

Qualification Pack



Water Resource Assistant

Electives: Watershed/ Springshed/ Groundwater

QP Code: AGR/Q6607

Version: 2.0

NSQF Level: 3

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Qualification Pack

Contents

AGR/Q6607: Water Resource Assistant	3
<i>Brief Job Description</i>	3
Applicable National Occupational Standards (NOS)	3
<i>Compulsory NOS</i>	3
<i>Elective 1: Watershed</i>	3
<i>Elective 2: Springshed</i>	3
<i>Elective 3: Groundwater</i>	3
<i>Qualification Pack (QP) Parameters</i>	4
AGR/N6630: Collect and manage the relevant data for water resource planning and implementation	6
AGR/N6631: Assist in planning and implementation of water resources	10
AGR/N6623: Maintain the book of accounts	16
AGR/N6624: Assist in ensuring appropriate office and administrative setup	21
AGR/N9903: Maintain health and safety at the workplace	25
DGT/VSQ/N0101: Employability Skills (30 Hours)	31
AGR/N6632: Assist in planning and implementing watershed programs	37
AGR/N6633: Assist in planning and implementing springshed programs	43
AGR/N6634: Assist in planning and implementing groundwater programs	48
Assessment Guidelines and Weightage	54
<i>Assessment Guidelines</i>	54
<i>Assessment Weightage</i>	55
Acronyms	57
Glossary	58

Qualification Pack

AGR/Q6607: Water Resource Assistant

Brief Job Description

A Water Resource Assistant is responsible for maintaining the accounting and administrative records of the water resource committee and other village institutions. The individual assists in planning and implementing different water resource development intervention

Personal Attributes

The individual should have attention to detail with a numerical aptitude. The person should also have good written and verbal communication skills.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [AGR/N6630: Collect and manage the relevant data for water resource planning and implementation](#)
2. [AGR/N6631: Assist in planning and implementation of water resources](#)
3. [AGR/N6623: Maintain the book of accounts](#)
4. [AGR/N6624: Assist in ensuring appropriate office and administrative setup](#)
5. [AGR/N9903: Maintain health and safety at the workplace](#)
6. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Electives (mandatory to select at least one):

Elective 1: Watershed

Specialization in Watershed

1. [AGR/N6632: Assist in planning and implementing watershed programs](#)

Elective 2: Springshed

Specialization in Springshed

1. [AGR/N6633: Assist in planning and implementing springshed programs](#)

Elective 3: Groundwater

Qualification Pack

Specialization in Groundwater

1. [AGR/N6634: Assist in planning and implementing groundwater programs](#)

Qualification Pack (QP) Parameters

Sector	Agriculture
Sub-Sector	Forestry, Environment and Renewable Energy Management
Occupation	Watershed Management
Country	India
NSQF Level	3
Credits	11
Aligned to NCO/ISCO/ISIC Code	NCO-2015/NIL
Minimum Educational Qualification & Experience	10th grade pass OR 8th grade pass with 2 Years of experience in the relevant field OR 8th grade pass and pursuing continuous schooling in regular school with vocational subject OR Previous relevant Qualification of NSQF Level (2) with 1 Year of experience in the relevant field OR Previous relevant Qualification of NSQF Level (2.5) with 6 Months of experience in the relevant field
Minimum Level of Education for Training in School	8th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	29/03/2026
NSQC Approval Date	29/03/2023

Qualification Pack

Version	2.0
Reference code on NQR	QG-03-AG-00381-2023-V1-ASCI
NQR Version	1

Qualification Pack

AGR/N6630: Collect and manage the relevant data for water resource planning and implementation

Description

This OS unit is about collecting, analyzing and managing data.

Scope

The scope covers the following :

- Undertake data collection
- Manage the collected data

Elements and Performance Criteria

Undertake data collection

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

- PC1.** collect the relevant data for water resource management, such as types of land and area, cropping pattern, irrigated land area, type of cropping, well data, rain gauge data, etc.
- PC2.** collect the demographic, socio-economic and gender aspects, and beneficiary census data
- PC3.** follow different approaches for data collection, such as collecting it through community meetings, interactions with stakeholders, transact walk, and visiting government offices and websites
- PC4.** use the appropriate template and format for data collection as per the program's needs

Manage the collected data

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

- PC5.** enter the collected data into the Management Information System (MIS) and manage it, coordinating with the persons/agencies engaged
- PC6.** extract the data summaries using MIS
- PC7.** update the data regularly and apprise the relevant authority
- PC8.** assist in ensuring the safe storage of data with appropriate access control to prevent unauthorized access
- PC9.** maintain electronic data backup to protect against accidental loss of data

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the recommended practices for safe maintenance and storage of data
- KU2.** the importance and process of collecting the demographic data and beneficiary census
- KU3.** the importance and benefit of collecting data on irrigated land area, type of cropping, well data, rain gauge data, etc.
- KU4.** the appropriate templates and formats for data collection

Qualification Pack

- KU5.** the process of collecting and entering data in MIS
- KU6.** how to extract data summaries using MIS
- KU7.** the importance of updating the data regularly

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 information about the latest developments in 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.** coordinate with co-workers to achieve work objectives
- GS6.** plan and prioritize tasks to ensure timely completion
- GS7.** identify possible disruptions to work and take appropriate preventive measures
- GS8.** take quick decisions to deal with workplace emergencies/ accidents
- GS9.** evaluate all possible solutions to a problem to select the best one

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Undertake data collection</i>	14	19	-	14
PC1. collect the relevant data for water resource management, such as types of land and area, cropping pattern, irrigated land area, type of cropping, well data, rain gauge data, etc.	-	-	-	-
PC2. collect the demographic, socio-economic and gender aspects, and beneficiary census data	-	-	-	-
PC3. follow different approaches for data collection, such as collecting it through community meetings, interactions with stakeholders, transact walk, and visiting government offices and websites	-	-	-	-
PC4. use the appropriate template and format for data collection as per the program's needs	-	-	-	-
<i>Manage the collected data</i>	16	21	-	16
PC5. enter the collected data into the Management Information System (MIS) and manage it, coordinating with the persons/agencies engaged	-	-	-	-
PC6. extract the data summaries using MIS	-	-	-	-
PC7. update the data regularly and apprise the relevant authority	-	-	-	-
PC8. assist in ensuring the safe storage of data with appropriate access control to prevent unauthorized access	-	-	-	-
PC9. maintain electronic data backup to protect against accidental loss of data	-	-	-	-
NOS Total	30	40	-	30

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N6630
NOS Name	Collect and manage the relevant data for water resource planning and implementation
Sector	Agriculture
Sub-Sector	Forestry, Environment and Renewable Energy Management
Occupation	Watershed Management
NSQF Level	3
Credits	1
Version	1.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

Qualification Pack

AGR/N6631: Assist in planning and implementation of water resources

Description

This OS unit is about assisting in planning and implementation of water resources. It also covers managing the logistics for training and workshops.

Scope

The scope covers the following :

- Assist in conducting the field survey
- Assist in mobilizing the community
- Assist in arranging labour
- Manage logistics for training and workshops

Elements and Performance Criteria

Assist in conducting the field survey

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

- PC1.** assist in taking the relevant specifications and measurements in the field using the relevant tools such as measuring tape and compass
- PC2.** assist in layout marking in the field
- PC3.** assist in maintaining the accurate records of field measurements and observations

Assist in mobilizing the community

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

- PC4.** assist in creating awareness among the community concerning water resource projects
- PC5.** assist in making appropriate arrangements for community meetings, such as seating arrangement, relevant literature, stationery, refreshments, etc.
- PC6.** assist in organizing community meetings for the Water Committee (WC) and other village institutions and presenting the relevant data to the community members
- PC7.** assist in conducting Participatory Rural Appraisal (PRA)/ Rapid Rural Appraisal (RRA) with the community
- PC8.** assist in organizing community for WC, SHGs and PA
- PC9.** assist in conducting capacity-building exercises for the community
- PC10.** assist in taking feedback from the community members concerning the relevant water resource projects, following the appropriate mechanism

Assist in arranging labour

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

- PC11.** determine the labour requirements for water resource development projects through coordination with the relevant personnel
- PC12.** mobilize labourers according to the project requirements
- PC13.** assist in maintaining records concerning the work completed by labourers and preparing the payment sheet

Qualification Pack

Manage logistics for training and workshops

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

- PC14.** select an appropriate venue and time for training and workshops to ensure maximum participation
- PC15.** ensure the availability of an appropriate facility with the required seating capacity and health and safety arrangements
- PC16.** arrange the appropriate tools, equipment and aids for training and workshops, e.g. audio-visual aids, stationery, relevant literature, refreshments, etc.
- PC17.** coordinate with the relevant authorities to get necessary approvals for training and workshops

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the process of conducting field surveys and taking the relevant measurements, and recording the specification
- KU2.** how to mobilize the community for the planning and development of water resources
- KU3.** the importance of presenting the relevant data to the community and organizing them into appropriate groups
- KU4.** the importance and process of conducting capacity-building exercises for the community
- KU5.** the appropriate mechanisms to take the community's feedback on water resource development projects
- KU6.** how to mobilize the labourers for water resource development projects
- KU7.** the benefits and methods of rainwater harvesting
- KU8.** the recommended methods for the efficient water use and reduction of water loss, such as improved agriculture practices and reuse of water
- KU9.** use of efficient and innovative irrigation systems, such as drip and sprinkler irrigation
- KU10.** the conservation of soil moisture with the application of mulch and organic matter to soil
- KU11.** the approaches adopted for aquifer recharging, e.g. surface infiltration and deep injection
- KU12.** different water storage structures, e.g. ponds and lakes
- KU13.** the importance of efficient water allocation from irrigation canals
- KU14.** the logistics management for training and workshops

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 information about the latest developments in 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.** coordinate with co-workers to achieve work objectives

Qualification Pack

- GS6.** plan and prioritize tasks to ensure timely completion
- GS7.** identify possible disruptions to work and take appropriate preventive measures
- GS8.** take quick decisions to deal with workplace emergencies/ accidents
- GS9.** evaluate all possible solutions to a problem to select the best one

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in conducting the field survey</i>	5	7	-	5
PC1. assist in taking the relevant specifications and measurements in the field using the relevant tools such as measuring tape and compass	-	-	-	-
PC2. assist in layout marking in the field	-	-	-	-
PC3. assist in maintaining the accurate records of field measurements and observations	-	-	-	-
<i>Assist in mobilizing the community</i>	11	14	-	11
PC4. assist in creating awareness among the community concerning water resource projects	-	-	-	-
PC5. assist in making appropriate arrangements for community meetings, such as seating arrangement, relevant literature, stationery, refreshments, etc.	-	-	-	-
PC6. assist in organizing community meetings for the Water Committee (WC) and other village institutions and presenting the relevant data to the community members	-	-	-	-
PC7. assist in conducting Participatory Rural Appraisal (PRA)/ Rapid Rural Appraisal (RRA) with the community	-	-	-	-
PC8. assist in organizing community for WC, SHGs and PA	-	-	-	-
PC9. assist in conducting capacity-building exercises for the community	-	-	-	-
PC10. assist in taking feedback from the community members concerning the relevant water resource projects, following the appropriate mechanism	-	-	-	-
<i>Assist in arranging labour</i>	5	7	-	5

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. determine the labour requirements for water resource development projects through coordination with the relevant personnel	-	-	-	-
PC12. mobilize labourers according to the project requirements	-	-	-	-
PC13. assist in maintaining records concerning the work completed by labourers and preparing the payment sheet	-	-	-	-
<i>Manage logistics for training and workshops</i>	9	12	-	9
PC14. select an appropriate venue and time for training and workshops to ensure maximum participation	-	-	-	-
PC15. ensure the availability of an appropriate facility with the required seating capacity and health and safety arrangements	-	-	-	-
PC16. arrange the appropriate tools, equipment and aids for training and workshops, e.g. audio-visual aids, stationery, relevant literature, refreshments, etc.	-	-	-	-
PC17. coordinate with the relevant authorities to get necessary approvals for training and workshops	-	-	-	-
NOS Total	30	40	-	30

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N6631
NOS Name	Assist in planning and implementation of water resources
Sector	Agriculture
Sub-Sector	Forestry, Environment and Renewable Energy Management
Occupation	Watershed Management
NSQF Level	3
Credits	2
Version	1.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

Qualification Pack

AGR/N6623: Maintain the book of accounts

Description

This OS unit is about assisting in opening a bank account for the water resource project and maintaining the bank account records and books of accounts.

Scope

The scope covers the following :

- Assist in opening a bank account for the project
- Assist in maintaining the bank account records
- Assist in maintaining the book of accounts

Elements and Performance Criteria

Assist in opening a bank account for the project

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

- PC1.** determine the requirement of relevant documents for opening an appropriate type of bank account for the project
- PC2.** assist in collecting and preparing the required documents for opening a bank account, taking the necessary approvals from the relevant personnel
- PC3.** assist in opening a bank account for the project through coordination with the relevant personnel and bank official
- PC4.** ensure to collect the appropriate documents from the bank, such as the bank passbook, cheque book, terms and conditions document, etc.

Assist in maintaining the bank account records

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

- PC5.** assist in maintaining the accurate record of debits and credit into the water resource project's bank account and the cashbook
- PC6.** maintain the record of issued and received banking instruments
- PC7.** ensure regular updates in the water resource project's bank account passbook

Assist in maintaining the books of accounts

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

- PC8.** assist in checking the accuracy of bills, invoices, purchase orders, vouchers and receipts
- PC9.** assist in maintaining the accounting documents/records in safe storage, maintaining the digital copies and backup also
- PC10.** prepare bank cheques and other bank instruments and present them to the authorized signatories
- PC11.** assist in updating and maintaining the accounting journals, cash book, ledgers and other records detailing financial transactions (e.g., disbursements, expense vouchers, receipts, accounts payable)
- PC12.** assist in entering the accounting data into the computerized system, if available
- PC13.** assist in compiling data and preparing a variety of reports

Qualification Pack

- PC14.** assist in the reconciliation of records with the Project Implementation Agency (PIA) accountant
- PC15.** assist in conducting annual audits following the existing auditing arrangements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** how to open a bank account for an organization
- KU2.** the documents required for opening a bank account for an organization
- KU3.** the importance of maintaining and ensuring regular updates to bank account records
- KU4.** the process of maintaining accounting books, including bills, vouchers, purchase orders, receipts, etc.
- KU5.** the organizational procedures for preparing financial reports and accounting journals
- KU6.** the organizational processes for book-keeping and the use of relevant accounting systems
- KU7.** the accounting and general mathematical concepts
- KU8.** the importance of reviewing and auditing account records
- KU9.** the reporting requirements concerning the banking and accounting records

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 prioritize tasks to ensure timely completion
- GS5.** take quick decisions to deal with workplace emergencies/ accidents
- GS6.** listen attentively to understand the information/ instructions being shared by the speaker
- GS7.** identify possible disruptions to work and take appropriate preventive measures
- GS8.** coordinate with co-workers to achieve work objectives

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in opening a bank account for the project</i>	10	13	-	11
PC1. determine the requirement of relevant documents for opening an appropriate type of bank account for the project	-	-	-	-
PC2. assist in collecting and preparing the required documents for opening a bank account, taking the necessary approvals from the relevant personnel	-	-	-	-
PC3. assist in opening a bank account for the project through coordination with the relevant personnel and bank official	-	-	-	-
PC4. ensure to collect the appropriate documents from the bank, such as the bank passbook, cheque book, terms and conditions document, etc.	-	-	-	-
<i>Assist in maintaining the bank account records</i>	9	12	-	9
PC5. assist in maintaining the accurate record of debits and credit into the water resource project's bank account and the cashbook	-	-	-	-
PC6. maintain the record of issued and received banking instruments	-	-	-	-
PC7. ensure regular updates in the water resource project's bank account passbook	-	-	-	-
<i>Assist in maintaining the books of accounts</i>	11	15	-	10
PC8. assist in checking the accuracy of bills, invoices, purchase orders, vouchers and receipts	-	-	-	-
PC9. assist in maintaining the accounting documents/records in safe storage, maintaining the digital copies and backup also	-	-	-	-
PC10. prepare bank cheques and other bank instruments and present them to the authorized signatories	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. assist in updating and maintaining the accounting journals, cash book, ledgers and other records detailing financial transactions (e.g., disbursements, expense vouchers, receipts, accounts payable)	-	-	-	-
PC12. assist in entering the accounting data into the computerized system, if available	-	-	-	-
PC13. assist in compiling data and preparing a variety of reports	-	-	-	-
PC14. assist in the reconciliation of records with the Project Implementation Agency (PIA) accountant	-	-	-	-
PC15. assist in conducting annual audits following the existing auditing arrangements	-	-	-	-
NOS Total	30	40	-	30

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N6623
NOS Name	Maintain the book of accounts
Sector	Agriculture
Sub-Sector	Forestry, Environment and Renewable Energy Management
Occupation	Watershed Management
NSQF Level	3
Credits	2
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

Qualification Pack

AGR/N6624: Assist in ensuring appropriate office and administrative setup

Description

This OS unit is about providing office and administrative support to ensure the efficient operation of the water committee office.

Scope

The scope covers the following :

- Assist in ensuring the office setup and management
- Assist in ensuring administrative records and legal compliances are maintained

Elements and Performance Criteria

Assist in ensuring the office setup and management

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

- PC1.** maintain the office setup and decorum
- PC2.** assist in ensuring compliance with the instructions of WC, Self-help Group (SHGs) and PIA
- PC3.** assist in preparing and distributing the correspondence memos and letters
- PC4.** ensure adequate stock of office supplies, such as the stationery

Assist in ensuring administrative records and legal compliances are maintained

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

- PC5.** maintain the administrative records, such as the attendance book, leave and other relevant records for the staff of WC and other village institutions
- PC6.** maintain the filing system for the administrative records
- PC7.** assist in preparing the WC records and reports for legal compliance of Project Fund (PF), Professional Tax (PT), charity commissioner and PIA/funding agency
- PC8.** maintain and update the proceeding books of WC and other village institutions
- PC9.** support the relevant PIA representative in presenting the relevant reports to the concerned authority

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizational standards concerning the administrative procedures
- KU2.** the organization's standard operating procedures for dealing with any legal requirements
- KU3.** basic mathematical concepts
- KU4.** basic knowledge of computer and software
- KU5.** administrative record-keeping procedures and the use of an appropriate filing system for maintaining them

Qualification Pack

KU6. the applicable legal compliance procedures

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 prioritize tasks to ensure timely completion
- GS5.** listen attentively to understand the information/ instructions being shared by the speaker
- GS6.** coordinate 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

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in ensuring the office setup and management</i>	12	25	-	16
PC1. maintain the office setup and decorum	-	-	-	-
PC2. assist in ensuring compliance with the instructions of WC, Self-help Group (SHGs) and PIA	-	-	-	-
PC3. assist in preparing and distributing the correspondence memos and letters	-	-	-	-
PC4. ensure adequate stock of office supplies, such as the stationery	-	-	-	-
<i>Assist in ensuring administrative records and legal compliances are maintained</i>	18	15	-	14
PC5. maintain the administrative records, such as the attendance book, leave and other relevant records for the staff of WC and other village institutions	-	-	-	-
PC6. maintain the filing system for the administrative records	-	-	-	-
PC7. assist in preparing the WC records and reports for legal compliance of Project Fund (PF), Professional Tax (PT), charity commissioner and PIA/funding agency	-	-	-	-
PC8. maintain and update the proceeding books of WC and other village institutions	-	-	-	-
PC9. support the relevant PIA representative in presenting the relevant reports to the concerned authority	-	-	-	-
NOS Total	30	40	-	30

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N6624
NOS Name	Assist in ensuring appropriate office and administrative setup
Sector	Agriculture
Sub-Sector	Forestry, Environment and Renewable Energy Management
Occupation	Watershed Management
NSQF Level	3
Credits	1
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

Qualification Pack

AGR/N9903: Maintain health and safety at the workplace

Description

This OS is about maintaining health and safety of self and other co-workers at the workplace

Scope

The scope covers the following :

- Maintain personal hygiene
- Maintain clean and safe workplace
- Administer appropriate emergency procedures

Elements and Performance Criteria

Maintain personal hygiene

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

- PC1.** wash hands, legs and face with soap/alcohol based sanitizer at reasonable intervals
- PC2.** wash the worn clothes with soap and sun dry before use next time
- PC3.** ensure the face is covered with mask or three layers of cloth-piece
- PC4.** follow the workplace sanitization norms including distancing from sick people

Maintain clean and safe workplace

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

- PC5.** carry out basic safety checks before operation of all tools, implements, and machinery and report identified hazards to the supervisor
- PC6.** wear appropriate Personal Protective Equipment (PPE) while performing work in accordance with the workplace policy
- PC7.** follow the instructions mentioned on the labels of chemicals/pesticides/fumigants etc to avoid hazards
- PC8.** assess risks prior to performing manual handling jobs, and work according to currently recommended safe practices
- PC9.** sanitize equipment, tools and machinery before and after use
- PC10.** use equipment and materials safely and correctly and return the same to designated storage after use
- PC11.** dispose waste safely and correctly in the designated area
- PC12.** recognize risks to bystanders and take required action to reduce the risks
- PC13.** work in a manner which minimizes environmental damage, ensuring all procedures and instructions for controlling risks are followed
- PC14.** report any accidents, incidents or problems without delay to an appropriate person and take necessary immediate action to reduce further danger
- PC15.** follow government / workplace advisories incase of outbreak of any disease/disaster

Administer appropriate emergency procedures

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

Qualification Pack

- PC16.** follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions to the location of emergency, as per the workplace requirements
- PC17.** use emergency equipment in accordance with manufacturer's specifications and workplace requirements
- PC18.** provide treatment appropriate to the patient's injuries in accordance with recognized first aid techniques
- PC19.** recover (if practical), clean, inspect/test, refurbish, replace and store the first aid equipment as appropriate
- PC20.** report details of first aid administered in accordance with workplace procedures

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** relevant legislation, standards, policies, and procedures at work
- KU2.** relevant health and safety requirements applicable to the work environment
- KU3.** own job role and responsibilities and sources of information pertaining to work
- KU4.** who to approach for support in order to obtain work related information, clarifications and support
- KU5.** importance of following health, hygiene, safety and quality standards and the impact of not following the standards on consumers and the business
- KU6.** personal hygiene and fitness requirement
- KU7.** importance of sanitization of the workplace
- KU8.** types of Personal Protective Equipment (PPE) required at the workplace and their importance
- KU9.** the correct and safe way to use materials and equipment required for the work
- KU10.** the importance of good housekeeping at the workplace
- KU11.** safe waste disposal methods
- KU12.** methods for minimizing environmental damage during work
- KU13.** the risks to health and safety including contagious diseases and the measures to be taken to control those risks in the area of work
- KU14.** workplace procedures and requirements for the prevention and treatment of workplace injuries/illnesses.
- KU15.** basic emergency first aid procedure
- KU16.** local emergency services
- KU17.** why accidents, incidents and problems should be reported and the appropriate actions to be taken

Generic Skills (GS)

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

- GS1.** record the data as per the requirement
- GS2.** report problems to the appropriate personnel in a timely manner

Qualification Pack

- GS3.** read instruction manual for hand tool and equipments
- GS4.** communicate clearly and effectively with co-workers, and other stakeholders
- GS5.** comprehend information shared by senior people and experts
- GS6.** make decisions pertaining to personal hygiene and safety
- GS7.** schedule daily activities and draw up priorities
- GS8.** manage relationships with co-workers, manager and other stakeholders
- GS9.** assess situation and identify appropriate control measures

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain personal hygiene</i>	10	5	-	10
PC1. wash hands, legs and face with soap/alcohol based sanitizer at reasonable intervals	-	-	-	-
PC2. wash the worn clothes with soap and sun dry before use next time	-	-	-	-
PC3. ensure the face is covered with mask or three layers of cloth-piece	-	-	-	-
PC4. follow the workplace sanitization norms including distancing from sick people	-	-	-	-
<i>Maintain clean and safe workplace</i>	15	15	-	15
PC5. carry out basic safety checks before operation of all tools, implements, and machinery and report identified hazards to the supervisor	-	-	-	-
PC6. wear appropriate Personal Protective Equipment (PPE) while performing work in accordance with the workplace policy	-	-	-	-
PC7. follow the instructions mentioned on the labels of chemicals/pesticides/fumigants etc to avoid hazards	-	-	-	-
PC8. assess risks prior to performing manual handling jobs, and work according to currently recommended safe practices	-	-	-	-
PC9. sanitize equipment, tools and machinery before and after use	-	-	-	-
PC10. use equipment and materials safely and correctly and return the same to designated storage after use	-	-	-	-
PC11. dispose waste safely and correctly in the designated area	-	-	-	-
PC12. recognize risks to bystanders and take required action to reduce the risks	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. work in a manner which minimizes environmental damage, ensuring all procedures and instructions for controlling risks are followed	-	-	-	-
PC14. report any accidents, incidents or problems without delay to an appropriate person and take necessary immediate action to reduce further danger	-	-	-	-
PC15. follow government / workplace advisories incase of outbreak of any disease/disaster	-	-	-	-
<i>Administer appropriate emergency procedures</i>	15	5	-	10
PC16. follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions to the location of emergency, as per the workplace requirements	-	-	-	-
PC17. use emergency equipment in accordance with manufacturer's specifications and workplace requirements	-	-	-	-
PC18. provide treatment appropriate to the patient's injuries in accordance with recognized first aid techniques	-	-	-	-
PC19. recover (if practical), clean, inspect/test, refurbish, replace and store the first aid equipment as appropriate	-	-	-	-
PC20. report details of first aid administered in accordance with workplace procedures	-	-	-	-
NOS Total	40	25	-	35

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N9903
NOS Name	Maintain health and safety at the workplace
Sector	Agriculture
Sub-Sector	Generic
Occupation	Generic
NSQF Level	4
Credits	1
Version	4.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

Qualification Pack

DGT/VSQ/N0101: Employability Skills (30 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
- 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 job requirements

Constitutional values - Citizenship

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

PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

Becoming a Professional in the 21st Century

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

PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

Basic English Skills

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

PC4. speak with others using some basic English phrases or sentences

Communication Skills

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

PC5. follow good manners while communicating with others

PC6. work with others in a team

Qualification Pack

Diversity & Inclusion

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

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

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

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

PC11. approach the concerned authorities for any exploitation as per legal rights and laws

Essential Digital Skills

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

PC12. operate digital devices and use its features and applications securely and safely

PC13. use internet and social media platforms securely and safely

Entrepreneurship

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

PC14. identify and assess opportunities for potential business

PC15. identify sources for arranging money and associated financial and legal challenges

Customer Service

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

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

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 basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

KU8. different types of disabilities and appropriate communication and behaviour towards PwD

KU9. different types of financial products and services

Qualification Pack

- KU10.** how to compute income and expenses
- KU11.** importance of maintaining safety and security in financial transactions
- KU12.** different legal rights and laws
- KU13.** how to operate digital devices and applications safely and securely
- KU14.** ways to identify business opportunities
- KU15.** types of customers and their needs
- KU16.** how to apply for a job and prepare for an interview
- KU17.** apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

- GS1.** communicate effectively using appropriate language
- GS2.** behave politely and appropriately with all
- GS3.** perform basic calculations
- GS4.** solve problems effectively
- GS5.** be careful and attentive at work
- GS6.** use time effectively
- GS7.** maintain hygiene and sanitisation to avoid infection

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values - Citizenship</i>	1	1	-	-
PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC4. speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	1	1	-	-
PC5. follow good manners while communicating with others	-	-	-	-
PC6. work with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	3	4	-	-
PC9. use various financial products and services safely and securely	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. calculate income, expenses, savings etc.	-	-	-	-
PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
<i>Essential Digital Skills</i>	4	6	-	-
PC12. operate digital devices and use its features and applications securely and safely	-	-	-	-
PC13. use internet and social media platforms securely and safely	-	-	-	-
<i>Entrepreneurship</i>	3	5	-	-
PC14. identify and assess opportunities for potential business	-	-	-	-
PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
<i>Customer Service</i>	2	2	-	-
PC16. identify different types of customers	-	-	-	-
PC17. identify customer needs and address them appropriately	-	-	-	-
PC18. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	1	3	-	-
PC19. create a basic biodata	-	-	-	-
PC20. search for suitable jobs and apply	-	-	-	-
PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
NOS Total	20	30	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Last Reviewed Date	NA
Next Review Date	30/06/2025
NSQC Clearance Date	30/06/2022

Qualification Pack

AGR/N6632: Assist in planning and implementing watershed programs

Description

This OS unit is about assisting in the planning and implementation of watershed programs.

Scope

The scope covers the following :

- Assist in collecting the necessary data
- Assist in mobilizing the community for watershed projects
- Assist in planning the watershed projects
- Assist in the implementation of watershed projects

Elements and Performance Criteria

Assist in data collecting the necessary data

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

- PC1.** assist in collecting the relevant data for watershed planning and implementation
- PC2.** assist in determining the present and proposed land use
- PC3.** assist in identifying the watershed using the toposheet
- PC4.** assist in layout marking and taking measurements in the field

Assist in mobilizing the community for watershed projects

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

- PC5.** assist in creating awareness among the target audience about the watershed projects by arranging community meetings
- PC6.** assist in mobilizing the community, encouraging them to take up watershed project interventions
- PC7.** assist in mobilizing the land owners to participate in planning the use of resources and soil conservation treatments
- PC8.** assist in registering village water committees, Water User Associations (WUAs), Water User Groups (WUGs), village watershed committees, watershed project management committees, etc.

Assist in planning the watershed projects

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

- PC9.** assist in planning area treatment, drainage line treatment, etc.
- PC10.** assist in evaluating the agriculture, livestock and other agri-allied activities in the regions
- PC11.** assist in estimating the applicable costs for the implementation and management of watershed projects

Assist in the implementation of watershed projects

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

- PC12.** assist in arranging labourers for the implementation of watershed projects

Qualification Pack

- PC13.** assist in implementing the watershed project components through user groups and watershed project management committees
- PC14.** assist in the construction of Water Harvesting Structures (WHS)
- PC15.** assist in organizing capacity-building exercises for the watershed community institutions
- PC16.** assist in maintaining the relevant records, such as labourer attendance and payment data

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** different types of data required for watershed planning, such as physiographical data, environmental and ecosystems data, soil characteristics, soil texture, soil structure, soil erosion, moisture retention capacity, water quality standards and pollutant sources, ecological, local climate data, viz. rainfall and temperature, Catchment Area, Watershed recharge capacity, water level, topography, land use, land cover data, land holding category (small/medium/large/marginal/landless), existing
- KU2.** the recharge potential
- KU3.** the benefits and methods of rooftop and rainwater harvesting
- KU4.** how to read the relevant maps and toposheet
- KU5.** the watershed principles and approach
- KU6.** the basic principle of water budgeting
- KU7.** how to prepare a Detailed Project Report (DPR)
- KU8.** the importance of aquifer and water table
- KU9.** different water recharge structures
- KU10.** different water conservation measures
- KU11.** the watershed concept and the watershed planning process
- KU12.** the ridge to valley planning
- KU13.** how to mark the boundaries in a watershed atlas
- KU14.** the Basic Schedule Rate (BSR)
- KU15.** the scientific and traditional soil and water conservation methods
- KU16.** the concept of Natural Resource Management (NRM)
- KU17.** various practices for sustainable agriculture
- KU18.** the relevant climate change concerns
- KU19.** the watershed management practices and the scope of integration for different practices
- KU20.** the benefits of watershed management
- KU21.** the categorization of watersheds based on size, drainage, shape, etc.
- KU22.** KU22. various activities undertaken in integrated watershed development projects, viz. soil and water conservation, agronomical practices, livestock management, renewable energy management, institutional developments, etc.
- KU23.** the concept of the hydrological cycle
- KU24.** the distribution of subsurface water in a watershed
- KU25.** the importance of soil in watershed management

Qualification Pack

- KU26.** different approaches to conserve soil and prevent soil erosion
- KU27.** different types of water harvesting structures
- KU28.** how to measure the water requirements of different crops
- KU29.** the need for afforestation in a watershed and how to achieve it
- KU30.** how to formulate the skeletal plan of a watershed project
- KU31.** different initiatives required at different levels for adaptation and climate risk reduction
- KU32.** the recommended measures to involve communities in a watershed management project
- KU33.** the aspects to be considered while formulating the rules, regulations and bylaws for the watershed committee
- KU34.** the ideal structure of a watershed committee
- KU35.** the procedure for the functioning of the watershed committee
- KU36.** the common problems encountered in the monitoring of a watershed project

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 information about the latest developments in 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.** coordinate with co-workers to achieve work objectives
- GS6.** plan and prioritize tasks to ensure timely completion
- GS7.** evaluate all possible solutions to a problem to select the best one

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in data collecting the necessary data</i>	9	12	-	8
PC1. assist in collecting the relevant data for watershed planning and implementation	-	-	-	-
PC2. assist in determining the present and proposed land use	-	-	-	-
PC3. assist in identifying the watershed using the toposheet	-	-	-	-
PC4. assist in layout marking and taking measurements in the field	-	-	-	-
<i>Assist in mobilizing the community for watershed projects</i>	7	11	-	9
PC5. assist in creating awareness among the target audience about the watershed projects by arranging community meetings	-	-	-	-
PC6. assist in mobilizing the community, encouraging them to take up watershed project interventions	-	-	-	-
PC7. assist in mobilizing the land owners to participate in planning the use of resources and soil conservation treatments	-	-	-	-
PC8. assist in registering village water committees, Water User Associations (WUAs), Water User Groups (WUGs), village watershed committees, watershed project management committees, etc.	-	-	-	-
<i>Assist in planning the watershed projects</i>	7	9	-	7
PC9. assist in planning area treatment, drainage line treatment, etc.	-	-	-	-
PC10. assist in evaluating the agriculture, livestock and other agri-allied activities in the regions	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. assist in estimating the applicable costs for the implementation and management of watershed projects	-	-	-	-
<i>Assist in the implementation of watershed projects</i>	7	8	-	6
PC12. assist in arranging labourers for the implementation of watershed projects	-	-	-	-
PC13. assist in implementing the watershed project components through user groups and watershed project management committees	-	-	-	-
PC14. assist in the construction of Water Harvesting Structures (WHS)	-	-	-	-
PC15. assist in organizing capacity-building exercises for the watershed community institutions	-	-	-	-
PC16. assist in maintaining the relevant records, such as labourer attendance and payment data	-	-	-	-
NOS Total	30	40	-	30

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N6632
NOS Name	Assist in planning and implementing watershed programs
Sector	Agriculture
Sub-Sector	Forestry, Environment and Renewable Energy Management
Occupation	Watershed Management
NSQF Level	3
Credits	1
Version	1.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

Qualification Pack

AGR/N6633: Assist in planning and implementing springshed programs

Description

This OS unit is about assisting in the planning and implementation of springshed programs.

Scope

The scope covers the following :

- Assist in collecting the necessary data
- Assist in mobilizing the community for springshed projects
- Assist in planning the springshed projects
- Assist in the implementation of springshed projects

Elements and Performance Criteria

Assist in data collecting the necessary data

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

- PC1.** assist in collecting the relevant data for springshed planning and implementation, such as spring discharge, spring catchment, seasonality, land use, land cover, drinking water, demographic dependence, etc.
- PC2.** assist in determining the geographical location of springs, command area under spring, cropping patterns, etc.
- PC3.** assist in identifying the sources of springs and diagnosing the issues impacting their discharge
- PC4.** assist in determining the spring discharge and its water quality
- PC5.** assist in determining the impact of climate change on catchments and reduction of discharge from the springs

Assist in mobilizing the community for springshed projects

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

- PC6.** assist in creating awareness among the target audience about the springshed projects by arranging community meetings
- PC7.** assist in mobilizing the community, encouraging them to take up springshed project interventions
- PC8.** assist in registering the springshed water management committees, village water committees, village-level institutions, etc.

Assist in planning the springshed projects

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

- PC9.** assist in identifying and prioritizing the critical springs for revival based on the needs of communities
- PC10.** assist in undertaking social and technical feasibility surveys to assess the possibility of undertaking the initiative
- PC11.** assist in preparing the Detailed Work Plans (DWPs)
- PC12.** assist in carrying out seasonal water budgeting of spring water for different uses

Qualification Pack

PC13. assist in preparing the Village Water Security Plans (VWSPs) using participatory water budget assessments

Assist in the implementation of springshed projects

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

PC14. assist in arranging labourers for the implementation of springshed projects

PC15. assist in implementing the springshed project components through user groups and springshed project management committees

PC16. assist in identifying the potential recharge areas and propose appropriate measures for optimal recharge and reduced soil erosion

PC17. assist in reviving and conserving springs and undertaking appropriate recharge interventions

PC18. assist in organizing capacity-building exercises for the springshed community institutions

PC19. assist in maintaining the relevant records, such as labourer attendance and payment data

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the basic concept of springshed

KU2. different water governance institutions and their operations

KU3. different water conservation measures

KU4. how to read different types of maps

KU5. the scientific and traditional soil and water conservation methods

KU6. the concept of Natural Resource Management (NRM)

KU7. various practices for sustainable agriculture

KU8. the relevant climate change concerns

KU9. different approaches to conserve soil and prevent soil erosion

KU10. different types of water harvesting structures

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 information about the latest developments in 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. coordinate with co-workers to achieve work objectives

GS6. plan and prioritize tasks to ensure timely completion

GS7. evaluate all possible solutions to a problem to select the best one

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in data collecting the necessary data</i>	7	9	-	8
PC1. assist in collecting the relevant data for springshed planning and implementation, such as spring discharge, spring catchment, seasonality, land use, land cover, drinking water, demographic dependence, etc.	-	-	-	-
PC2. assist in determining the geographical location of springs, command area under spring, cropping patterns, etc.	-	-	-	-
PC3. assist in identifying the sources of springs and diagnosing the issues impacting their discharge	-	-	-	-
PC4. assist in determining the spring discharge and its water quality	-	-	-	-
PC5. assist in determining the impact of climate change on catchments and reduction of discharge from the springs	-	-	-	-
<i>Assist in mobilizing the community for springshed projects</i>	9	10	-	8
PC6. assist in creating awareness among the target audience about the springshed projects by arranging community meetings	-	-	-	-
PC7. assist in mobilizing the community, encouraging them to take up springshed project interventions	-	-	-	-
PC8. assist in registering the springshed water management committees, village water committees, village-level institutions, etc.	-	-	-	-
<i>Assist in planning the springshed projects</i>	6	8	-	7
PC9. assist in identifying and prioritizing the critical springs for revival based on the needs of communities	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. assist in undertaking social and technical feasibility surveys to assess the possibility of undertaking the initiative	-	-	-	-
PC11. assist in preparing the Detailed Work Plans (DWPs)	-	-	-	-
PC12. assist in carrying out seasonal water budgeting of spring water for different uses	-	-	-	-
PC13. assist in preparing the Village Water Security Plans (VWSPs) using participatory water budget assessments	-	-	-	-
<i>Assist in the implementation of springshed projects</i>	8	13	-	7
PC14. assist in arranging labourers for the implementation of springshed projects	-	-	-	-
PC15. assist in implementing the springshed project components through user groups and springshed project management committees	-	-	-	-
PC16. assist in identifying the potential recharge areas and propose appropriate measures for optimal recharge and reduced soil erosion	-	-	-	-
PC17. assist in reviving and conserving springs and undertaking appropriate recharge interventions	-	-	-	-
PC18. assist in organizing capacity-building exercises for the springshed community institutions	-	-	-	-
PC19. assist in maintaining the relevant records, such as labourer attendance and payment data	-	-	-	-
NOS Total	30	40	-	30

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N6633
NOS Name	Assist in planning and implementing springshed programs
Sector	Agriculture
Sub-Sector	Forestry, Environment and Renewable Energy Management
Occupation	Watershed Management
NSQF Level	3
Credits	1
Version	1.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

Qualification Pack

AGR/N6634: Assist in planning and implementing groundwater programs

Description

This OS unit is about assisting in planning and implementing groundwater programs.

Scope

The scope covers the following :

- Assist in collecting the necessary data
- Assist in mobilizing the community for springshed projects
- Assist in planning the springshed projects
- Assist in the implementation of springshed projects

Elements and Performance Criteria

Assist in data collecting the necessary data

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

- PC1.** assist in collecting the relevant data for groundwater planning and implementation, such as well monitoring, rock type, soil, well discharge, water table, water quality, etc.
- PC2.** assist in data collection, mapping, and analysis
- PC3.** assist in quantifying the groundwater discharge
- PC4.** assist in using the baseline data collection methods for different parameters

Assist in mobilizing the community for groundwater projects

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

- PC5.** assist in creating awareness among the target audience about the groundwater projects by arranging community meetings
- PC6.** assist in mobilizing the community, encouraging them to take up groundwater project interventions
- PC7.** assist in undertaking the appropriate Participatory Rural Appraisal (PRA), such as the mapping of aquifers, wells, borewells, crop fields, etc.
- PC8.** assist in registering the groundwater management committee, User Associations (WUA), Farmer Groups, Village Level Institutions (VLI), etc.
- PC9.** assist in identifying the need for new interventions and technologies through exposures visits

Assist in planning the groundwater projects

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

- PC10.** assist in using the relevant maps for planning groundwater projects
- PC11.** assist in the preparing the Water Security Plan (WSP)
- PC12.** assist in performing crop water budgeting
- PC13.** assist in developing appropriate treatment interventions in the catchment and command areas, and their financial budgeting
- PC14.** assist in undertaking social and technical feasibility surveys to assess the possibility of undertaking the initiative

Qualification Pack

Assist in the implementation of groundwater projects

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

- PC15.** assist in arranging labourers for the implementation of springshed projects
- PC16.** assist in implementing the groundwater project components through user groups and groundwater project management committees
- PC17.** assist in undertaking interventions for water harvesting or storage, e.g. rooftop rainwater harvesting, weirs, stop dams, cement check dams, minor irrigation tanks, etc.
- PC18.** assist in undertaking appropriate interventions for water supply, e.g. canals, lift irrigation schemes, community lifts schemes, drinking water supply systems, etc
- PC19.** assist in promoting the best practices for water conservation, such as micro-irrigation systems, mulching, application of Farm Yard Manure (FYM) or organic matter, grey water reuse, cultivation of crop varieties with low water requirement, etc.
- PC20.** assist in undertaking community-contributed operations and asset maintenance activities, e.g. repairs, de-siltation, restoration etc.
- PC21.** assist in incorporating the water security plan at the regional level
- PC22.** assist in organizing capacity-building exercises for the watershed community institutions
- PC23.** assist in maintaining the relevant records, such as labourer attendance and payment data

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the concept of recharge potential
- KU2.** different types of rocks and patterns of rocks
- KU3.** the basics of aquifer
- KU4.** the applicable groundwater management practices
- KU5.** importance of aquifer and water table
- KU6.** groundwater development and movement
- KU7.** well hydraulics and well inventory
- KU8.** the process and mechanism of groundwater recharge
- KU9.** the estimation of groundwater recharge and estimation
- KU10.** different water recharge structures
- KU11.** different water conservation measures
- KU12.** how to read different types of maps
- KU13.** the scientific and traditional soil and water conservation methods
- KU14.** the concept of Natural Resource Management (NRM)
- KU15.** various practices for sustainable agriculture
- KU16.** the relevant climate change concerns
- KU17.** different approaches to conserve soil and prevent soil erosion
- KU18.** different types of water harvesting structures

Generic Skills (GS)

Qualification Pack

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

- GS1.** maintain work-related notes and records
- GS2.** read the relevant literature to get information about the latest developments in 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.** coordinate with co-workers to achieve work objectives
- GS6.** plan and prioritize tasks to ensure timely completion
- GS7.** evaluate all possible solutions to a problem to select the best one

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in data collecting the necessary data</i>	9	9	-	8
PC1. assist in collecting the relevant data for groundwater planning and implementation, such as well monitoring, rock type, soil, well discharge, water table, water quality, etc.	-	-	-	-
PC2. assist in data collection, mapping, and analysis	-	-	-	-
PC3. assist in quantifying the groundwater discharge	-	-	-	-
PC4. assist in using the baseline data collection methods for different parameters	-	-	-	-
<i>Assist in mobilizing the community for groundwater projects</i>	8	10	-	7
PC5. assist in creating awareness among the target audience about the groundwater projects by arranging community meetings	-	-	-	-
PC6. assist in mobilizing the community, encouraging them to take up groundwater project interventions	-	-	-	-
PC7. assist in undertaking the appropriate Participatory Rural Appraisal (PRA), such as the mapping of aquifers, wells, borewells, crop fields, etc.	-	-	-	-
PC8. assist in registering the groundwater management committee, User Associations (WUA), Farmer Groups, Village Level Institutions (VLI), etc.	-	-	-	-
PC9. assist in identifying the need for new interventions and technologies through exposures visits	-	-	-	-
<i>Assist in planning the groundwater projects</i>	7	9	-	6
PC10. assist in using the relevant maps for planning groundwater projects	-	-	-	-
PC11. assist in the preparing the Water Security Plan (WSP)	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. assist in performing crop water budgeting	-	-	-	-
PC13. assist in developing appropriate treatment interventions in the catchment and command areas, and their financial budgeting	-	-	-	-
PC14. assist in undertaking social and technical feasibility surveys to assess the possibility of undertaking the initiative	-	-	-	-
<i>Assist in the implementation of groundwater projects</i>	6	12	-	9
PC15. assist in arranging labourers for the implementation of springshed projects	-	-	-	-
PC16. assist in implementing the groundwater project components through user groups and groundwater project management committees	-	-	-	-
PC17. assist in undertaking interventions for water harvesting or storage, e.g. rooftop rainwater harvesting, weirs, stop dams, cement check dams, minor irrigation tanks, etc.	-	-	-	-
PC18. assist in undertaking appropriate interventions for water supply, e.g. canals, lift irrigation schemes, community lifts schemes, drinking water supply systems, etc	-	-	-	-
PC19. assist in promoting the best practices for water conservation, such as micro-irrigation systems, mulching, application of Farm Yard Manure (FYM) or organic matter, grey water reuse, cultivation of crop varieties with low water requirement, etc.	-	-	-	-
PC20. assist in undertaking community-contributed operations and asset maintenance activities, e.g. repairs, de-siltation, restoration etc.	-	-	-	-
PC21. assist in incorporating the water security plan at the regional level	-	-	-	-
PC22. assist in organizing capacity-building exercises for the watershed community institutions	-	-	-	-
PC23. assist in maintaining the relevant records, such as labourer attendance and payment data	-	-	-	-

Qualification Pack

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

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N6634
NOS Name	Assist in planning and implementing groundwater programs
Sector	Agriculture
Sub-Sector	Forestry, Environment and Renewable Energy Management
Occupation	Watershed Management
NSQF Level	3
Credits	1
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 : 50

Qualification Pack

(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/N6630. Collect and manage the relevant data for water resource planning and implementation	30	40	0	30	100	20
AGR/N6631. Assist in planning and implementation of water resources	30	40	0	30	100	20
AGR/N6623. Maintain the book of accounts	30	40	0	30	100	15
AGR/N6624. Assist in ensuring appropriate office and administrative setup	30	40	0	30	100	20
AGR/N9903. Maintain health and safety at the workplace	40	25	-	35	100	5
DGT/VSQ/N0101. Employability Skills (30 Hours)	20	30	-	-	50	5
Total	180	215	-	155	550	85

Elective: 1 Watershed

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
AGR/N6632. Assist in planning and implementing watershed programs	30	40	0	30	100	15
Total	30	40	-	30	100	15

Qualification Pack

Elective: 2 Springshed

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
AGR/N6633.Assist in planning and implementing springshed programs	30	40	0	30	100	15
Total	30	40	-	30	100	15

Elective: 3 Groundwater

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
AGR/N6634.Assist in planning and implementing groundwater programs	30	40	0	30	100	15
Total	30	40	-	30	100	15

Qualification Pack

Acronyms

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

Qualification Pack

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.

Qualification Pack

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.