Seed Processing Plant - Supervisor

QP Code: AGR/Q7105

Version: 3.0

NSQF Level: 5

Agriculture Skill Council of India || 6th Floor, GNG Tower, Plot No. 10, Sector -44, Gurgaon Haryana-122004 || email:shrinkhala@asci-india.com

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Qualification Pack

AGR/Q7105: Seed Processing Plant - Supervisor

Brief Job Description

A Seed Processing Plant Supervisor is responsible for supervising the seed production activities in a seed processing plant to ensure that the processed seeds meet the expected quality standards. The person oversees the preparation of work area and seed processing machineries along with seed processing activities.

Personal Attributes

The individual must have managerial abilities such as planning, organising, decision-making, problem-solving etc. The person must have an aptitude for machines along with the ability to lead a team to achieve the organisational goals.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [AGR/N7119: Plan and supervise the preparation for seed processing](#)

2. [AGR/N7121: Supervise the seed processing operation](#)

3. [AGR/N7123: Supervise the recording and maintenance of seed processing data](#)

4. [AGR/N9911: Ensure adherence to health and safety guidelines at work](#)

5. [AGR/N9923: Manage and lead a team effectively](#)

6. [DGT/VSQ/N0103: Employability Skills (90 Hours)](#)

Qualification Pack (QP) Parameters

Sector	Agriculture
Sub-Sector	Agriculture Industries
Occupation	Seed Production and Processing
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	21 Years
Last Reviewed On	NA
Next Review Date	30/12/2024
NSQC Approval Date	30/12/2021
Version	3.0
Reference code on NQR	QG-05-AG-00301-2023-V1.1-ASCI
NQR Version	1.1

AGR/N7119: Plan and supervise the preparation for seed processing

Description

This OS unit is about ensuring preparation of work area and the seed processing machineries for the processing of seeds.

Scope

The scope covers the following :

- Check seed lots and plan seed processing
- Supervise the preparation of work area
- Supervise the preparation of seed processing machineries

Elements and Performance Criteria

Check seed lots and plan seed processing

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

PC1. obtain the production order details from the manager such as the types of seeds to be processed, quantity, turnaround time, etc.

PC2. match the batch size and weight of the seed lots received for processing with the information obtained from the supplier

PC3. check the quality of raw seeds before seed processing to ensure compliance with the organisational quality standards

PC4. report any issues with the seed lots to the seed processing plant manager

PC5. plan seed processing efficiently, considering the processing time for different types of seeds, processing capacity of the seed processing machineries and available manpower

PC6. arrange for seed lots to be grouped based on homogeneity to avoid mixing of different types of seed lots

PC7. prepare the shift schedule for seed processing machinery operators and workers

PC8. allot work to the operators and workers as per the shift schedule

PC9. instruct the machine operators and workers to adhere to the established quality standards while handling raw seeds

PC10. arrange for the safe transfer of raw seeds from the storage area to the seed processing area

Supervise the preparation of work area

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

PC11. check the availability of the necessary tools, equipment and PPE for seed processing

PC12. arrange for the faulty tools, equipment and PPE to be repaired or replaced

PC13. instruct the relevant personnel to clean the work area and apply the approved disinfectant/ sanitisers

PC14. arrange for any infrastructure repair and maintenance needs to be addressed such as plugging leakages in the work area or repair of the walls/ ceiling

PC15. ensure the availability of electricity and sufficient backup/ alternate arrangement for operating various machineries

Supervise the preparation of seed processing machineries

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

PC16. perform pre-operation checks on the seed processing machineries such as the scalper, air screen cleaner, gravity separator, indented cylinder, treater, etc.

PC17. ensure the machine accessories and fittings such as valves, bowls and pipes are attached correctly

PC18. instruct the machine operator(s) to perform preparation activities such as lubrication, tightening the nut and bolts, cleaning and sterilisation of the machineries, etc.

PC19. arrange for repair and maintenance of the machineries for any issues identified during the check

PC20. ensure there is recommended temperature, humidity and air circulation for the safe operation of seed processing machineries

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. relevant information to be obtained from the seed processing plant manager before seed processing such as types of seeds to be processed, quantity, turnaround time, etc.

KU2. the process of calculating the batch size and weight and checking the quality of raw seeds received at the seed processing plant

KU3. different factors to be considered for planning efficient seed processing such as the processing time for different types of seed, processing capacity of the seed processing machineries, available manpower, etc.

KU4. the practice of grouping seed lots based on homogeneity to avoid mixing of different types of seed lots during processing

KU5. the process of preparing the shift schedule for seed processing machinery operators and workers and allotting work

KU6. the safe handling of raw seeds to ensure compliance with the established quality standards

KU7. various machineries, tools, equipment and PPE required for seed processing

KU8. importance of ensuring that only the trained personnel operate the seed processing machinery

KU9. use of the approved disinfectant/ sanitisers for cleaning the seed processing area

KU10. basic repair and maintenance of the seed processing plant infrastructure

KU11. the importance of ensuring the availability of electricity and sufficient backup/ alternate arrangement for operating various seed processing machineries with minimum interruptions

KU12. how to conduct pre-operation checks on the seed processing machineries such as the scalper, air screen cleaner, gravity separator, indented cylinder, treater, etc.

KU13. various accessories and fittings used with seed processing machineries such as valves, bowls, pipes, etc.

KU14. pre-operation preparation of seed processing machineries such as lubrication, tightening the nut and bolts, cleaning and sterilisation of the machineries, etc.

KU15. the process of undertaking the repair and maintenance of the seed processing machineries through co-ordination with the technician/ manufacturer

KU16. the importance of ensuring recommended temperature, humidity and air circulation for the safe operation of seed processing machineries

Generic Skills (GS)

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

GS1. write work-related notes and maintain relevant records

GS2. read the relevant literature to get latest updates about the field of work

GS3. listen attentively to understand the information/ instructions being shared by the speaker

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 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
Check seed lots and plan seed processing	**10**	**14**	**-**	**12**
PC1. obtain the production order details from the manager such as the types of seeds to be processed, quantity, turnaround time, etc.	-	-	-	-
PC2. match the batch size and weight of the seed lots received for processing with the information obtained from the supplier	-	-	-	-
PC3. check the quality of raw seeds before seed processing to ensure compliance with the organisational quality standards	-	-	-	-
PC4. report any issues with the seed lots to the seed processing plant manager	-	-	-	-
PC5. plan seed processing efficiently, considering the processing time for different types of seeds, processing capacity of the seed processing machineries and available manpower	-	-	-	-
PC6. arrange for seed lots to be grouped based on homogeneity to avoid mixing of different types of seed lots	-	-	-	-
PC7. prepare the shift schedule for seed processing machinery operators and workers	-	-	-	-
PC8. allot work to the operators and workers as per the shift schedule	-	-	-	-
PC9. instruct the machine operators and workers to adhere to the established quality standards while handling raw seeds	-	-	-	-
PC10. arrange for the safe transfer of raw seeds from the storage area to the seed processing area	-	-	-	-
Supervise the preparation of work area	**12**	**14**	**-**	**10**
PC11. check the availability of the necessary tools, equipment and PPE for seed processing	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. arrange for the faulty tools, equipment and PPE to be repaired or replaced	-	-	-	-
PC13. instruct the relevant personnel to clean the work area and apply the approved disinfectant/ sanitisers	-	-	-	-
PC14. arrange for any infrastructure repair and maintenance needs to be addressed such as plugging leakages in the work area or repair of the walls/ ceiling	-	-	-	-
PC15. ensure the availability of electricity and sufficient backup/ alternate arrangement for operating various machineries	-	-	-	-
Supervise the preparation of seed processing machineries	**8**	**12**	**-**	**8**
PC16. perform pre-operation checks on the seed processing machineries such as the scalper, air screen cleaner, gravity separator, indented cylinder, treater, etc.	-	-	-	-
PC17. ensure the machine accessories and fittings such as valves, bowls and pipes are attached correctly	-	-	-	-
PC18. instruct the machine operator(s) to perform preparation activities such as lubrication, tightening the nut and bolts, cleaning and sterilisation of the machineries, etc.	-	-	-	-
PC19. arrange for repair and maintenance of the machineries for any issues identified during the check	-	-	-	-
PC20. ensure there is recommended temperature, humidity and air circulation for the safe operation of seed processing machineries	-	-	-	-
NOS Total	**30**	**40**	**-**	**30**

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N7119
NOS Name	Plan and supervise the preparation for seed processing
Sector	Agriculture
Sub-Sector	Agriculture Industries
Occupation	Seed Production and Processing
NSQF Level	5
Credits	2
Version	2.0
Last Reviewed Date	30/12/2021
Next Review Date	30/12/2024
NSQC Clearance Date	30/12/2021

AGR/N7121: Supervise the seed processing operation

Description

This OS is about supervising various seed processing activities performed at a seed processing plant.

Scope

The scope covers the following :

- Monitor seed processing
- Monitor productivity and compliance with the environment policy

Elements and Performance Criteria

Monitor seed processing

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

PC1. ensure the machine operators follow the Standard Operating Procedure (SOP) recommended by the manufacturer to operate various seed processing machineries

PC2. co-ordinate with the maintenance team or manufacturer for prompt repair and replacement of the machineries to minimise the impact on productivity

PC3. ensure that the necessary processes such as pre-cleaning, cleaning, fine-cleaning and grading are carried out according to the type and condition of the raw seeds

PC4. examine the quality of seeds through various stages of processing to ensure compliance with the established quality standards

PC5. ensure correct weight in the seed bags or containers

PC6. ensure the seed bags or containers are labelled with the required and correct information as per the applicable regulatory requirements

PC7. instruct the machine operators and workers to use the recommended PPE during the seed processing operation

Monitor productivity and compliance with the environment policy

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

PC8. co-ordinate with the relevant personnel to ensure that seed processing is completed within the agreed schedule with the minimum wastage of seeds

PC9. deal with any unforeseen circumstances as per the organisational policy or escalate to the higher authority

PC10. monitor compliance with the health and hygiene guidelines in the production area

PC11. ensure the optimisation of resources such as water/ electricity/ production material

PC12. instruct the workers to segregate waste into the appropriate categories

PC13. ensure recycling and disposal of different types of waste as per the regulatory requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the SOP for operating various seed processing machineries and importance of following it

KU2. common repair and maintenance needs of the seed-processing machineries

KU3. the importance and process of getting the seed-processing machineries repaired by a qualified technician or the manufacturer

KU4. importance of getting the machineries repaired promptly to minimise the impact on productivity

KU5. whole seed processing procedure and the various operations such as pre-cleaning, cleaning, fine-cleaning and grading

KU6. selection of the appropriate seed processing methods according to the type and condition of the raw seeds

KU7. the importance and process of examining the quality of seeds through various stages of processing to ensure compliance with the established quality standards

KU8. the importance of ensuring correct weight in seed bags or containers and labelling them with the required information

KU9. the importance of completing the seed processing operation within the agreed schedule with the minimum wastage of seeds

KU10. the process of dealing with contingencies and escalating issues to the higher authority in the organisation

KU11. the process of monitoring compliance with the health and hygiene guidelines in the production area

KU12. benefits of optimising the usage of resources such as water, electricity and production material

KU13. the process of segregating waste into different categories

KU14. the process of recycling and disposing different types of waste as per the regulatory requirements

Generic Skills (GS)

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

GS1. write work-related notes and maintain relevant records

GS2. read the relevant literature to get latest updates about the field of work

GS3. listen attentively to understand the information/ instructions being shared by the speaker

GS4. communicate clearly and politely with co-workers and clients

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 co-workers to achieve 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
Monitor seed processing	**16**	**18**	**-**	**14**
PC1. ensure the machine operators follow the Standard Operating Procedure (SOP) recommended by the manufacturer to operate various seed processing machineries	-	-	-	-
PC2. co-ordinate with the maintenance team or manufacturer for prompt repair and replacement of the machineries to minimise the impact on productivity	-	-	-	-
PC3. ensure that the necessary processes such as pre-cleaning, cleaning, fine-cleaning and grading are carried out according to the type and condition of the raw seeds	-	-	-	-
PC4. examine the quality of seeds through various stages of processing to ensure compliance with the established quality standards	-	-	-	-
PC5. ensure correct weight in the seed bags or containers	-	-	-	-
PC6. ensure the seed bags or containers are labelled with the required and correct information as per the applicable regulatory requirements	-	-	-	-
PC7. instruct the machine operators and workers to use the recommended PPE during the seed processing operation	-	-	-	-
Monitor productivity and compliance with the environment policy	**14**	**22**	**-**	**16**
PC8. co-ordinate with the relevant personnel to ensure that seed processing is completed within the agreed schedule with the minimum wastage of seeds	-	-	-	-
PC9. deal with any unforeseen circumstances as per the organisational policy or escalate to the higher authority	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. monitor compliance with the health and hygiene guidelines in the production area	-	-	-	-
PC11. ensure the optimisation of resources such as water/ electricity/ production material	-	-	-	-
PC12. instruct the workers to segregate waste into the appropriate categories	-	-	-	-
PC13. ensure recycling and disposal of different types of waste as per the regulatory requirements	-	-	-	-
NOS Total	**30**	**40**	**-**	**30**

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N7121
NOS Name	Supervise the seed processing operation
Sector	Agriculture
Sub-Sector	Agriculture Industries
Occupation	Seed Production and Processing
NSQF Level	5
Credits	2
Version	2.0
Last Reviewed Date	30/12/2021
Next Review Date	30/12/2024
NSQC Clearance Date	30/12/2021

AGR/N7123: Supervise the recording and maintenance of seed processing data

Description

This OS unit is about supervising the recording and maintenance of different types of seed-processing data. It also covers reviewing and auditing of records.

Scope

The scope covers the following :

- Supervise the recording of data
- Supervise the maintenance of records
- Review and audit the records

Elements and Performance Criteria

Supervise the recording of data

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

PC1. supervise the recording of relevant data in the physical registers and/ or the organisation's Enterprise Resource Planning (ERP) system, regarding the seed lots received for processing

PC2. ensure the data regarding seed lots found unfit for processing is recorded

PC3. supervise the documentation of information regarding the use of various machineries during seed processing such as the output and breakdown

PC4. instruct the relevant personnel to record data with respect to the different types of seeds processed, batch size, wastage of seeds, along with the relevant observations and deviations

PC5. ensure recording of data regarding the seeds packed, labelled and stored

Supervise the maintenance of records

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

PC6. arrange for the safe storage of physical and electronic records, ensuring access only by authorised personnel

PC7. ensure data backup is created to protect against accidental loss

Review and audit the records

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

PC8. review the records periodically to ensure the accuracy of the information

PC9. co-ordinate with the relevant personnel for the audit of records to ensure compliance with the regulatory requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. relevant information to be recorded with respect to the seeds received at the seed processing plant such as the supplier's details, date of receipt, weight and quality including information about the seeds found unfit for processing and returned to the supplier

KU2. relevant information to be recorded regarding various machineries used during seed processing such as the output and breakdown

KU3. details to be recorded regarding different types of seeds processed, batch size, wastage of seeds, along with seeds packed, labelled and stored

KU4. use of the Enterprise Resource Planning (ERP) system used by the organisation

KU5. the importance and process of creating data backup to protect against accidental loss and ensuring access by authorised personnel only

KU6. the process of reviewing the records to ensure their accuracy and getting them audited to ensure compliance with the regulatory requirements

Generic Skills (GS)

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

GS1. maintain work-related records

GS2. read the relevant literature to get latest updates about the field of work

GS3. communicate politely and professionally

GS4. listen attentively to understand the information/ instructions being given

GS5. plan and schedule tasks for efficient use of time

GS6. take quick decisions to deal with workplace emergencies/ accidents

GS7. identify possible disruptions to work and take appropriate 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
Supervise the recording of data	**14**	**20**	**-**	**14**
PC1. supervise the recording of relevant data in the physical registers and/ or the organisation's Enterprise Resource Planning (ERP) system, regarding the seed lots received for processing	-	-	-	-
PC2. ensure the data regarding seed lots found unfit for processing is recorded	-	-	-	-
PC3. supervise the documentation of information regarding the use of various machineries during seed processing such as the output and breakdown	-	-	-	-
PC4. instruct the relevant personnel to record data with respect to the different types of seeds processed, batch size, wastage of seeds, along with the relevant observations and deviations	-	-	-	-
PC5. ensure recording of data regarding the seeds packed, labelled and stored	-	-	-	-
Supervise the maintenance of records	**8**	**10**	**-**	**8**
PC6. arrange for the safe storage of physical and electronic records, ensuring access only by authorised personnel	-	-	-	-
PC7. ensure data backup is created to protect against accidental loss	-	-	-	-
Review and audit the records	**8**	**10**	**-**	**8**
PC8. review the records periodically to ensure the accuracy of the information	-	-	-	-
PC9. co-ordinate with the relevant personnel for the audit of records to ensure compliance with the regulatory requirements	-	-	-	-
NOS Total	**30**	**40**	**-**	**30**

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N7123
NOS Name	Supervise the recording and maintenance of seed processing data
Sector	Agriculture
Sub-Sector	Agriculture Industries
Occupation	Seed Production and Processing
NSQF Level	5
Credits	2
Version	1.0
Last Reviewed Date	30/12/2021
Next Review Date	30/12/2024
NSQC Clearance Date	30/12/2021

AGR/N9911: Ensure adherence to health and safety guidelines at work

Description

This OS unit is about ensuring health and safety at the work and dealing with any emergencies or accidents.

Scope

The scope covers the following :

- Ensure health and safety
- Deal with emergencies at work

Elements and Performance Criteria

Ensure health and safety

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

PC1. follow the organisational policy to ensure personal health and safety at the work

PC2. ensure that all the co-workers use the appropriate PPE such as gloves, hairnet, mask, earplug, goggles and shoes in all the operations

PC3. conduct regular checks to ensure that PPE, emergency equipment and first-aid kit are updated and useable

PC4. arrange for the PPE, emergency equipment and first-aid kit to be updated/ replaced as required

PC5. ensure the machinery, tools, equipment and the work area are sanitised before and after the use

PC6. check that machineries, tools and equipment are used and stored safely as per the manufacturer's instructions

PC7. ensure safe handling of any hazardous materials such as chemicals and flammable objects

PC8. identify health and safety hazards at the work and take appropriate preventive measures

PC9. ensure that only authorised personnel have access to hazardous work areas

PC10. arrange for regular workplace audit to ensure safe working conditions

PC11. report any out of authority issues to the relevant authority for a timely resolution

Deal with emergencies at work

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

PC12. follow the organisational policy to deal with emergencies such as fire, accidents, disease outbreak or natural calamities

PC13. arrange for immediate medical attention for any injured personnel

PC14. ensure the safe use of emergency equipment according to the manufacturer's instructions

PC15. arrange for the emergency equipment to be repaired or replaced as required

PC16. report workplace emergencies/ accidents to the relevant authority in compliance with the organisational and regulatory requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. various practices to ensure personal health and safety at the workplace

KU2. the importance of ensuring the use of PPE such as gloves, hairnet, mask, earplug, goggles and shoes at the workplace

KU3. the importance of ensuring that PPE, emergency equipment and first-aid kit at the workplace are up to date

KU4. the importance and process of sanitising various machineries, tools, equipment and the work before and after the use

KU5. safe handling of hazardous materials such as chemicals and flammable objects

KU6. the process of identifying health and safety hazards at the workplace and taking appropriate preventive measures

KU7. the importance of ensuring that only authorised personnel have access to hazardous work areas

KU8. the importance and process of arranging regular workplace audits to ensure safe working conditions

KU9. the correct action to be taken to deal with workplace emergencies such as fire, accidents, disease outbreak or natural calamities

KU10. the process of providing first aid and requesting further medical assistance

KU11. safe use of the emergency equipment as per the manufacturer's instructions

KU12. the process of reporting workplace emergencies/ accidents to the relevant authority in compliance with the organisational and regulatory requirements

Generic Skills (GS)

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

GS1. maintain work-related notes and records

GS2. communicate clearly and politely with co-workers and clients

GS3. read the relevant literature to get information about the latest developments in the field of work

GS4. plan and prioritise tasks to ensure timely completion

GS5. take quick decisions to deal with workplace emergencies/ accidents

GS6. listen attentively to understand the information being shared by the speaker

GS7. identify possible disruptions to work and take appropriate preventive measures

GS8. co-ordinate with the co-workers to achieve the work objectives

GS9. evaluate all possible solutions to a problem to select the best one

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Ensure health and safety	**16**	**18**	**-**	**16**
PC1. follow the organisational policy to ensure personal health and safety at the work	-	-	-	-
PC2. ensure that all the co-workers use the appropriate PPE such as gloves, hairnet, mask, earplug, goggles and shoes in all the operations	-	-	-	-
PC3. conduct regular checks to ensure that PPE, emergency equipment and first-aid kit are updated and useable	-	-	-	-
PC4. arrange for the PPE, emergency equipment and first-aid kit to be updated/ replaced as required	-	-	-	-
PC5. ensure the machinery, tools, equipment and the work area are sanitised before and after the use	-	-	-	-
PC6. check that machineries, tools and equipment are used and stored safely as per the manufacturer's instructions	-	-	-	-
PC7. ensure safe handling of any hazardous materials such as chemicals and flammable objects	-	-	-	-
PC8. identify health and safety hazards at the work and take appropriate preventive measures	-	-	-	-
PC9. ensure that only authorised personnel have access to hazardous work areas	-	-	-	-
PC10. arrange for regular workplace audit to ensure safe working conditions	-	-	-	-
PC11. report any out of authority issues to the relevant authority for a timely resolution	-	-	-	-
Deal with emergencies at work	**14**	**22**	**-**	**14**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. follow the organisational policy to deal with emergencies such as fire, accidents, disease outbreak or natural calamities	-	-	-	-
PC13. arrange for immediate medical attention for any injured personnel	-	-	-	-
PC14. ensure the safe use of emergency equipment according to the manufacturer's instructions	-	-	-	-
PC15. arrange for the emergency equipment to be repaired or replaced as required	-	-	-	-
PC16. report workplace emergencies/ accidents to the relevant authority in compliance with the organisational and regulatory requirements	-	-	-	-
NOS Total	**30**	**40**	**-**	**30**

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N9911
NOS Name	Ensure adherence to health and safety guidelines at work
Sector	Agriculture
Sub-Sector	Agriculture Industries
Occupation	Commodity Management
NSQF Level	6
Credits	1
Version	2.0
Last Reviewed Date	30/12/2021
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

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

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 the proportion of marks for Theory and Skills Practical for each PC.

2. The assessment for the theory part will be based on the knowledge bank of questions created by the SSC.

3. Individual assessment agencies will create unique question papers for the theory part for each candidate at each examination/training centre (as per the assessment criteria below).

4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training centre based on these criteria.

5. In case of successfully passing only a certain number of NOSs, the trainee is eligible to take a 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/N7119.Plan and supervise the preparation for seed processing	30	40	-	30	100	25
AGR/N7121.Supervise the seed processing operation	30	40	-	30	100	30
AGR/N7123.Supervise the recording and maintenance of seed processing data	30	40	-	30	100	30
AGR/N9911.Ensure adherence to health and safety guidelines at work	30	40	-	30	100	5
AGR/N9923.Manage and lead a team effectively	30	40	-	30	100	5
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.