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

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

Minimum Educational Qualification & Experience	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)
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	20 Years
Last Reviewed On	NA
Next Review Date	31/03/2025
NSQC Approval Date	31/03/2022
Version	3.0
Reference code on NQR	QG-05-AG-00315-2023-V1.1-ASCI
NQR Version	1.1

Qualification Pack

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
Supervise the preparation of lab	**16**	**24**	**-**	**18**
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	**14**	**16**	**-**	**12**
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	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
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	-	-	-	-
NOS Total	**30**	**40**	**-**	**30**

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N4939
NOS Name	Supervise the preparation of lab and lab equipment
Sector	Agriculture
Sub-Sector	Fisheries
Occupation	Aquaculture
NSQF Level	5
Credits	3
Version	2.0
Last Reviewed Date	31/03/2022
Next Review Date	31/03/2025
NSQC Clearance Date	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
Supervise various lab experiments and research projects	**14**	**16**	**-**	**14**
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	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
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	**8**	**10**	**-**	**8**
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	**4**	**6**	**-**	**4**
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	**2**	**4**	**-**	**2**
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	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC24. arrange for any water leakages to be plugged to prevent its wastage	-	-	-	-
Perform and ensure effective waste management	**2**	**4**	**-**	**2**
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	-	-	-	-
NOS Total	**30**	**40**	**-**	**30**

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N4940
NOS Name	Supervise the laboratory operations
Sector	Agriculture
Sub-Sector	Fisheries
Occupation	Aquaculture
NSQF Level	5
Credits	3
Version	3.0
Last Reviewed Date	NA
Next Review Date	31/03/2025
NSQC Clearance Date	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
Record the periodic data of the aquatic animal health lab	**15**	**20**	**-**	**15**
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	**15**	**20**	**-**	**15**
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	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	**30**	**40**	**-**	**30**

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N4967
NOS Name	Maintain the periodic data of the aquatic animal health lab
Sector	Agriculture
Sub-Sector	Fisheries
Occupation	Aquaculture
NSQF Level	5
Credits	2
Version	1.0
Last Reviewed Date	31/03/2022
Next Review Date	31/03/2025
NSQC Clearance Date	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
Manage the team performance	**16**	**24**	**-**	**15**
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	**14**	**16**	**-**	**15**
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	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
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	-	-	-	-
NOS Total	30	40	-	30

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N9923
NOS Name	Manage and lead a team effectively
Sector	Agriculture
Sub-Sector	Generic
Occupation	Generic
NSQF Level	6
Credits	1
Version	2.0
Last Reviewed Date	NA
Next Review Date	25/11/2024
NSQC Clearance Date	25/11/2021

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
Ensure the upkeep of water body, tools and equipment	10	12	-	8
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	10	12	-	12
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	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
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	**10**	**16**	**-**	**10**
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	-	-	-	-
NOS Total	**30**	**40**	**-**	**30**

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N4918
NOS Name	Ensure health, hygiene and safety during culture operations
Sector	Agriculture
Sub-Sector	Fisheries
Occupation	Aquaculture
NSQF Level	5
Credits	1
Version	2.0
Last Reviewed Date	31/03/2022
Next Review Date	11/08/2025
NSQC Clearance Date	11/08/2020

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
Introduction to Employability Skills	**1**	**1**	**-**	**-**
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	**1**	**1**	**-**	**-**
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	**1**	**3**	**-**	**-**
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	**3**	**4**	**-**	**-**
PC9. 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
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	**1**	**2**	**-**	**-**
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	**2**	**2**	**-**	**-**
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	**1**	**1**	**-**	**-**
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	**2**	**3**	**-**	**-**
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	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
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	**3**	**5**	**-**	**-**
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	**2**	**3**	**-**	**-**
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	**1**	**2**	**-**	**-**
PC33. identify different types of customers and ways to communicate with them	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
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	**2**	**3**	**-**	**-**
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	-	-	-	-
NOS Total	**20**	**30**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0103
NOS Name	Employability Skills (90 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	5
Credits	3
Version	1.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

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
Total	**170**	**230**	**-**	**150**	**550**	**100**

Acronyms

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

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.

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.