



Model Curriculum

QP Name: Village Level Milk Collection Center In-charge

QP Code: AGR/Q4202

QP Version: 3.0

NSQF Level: 4

Model Curriculum Version: 2.0

Agriculture Skill Council of India || Agriculture Skill Council of India (ASCI), 6th Floor, GNG Tower, Plot No. 11, Sector -44

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Training Parameters

Sector	Agriculture & Allied
Sub-Sector	Dairying
Occupation	Milk collection and handling
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/NIL
Minimum Educational Qualification and Experience	<p>Minimum Educational Qualification: Minimum Educational Qualification: 12th grade pass OR Completed 2nd year of 3-year diploma (after 10th) and pursuing regular diploma OR 10th grade pass plus 2-year NTC OR 10th grade pass plus 1-year NTC plus 1 year NAC OR 8th pass plus 2-year NTC plus 1-Year NAC plus CITS OR 10th grade pass and pursuing continuous schooling OR 10th Grade Pass with 2-year relevant experience OR Previous relevant Qualification of NSQF Level 3.0 with minimum education as 8th Grade pass with 3- year relevant experience OR Previous relevant Qualification of NSQF Level 3.5 with 1.5- year relevant experience</p>
Pre-Requisite License or Training	N/A
Minimum Job Entry Age	18 Years
Last Reviewed On	31/03/2022
Next Review Date	31/03/2025
NSQC Approval Date	31/03/2022
QP Version	3.0

Model Curriculum Creation Date	31/03/2022
Model Curriculum Valid Up to Date	31/03/2025
Model Curriculum Version	2.0
Minimum Duration of the Course	390 Hours
Maximum Duration of the Course	390 Hours

Program Overview

This section summarizes the end objectives of the program along with its duration.

Training Outcomes

At the end of the program, the learner should have acquired the listed knowledge and skills to:

- Demonstrate the process to prepare the milk collection center for operation viz. function of milk collection equipment, measurement of milk and quality testing at initial level, etc.
- Demonstrate the milk collection activities like- milk collection in the milk can, process of unloading and transfer of milk, milk testing and method of tanker loading and dispatch
- Describe the methods of documentation and record keeping related to milk collection operation and payment
- Explain basics of computer and ERP
- Demonstrate how to operate and maintain Automatic Milk Collection Unit
- Describe how to ensure Safety Hygiene and Sanitation at milk collection center
- Explain types of contamination and adulteration and their preventive and control measures

Compulsory Modules

The table lists the modules and their duration corresponding to the Compulsory NOS of the QP.

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
Bridge Module	05:00	00:00	0:00	0:00	05:00
Module 1: Introduction to the role of Village Level Milk Collection Center In charge	05:00	00:00	0:00	0:00	05:00
AGR/N4206 - Prepare the milk collection center for operations NOS Version No. 1.0 NSQF Level 4	25:00	30:00	0:00	0:00	55:00
Module 2: Process of setting up milk collection center	25:00	30:00	0:00	0:00	55:00

AGR/N4207 - Carry out milk collection activities NOS Version No. 1.0 NSQF Level 4	20:00	40:00	0:00	0:00	60:00
Module 3: Process of milk collection, milk testing and transportation	20:00	40:00	0:00	0:00	60:00
AGR/N4208 - Complete documentation and record keeping and payments related to milk collection operation NOS Version No. 1.0 NSQF Level 4	15:00	15:00	0:00	0:00	30:00
Module 4: Process of documentation and record keeping of milk operation	07:00	08:00	0:00	0:00	15:00
Module 5: Process of making payments to farmers/ suppliers	08:00	07:00	0:00	0:00	15:00
AGR/N4224 - Operate and maintain Automatic Milk Collection Unit (AMCU) NOS Version No. 1.0 NSQF Level 4	10:00	20:00	0:00	0:00	30:00
Module 6: Operation and maintenance Automatic Milk Collection Unit (AMCU)	10:00	20:00	0:00	0:00	30:00
AGR/N4209 – Ensure safety, hygiene and sanitation at milk collection center NOS Version No. 1.0 NSQF Level 4	15:00	15:00	0:00	0:00	30:00
Module 7: Maintaining safety, hygiene and sanitation at milk collection center	10:00	10:00	0:00	0:00	20:00
Module 8: Maintaining personal hygiene and cleanliness	05:00	05:00	0:00	0:00	10:00
DGT/VSQ/N0102 Employability Skills NOS Version-1.0 NSQF Level-4	60:00	00:00	0:00	0:00	60:00
Module 9: Employability Skills	60:00	00:00	0:00	0:00	60:00
Total Duration	150:00	120:00			270:00
OJT: 120 hours					

Module Details

Module 1: Introduction to the role of Village Level Milk Collection Centre In charge

Bridge Module

Terminal Outcomes:

- Discuss the roles and responsibilities of Village Level Milk Collection Centre In charge

Duration: 05:00	Duration: 00:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe the size and scope of the Dairy Industry and its market • Discuss the role and responsibilities of a Village Level Milk Collection Center In charge • Describe various employment opportunities for a Village Level Milk Collection Center In charge • Discuss the concept of clean and antibiotic free milk • Explain the opportunities and challenges in milk collection • Explain emerging dimension for dairy business (viz. market technology and innovation) 	
Classroom Aids:	
Laptop, White Board, Marker, Projector	
Tools, Equipment and Other Requirements	

Module 2: Process of setting up milk collection center

Mapped to AGR/N4206 v2.0

Terminal Outcomes:

- Demonstrate preparation of milk collection equipment as per standards for milk collection activities
- Demonstrate operation of milk measuring equipment

Duration: 25:00	Duration: 30:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe characteristics of raw milk and its types • Describe various milk quality testing techniques • Explain the legal regulation in terms of health and hygiene to be maintained at work place • Enlist milk producers/supplier in the market for procurement of milk • Describe the calibrations of milk testing equipment • Enlist different chemicals and reagents to be used • Discuss about FSSAI compliances 	<ul style="list-style-type: none"> • Demonstrate handling milk material like sampler, sample bottles as per standard • Show how to maintain cleanliness and hygiene of milk collection equipment • Show how to check that equipment are in good working condition and ready to work • Demonstrate operating electronic weighing scale and analyser for initial quality testing • Demonstrate maintaining the inventory list, producer masters, and rate charts, etc. • Show how to label chemicals and reagents • Demonstrate different milk testing techniques
Classroom Aids:	
Laptop, White Board, Marker, Projector	
Tools, Equipment and Other Requirements	
Checklist Format, AMCU (Automatic Milk Collection Unit), Adulteration Testing Kit	

Module 3: Process of milk collection, milk testing and transportation

Mapped to AGR/N4207 v2.0

Terminal Outcomes:

- Demonstrate management of the activities of milk collection
- Demonstrate recording milk testing data
- Describe the process of milk collection and transportation

Duration: 20:00	Duration: 40:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain grading and sampling of milk according to specifications • Describe about various equipment and their using method • Explain Organoleptic test, Clot on boiling test, Adulteration test • Discuss the procedure of transferring milk to the vehicle • Explain weighing and sampling techniques • Describe the SOP for milk collection, lid opening and sanitization 	<ul style="list-style-type: none"> • Demonstrate milk collection supplied by farmers in buckets and cans • Demonstrate lid opening and sanitization according to SOP for milk collection • Demonstrate conducting organoleptic test and identification of doubtful milk • Demonstrate measuring the milk and recording the relevant data and generating electronic slip • Show how to ensure there is no wastage of milk while transferring • Demonstrate recording total quantity of milk procured and providing acknowledgment slip to the farmers for milk supplied • Demonstrate the methods to calibrate equipment • Demonstrate the cleaning and disposal of equipment and material according to the SOP
Classroom Aids:	
Laptop, White Board, Marker, Projector	
Tools, Equipment and Other Requirements	
Checklist Format, AMCU (Automatic Milk Collection Unit), Adulteration Testing Kit, Dead Weights, Calibrated Measuring Jars, Reagents, Electronic Weighing Scale, Analyser	

Module 4: Process of documentation and record keeping of milk operation

Mapped to AGR/N4208 v2.0

Terminal Outcomes:

- Describe the documentation system followed in the milk collection
- Demonstrate the record keeping of inventory, farmers' information and storage parameters, etc.

Duration: 07:00	Duration: 08:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe the documentation system of loading and unloading chart, storage chart and storage parameter of the organization • Explain the details to be recorded and maintained on preventive maintenance, routine checks, service, repairs, replacements, etc. • Discuss about entering the details in the computer system and process of email • Describe the detection of adulteration in milk 	<ul style="list-style-type: none"> • Demonstrate maintaining records pertaining to milk collection such as Fat & SNF reading sample wise register, MCC stationery, MCC stock dispatch register • Show how to record milk temperature, collection time and date pickup • Show how to document and maintain records like weight of milk, farmers' information and milk storage • Demonstrate entering details on the computer system • Show how to verify details and records • Show how to document and maintain records of storage parameters such as producers' code, average SNF, total milk in kgs • Demonstrate basic computer knowledge and e-mailing skills • Demonstrate maintaining legal records like audit reports, meeting proceedings and share records, etc.
Classroom Aids:	
Laptop, White Board, Marker, Projector	
Tools, Equipment and Other Requirements	

Module 5: Process of making payments to farmers/suppliers

Mapped to AGR/N4208 v2.0

Terminal Outcomes:

- Demonstrate how to make payment to farmers/suppliers

Duration: 08:00	Duration: 07:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe the milk pricing calculation methods and payment cycle • Explain the process of money withdrawal from bank and payment to farmers in cash or digitally • Explain the procedure of payments to the farmers/suppliers • Describe the detection of adulteration in milk • Explain about basic principles of accounting • Describe about functioning of Dairy Cooperatives/ SHGs • Describe the procedure of grievance handling 	<ul style="list-style-type: none"> • Show how to prepare producer-wise and consolidated payment cycle and maintain individual and general ledger • Demonstrate payment to farmers in cash or digitally • Show how to maintain transparency during milk collection, testing and making payments • Show how to verify details and records • Demonstrate maintaining the grievance register and record grievances from farmers/suppliers • Demonstrate how to organize meetings with the producer members at regular intervals
Classroom Aids:	
Laptop, White Board, Marker, Projector	
Tools, Equipment and Other Requirements	

Module 6: Operation and maintenance of Automatic Milk Collection Unit (AMCU)

Mapped to AGR/N4224 v2.0

Terminal Outcomes:

- Demonstrate the activities of operating and routine maintenance of AMCU

Duration: 10:00	Duration: 20:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe the applicable PPE to be used while working on AMCU • Describe the SOP of operating and maintaining AMCU • Enlist different components of AMCU and their functioning • Explain the weighing and sampling techniques • Describe Automatic Milk Collection Unit (AMCU) software application • Describe the operational and functional requirements for AMCU • Describe the FSSAI compliance related to milk collection unit • Describe how to troubleshoot any problem in day-to-day operation and report any problem to the concerned authority 	<ul style="list-style-type: none"> • Demonstrate identifying different components of the AMCU and their functioning • Demonstrate using AMCU for instant weighing of milk, measuring fat, SNF & water content • Show how to calculate the amount payable to the member based on fat, SNF and weight • Demonstrate printing the amount calculated thereof with member identification details • Demonstrate transfer of data online to parent organization • Demonstrate how to transfer payments to milk producers in their bank accounts directly following the protocol • Show how to carry out routine maintenance of AMCU • Show how to troubleshoot any problem arising in day-to-day operation
Classroom Aids:	
Laptop, White Board, Marker, Projector	
Tools, Equipment and Other Requirements	
AMCU	

Module 7: Maintaining safety, hygiene and sanitation at milk collection center

Mapped to AGR/N9909 v2.0

Terminal Outcomes:

- Demonstrate activities of maintaining cleanliness and hygiene at milk collection center
- Demonstrate safety practices at milk collection center

Duration: 10:00	Duration: 10:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe the safety and hygiene standards followed by the organization • Describe possible physical, chemical and biological hazards and their methods to prevention • Enlist different types of sanitizers and procedure to use them • Describe the process of cleaning and sanitization of equipment and work area • Describe the safety checklist for all equipment • Describe the housekeeping practices to be followed • Describe the safe food practices for milk and milk products 	<ul style="list-style-type: none"> • Demonstrate how to follow safety and hygiene procedure as per organization standards • Demonstrate practicing safety and sanitation related functions for collection of milk and storage • Show how to maintain cleanliness of milk hauling vehicles and equipment and at the collection center • Show how to follow housekeeping practices • Demonstrate safe food practices by labeling milk and finished products • Demonstrate use of safety equipment • Show how to identify, report and find solution of problems like pests and rodents • Show how to display advisory regarding appropriate behavior practices
Classroom Aids:	
Laptop, White Board, Marker, Projector	
Tools, Equipment and Other Requirements	
Sanitizer, Personal Protective Equipment Like: Safety Gloves, Safety Boots, Hairnet, First Aid Kit: Bandages, Adhesive Bandages, Betadine Solution / Ointment, Pain Relief Spray / Ointment, Antiseptic Liquid; Antidote, Phone Directory, Search Lights, Fire Extinguisher	

Module 8: Maintaining personal hygiene and cleanliness

Mapped to AGR/N9909 v2.0

Terminal Outcomes:

- Demonstrate personal hygiene and cleanliness at milk collection centre

Duration: 05:00	Duration: 05:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe SOP related to personal hygiene, cleaning and sanitation • Describe the various personal gears/equipment used for personal hygiene • Explain the government guidelines pertaining to endemics • Describe the methods of communicating instructions regarding hygiene practices 	<ul style="list-style-type: none"> • Demonstrate use of gloves, hairnets, appropriate shoes to maintain personal hygiene • Demonstrate following personal hygiene and sanitation according to the SOP • Demonstrate following government guidelines pertaining to endemics • Show how to get displayed various signs related to personal hygiene at the collection center
Classroom Aids:	
Laptop, White Board, Marker, Projector	
Tools, Equipment and Other Requirements	
Sanitizer, Personal Protective Equipment Like: Safety Gloves, Safety Boots, Hairnet, First Aid Kit: Bandages, Adhesive Bandages, Betadine Solution / Ointment, Pain Relief Spray / Ointment, Antiseptic Liquid; Antidote, Phone Directory, Search Lights, Fire Extinguisher	

Module 9: Employability Skills (60 hours)

Mapped to NOS DGT/VSQ/N0102 v1.0

Duration: 60:00

Key Learning Outcomes

Introduction to Employability Skills Duration: 1.5 Hours

After completing this programme, participants will be able to:

1. Discuss the Employability Skills required for jobs in various industries
2. List different learning and employability related GOI and private portals and their usage

Constitutional values - Citizenship Duration: 1.5 Hours

3. Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen
4. Show how to practice different environmentally sustainable practices.

Becoming a Professional in the 21st Century Duration: 2.5 Hours

5. Discuss importance of relevant 21st century skills.
6. Exhibit 21st century skills like Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life.
7. Describe the benefits of continuous learning.

Basic English Skills Duration: 10 Hours

8. Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone
9. Read and interpret text written in basic English
10. Write a short note/paragraph / letter/e-mail using basic English

Career Development & Goal Setting Duration: 2 Hours

11. Create a career development plan with well-defined short- and long-term goals

Communication Skills Duration: 5 Hours

12. Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette.
13. Explain the importance of active listening for effective communication
14. Discuss the significance of working collaboratively with others in a team

Diversity & Inclusion Duration: 2.5 Hours

15. Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD
16. Discuss the significance of escalating sexual harassment issues as per POSH act.

Financial and Legal Literacy Duration: 5 Hours

17. Outline the importance of selecting the right financial institution, product, and service
18. Demonstrate how to carry out offline and online financial transactions, safely and securely
19. List the common components of salary and compute income, expenditure, taxes, investments etc.
20. Discuss the legal rights, laws, and aids

Essential Digital Skills Duration: 10 Hours

21. Describe the role of digital technology in today's life
22. Demonstrate how to operate digital devices and use the associated applications and features, safely and securely
23. Discuss the significance of displaying responsible online behavior while browsing, using various social media platforms, e-mails, etc., safely and securely
24. Create sample word documents, excel sheets and presentations using basic features
25. utilize virtual collaboration tools to work effectively

Entrepreneurship Duration: 7 Hours

26. Explain the types of entrepreneurship and enterprises
27. Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan
28. Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement
29. Create a sample business plan, for the selected business opportunity

Customer Service Duration: 5 Hours

30. Describe the significance of analysing different types and needs of customers
31. Explain the significance of identifying customer needs and responding to them in a professional manner.
32. Discuss the significance of maintaining hygiene and dressing appropriately

Getting Ready for apprenticeship & Jobs Duration: 8 Hours

33. Create a professional Curriculum Vitae (CV)
34. Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively
35. Discuss the significance of maintaining hygiene and confidence during an interview
36. Perform a mock interview
37. List the steps for searching and registering for apprenticeship opportunities

Module 10: On-the-Job Training

Mapped to VLC in charge

Mandatory Duration: 120:00

Recommended Duration: 00:00

Location: On Site

Terminal Outcomes

- Show how to Communicate effectively at the workplace with internal and external stakeholders
- Carry out commercial activities such as buying and selling dairy related products using the appropriate e-commerce platforms or from authorized vendor
- Process payments using the relevant e-payment method.
- Prepare training schedule for an apprentice.
- Explain the requirements of personal health, hygiene and fitness at work.
- Discuss the industry recommended practices for the safe utilization of dairy products
- Implement the practices related to gender and PwD sensitization.

Annexure

Trainer Requirements

Job Role Name	Minimum Educational Qualification of the Trainer	Specialization	Relevant Industry Experience		Training Experience		Remarks
			Years	Specialization	Years	Specialization	
Village Level Milk Collection Centre In charge	Diploma	Veterinary /Animal Husbandry / Dairying	3	Procurement in perishable items	0		Regular Diploma more than 15 months in veterinary /Animal Husbandry / Dairying
Village Level Milk Collection Centre In charge	Graduate	Graduate in any stream except Agriculture/Dairy Science/ Dairy Technology	3	Procurement in perishable items	0		For the school Program minimum qualification of the Trainer should be Graduate (Agriculture/ Zoology/Dairy) with minimum 3 years Teaching experience (will be considered industry experience)
Village Level Milk Collection Centre In charge	Graduate	Agriculture	2	Procurement in perishable items	0		
Village Level Milk Collection Centre In charge	B. V. Sc.		0		0		
Village Level Milk Collection Centre In charge	Graduate	Dairy Science/ Dairy Technology	0		0		

Trainer Certification	
Domain Certification	Platform Certification
Certified for Job Role: "Village Level Milk Collection Center Incharge" mapped to QP: "AGR/Q4202, v2.0". Minimum accepted score is 80%.	Certified for the Job Role: "Trainer (Vet and Skills)", mapped to the Qualification Pack: "MEP/Q2601 v2.0". Minimum accepted % as per respective SSC guidelines is 80%.

Assessor Requirements

Assessor Prerequisites - Village Level Milk Collection Centre In charge						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduation	B. V. Sc.	4	In Dairy Science/Animal Science/Veterinary Science or related experience	0		Practical skills and knowledge required in milk collection, handling and ensuring milk safety
Graduation	B. Tech (Dairy and related streams)	4	In Dairy Science/Animal Science/Veterinary Science or related experience	0		Practical skills and knowledge required in milk collection, handling and ensuring milk safety
Graduation	B. Sc (Animal Sciences/ Dairy Science/ Dairy Technology)	5	In Dairy Science/Animal Science/Veterinary Science or related experience	0		Practical skills and knowledge required in milk collection, handling and ensuring milk safety
Post-Graduation	M. V. Sc	2	In Dairy Science/Animal Science/Veterinary Science or related experience	0		Practical skills and knowledge required in milk collection, handling and ensuring milk safety
Post-Graduation	M Sc (Animal Science/Dairy Science/Dairy Technology)	2	In Dairy Science/Animal Science/Veterinary Science or related experience	0		Practical skills and knowledge required in milk collection, handling and ensuring milk safety
PhD	PhD (Animal Science/ Veterinary Science/Dairy Technology/Dairy Science)	1	In Dairy Science/Animal Science/Veterinary Science or related experience	0		Practical skills and knowledge required in milk collection, handling and ensuring milk safety

Assessor Certification

Domain Certification	Platform Certification
AGR/Q4202, v3.0_ Village Level Milk Collection Centre Incharge	MEP/Q2701, V2.0 Assessor

Assessment Strategy

Assessment System Overview

In Agriculture Sector it is of ultimate importance that individuals dealing with crop production or livestock have the requisite knowledge and competencies to undertake the task. Based on the Assessment Criteria, SSC in association with empaneled AAs, define the test structure for the given job roles to cover the required skills and competencies. Assessment strategy consists of the following:

1. Multiple Choice Questions: To assess basic knowledge (Objective/Subjective)
2. Viva: To assess awareness on processes (Oral and/or written questioning)
3. Practical: To evaluate skills and identify competencies. (Observation)

Assessments for knowledge and awareness on processes may be conducted through 'real time' internet based evaluation or by conducting the same 'offline' through TABs. Skills and competencies are to be assessed by conducting 'practical' on ground through qualified and ToA certified assessors.

While it is important that an individual has adequate knowledge and skills to perform a specific task, weight age for different aspects for assessment are given as follows:

Multiple Choice Questions: 20%-30%, depending on the specific QP

Viva: 20%

Practical: 50% - 60% (Involves demonstrations of applications and presentations of procedures/tasks and other components)

Assessment will be carried out by certified assessors through empaneled assessment partners. Based on the results of assessment; ASCI will certify the learners/candidates

Testing Environment

Assessments are conducted on laptops, Mobiles and android tablets via both offline and online mode depending on the internet connectivity at assessment location.

In remote locations/villages, assessments get delivered through tablets without the requirement of Internet.

- Multilingual assessments (ASCI is conducting assessments in 13 + languages pan India)
- Rubric driven assessments in Practical/Viva sections and responses recorded accordingly
- All responses, data, records and feedback stored digitally on cloud
- Advanced auto-proctoring features – photographs, time-stamp, geographic-tagging, toggle-screen/copy-paste disabled, etc.
- Android based monitoring system
- End to end process from allocation of a batch to final result upload, there is no manual intervention
- Assessment will normally be fixed for a day after the end date of training / within 7 days of completion of training.
- Assessment will be conducted at the training venue
- Room where assessment is conducted will be set with proper seating arrangements with enough space to curb copying or other unethical activities
- Question bank of theory and practical will be prepared by ASCI /assessment agency and approved ASCI. Only from approved Question Bank assessment agency will prepare the question paper. Theory testing will include multiple choice questions, pictorial question, etc. which will test the trainee on his theoretical knowledge of the subject.
- The theory, practical and viva assessments will be carried out on same day. In case of more number of candidates, number of assessors and venue facilitation be increased and facilitated

Assessment			
Assessment Type	Formative or Summative	Strategies	Examples
Theory	Summative	MCQ/Written exam	Knowledge of facts related to the job role and functions. Understanding of principles and concepts related to the job role and functions
Practical	Summative	Structured tasks/Demonstration	Practical application /Demonstration /Application tasks
Viva	Summative	Questioning and Probing	Mock interviews on usability of job roles/advantages /importance of adherence to procedures. Viva will be used to gauge trainee's confidence and correct knowledge in handling job situation

The question paper pre-loaded in the computer /Tablet and it will be in the language as requested by the training partner.

Assessment Quality Assurance framework

Assessment Framework and Design: Based on the Assessment Criteria, SSC in association with AAs will define the test structure for the given roles to cover the required skills and competencies. ASCI offer a bouquet of tools for multi- dimensional evaluation of candidates covering language, cognitive skills, behavioral traits and domain knowledge.

Theoretical Knowledge - Item constructs and types are determined by theoretical understanding of the testing objectives and published research about the item-types and constructs that have shown

statistical validity towards measuring the construct. Test item types which have been reported to be coachable are not included. Based on these, items are developed by domain experts. They are provided with comprehensive guidelines of testing objectives of each question and other quality measures.

Type – Questions based on Knowledge Required, Case-based practical scenario questions and automated simulation based questions.

Practical Skills - The practical assessments are developed taking into consideration two aspects: what practical tasks is the candidate expected to perform on the job and what aspects of the job cannot be judged through theoretical assessments. The candidates shall be asked to perform either an entire task or a set of subtasks depending on the nature of the job role

Type – Standardized rubrics for evaluation against set of tasks in a demo/practical task

Viva Voce - Those practical tasks which cannot be performed due to time or resource constraints are evaluated through the viva mode. Practical tasks are backed up with Viva for thorough assessment and complete evaluation

Type – Procedural questions, Do's & Don'ts, subjective questions to check understanding of practical tasks.

Assessor has to go through orientation program organized by Assessment Agency. The training would give an overview to the assessors on the overall framework of QP evaluation. Assessor shall be given a NOS and PC level overview of each QP as applicable. Overall structure of assessment and objectivity of the marking scheme will be explained to them. The giving of marks will be driven by an objective framework which will maintain standardization of marking scheme.

Type of Evidence and Evidence Gathering Protocol:

During the assessment the evidences collected by AAs and ASCI are:

- Geo Tagging to track ongoing assessment
- AA's coordinator emails the list of documents and evidences (photos and videos) to the assessor one day prior to the assessment. List is mentioned below:
 - Signed Attendance sheet
 - Assessor feedback sheet
 - Candidate feedback sheet
 - Assessment checklist for assessor
 - Candidate Aadhar/ID card verification
 - Pictures of classroom, labs to check the availability of adequate equipment's and tool to conduct the training and assessment
 - Pictures and videos of Assessment, training feedback and infrastructure.
- Apart from the Assessor, Technical assistant popularly known as Proctor also ensures the proper documentation and they verify each other's tasks.
- To validate their work on the day of assessment, regular calls and video calls are done.
- On-boarding and training of assessor and proctor is done on timely basis to ensure that quality of the assessment should be maintained.
- Training covers the understanding of QP, NSQF level, NOS and assessment structure

Methods of Validation

- **Morning Check (Pre-Assessment):** Backend team of AA calls and confirms assessor/technical SPOC event status. Assessor/Technical SPOC are instructed to reach the centre on time by 9:30 AM / as decided with TC and delay should be highlighted to the Training Partner in advance.
- **Video Calls:** Random video calls are made to the technical SPOC/assessor so as to keep check on assessment quality and ensure assessment is carried out in fair and transparent manner
- **Aadhar verification** of candidates
- **Evening Check (Post Assessment):** Calls are made to the ground team to ensure event is over by what time and the documentation is done in proper manner or not.
- **TP Calling:** To keep check on malpractice activity, independent audit team calls to TP on recorded line to take confirmation if there was any malpractice activity observed in assessment on part of AA/SSC team. If calls are not connected, email is send to TP SPOC for taking their confirmation
- **Video and Picture Evidence:** Backend team collects video and pictures for assessment on real time basis and highlights any issue like, Students sitting idle/trainer allowed for helping out candidates during assessment.
- **Surprise Visit:** Time to time SSC/AA Audit team can visit the assessment location and do surprise audit for assessment process carried out by ground team.
- **Geo Tagging:** On day of assessment, each technical SPOC is required to login in our internal app which is Geo tagged. Any deviation with centre address needs to be highlighted to assessment team on real-time basis.

Method for assessment documentation, archiving, and Access:

- ASCI has fully automated result generation process in association with multiple AAs
- Theory, Practical and Viva marks forms the basis of the results and encrypted files generated to avoid data manipulation. All responses captured and stored in System with Time-Stamps at the end of AAs and SSC. NOS-wise and PC-wise scores can be generated.
- Maker Checker concept: 1 person prepares results and other audit result which is internally approved by AA at first and then gets vetted at the end of SSC
- All soft copy of documents is received from the on-ground tech team over mail. The same are downloaded by our internal backend team and saved in Repository. The repository consists of scheme wise folders. These scheme wise folders have job role specific folders. These specific folders have Year wise and Month wise folders where all documents are saved in Batch specific folders. All Hard copies are filed and stored in storeroom.
- **Result Review and Recheck Mechanism –**
- Time stamped assessment logs
- Answer/Endorsement sheets for each candidate
- Attendance Sheet
- Feedback Forms: Assessor feedback form, Candidate feedback form, TP feedback form
- The results for each of the candidate shall be stored and available for review (retained for 5 years/ till conclusion of project or scheme)