQF Level</b>	5
<b>Credits</b>	16
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/NIL

<b>Minimum Educational Qualification &amp; Experience</b>	Completed 2nd year of UG (UG Diploma) OR Pursuing 2nd year of UG (and continuous education) OR Completed 2nd year diploma after 12th OR Pursuing 2nd year of 2-year diploma after 12th OR 12th pass with 1 year Vocational Education & training (NTC or NAC or CITS) OR Completed 3 year diploma after 10th with 1 Year of experience relevant experience OR 12th grade Pass with 2 Years of experience relevant experience OR 10th grade pass with 4 Years of experience relevant experience OR Previous relevant Qualification of NSQF Level (Level 4 and with minimum education as 8th Grade pass) with 3 Years of experience relevant experience OR Previous relevant Qualification of NSQF Level (Level 4.5 with 1.5- year relevant experience)
<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	20 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	31/03/2025
<b>Deactivation Date</b>	18/02/2025
<b>NSQC Approval Date</b>	31/03/2022
<b>Version</b>	3.0
<b>Reference code on NQR</b>	QG-05-AG-00315-2023-V1.1-ASCI
<b>NQR Version</b>	1.1

## **AGR/N4939: Supervise the preparation of lab and lab equipment**

### **Description**

This OS unit is about supervising the preparation of lab and lab equipment for the testing of aquatic animals.

### **Scope**

The scope covers the following :

- Supervise the preparation of lab
- Supervise the calibration and maintenance of the lab equipment

### **Elements and Performance Criteria**

#### *Supervise the preparation of lab*

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

- PC1.** ensure the availability of the required lab and Personal Protective Equipment (PPE) along with other resources such as computer systems, chemicals, etc.
- PC2.** instruct the lab assistant to sterilise the lab and lab equipment with an approved disinfectant and set up various lab equipment for use
- PC3.** ensure the lab doesn't have any consumables and flammable items
- PC4.** arrange for safe disposal of expired chemicals, reagents, microbiological media and other lab waste in compliance with the applicable regulations and industry requirements
- PC5.** ensure microbiological and safety hazards are identified in the lab and necessary preventive or remedial measures are taken

#### *Supervise the calibration and maintenance of the lab equipment*

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

- PC6.** identify the relevant lab equipment to be used for the aquatic animal health experiments
- PC7.** instruct the lab assistant to calibrate the lab equipment in accordance with the tolerances prescribed by the manufacturer
- PC8.** coordinate with the equipment manufacturer for the calibration of equipment requiring expert assistance
- PC9.** ensure the calibrated equipment are labelled appropriately for the purpose of identification
- PC10.** ensure the lab personnel follow the laboratory procedures while handling the lab tools, equipment, dead weights, measuring jars and reagents
- PC11.** supervise the testing of the lab equipment to ensure they are in working condition
- PC12.** arrange for the malfunctioning, worn-out or damaged lab equipment and accessories to be repaired or replaced
- PC13.** coordinate with the maintenance service provider to ensure maintenance of all the lab equipment as per their maintenance schedule

### **Knowledge and Understanding (KU)**

The individual on the job needs to know and understand:

- KU1.** various resources required for lab operations such as reagents, chemicals, computer system, PPE, lab tools and equipment, etc.
- KU2.** the importance and process of sterilising the lab and the lab tools and equipment using the appropriate disinfect
- KU3.** the importance of ensuring the lab doesn't have any consumables and flammable items
- KU4.** the process of disposing the expired chemicals, reagents, microbiological media and other lab waste in compliance with the applicable regulations and industry requirements
- KU5.** various microbiological and safety hazards found in a lab and how to deal with them
- KU6.** use of relevant lab equipment for aquatic animal health lab experiments
- KU7.** the process of calibrating the lab equipment in accordance with the tolerances prescribed by the manufacturer
- KU8.** applicable laboratory procedures to be followed while handling the lab tools, equipment, dead weights, measuring jars and reagents
- KU9.** the importance of ensuring maintenance of all the lab tools and equipment as per their maintenance schedule

### **Generic Skills (GS)**

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

- GS1.** prepare work-related notes and reports
- GS2.** read the relevant literature to get the latest information about the field of work
- GS3.** listen attentively to understand the information being shared
- GS4.** communicate politely and professionally
- GS5.** plan and prioritise tasks for effective time management
- GS6.** co-ordinate with the co-workers to achieve the work objectives
- GS7.** evaluate all possible solutions to a problem to select the best one
- GS8.** take quick decisions to deal with workplace emergencies and accidents

**Assessment Criteria**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Supervise the preparation of lab</i>	<b>16</b>	<b>24</b>	-	<b>18</b>
<b>PC1.</b> ensure the availability of the required lab and Personal Protective Equipment (PPE) along with other resources such as computer systems, chemicals, etc.	-	-	-	-
<b>PC2.</b> instruct the lab assistant to sterilise the lab and lab equipment with an approved disinfectant and set up various lab equipment for use	-	-	-	-
<b>PC3.</b> ensure the lab doesn't have any consumables and flammable items	-	-	-	-
<b>PC4.</b> arrange for safe disposal of expired chemicals, reagents, microbiological media and other lab waste in compliance with the applicable regulations and industry requirements	-	-	-	-
<b>PC5.</b> ensure microbiological and safety hazards are identified in the lab and necessary preventive or remedial measures are taken	-	-	-	-
<i>Supervise the calibration and maintenance of the lab equipment</i>	<b>14</b>	<b>16</b>	-	<b>12</b>
<b>PC6.</b> identify the relevant lab equipment to be used for the aquatic animal health experiments	-	-	-	-
<b>PC7.</b> instruct the lab assistant to calibrate the lab equipment in accordance with the tolerances prescribed by the manufacturer	-	-	-	-
<b>PC8.</b> coordinate with the equipment manufacturer for the calibration of equipment requiring expert assistance	-	-	-	-
<b>PC9.</b> ensure the calibrated equipment are labelled appropriately for the purpose of identification	-	-	-	-
<b>PC10.</b> ensure the lab personnel follow the laboratory procedures while handling the lab tools, equipment, dead weights, measuring jars and reagents	-	-	-	-
<b>PC11.</b> supervise the testing of the lab equipment to ensure they are in working condition	-	-	-	-



Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC12.</b> arrange for the malfunctioning, worn-out or damaged lab equipment and accessories to be repaired or replaced	-	-	-	-
<b>PC13.</b> coordinate with the maintenance service provider to ensure maintenance of all the lab equipment as per their maintenance schedule	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>40</b>	<b>-</b>	<b>30</b>



**National Occupational Standards (NOS) Parameters**

<b>NOS Code</b>	AGR/N4939
<b>NOS Name</b>	Supervise the preparation of lab and lab equipment
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Fisheries
<b>Occupation</b>	Aquaculture
<b>NSQF Level</b>	5
<b>Credits</b>	3
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	31/03/2022
<b>Next Review Date</b>	31/03/2025
<b>NSQC Clearance Date</b>	31/03/2022

## **AGR/N4940: Supervise the laboratory operations**

### **Description**

This OS unit is about supervising the laboratory operations and ensuring compliance with the applicable protocols. It also covers resource optimisation and waste management practices at work.

### **Scope**

The scope covers the following :

- Supervise various lab experiments and research projects
- Supervise the maintenance of live specimens, stock cultures and water quality
- Manage the lab inventory
- Optimise and ensure resource utilisation
- Perform and ensure effective waste management

### **Elements and Performance Criteria**

#### *Supervise various lab experiments and research projects*

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

- PC1.** ensure the availability of instructional materials and supplies required for the research projects
- PC2.** supervise the diagnostics operations and targeted research projects in the lab
- PC3.** supervise the formulation of the aquatic animal disease management plan
- PC4.** develop standardised diagnostic tests for designated pathogens
- PC5.** ensure the pathogen detection test results are accurate and consistent
- PC6.** ensure the laboratory testing of aquatic animals is conducted as per the applicable national and international animal health standards and regulations
- PC7.** undertake relevant research to improve the disease detection techniques and control methods in aquatic animals
- PC8.** supervise various tests at the lab such as pH, salinity, oxygen, ammonium, nitrate, nitrite, alkalinity, hardness of water, pH and electrical conductivity of the soil, etc.
- PC9.** instruct the lab assistant to prepare microbiological plates and slants
- PC10.** supervise the preparation of slides for the histological study of aquatic animal cells and tissues
- PC11.** instruct the lab assistant to sanitise the lab equipment after use
- PC12.** ensure compliance with all the applicable regulations related to health, safety and handling of aquatic animals
- PC13.** ensure records relating to the health of aquatic animals before and after the experiments are maintained in logbooks and the relevant computer application
- PC14.** prepare the research project reports based on the data collected during various experiments
- PC15.** analyse the project reports and provide scientific advice on the matters relating to the health of aquatic animals

#### *Supervise the maintenance of live specimens, stock cultures and water quality*

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

**PC16.** ensure the stock culture and live specimens of aquatic animals are maintained as per the laboratory protocols for experimental purposes

**PC17.** ensure the water quality is maintained as per the defined quality standards

*Manage the lab inventory*

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

**PC18.** check the stock of lab supplies regularly

**PC19.** identify the relevant vendors and order the lab supplies as per the requirement

**PC20.** ensure stock buffer of reagents and microbiological media is maintained in the lab

**PC21.** maintain the manual and/ or electronic record of the purchase of lab supplies in the physical registers and/ or the relevant computer application

*Optimise and ensure resource utilisation*

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

**PC22.** use water, electricity and other resources optimally in various tasks and processes and ensure the lab personnel do the same

**PC23.** connect the electrical tools and equipment safely and turn them off when not in use, ensuring others also follow the same practice

**PC24.** arrange for any water leakages to be plugged to prevent its wastage

*Perform and ensure effective waste management*

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

**PC25.** ensure the waste is segregated into appropriate categories

**PC26.** arrange for recycling and safe disposal of different types of waste in compliance with the applicable regulations

## **Knowledge and Understanding (KU)**

The individual on the job needs to know and understand:

**KU1.** the necessary precautions to be taken while conducting lab experiments

**KU2.** the applicable regulations about ensuring the health of aquatic animals

**KU3.** the recommended practices to be followed to avoid adverse impact on animal health and environment as a result of aquatic animal health research

**KU4.** the importance of ensuring the availability of specific instructional materials and supplies required for different types of research projects

**KU5.** the process of conducting diagnostics operations and targeted research projects in the lab

**KU6.** the process of developing standardised diagnostic tests for designated pathogens

**KU7.** the importance of ensuring the pathogen detection test results are accurate and consistent

**KU8.** the importance of ensuring the laboratory testing of aquatic animals is conducted as per the applicable national and international animal health standards and regulations

**KU9.** how to undertake research to improve the disease detection techniques and control methods in aquatic animals

**KU10.** the process of preparing microbiological plates and slants and slides for the histological study of aquatic animal cells and tissues

**KU11.** the applicable documentation requirements

- KU12.** the process of preparing and analysing the research project reports to provide scientific advice on the matters relating to the health of aquatic animals
- KU13.** how to maintain the stock culture as per the laboratory protocols
- KU14.** the process of making the culture population strains
- KU15.** the importance of maintaining the water quality and live specimens of aquatic animals as per the defined quality standards
- KU16.** the process of managing the lab inventory
- KU17.** the benefits and process of resource optimisation and preventing wastage
- KU18.** the process of recycling and disposing different types of waste

### **Generic Skills (GS)**

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

- GS1.** maintain work-related notes and records
- GS2.** communicate politely and professionally
- GS3.** read the relevant literature to learn about the latest developments in the field of work
- GS4.** listen attentively to understand the information/ instructions being shared
- GS5.** plan and prioritise tasks to ensure timely completion
- GS6.** co-ordinate with co-workers to achieve work objectives
- GS7.** evaluate all possible solutions to a problem to select the best one
- GS8.** identify possible disruptions to work and take appropriate preventive measures
- GS9.** take quick decisions to deal with workplace emergencies/ accidents

**Assessment Criteria**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Supervise various lab experiments and research projects</i>	<b>14</b>	<b>16</b>	-	<b>14</b>
<b>PC1.</b> ensure the availability of instructional materials and supplies required for the research projects	-	-	-	-
<b>PC2.</b> supervise the diagnostics operations and targeted research projects in the lab	-	-	-	-
<b>PC3.</b> supervise the formulation of the aquatic animal disease management plan	-	-	-	-
<b>PC4.</b> develop standardised diagnostic tests for designated pathogens	-	-	-	-
<b>PC5.</b> ensure the pathogen detection test results are accurate and consistent	-	-	-	-
<b>PC6.</b> ensure the laboratory testing of aquatic animals is conducted as per the applicable national and international animal health standards and regulations	-	-	-	-
<b>PC7.</b> undertake relevant research to improve the disease detection techniques and control methods in aquatic animals	-	-	-	-
<b>PC8.</b> supervise various tests at the lab such as pH, salinity, oxygen, ammonium, nitrate, nitrite, alkalinity, hardness of water, pH and electrical conductivity of the soil, etc.	-	-	-	-
<b>PC9.</b> instruct the lab assistant to prepare microbiological plates and slants	-	-	-	-
<b>PC10.</b> supervise the preparation of slides for the histological study of aquatic animal cells and tissues	-	-	-	-
<b>PC11.</b> instruct the lab assistant to sanitise the lab equipment after use	-	-	-	-
<b>PC12.</b> ensure compliance with all the applicable regulations related to health, safety and handling of aquatic animals	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC13.</b> ensure records relating to the health of aquatic animals before and after the experiments are maintained in logbooks and the relevant computer application	-	-	-	-
<b>PC14.</b> prepare the research project reports based on the data collected during various experiments	-	-	-	-
<b>PC15.</b> analyse the project reports and provide scientific advice on the matters relating to the health of aquatic animals	-	-	-	-
<i>Supervise the maintenance of live specimens, stock cultures and water quality</i>	<b>8</b>	<b>10</b>	-	<b>8</b>
<b>PC16.</b> ensure the stock culture and live specimens of aquatic animals are maintained as per the laboratory protocols for experimental purposes	-	-	-	-
<b>PC17.</b> ensure the water quality is maintained as per the defined quality standards	-	-	-	-
<i>Manage the lab inventory</i>	<b>4</b>	<b>6</b>	-	<b>4</b>
<b>PC18.</b> check the stock of lab supplies regularly	-	-	-	-
<b>PC19.</b> identify the relevant vendors and order the lab supplies as per the requirement	-	-	-	-
<b>PC20.</b> ensure stock buffer of reagents and microbiological media is maintained in the lab	-	-	-	-
<b>PC21.</b> maintain the manual and/ or electronic record of the purchase of lab supplies in the physical registers and/ or the relevant computer application	-	-	-	-
<i>Optimise and ensure resource utilisation</i>	<b>2</b>	<b>4</b>	-	<b>2</b>
<b>PC22.</b> use water, electricity and other resources optimally in various tasks and processes and ensure the lab personnel do the same	-	-	-	-
<b>PC23.</b> connect the electrical tools and equipment safely and turn them off when not in use, ensuring others also follow the same practice	-	-	-	-
<b>PC24.</b> arrange for any water leakages to be plugged to prevent its wastage	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform and ensure effective waste management</i>	<b>2</b>	<b>4</b>	-	<b>2</b>
<b>PC25.</b> ensure the waste is segregated into appropriate categories	-	-	-	-
<b>PC26.</b> arrange for recycling and safe disposal of different types of waste in compliance with the applicable regulations	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>40</b>	-	<b>30</b>



**National Occupational Standards (NOS) Parameters**

<b>NOS Code</b>	AGR/N4940
<b>NOS Name</b>	Supervise the laboratory operations
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Fisheries
<b>Occupation</b>	Aquaculture
<b>NSQF Level</b>	5
<b>Credits</b>	3
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	31/03/2025
<b>NSQC Clearance Date</b>	31/03/2022

## **AGR/N4967: Maintain the periodic data of the aquatic animal health lab**

### **Description**

This OS unit is about maintaining the periodic data of the aquatic animal health lab. It also covers evaluating and reviewing the recorded data and recording the agreed action's progress for improvement.

### **Scope**

The scope covers the following :

- Record the periodic data of the aquatic animal health lab
- Evaluate and review the data and record the progress

### **Elements and Performance Criteria**

#### *Record the periodic data of the aquatic animal health lab*

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

- PC1.** record the periodic data of the animal health lab concerning the lab experiments and research projects
- PC2.** ensure the data is recorded in the approved format manually and electronically using the physical registers and the relevant computer software
- PC3.** follow the organisational guidelines to record the aquatic animal health lab periodic data at the scheduled intervals
- PC4.** check the accuracy of data, identify discrepancies and take appropriate measures to ensure the correctness of the data
- PC5.** maintain the backup of the recorded data to protect against accidental loss

#### *Evaluate and review the data and record the progress*

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

- PC6.** evaluate the recorded data to get insights and draw appropriate conclusions
- PC7.** prepare the relevant reports concerning the data evaluation as per the organisational requirements
- PC8.** review the data with the relevant stakeholders to identify the scope of improvement in the aquatic animal health lab operations and the need for new experiments and research projects
- PC9.** maintain records concerning the agreed actions as per the data review
- PC10.** monitor and record the progress of the initiated action or project after the review to determine its effectiveness

### **Knowledge and Understanding (KU)**

The individual on the job needs to know and understand:

- KU1.** the importance of recording the periodic data of the animal health lab concerning the lab experiments and research projects
- KU2.** the process of recording data in the approved format both manually and electronically

- KU3.** the use of relevant computer software for maintaining data
- KU4.** the importance of recording the aquatic animal health lab periodic data at the scheduled intervals
- KU5.** the importance and process of checking the accuracy of data, identifying discrepancies and taking appropriate measures to ensure the correctness of the data
- KU6.** the importance and process of maintaining the backup of the recorded data to protect against accidental loss
- KU7.** the importance and process of evaluating the recorded data to get insights and draw appropriate conclusions
- KU8.** the relevant reports to be prepared concerning the data evaluation as per the organisational requirements
- KU9.** the importance and process of reviewing the data with the relevant stakeholders to identify the scope of improvement in the aquatic animal health lab operations and the need for new experiments and research projects
- KU10.** the importance of maintaining records concerning the agreed actions as per the data review
- KU11.** the importance of monitoring and recording the progress of the initiated action or project to determine its effectiveness

## **Generic Skills (GS)**

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

- GS1.** maintain work-related notes and records
- GS2.** read the relevant literature to get the latest updates about the field of work
- GS3.** listen attentively to understand the information/ instructions being shared
- GS4.** communicate politely and professionally
- GS5.** plan and prioritise tasks to ensure timely completion
- GS6.** evaluate all possible solutions to a problem to select the best one
- GS7.** co-ordinate with the co-workers to achieve the work objectives
- GS8.** identify possible disruptions to work and take appropriate preventive measures
- GS9.** take quick decisions to deal with workplace emergencies/ accidents

**Assessment Criteria**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Record the periodic data of the aquatic animal health lab</i>	<b>15</b>	<b>20</b>	-	<b>15</b>
<b>PC1.</b> record the periodic data of the animal health lab concerning the lab experiments and research projects	-	-	-	-
<b>PC2.</b> ensure the data is recorded in the approved format manually and electronically using the physical registers and the relevant computer software	-	-	-	-
<b>PC3.</b> follow the organisational guidelines to record the aquatic animal health lab periodic data at the scheduled intervals	-	-	-	-
<b>PC4.</b> check the accuracy of data, identify discrepancies and take appropriate measures to ensure the correctness of the data	-	-	-	-
<b>PC5.</b> maintain the backup of the recorded data to protect against accidental loss	-	-	-	-
<i>Evaluate and review the data and record the progress</i>	<b>15</b>	<b>20</b>	-	<b>15</b>
<b>PC6.</b> evaluate the recorded data to get insights and draw appropriate conclusions	-	-	-	-
<b>PC7.</b> prepare the relevant reports concerning the data evaluation as per the organisational requirements	-	-	-	-
<b>PC8.</b> review the data with the relevant stakeholders to identify the scope of improvement in the aquatic animal health lab operations and the need for new experiments and research projects	-	-	-	-
<b>PC9.</b> maintain records concerning the agreed actions as per the data review	-	-	-	-
<b>PC10.</b> monitor and record the progress of the initiated action or project after the review to determine its effectiveness	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>40</b>	-	<b>30</b>

**National Occupational Standards (NOS) Parameters**

<b>NOS Code</b>	AGR/N4967
<b>NOS Name</b>	Maintain the periodic data of the aquatic animal health lab
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Fisheries
<b>Occupation</b>	Aquaculture
<b>NSQF Level</b>	5
<b>Credits</b>	2
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	31/03/2022
<b>Next Review Date</b>	31/03/2025
<b>NSQC Clearance Date</b>	31/03/2022

## **AGR/N9923: Manage and lead a team effectively**

### **Description**

This OS unit is about managing and leading a team to ensure that work objectives and organisational goals are achieved.

### **Scope**

The scope covers the following :

- Manage the team performance
- Maintain a fair and professional work environment

### **Elements and Performance Criteria**

#### *Manage the team performance*

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

- PC1.** prepare a work plan according to the tasks and the number of available team members
- PC2.** allocate tasks to the team members according to their skills and roles
- PC3.** arrange the necessary support and resources to help the team members perform their duties
- PC4.** conduct regular team meetings/ briefings to communicate with the team members regarding their work objectives, projects, work progress, etc.
- PC5.** monitor the performance of each team member and progress of the tasks assigned to them
- PC6.** collect the team performance data and prepare the necessary reports
- PC7.** evaluate the reports to identify the scope of improvement
- PC8.** assist the team members with poor performance in improving their performance
- PC9.** arrange for reward and recognition for the team members with good performance
- PC10.** arrange for relevant training and upskilling of the team members for their professional development

#### *Maintain a fair and professional work environment*

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

- PC11.** maintain professional relationships with the team members
- PC12.** conduct counselling sessions to resolve conflicts among the team members and guide them regarding their professional development
- PC13.** communicate with the team members to understand their concerns and find appropriate solutions
- PC14.** ensure equal and fair career progression opportunities for all the team members

### **Knowledge and Understanding (KU)**

The individual on the job needs to know and understand:

- KU1.** the process of preparing a work plan and allocating tasks
- KU2.** the importance of conducting regular team meetings and counselling sessions

- KU3.** the importance and process of monitoring the team performance
- KU4.** how to prepare work progress reports and their evaluation
- KU5.** various practices to manage and improve team performance
- KU6.** the importance of ensuring reward and recognition for the team's good performance
- KU7.** the importance of arranging training and upskilling for team members for their professional development
- KU8.** how to maintain professional relationships with the team members
- KU9.** the importance and process of resolving conflicts among the team members
- KU10.** the importance of resolving concerns of the team members for their best performance
- KU11.** the importance of ensuring equal and fair career progression opportunities for all the team members

### **Generic Skills (GS)**

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

- GS1.** write work-related notes and prepare reports
- GS2.** read the relevant policy and scheme-related documents
- GS3.** communicate politely and professionally
- GS4.** listen attentively to understand the information/ concerns being shared
- GS5.** plan and prioritise tasks to ensure timely completion
- GS6.** take quick decisions to deal with workplace emergencies/ accidents
- GS7.** identify possible disruptions to work and take preventive measures
- GS8.** co-ordinate with the co-workers to achieve the work objectives



**Assessment Criteria**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Manage the team performance</i>	<b>16</b>	<b>24</b>	-	<b>15</b>
<b>PC1.</b> prepare a work plan according to the tasks and the number of available team members	-	-	-	-
<b>PC2.</b> allocate tasks to the team members according to their skills and roles	-	-	-	-
<b>PC3.</b> arrange the necessary support and resources to help the team members perform their duties	-	-	-	-
<b>PC4.</b> conduct regular team meetings/ briefings to communicate with the team members regarding their work objectives, projects, work progress, etc.	-	-	-	-
<b>PC5.</b> monitor the performance of each team member and progress of the tasks assigned to them	-	-	-	-
<b>PC6.</b> collect the team performance data and prepare the necessary reports	-	-	-	-
<b>PC7.</b> evaluate the reports to identify the scope of improvement	-	-	-	-
<b>PC8.</b> assist the team members with poor performance in improving their performance	-	-	-	-
<b>PC9.</b> arrange for reward and recognition for the team members with good performance	-	-	-	-
<b>PC10.</b> arrange for relevant training and upskilling of the team members for their professional development	-	-	-	-
<i>Maintain a fair and professional work environment</i>	<b>14</b>	<b>16</b>	-	<b>15</b>
<b>PC11.</b> maintain professional relationships with the team members	-	-	-	-
<b>PC12.</b> conduct counselling sessions to resolve conflicts among the team members and guide them regarding their professional development	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC13.</b> communicate with the team members to understand their concerns and find appropriate solutions	-	-	-	-
<b>PC14.</b> ensure equal and fair career progression opportunities for all the team members	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>40</b>	<b>-</b>	<b>30</b>

**National Occupational Standards (NOS) Parameters**

<b>NOS Code</b>	AGR/N9923
<b>NOS Name</b>	Manage and lead a team effectively
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Generic
<b>NSQF Level</b>	6
<b>Credits</b>	1
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	22/10/2024
<b>Next Review Date</b>	22/10/2027
<b>NSQC Clearance Date</b>	22/10/2024

## **AGR/N4918: Ensure health, hygiene and safety during culture operations**

### **Description**

This OS unit is about maintaining health, hygiene and safety during the culture operations.

### **Scope**

The scope covers the following :

- Ensure the upkeep of water body, tools and equipment
- Maintain personal hygiene and safety
- Maintain the health of cultured organisms

### **Elements and Performance Criteria**

#### *Ensure the upkeep of water body, tools and equipment*

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

- PC1.** ensure the necessary practices are followed to protect the aquaculture farm and dykes from erosion and natural calamities such as flood and storms
- PC2.** ensure protection of the cultured organisms from water/ air/ fomite borne diseases and contamination from handling
- PC3.** identify and eliminate common predators and preying organisms from the water body
- PC4.** ensure fences are erected to protect the water body from external threats
- PC5.** restrict the entry of unauthorised persons into the aquaculture area
- PC6.** follow the recommended practices to prevent the escape of cultured organisms from the culture pond/ tank
- PC7.** conduct regular tests to ensure the appropriate soil and water quality parameters are maintained in the water body
- PC8.** ensure all the nets, vessels, tools and equipment are cleaned and de-contaminated regularly

#### *Maintain personal hygiene and safety*

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

- PC9.** ensure basic safety checks are undertaken before the operation of any tools and equipment
- PC10.** ensure the use of relevant Personal Protective Equipment (PPE) during various aquaculture operations
- PC11.** use the recommended soap/ sanitiser to sanitise the hands and ensure the other personnel also use it
- PC12.** follow the standard procedures to deal with accidents and emergencies
- PC13.** use the first-aid kit to provide appropriate treatment in case of any injuries
- PC14.** co-ordinate with the emergency services for further medical attention

#### *Maintain the health of cultured organisms*

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

- PC15.** follow the recommended prophylactic measures and ensure hygienic conditions during all the stages of growth of the cultured organisms

- PC16.** examine the cultured organisms regularly to detect the symptoms of parasites, pathogenic infections, phenotypic disorders, etc.
- PC17.** ensure the necessary medicines/ chemicals are applied as per prescription, maintaining the toxicity levels within the prescribed limits
- PC18.** use the recommended therapeutic practices in combination with the prescribed treatment for the speedy recovery of the diseased organisms
- PC19.** identify a quarantine area and arrange for the diseased organisms to be quarantined and treated
- PC20.** co-ordinate with an expert to deal with unexpected disease outbreak among the cultured organisms
- PC21.** ensure timely removal of the dead and moribund organisms from the water body
- PC22.** arrange for safe disposal of the dead and diseased organisms

### **Knowledge and Understanding (KU)**

The individual on the job needs to know and understand:

- KU1.** various practices to protect the aquaculture farm and dykes from erosion and natural calamities
- KU2.** how to protect the cultured organisms from water/ air/ fomite borne diseases and contamination from handling
- KU3.** the process of identifying and eliminating common predators and preying organisms in the water body
- KU4.** the importance of fencing to protect the water body from external threats
- KU5.** how to prevent the escape of cultured organisms from the culture pond/ tank
- KU6.** the importance and process of conducting regular tests to maintain the recommended soil and water quality parameters in the water body
- KU7.** the importance of cleaning and de-contaminating the nets, vessels, tools and equipment
- KU8.** basic safety checks to be undertaken before operating any tools and equipment
- KU9.** use of the relevant PPE during various aquaculture operations
- KU10.** standard procedures to deal with accidents and emergencies
- KU11.** how to administer first-aid and request further medical attention
- KU12.** recommended prophylactic measures to prevent disease among cultured organisms
- KU13.** the process of examining the cultured organisms to detect the symptoms of parasites, pathogenic infections, phenotypic disorders, etc.
- KU14.** the process of applying medicines/ chemicals while maintaining the toxicity levels within the prescribed limits
- KU15.** use of the various therapeutic practices in combination with the prescribed treatments for the speedy recovery of the diseased organisms
- KU16.** the process of identifying diseased organisms, quarantining and treating them
- KU17.** the importance and process of removing and disposing the dead and moribund organisms from the water body

### **Generic Skills (GS)**

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

- GS1.** maintain work-related notes and records
- GS2.** read the relevant literature to get latest updates about the field of work
- GS3.** listen attentively to understand the information being shared by the speaker
- GS4.** communicate politely and professionally
- GS5.** co-ordinate with co-workers to achieve work objectives
- GS6.** plan and prioritise tasks to ensure timely completion
- GS7.** evaluate all possible solutions to a problem to select the best one
- GS8.** identify possible disruptions to work and take appropriate preventive measures
- GS9.** take quick decisions to deal with workplace emergencies/ accidents

**Assessment Criteria**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure the upkeep of water body, tools and equipment</i>	<b>10</b>	<b>12</b>	-	<b>8</b>
<b>PC1.</b> ensure the necessary practices are followed to protect the aquaculture farm and dykes from erosion and natural calamities such as flood and storms	-	-	-	-
<b>PC2.</b> ensure protection of the cultured organisms from water/ air/ fomite borne diseases and contamination from handling	-	-	-	-
<b>PC3.</b> identify and eliminate common predators and preying organisms from the water body	-	-	-	-
<b>PC4.</b> ensure fences are erected to protect the water body from external threats	-	-	-	-
<b>PC5.</b> restrict the entry of unauthorised persons into the aquaculture area	-	-	-	-
<b>PC6.</b> follow the recommended practices to prevent the escape of cultured organisms from the culture pond/ tank	-	-	-	-
<b>PC7.</b> conduct regular tests to ensure the appropriate soil and water quality parameters are maintained in the water body	-	-	-	-
<b>PC8.</b> ensure all the nets, vessels, tools and equipment are cleaned and de-contaminated regularly	-	-	-	-
<i>Maintain personal hygiene and safety</i>	<b>10</b>	<b>12</b>	-	<b>12</b>
<b>PC9.</b> ensure basic safety checks are undertaken before the operation of any tools and equipment	-	-	-	-
<b>PC10.</b> ensure the use of relevant Personal Protective Equipment (PPE) during various aquaculture operations	-	-	-	-
<b>PC11.</b> use the recommended soap/ sanitiser to sanitise the hands and ensure the other personnel also use it	-	-	-	-



Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC12.</b> follow the standard procedures to deal with accidents and emergencies	-	-	-	-
<b>PC13.</b> use the first-aid kit to provide appropriate treatment in case of any injuries	-	-	-	-
<b>PC14.</b> co-ordinate with the emergency services for further medical attention	-	-	-	-
<i>Maintain the health of cultured organisms</i>	<b>10</b>	<b>16</b>	-	<b>10</b>
<b>PC15.</b> follow the recommended prophylactic measures and ensure hygienic conditions during all the stages of growth of the cultured organisms	-	-	-	-
<b>PC16.</b> examine the cultured organisms regularly to detect the symptoms of parasites, pathogenic infections, phenotypic disorders, etc.	-	-	-	-
<b>PC17.</b> ensure the necessary medicines/ chemicals are applied as per prescription, maintaining the toxicity levels within the prescribed limits	-	-	-	-
<b>PC18.</b> use the recommended therapeutic practices in combination with the prescribed treatment for the speedy recovery of the diseased organisms	-	-	-	-
<b>PC19.</b> identify a quarantine area and arrange for the diseased organisms to be quarantined and treated	-	-	-	-
<b>PC20.</b> co-ordinate with an expert to deal with unexpected disease outbreak among the cultured organisms	-	-	-	-
<b>PC21.</b> ensure timely removal of the dead and moribund organisms from the water body	-	-	-	-
<b>PC22.</b> arrange for safe disposal of the dead and diseased organisms	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>40</b>	-	<b>30</b>

**National Occupational Standards (NOS) Parameters**

<b>NOS Code</b>	AGR/N4918
<b>NOS Name</b>	Ensure health, hygiene and safety during culture operations
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Fisheries
<b>Occupation</b>	Aquaculture
<b>NSQF Level</b>	5
<b>Credits</b>	1
<b>Version</b>	2.0
<b>Next Review Date</b>	11/08/2025

## **DGT/VSQ/N0103: Employability Skills (90 Hours)**

### **Description**

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

### **Scope**

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Career Development & Goal Setting
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

### **Elements and Performance Criteria**

#### *Introduction to Employability Skills*

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

- PC1.** understand the significance of employability skills in meeting the current job market requirement and future of work
- PC2.** identify and explore learning and employability relevant portals
- PC3.** research about the different industries, job market trends, latest skills required and the available opportunities

#### *Constitutional values - Citizenship*

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

- PC4.** recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.
- PC5.** follow environmentally sustainable practices

#### *Becoming a Professional in the 21st Century*

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

- PC6.** recognize the significance of 21st Century Skills for employment
- PC7.** practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life

**PC8.** adopt a continuous learning mindset for personal and professional development

#### *Basic English Skills*

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

**PC9.** use basic English for everyday conversation in different contexts, in person and over the telephone

**PC10.** read and understand routine information, notes, instructions, mails, letters etc. written in English

**PC11.** write short messages, notes, letters, e-mails etc. in English

#### *Career Development & Goal Setting*

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

**PC12.** identify career goals based on the skills, interests, knowledge, and personal attributes

**PC13.** prepare a career development plan with short- and long-term goals

#### *Communication Skills*

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

**PC14.** follow verbal and non-verbal communication etiquette while communicating in professional and public settings

**PC15.** use active listening techniques for effective communication

**PC16.** communicate in writing using appropriate style and format based on formal or informal requirements

**PC17.** work collaboratively with others in a team

#### *Diversity & Inclusion*

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

**PC18.** communicate and behave appropriately with all genders and PwD

**PC19.** escalate any issues related to sexual harassment at workplace according to POSH Act

#### *Financial and Legal Literacy*

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

**PC20.** identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.

**PC21.** carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook

**PC22.** identify common components of salary and compute income, expenses, taxes, investments etc

**PC23.** identify relevant rights and laws and use legal aids to fight against legal exploitation

#### *Essential Digital Skills*

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

**PC24.** operate digital devices and use their features and applications securely and safely

**PC25.** carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.

**PC26.** display responsible online behaviour while using various social media platforms

**PC27.** create a personal email account, send and process received messages as per requirement

**PC28.** carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications

**PC29.** utilize virtual collaboration tools to work effectively

### *Entrepreneurship*

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

- PC30.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC31.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC32.** identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

### *Customer Service*

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

- PC33.** identify different types of customers and ways to communicate with them
- PC34.** identify and respond to customer requests and needs in a professional manner
- PC35.** use appropriate tools to collect customer feedback
- PC36.** follow appropriate hygiene and grooming standards

### *Getting ready for apprenticeship & Jobs*

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

- PC37.** create a professional Curriculum vitae (Résumé)
- PC38.** search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively
- PC39.** apply to identified job openings using offline /online methods as per requirement
- PC40.** answer questions politely, with clarity and confidence, during recruitment and selection
- PC41.** identify apprenticeship opportunities and register for it as per guidelines and requirements

## **Knowledge and Understanding (KU)**

The individual on the job needs to know and understand:

- KU1.** need for employability skills and different learning and employability related portals
- KU2.** various constitutional and personal values
- KU3.** different environmentally sustainable practices and their importance
- KU4.** Twenty first (21st) century skills and their importance
- KU5.** how to use English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up
- KU6.** importance of career development and setting long- and short-term goals
- KU7.** about effective communication
- KU8.** POSH Act
- KU9.** Gender sensitivity and inclusivity
- KU10.** different types of financial institutes, products, and services
- KU11.** components of salary and how to compute income and expenditure
- KU12.** importance of maintaining safety and security in offline and online financial transactions
- KU13.** different legal rights and laws
- KU14.** different types of digital devices and the procedure to operate them safely and securely
- KU15.** how to create and operate an e- mail account

- KU16.** use applications such as word processors, spreadsheets etc.
- KU17.** how to identify business opportunities
- KU18.** types and needs of customers
- KU19.** how to apply for a job and prepare for an interview
- KU20.** apprenticeship scheme and the process of registering on apprenticeship portal

### **Generic Skills (GS)**

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

- GS1.** read and write different types of documents/instructions/correspondence in English and other languages
- GS2.** communicate effectively using appropriate language in formal and informal settings
- GS3.** behave politely and appropriately with all to maintain effective work relationship
- GS4.** how to work in a virtual mode, using various technological platforms
- GS5.** perform calculations efficiently
- GS6.** solve problems effectively
- GS7.** pay attention to details
- GS8.** manage time efficiently
- GS9.** maintain hygiene and sanitization to avoid infection

**Assessment Criteria**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC1.</b> understand the significance of employability skills in meeting the current job market requirement and future of work	-	-	-	-
<b>PC2.</b> identify and explore learning and employability relevant portals	-	-	-	-
<b>PC3.</b> research about the different industries, job market trends, latest skills required and the available opportunities	-	-	-	-
<i>Constitutional values – Citizenship</i>	<b>1</b>	<b>1</b>	-	-
<b>PC4.</b> recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
<b>PC5.</b> follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	<b>1</b>	<b>3</b>	-	-
<b>PC6.</b> recognize the significance of 21st Century Skills for employment	-	-	-	-
<b>PC7.</b> practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
<b>PC8.</b> adopt a continuous learning mindset for personal and professional development	-	-	-	-
<i>Basic English Skills</i>	<b>3</b>	<b>4</b>	-	-
<b>PC9.</b> use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-



Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
<b>PC11.</b> write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development &amp; Goal Setting</i>	<b>1</b>	<b>2</b>	-	-
<b>PC12.</b> identify career goals based on the skills, interests, knowledge, and personal attributes	-	-	-	-
<b>PC13.</b> prepare a career development plan with short- and long-term goals	-	-	-	-
<i>Communication Skills</i>	<b>2</b>	<b>2</b>	-	-
<b>PC14.</b> follow verbal and non-verbal communication etiquette while communicating in professional and public settings	-	-	-	-
<b>PC15.</b> use active listening techniques for effective communication	-	-	-	-
<b>PC16.</b> communicate in writing using appropriate style and format based on formal or informal requirements	-	-	-	-
<b>PC17.</b> work collaboratively with others in a team	-	-	-	-
<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>1</b>	-	-
<b>PC18.</b> communicate and behave appropriately with all genders and PwD	-	-	-	-
<b>PC19.</b> escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	<b>2</b>	<b>3</b>	-	-
<b>PC20.</b> identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.	-	-	-	-
<b>PC21.</b> carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC22.</b> identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
<b>PC23.</b> identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	<b>3</b>	<b>5</b>	-	-
<b>PC24.</b> operate digital devices and use their features and applications securely and safely	-	-	-	-
<b>PC25.</b> carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.	-	-	-	-
<b>PC26.</b> display responsible online behaviour while using various social media platforms	-	-	-	-
<b>PC27.</b> create a personal email account, send and process received messages as per requirement	-	-	-	-
<b>PC28.</b> carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications	-	-	-	-
<b>PC29.</b> utilize virtual collaboration tools to work effectively	-	-	-	-
<i>Entrepreneurship</i>	<b>2</b>	<b>3</b>	-	-
<b>PC30.</b> identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
<b>PC31.</b> develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
<b>PC32.</b> identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	<b>1</b>	<b>2</b>	-	-
<b>PC33.</b> identify different types of customers and ways to communicate with them	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC34.</b> identify and respond to customer requests and needs in a professional manner	-	-	-	-
<b>PC35.</b> use appropriate tools to collect customer feedback	-	-	-	-
<b>PC36.</b> follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship &amp; Jobs</i>	<b>2</b>	<b>3</b>	-	-
<b>PC37.</b> create a professional Curriculum vitae (Résumé)	-	-	-	-
<b>PC38.</b> search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
<b>PC39.</b> apply to identified job openings using offline /online methods as per requirement	-	-	-	-
<b>PC40.</b> answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
<b>PC41.</b> identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
<b>NOS Total</b>	<b>20</b>	<b>30</b>	-	-

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	DGT/VSQ/N0103
<b>NOS Name</b>	Employability Skills (90 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	5
<b>Credits</b>	3
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	18/02/2025
<b>Next Review Date</b>	18/02/2028
<b>NSQC Clearance Date</b>	18/02/2025

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) (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 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 these criteria.
5. In case of successfully passing only certain number of NOSs, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.
6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

### 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
AGR/N4939. Supervise the preparation of lab and lab equipment	30	40	-	30	100	30
AGR/N4940. Supervise the laboratory operations	30	40	-	30	100	25
AGR/N4967. Maintain the periodic data of the aquatic animal health lab	30	40	-	30	100	25
AGR/N9923. Manage and lead a team effectively	30	40	-	30	100	5
AGR/N4918. Ensure health, hygiene and safety during culture operations	30	40	-	30	100	10
DGT/VSQ/N0103. Employability Skills (90 Hours)	20	30	-	-	50	5
<b>Total</b>	<b>170</b>	<b>230</b>	<b>-</b>	<b>150</b>	<b>550</b>	<b>100</b>

## Acronyms

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

## Glossary

<b>Sector</b>	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.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	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.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	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.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	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.
<b>Knowledge and Understanding (KU)</b>	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.

<b>Organisational Context</b>	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.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	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.
<b>Electives</b>	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.
<b>Options</b>	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.