



## Dairy Farmer (Divyangjan)- SHI

QP Code: PWD/AGR/Q4101

Version: 3.0

NSQF Level: 4

Skill Council for PwD || 501, City Centre, 5th Floor, 12/5, Plot 5, Sector 12, Dwaraka  
New Delhi 110076

**Adoption of Job Role for PwD :** Job mapping is critical for skill training of PwD so that the livelihood

opportunity looks at him/ her not because he/ she is having a disability but because of the skill. Mapping with a disability involves research with subject matter experts (SMEs) with a view on the industry requirement without compromising on performance outcome. In cases, mapping is also supported by the use of assistive tools/ technology.

### Expository Mapped Parameters

Sector	PwD
Originating SSC	Agriculture
Original QP code	AGR/Q4101
QP Version	3.0
Expository NSQF Level	4
Disability Type	Deaf Speech and Language Disability Hard of Hearing
Disability Category	Hearing impairment/Hearing Impaired
Expository NSQC Approval Date	29 Sep 2022
Expository Next Review Date	NA

Expository Code	Expository Version	Expository Name	Minimum Entry Criteria	Expository Linked On
E004	1.0	Speech and Hearing Impairment	10th Class Pass with 2 years of experience OR 10th Class Pass + ITI (1 year after Class 10th) with 1 year Experience OR 10th Class Pass + ITI (2 years after Class 10th) OR 10th Class Pass and pursuing continuous regular Schooling OR 3 Year Diploma (After 10th) OR 12th Class Pass with 6 months experience OR Previous relevant Qualification of NSQF Level 3 with 2 years of experience *10th class with No	29 Sep 2022



### Qualification Pack



Transforming the skill landscape

			experience OJT/internship of 8 months	
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## AGR/Q4101: Dairy Farmer/Entrepreneur

### Brief Job Description

The Dairy Farmer takes various decisions for the viability and sustainability of the dairy farm. The individual ensures proper care of dairy animals, their health and productivity, milking and marketing of the produced milk. The job is to be performed in an efficient manner to increase the production of high-quality milk and promote animal well-being

### Personal Attributes

The individual must have attention to detail and stamina to work for long durations. The person must be able to initiate the work and give instructions. The individual should be a team player and work in coordination with others to achieve the work objectives. The individual must have technical awareness about the dairy operations

### Applicable National Occupational Standards (NOS)

#### Compulsory NOS:

1. [AGR/N4101: Prepare and Maintain Livestock Accommodation](#)
2. [AGR/N4102: Establish Livestock within Accommodation](#)
3. [AGR/N4103: Prepare the feed and maintain feed and water supply](#)
4. [AGR/N4104: Maintain Health and Performance of Livestock](#)
5. [AGR/N4105: Perform Hand and Machine Milking](#)
6. [AGR/N4106: Ensure Proper Forage Conservation](#)
7. [AGR/N4114: Carry out breed improvement and reproduction management in livestock](#)
8. [AGR/N4107: Carry out basic entrepreneurial activities for small enterprise](#)
9. [AGR/N9926: Follow the relevant employability and entrepreneurial practices](#)
10. [AGR/N4121: Engage in collective Dairy farming/activity](#)
11. [AGR/N9918: Communicate effectively at the workplace](#)
12. [AGR/N9903: Maintain health and safety at the workplace](#)

### Qualification Pack (QP) Parameters

<b>Sector</b>	<b>Agriculture</b>
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<b>Sub-Sector</b>	Dairying
<b>Occupation</b>	Dairy Farm Management
<b>Country</b>	India
<b>NSQF Level</b>	4
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/6121.0201
<b>Minimum Educational Qualification &amp; Experience</b>	<p>10th Class Pass with 2 years of experience OR 10th Class Pass + ITI (1 year after Class 10th) with 1 year Experience OR 10th Class Pass + ITI (2 years after Class 10th) OR 10th Class Pass and pursuing continuous regular Schooling OR 3 Year Diploma (After 10th) OR 12th Class Pass with 6 months experience OR Previous relevant Qualification of NSQF Level 3 with 2 years of experience *10th class with No experience OJT/internship of 8 months</p>
<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	17 Years
<b>Last Reviewed On</b>	27/01/2022
<b>Next Review Date</b>	27/01/2026
<b>NSQC Approval Date</b>	29/9/2022
<b>Version</b>	3.0

## AGR/N4101: Prepare and Maintain Livestock Accommodation

### Description

This OS is about the preparation & maintenance of livestock accommodation

### Scope

The scope covers the following :

- Carry out preparation of the livestock accommodation
- Carry out maintenance of the livestock accommodation

### Elements and Performance Criteria

#### *Carry out preparation of the livestock accommodation*

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

- PC1. prepare accommodation to achieve the livestock's well-being in accordance with relevant legislation
- PC2. prepare equipment, tools and materials required for livestock accommodation
- PC3. carry out cleaning and sanitation routine in accordance with the industrial norms
- PC4. ensure to dispose of the waste material according to the established workplace procedures

#### *Carry out maintenance of the livestock accommodation*

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

- PC5. ensure the feed materials and supplies are replenished as required by the livestock
- PC6. ensure the tools and equipment are cleaned and maintained according to the established workplace procedures
- PC7. ensure the equipment required for livestock accommodation is stored safely and securely
- PC8. identify and take appropriate action when encountering problems with the accommodation

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. relevant legislation, standards, policies and procedures in the workplace
- KU2. relevant health and safety requirements, applicable to the work environment
- KU3. their own job role, responsibilities and sources for information pertaining to the work
- KU4. who to approach for support in order to obtain work-related information and clarifications
- KU5. the impact of not following the health, hygiene, safety and quality standards on consumers and the business
- KU6. the type of accommodations and their suitability for different animals
- KU7. the legislation and codes of livestock welfare and accommodation
- KU8. the materials and equipment required in accommodation of livestock for their good health & well-being
- KU9. potential hazards which may arise in relation to the accommodation and well-being of the livestock caused by other animals or humans

- KU10. eco-friendly activities for managing animal waste especially when it is an indoor accommodation
- KU11. suitable sanitation practices maintaining high standards of livestock, well-being and safety
- KU12. the factors like environment, housing structure, equipment used, weather, etc. while working with the livestock
- KU13. alternative options, available for changing plans for accommodation

### Generic Skills (GS)

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

- GS1. write relevant notes and reports
- GS2. report problems to the appropriate personnel in a timely manner
- GS3. write descriptions and details about incidents in reports
- GS4. read instruction manuals and procedures for hand tools, equipment and consumables
- GS5. maintain effective liaison and work relationships with workers, suppliers, regulatory agencies and customers
- GS6. plan and schedule daily activities for self and workers
- GS7. evaluate all possible solutions to a problem to select the best one
- GS8. analyze the information gathered from data, observations and experiences



## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Carry out preparation of the livestock accommodation</i>	20	20	-	20
PC1. prepare accommodation to achieve the livestock's well-being in accordance with relevant legislation	-	-	-	-
PC2. prepare equipment, tools and materials required for livestock accommodation	-	-	-	-
PC3. carry out cleaning and sanitation routine in accordance with the industrial norms	-	-	-	-
PC4. ensure to dispose of the waste material according to the established workplace procedures	-	-	-	-
<i>Carry out maintenance of the livestock accommodation</i>	16	12	-	12
PC5. ensure the feed materials and supplies are replenished as required by the livestock	-	-	-	-
PC6. ensure the tools and equipment are cleaned and maintained according to the established workplace procedures	-	-	-	-
PC7. ensure the equipment required for livestock accommodation is stored safely and securely	-	-	-	-
PC8. identify and take appropriate action when encountering problems with the accommodation	-	-	-	-
<b>NOS Total</b>	<b>36</b>	<b>32</b>	<b>-</b>	<b>32</b>

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N4101
<b>NOS Name</b>	Prepare and Maintain Livestock Accommodation
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Dairying
<b>Occupation</b>	Dairy Farm Management
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	27/01/2022
<b>Next Review Date</b>	27/01/2026
<b>NSQC Clearance Date</b>	29/9/2022

## AGR/N4102: Establish Livestock within Accommodation

### Description

This OS is about establishing and monitoring livestock in their accommodation

### Scope

The scope covers the following :

- Establish livestock in their accommodation
- Monitor livestock in their accommodation

### Elements and Performance Criteria

#### *Establish livestock in their accommodation*

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

- PC1. use suitable personal protective equipment when establishing livestock in their accommodation
- PC2. check that the equipment, materials and accommodation are suitable for the reception of the livestock, prior to their arrival
- PC3. develop suitable environmental conditions for the animals
- PC4. handle and move the livestock correctly and safely, according to the supervisor's instructions
- PC5. introduce livestock into the accommodation in a way that minimizes stress and maintains their health and welfare
- PC6. solve any difficulties related to establishment of livestock accommodation
- PC7. carry out work according to relevant codes of practice to establish best livestock accommodation

#### *Monitor livestock in their accommodation*

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

- PC8. monitor the livestock carefully, to ensure their ongoing health and welfare is maintained
- PC9. monitor environmental conditions carefully to ensure that they promote the health and well-being of livestock
- PC10. adjust and replenish materials as required by the livestock
- PC11. arrange for regular cleaning of animal housing areas, floors and mats of animals (if any) according to the animal accommodation and specification
- PC12. ensure cleaning routines of animals as per prescribed procedures
- PC13. arrange for regular disposal of animal waste and other wastes as per prescribed procedures
- PC14. report problems that cannot be dealt with to the supervisor immediately

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. relevant legislation, standards, policies and procedures in the workplace
- KU2. relevant health and safety requirements, applicable to the work environment
- KU3. own job role, responsibilities and sources of information pertaining to the job operations

- KU4. who to approach for support in order to obtain work-related information and clarifications
- KU5. the impact of not following the health, hygiene, safety and quality standards on consumers and the business
- KU6. the type of accommodations and their suitability for different animals
- KU7. materials and equipment in the accommodation necessary for livestock good health & well-being
- KU8. the different factors that should be taken into account when accommodating livestock such as safe, secure, stress-free and clean state
- KU9. the importance of settling livestock in a new place
- KU10. the specific needs of livestock to provide livestock comfort
- KU11. the relationship between maintaining livestock accommodation and promoting animal health & well-being
- KU12. how to recognize stress and abnormal behavior of the livestock
- KU13. the suitable hygiene and sanitation practices of the accommodation while maintaining high standards of livestock well-being and safety
- KU14. the use of disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials and their effects on the health and well-being of livestock
- KU15. the consequences of failing to monitor and take action effectively

## Generic Skills (GS)

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

- GS1. write relevant notes and reports
- GS2. report problems to the appropriate personnel in a timely manner
- GS3. read instruction manuals for hand tools and equipment
- GS4. plan and schedule daily activities for self and workers
- GS5. analyze the information gathered from data, observations and experiences
- GS6. identify possible disruptions to work and take appropriate preventive measures
- GS7. evaluate all possible solutions to a problem to select the best one

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Establish livestock in their accommodation</i>	<b>22</b>	<b>23</b>	-	<b>15</b>
PC1. use suitable personal protective equipment when establishing livestock in their accommodation	-	-	-	-
PC2. check that the equipment, materials and accommodation are suitable for the reception of the livestock, prior to their arrival	-	-	-	-
PC3. develop suitable environmental conditions for the animals	-	-	-	-
PC4. handle and move the livestock correctly and safely, according to the supervisor's instructions	-	-	-	-
PC5. introduce livestock into the accommodation in a way that minimizes stress and maintains their health and welfare	-	-	-	-
PC6. solve any difficulties related to establishment of livestock accommodation	-	-	-	-
PC7. carry out work according to relevant codes of practice to establish best livestock accommodation	-	-	-	-
<i>Monitor livestock in their accommodation</i>	<b>16</b>	<b>14</b>	-	<b>10</b>
PC8. monitor the livestock carefully, to ensure their ongoing health and welfare is maintained	-	-	-	-
PC9. monitor environmental conditions carefully to ensure that they promote the health and well-being of livestock	-	-	-	-
PC10. adjust and replenish materials as required by the livestock	-	-	-	-
PC11. arrange for regular cleaning of animal housing areas, floors and mats of animals (if any) according to the animal accommodation and specification	-	-	-	-
PC12. ensure cleaning routines of animals as per prescribed procedures	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. arrange for regular disposal of animal waste and other wastes as per prescribed procedures	-	-	-	-
PC14. report problems that cannot be dealt with to the supervisor immediately	-	-	-	-
<b>NOS Total</b>	<b>38</b>	<b>37</b>	<b>-</b>	<b>25</b>

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N4102
<b>NOS Name</b>	Establish Livestock within Accommodation
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Dairying
<b>Occupation</b>	Dairy Farm Management
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	27/01/2022
<b>Next Review Date</b>	27/01/2026
<b>NSQC Clearance Date</b>	29/9/2022

## AGR/N4103: Prepare the feed and maintain feed and water supply

### Description

This OS is about ways of preparing, monitoring and maintaining feed and water supplies to livestock.

### Scope

The scope covers the following :

- Receive & Store Animal Feed
- Prepare feed and water supplies for livestock
- Monitor & maintain the supply of feed & water to livestock

### Elements and Performance Criteria

#### *Receive & Store Animal Feed*

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

- PC1. assess the quality, quantity, type and condition of delivered animal feed
- PC2. report any shortfalls or faults in delivered animal feed to the appropriate person
- PC3. store the feed safely according to the manufacturer's recommendations
- PC4. assess stored animal feed regularly for any signs of rodent and pest infestation and report this to the appropriate person straight away
- PC5. assess stock levels against critical levels regularly and tell the appropriate person if stocks are low
- PC6. follow fodder cultivation schedule, sourcing in case of scarcity
- PC7. conserve /store surplus fodder for use during scarcity periods

#### *Prepare feed and water supplies for livestock*

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

- PC8. sanitize hands, tools & equipment effectively before and after undertaking any work-related process
- PC9. prepare appropriate proportions of feed and supplements depending on the age and growth stage and production of livestock ensuring minimum wastage
- PC10. operate and maintain equipment used in feed preparation fodder cultivation, harvesting chaffing, conservation and dispensing
- PC11. dispose of waste animal feed in a safe place keeping all the equipment and tools away

#### *Monitor the supply of feed & water to livestock*

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

- PC12. wear suitable personal protective equipment when preparing, providing feed and water to livestock
- PC13. provide fresh and clean feed and water to the livestock based on the recommendations and requirements of the breed
- PC14. monitor the quality of feed & water and take the appropriate action when problems occur
- PC15. clean & maintain feed and water equipment according to established workplace procedures
- PC16. monitor the water usage and take appropriate action in case of water wastage

### Knowledge and Understanding (KU)



The individual on the job needs to know and understand:

- KU1. relevant legislation, standards, policies and procedures in the workplace
- KU2. relevant health and safety requirements, applicable to the work environment
- KU3. their own job role, responsibilities and sources for information pertaining to the work
- KU4. who to approach for support in order to obtain work-related information and clarifications
- KU5. the impact of not following the health, hygiene, safety and quality standards on consumers and the business
- KU6. the proper channels and contacts for ordering stock of feed, supplements and fodder
- KU7. the importance of checking the quantity & quality of received feed and the impacts of any leniency
- KU8. the importance of keeping a detailed record of feed and other supplies
- KU9. how to identify the feed of poor quality & standards and take appropriate measures to resolve this problem
- KU10. the types of feed and the possible consequences of mishandling it
- KU11. the principles of stock rotation and its importance
- KU12. how to identify the signs of possible pest infestation and the necessary actions to control it
- KU13. the importance of quality of feed and water
- KU14. the methods of cleaning and maintaining feeding and watering equipment
- KU15. how to ensure all livestock have access to feed and water
- KU16. how to identify abnormal feeding and drinking behavior of livestock and the potential reasons for changes in consumption

### Generic Skills (GS)

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

- GS1. write relevant notes and reports
- 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 feed supply and livestock maintenance
- GS4. plan and prioritise tasks to ensure timely completion
- GS5. co-ordinate with co-workers to achieve work objectives
- GS6. take quick decisions to deal with workplace emergencies
- GS7. evaluate all possible solutions to a problem to select the best one

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Receive &amp; Store Animal Feed</i>	<b>16</b>	<b>17</b>	-	<b>7</b>
PC1. asses the quality, quantity , type and condition of delivered animal feed	-	-	-	-
PC2. report any shortfalls or faults in delivered animal feed to the appropriate person	-	-	-	-
PC3. store the feed safely according to the manufacturer's recommendations	-	-	-	-
PC4. assess stored animal feed regularly for any signs of rodent and pest infestation and report this to the appropriate person straight away	-	-	-	-
PC5. assess stock levels against critical levels regularly and tell the appropriate person if stocks are low	-	-	-	-
PC6. follow fodder cultivation schedule, sourcing in case of scarcity	-	-	-	-
PC7. conserve /store surplus fodder for use during scarcity periods	-	-	-	-
<i>Prepare feed and water supplies for livestock</i>	<b>12</b>	<b>10</b>	-	<b>8</b>
PC8. sanitize hands, tools & equipment effectively before and after undertaking any work-related process	-	-	-	-
PC9. prepare appropriate proportions of feed and supplements depending on the age and growth stage and production of livestock ensuring minimum wastage	-	-	-	-
PC10. operate and maintain equipment used in feed preparation fodder cultivation, harvesting chaffing, conservation and dispensing	-	-	-	-
PC11. dispose of waste animal feed in a safe place keeping all the equipment and tools away	-	-	-	-
<i>Monitor the supply of feed &amp; water to livestock</i>	<b>12</b>	<b>10</b>	-	<b>8</b>
PC12. wear suitable personal protective equipment when preparing, providing feed and water to livestock	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. provide fresh and clean feed and water to the livestock based on the recommendations and requirements of the breed	-	-	-	-
PC14. monitor the quality of feed & water and take the appropriate action when problems occur	-	-	-	-
PC15. clean & maintain feed and water equipment according to established workplace procedures	-	-	-	-
PC16. monitor the water usage and take appropriate action in case of water wastage	-	-	-	-
<b>NOS Total</b>	<b>40</b>	<b>37</b>	-	<b>23</b>

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N4103
<b>NOS Name</b>	Prepare the feed and maintain feed and water supply
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Dairying
<b>Occupation</b>	Dairy Farm Management
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	27/01/2022
<b>Next Review Date</b>	27/01/2025
<b>NSQC Clearance Date</b>	27/01/2022

## **AGR/N4104: Maintain Health and Performance of Livestock**

### **Description**

This OS deals with the ways of monitoring the health and well-being of livestock and delivering basic recommended treatment to livestock.

### **Scope**

The scope covers the following :

- Monitor the health and well-being of livestock
- Deliver basic recommended treatment to livestock

### **Elements and Performance Criteria**

#### *Monitor the health and well-being of livestock*

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

- PC1. deal with livestock in a manner that minimizes the chance of stress and injury
- PC2. provide livestock with sufficient space & area to move around and maintain their physical functioning
- PC3. monitor the physical condition of the livestock at suitable intervals and identify, record and report any abnormal signs
- PC4. inspect the livestock regularly for the presence of any parasites
- PC5. plan disease prevention measures like vaccination, deworming schedules
- PC6. provide assistance for any health-related emergency and initiate action appropriate to the situation
- PC7. manage disposal of waste in a safe & secure manner ensuring the health and well-being of livestock
- PC8. ensure livestock related records are accurate and complete which comply with organizational requirements for future reference

#### *Deliver basic recommended treatment to livestock*

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

- PC9. administer drugs, medication and other medical supplies in accordance with veterinary instructions and organizational policy
- PC10. ensure deworming and vaccination as per schedule
- PC11. use only fresh and uncontaminated prescribed medication for the intended animal
- PC12. report any difficulty encountered while administering treatments immediately to the concerned person
- PC13. maintain records of the treatments precisely according to established workplace procedures
- PC14. monitor livestock after treatments and report concerns immediately to the concerned person
- PC15. maintain relevant legislation, standards, policies and procedures in the workplace

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

The individual on the job needs to know and understand:

- KU1. relevant legislation, standards, policies, and procedures in work
- KU2. relevant health and safety requirements applicable in the work
- KU3. their own job role and responsibilities and sources for information pertaining to work
- KU4. who to approach for support in order to obtain work related information, clarifications and support
- KU5. the importance of following health, hygiene, safety and quality standards and the impact of not following the standards on consumers and the business
- KU6. documentation and related procedures applicable in the context of work
- KU7. how to promote the health and well-being of animals and minimize any stress and injury
- KU8. the purpose for which the animals are being kept and the relationship of this to health and well-being
- KU9. why animals need movement and how this varies at different times
- KU10. the appearance, posture and movement, behavior and bodily functioning of healthy animals, characteristics of the species, age, health status and social needs
- KU11. the signs which indicate potential problems with animals health and well-being, and the actions which should be taken
- KU12. types of preventative care for maintaining the health and well-being of animals
- KU13. how to maintain conducive environment for the health and well-being of the animals
- KU14. the associated hazards and risks to animals and staff during animal related operations
- KU15. the importance of accuracy while recording operations
- KU16. how to recognize a health emergency of an animal and the correct actions to be taken
- KU17. correct methods for disposing of organic and inorganic waste
- KU18. the significance of expiry dates on drugs and medication
- KU19. how to identify the possible sources of contamination to medicines
- KU20. relevant equipment required for treatment
- KU21. how to administer prescribed basic healthcare treatments
- KU22. the importance of personal hygiene and safety precautions (e.g. communicable diseases between animals and humans)
- KU23. changes in the animal behaviour which may occur after the treatment

## Generic Skills (GS)

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

- GS1. write relevant notes and reports
- GS2. take quick decisions to deal with workplace emergencies/ accidents
- GS3. evaluate all possible solutions to a problem to select the best one
- GS4. read manuals for medicines, hand tool and equipment work orders and procedures
- GS5. communicate politely and professionally with co-workers
- GS6. plan tasks for effective use of time

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Monitor the health and well-being of livestock</i>	<b>20</b>	<b>15</b>	-	<b>14</b>
PC1. deal with livestock in a manner that minimizes the chance of stress and injury	-	-	-	-
PC2. provide livestock with sufficient space & area to move around and maintain their physical functioning	-	-	-	-
PC3. monitor the physical condition of the livestock at suitable intervals and identify, record and report any abnormal signs	-	-	-	-
PC4. inspect the livestock regularly for the presence of any parasites	-	-	-	-
PC5. plan disease prevention measures like vaccination, deworming schedules	-	-	-	-
PC6. provide assistance for any health-related emergency and initiate action appropriate to the situation	-	-	-	-
PC7. manage disposal of waste in a safe & secure manner ensuring the health and well-being of livestock	-	-	-	-
PC8. ensure livestock related records are accurate and complete which comply with organizational requirements for future reference	-	-	-	-
<i>Deliver basic recommended treatment to livestock</i>	<b>21</b>	<b>17</b>	-	<b>13</b>
PC9. administer drugs, medication and other medical supplies in accordance with veterinary instructions and organizational policy	-	-	-	-
PC10. ensure deworming and vaccination as per schedule	-	-	-	-
PC11. use only fresh and uncontaminated prescribed medication for the intended animal	-	-	-	-
PC12. report any difficulty encountered while administering treatments immediately to the concerned person	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. maintain records of the treatments precisely according to established workplace procedures	-	-	-	-
PC14. monitor livestock after treatments and report concerns immediately to the concerned person	-	-	-	-
PC15. maintain relevant legislation, standards, policies and procedures in the workplace	-	-	-	-
<b>NOS Total</b>	<b>41</b>	<b>32</b>	<b>-</b>	<b>27</b>



## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N4104
<b>NOS Name</b>	Maintain Health and Performance of Livestock
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Dairying
<b>Occupation</b>	Dairy Farm Management
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	27/01/2022
<b>Next Review Date</b>	27/01/2025
<b>NSQC Clearance Date</b>	27/01/2022

## AGR/N4105: Perform Hand and Machine Milking

### Description

This OS is about good hand and machine milking practices to be followed by the dairy farmer in day to day dairy activities

### Scope

The scope covers the following :

- Pre-Milking Activities
- Milking Activities
- Post-Milking Activities

### Elements and Performance Criteria

#### *Pre-Milking Activities*

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

- PC1. maintain conducive milking environment
- PC2. restrain livestock for milking
- PC3. ensure personal hygiene of milker and prepare udder before milking
- PC4. check for mastitis
- PC5. check and adjust milking equipment, as required
- PC6. ensure correct livestock health treatments during drying off, as directed, with minimal stress and weight loss
- PC7. follow proper livestock treatments during drying off period

#### *Milking Activities*

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

- PC8. develop a calm regular milking routine in livestock
- PC9. implement milking procedures with minimum stress to livestock and maximum yield within reasonable timeframes
- PC10. rectify minor malfunctions of equipment and milking systems under guidance of technical expert
- PC11. implement prescribed handling practices so as to prevent cross-infection during milking operations

#### *Post-Milking Activities*

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

- PC12. perform teat dipping to prevent mastitis
- PC13. weigh and store the milk into milk can
- PC14. clean the milking pail and keep them in the designated place
- PC15. clean the milking machine and store in a hygienic place

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. relevant legislation, standards, policies, and procedures in work
- KU2. relevant health and safety requirements applicable in the work environment
- KU3. their own job role and responsibilities and sources for 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 on productivity, consumers and the business
- KU6. documentation and related procedures applicable in the context of work
- KU7. hygiene and proper environment requirements for stress-free milking
- KU8. factors which increases livestock stress and measures to be taken to minimize stress
- KU9. how to identify mastitis and measures to be taken thereafter
- KU10. methodology of operating milking machine and its maintenance
- KU11. relevant codes of practice with regard to milking operation
- KU12. causes of poor milk quality
- KU13. hygiene requirements of milker, premises, animal and utensils
- KU14. proper milk storage techniques to avoid milk spoilage
- KU15. basic types & control of udder health problems of dairy cattle

### Generic Skills (GS)

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

- GS1. write relevant notes and develop reports on milking pattern
- GS2. read the relevant literature to get latest updates about the field of work
- GS3. communicate politely and professionally with co-workers
- GS4. plan tasks for effective use of time
- GS5. identify possible hazards and disruptions and take appropriate preventive measures
- GS6. evaluate all possible solutions to a problem to select the best one

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Pre-Milking Activities</i>	<b>12</b>	<b>19</b>	-	<b>7</b>
PC1. maintain conducive milking environment	-	-	-	-
PC2. restrain livestock for milking	-	-	-	-
PC3. ensure personal hygiene of milker and prepare udder before milking	-	-	-	-
PC4. check for mastitis	-	-	-	-
PC5. check and adjust milking equipment, as required	-	-	-	-
PC6. ensure correct livestock health treatments during drying off, as directed, with minimal stress and weight loss	-	-	-	-
PC7. follow proper livestock treatments during drying off period	-	-	-	-
<i>Milking Activities</i>	<b>9</b>	<b>15</b>	-	<b>6</b>
PC8. develop a calm regular milking routine in livestock	-	-	-	-
PC9. implement milking procedures with minimum stress to livestock and maximum yield within reasonable timeframes	-	-	-	-
PC10. rectify minor malfunctions of equipment and milking systems under guidance of technical expert	-	-	-	-
PC11. implement prescribed handling practices so as to prevent cross-infection during milking operations	-	-	-	-
<i>Post-Milking Activities</i>	<b>9</b>	<b>15</b>	-	<b>8</b>
PC12. perform teat dipping to prevent mastitis	-	-	-	-
PC13. weigh and store the milk into milk can	-	-	-	-
PC14. clean the milking pail and keep them in the designated place	-	-	-	-
PC15. clean the milking machine and store in a hygienic place	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>NOS Total</b>	<b>30</b>	<b>49</b>	<b>-</b>	<b>21</b>

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N4105
<b>NOS Name</b>	Perform Hand and Machine Milking
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Dairying
<b>Occupation</b>	Dairy Farm Management
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	24/02/2022
<b>Next Review Date</b>	24/02/2025
<b>NSQC Clearance Date</b>	24/02/2022

## AGR/N4106: Ensure Proper Forage Conservation

### Description

This OS is about ways of conserving forage so as to ensure all year supply of the same to the dairy animals at the farm

### Scope

The scope covers the following :

- Preparation for Fodder Conservation
- Conservation of Forage
- Closing Operations

### Elements and Performance Criteria

#### *Preparation for Fodder Conservation*

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

- PC1. explore various forage conservation options based on the year round requirement of feed and fodder, and availability of fodder
- PC2. identify risk factors for spoilage in forage conservation such as fire, vermin and contamination in silage
- PC3. ensure favorable conditions suitable for forage conservation
- PC4. prepare forage conservation machinery and equipment in accordance with manufacturer's specifications, Occupational Health and Safety (OHS) requirements
- PC5. ensure clear access to paddocks for harvesting and transport machinery
- PC6. prepare storage facility for selected forage conservation type

#### *Conservation of Forage*

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

- PC7. identify safety hazards and implement OHS (Occupational Health and Safety) procedures for forage conservation
- PC8. monitor weather conditions to determine optimum time for harvest and to ensure quality
- PC9. identify dry matter target and assess dry matter content of forage material for the forage operation
- PC10. mow, condition, tender and/or rake swaths depending on weather conditions and forage drying targets
- PC11. conduct harvesting activities in a safe, controlled and efficient manner
- PC12. check equipment during harvesting operations regularly for wear and damage
- PC13. bale, wrap, compact, seal or store forage in accordance with storage plan
- PC14. load, transport, and store/compact (if required) forage in accordance with OHS and quality requirements
- PC15. store forage so as to minimize risk of spoilage and combustion

#### *Closing Operations*

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

- PC16. dispose of all waste and debris to minimize environmental impacts

- PC17. clean and service machinery and ancillary equipment in accordance with manufacturer's specifications, OHS requirements and industry practice
- PC18. test or sample stored forage for quality
- PC19. mitigate environmental impacts of forage conservation activities such as effluent run off, if any

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. relevant legislation, standards, policies, and procedures in work
- KU2. relevant health and safety requirements applicable in the work environment
- KU3. their own job role and responsibilities and sources for information pertaining to work
- KU4. who to approach for support in order to obtain work-related information, clarifications and support
- KU5. the importance of following health, hygiene, safety and quality standards and the impact of not following the standards on consumers and the business
- KU6. the documentation and related procedures applicable in the context of work
- KU7. the silage and hay making methods and treatment of straw
- KU8. the factors affecting the quality of silage and hay
- KU9. the types and functions of silage and haymaking machinery and equipment
- KU10. common weeds, pests and diseases associated with crops and pastures
- KU11. silage and hay making methods and treatment of straw
- KU12. the factors affecting the quality of silage and hay
- KU13. the types and functions of silage and haymaking machinery and equipment
- KU14. common weeds, pests and diseases associated with crops and pastures
- KU15. the types and application of personal protective equipment
- KU16. the dry matter content, quality and hygiene requirements
- KU17. the environmental risks and impacts of forage conservation

## Generic Skills (GS)

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

- GS1. record data which are required for record-keeping purpose
- GS2. read instructions on work orders and procedures
- GS3. plan tasks for effective use of time
- GS4. communicate politely and professionally
- GS5. evaluate all possible solutions to a problem to select the best one



## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Preparation for Fodder Conservation</i>	<b>13</b>	<b>14</b>	-	<b>8</b>
PC1. explore various forage conservation options based on the year round requirement of feed and fodder, and availability of fodder	-	-	-	-
PC2. identify risk factors for spoilage in forage conservation such as fire, vermin and contamination in silage	-	-	-	-
PC3. ensure favorable conditions suitable for forage conservation	-	-	-	-
PC4. prepare forage conservation machinery and equipment in accordance with manufacturer's specifications, Occupational Health and Safety (OHS) requirements	-	-	-	-
PC5. ensure clear access to paddocks for harvesting and transport machinery	-	-	-	-
PC6. prepare storage facility for selected forage conservation type	-	-	-	-
<i>Conservation of Forage</i>	<b>20</b>	<b>20</b>	-	<b>9</b>
PC7. identify safety hazards and implement OHS (Occupational Health and Safety) procedures for forage conservation	-	-	-	-
PC8. monitor weather conditions to determine optimum time for harvest and to ensure quality	-	-	-	-
PC9. identify dry matter target and assess dry matter content of forage material for the forage operation	-	-	-	-
PC10. mow, condition, tender and/or rake swaths depending on weather conditions and forage drying targets	-	-	-	-
PC11. conduct harvesting activities in a safe, controlled and efficient manner	-	-	-	-
PC12. check equipment during harvesting operations regularly for wear and damage	-	-	-	-
PC13. bale, wrap, compact, seal or store forage in accordance with storage plan	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. load, transport, and store/compact (if required) forage in accordance with OHS and quality requirements	-	-	-	-
PC15. store forage so as to minimize risk of spoilage and combustion	-	-	-	-
<i>Closing Operations</i>	<b>7</b>	<b>6</b>	-	<b>3</b>
PC16. dispose of all waste and debris to minimize environmental impacts	-	-	-	-
PC17. clean and service machinery and ancillary equipment in accordance with manufacturer's specifications, OHS requirements and industry practice	-	-	-	-
PC18. test or sample stored forage for quality	-	-	-	-
PC19. mitigate environmental impacts of forage conservation activities such as effluent run off, if any	-	-	-	-
<b>NOS Total</b>	<b>40</b>	<b>40</b>	-	<b>20</b>

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N4106
<b>NOS Name</b>	Ensure Proper Forage Conservation
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Dairying
<b>Occupation</b>	Dairy Farm Management
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	27/01/2022
<b>Next Review Date</b>	27/01/2025
<b>NSQC Clearance Date</b>	27/01/2022

## AGR/N4114: Carry out breed improvement and reproduction management in livestock

### Description

This OS is about the breed improvement and reproductive performance of livestock.

### Scope

The scope covers the following :

- Breed improvement of livestock
- Manage reproductive performance of livestock.

### Elements and Performance Criteria

#### *Breed improvement of livestock.*

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

- PC1. choose the appropriate breed improvement program
- PC2. identify appropriate sources for procuring germplasm (semen)
- PC3. identify appropriate germplasm as per breed improvement program
- PC4. evaluate quality and sperm motility of semen
- PC5. adapt suitable measures for insemination of animals
- PC6. store semen as per prescribed guidelines to maintain its quality

#### *Manage reproductive performance of livestock.*

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

- PC7. identify animals in heat ,recognize heat cycle and heat symptoms
- PC8. assess reproductive health of animal in heat
- PC9. schedule insemination for animals in heat
- PC10. take post insemination measures for conception
- PC11. repeat breeding process as per standard guidelines
- PC12. identify animals who can be used to repeat breeding and assess the reasons for it
- PC13. asses the reasons for abortion, its causes and remedies.
- PC14. take appropriate action while addressing problems with the reproduction

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. Carry out breed improvement and reproduction management in livestock
- KU2. relevant legislation, standards, policies, and procedures related to breed improvement and reproduction management
- KU3. relevant health and safety requirements applicable in reproduction management
- KU4. their own job role and responsibilities while carrying out breed improvement in livestock
- KU5. who to approach for breeding related information for immediate guidance
- KU6. breed improvement methods and their suitability for different animals

- KU7. selection of semen and assessing its quality
- KU8. insemination techniques and their suitability
- KU9. factors affecting the reproductive performance of animals
- KU10. the legislation and state breeding policy, if any
- KU11. materials and equipment required in the handling of semen and insemination
- KU12. potential hazards which may arise in relation to the reproduction and well-being of the livestock caused by other animals or humans
- KU13. the suitable sanitation practices to maintain high standards of livestock reproductive health and productivity
- KU14. the prescribed indicators for livestock health and signs of ill health
- KU15. alternative options available for breed improvement and insemination

### Generic Skills (GS)

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

- GS1. write relevant notes and reports
- GS2. analyze reproductive records of animals
- GS3. read the relevant literature to get information about the latest developments in the field of breed improvement & reproduction management
- GS4. plan and prioritise tasks to ensure timely completion
- GS5. co-ordinate with co-workers to achieve work objectives
- GS6. take quick decisions to deal with workplace emergencies
- GS7. evaluate all possible solutions to a problem to select the best one

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Breed improvement of livestock.</i>	20	20	-	10
PC1. choose the appropriate breed improvement program	-	-	-	-
PC2. identify appropriate sources for procuring germplasm (semen)	-	-	-	-
PC3. identify appropriate germplasm as per breed improvement program	-	-	-	-
PC4. evaluate quality and sperm motility of semen	-	-	-	-
PC5. adapt suitable measures for insemination of animals	-	-	-	-
PC6. store semen as per prescribed guidelines to maintain its quality	-	-	-	-
<i>Manage reproductive performance of livestock.</i>	19	17	-	14
PC7. identify animals in heat ,recognize heat cycle and heat symptoms	-	-	-	-
PC8. assess reproductive health of animal in heat	-	-	-	-
PC9. schedule insemination for animals in heat	-	-	-	-
PC10. take post insemination measures for conception	-	-	-	-
PC11. repeat breeding process as per standard guidelines	-	-	-	-
PC12. identify animals who can be used to repeat breeding and assess the reasons for it	-	-	-	-
PC13. asses the reasons for abortion, its causes and remedies.	-	-	-	-
PC14. take appropriate action while addressing problems with the reproduction	-	-	-	-
<b>NOS Total</b>	<b>39</b>	<b>37</b>	<b>-</b>	<b>24</b>

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N4114
<b>NOS Name</b>	Carry out breed improvement and reproduction management in livestock
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Dairying
<b>Occupation</b>	Dairy Farm Management
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	27/01/2022
<b>Next Review Date</b>	27/01/2025
<b>NSQC Clearance Date</b>	27/01/2022

## **AGR/N4107: Carry out basic entrepreneurial activities for small enterprise**

### **Description**

This OS is about the entrepreneurial activities, required skills and knowledge for small dairy entrepreneurs to manage finances and leverage dairy market information

### **Scope**

The scope covers the following :

- Planning and Budgeting of Dairy Farming
- Market Information Management

### **Elements and Performance Criteria**

#### *Planning and Budgeting of Dairy Farming*

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

- PC1. analyse the demand and supply of the relevant dairy products in the market
- PC2.
  - identify the target customers and assess their needs and expectations with respect to the
  - quality and price of the produce
- PC3. identify various types of dairy entrepreneurship/ business opportunities
- PC4.
  - plan milk production with the use of relevant and efficient technologies for availing
  - funds
- PC5. prepare a basic business plan for the agricultural entrepreneurship/business activities
- PC6.
  - identify appropriate and authentic advisory services/Government authority for skill
  - upgradation to successfully plan and implement business activities
- PC7. . identify appropriate sources of funding for the agricultural entrepreneurship/ business
- PC8. carry out planning and budgeting with reference to various components of a dairy farm
- PC9. maintain books of accounts and various transactions of the farm
- PC10. ensure arrangement of financial assistance from various sources and leverage various schemes available for dairy development
- PC11.
  - coordinate with the relevant government authorities to subscribe to the relevant government
  - schemes and programs to benefit from them
- PC12.
  - ensure compliance with the government structural reforms and framework along with the
  - applicable rules and regulations while setting up the dairy enterprise/ business
- PC13. select and arrange the necessary resources for the business operations
- PC14. ensure the use of relevant and efficient production technologies as per planning and availability of funds
- PC15. follow the recommended practices for efficient input resource management
- PC16. optimise the production processes and output through the amalgamation of existing practices with smart technologies
- PC17. ensure the availability of proper collection and storage infrastructures and facilities of milk as per the industry quality standards

#### *Market Information Management*

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

- PC18. assess the prices of various inputs and milk products from the market



- PC19. collect information related to various subsidies/funds offered by the government, authorised state units and other financial institutions involved with the promotion of the produce
- PC20. assess the influence of various quality parameters on the price of milk
- PC21. identify the available milk marketing channels and select the best option
- PC22. establish network by developing cordial relations with various clients
- PC23. identify the needs of the client and develop one's unique selling proposition accordingly
- PC24. analyze critical market information that is otherwise not in the public domain
- PC25. choose appropriate buyer as per market situations
- PC26. • use efficient post-production logistics means to improve the supply quantity, reduce the cost
  - to the consumer, and increase demand consequently
- PC27. identify the best possible ways to position one's produce at premium prices
- PC28. ensure quality testing, before and during the sale activity to ensure good returns
- PC29. use the relevant digital services such as e-commerce, e-payments, electronic recordkeeping, etc.

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. relevant legislation, standards, policies, and procedures related to small dairy farms
- KU2. relevant health and safety requirements applicable in small dairy enterprise
- KU3. their own job role and responsibilities and source information pertaining to dairy sector
- KU4. who to approach for dairy related problems, support in order to increase business, at initial stage of small dairy enterprise
- KU5. the impact of not following the health, hygiene, safety and quality standards on consumers and the small dairy enterprises
- KU6. documentation and related procedures applicable in the context of small dairy enterprise
- KU7. basic steps of dairy farm planning and budgeting
- KU8. the principles of bookkeeping and maintaining accounts
- KU9. various government and other schemes/products/ offers available for dairy development and milk marketing
- KU10. the market of various dairy farm inputs and their prices
- KU11. the agencies and consumers buying milk and milk products and their prices
- KU12. methods of updating oneself with market information such as mobile usage, contact with key informants, tie up the government with agencies, etc.
- KU13. how to minimize dry period and maximize herd average for maximum productivity
- KU14. quality parameters of milk and milk products
- KU15. the pricing mechanism of various sellers of milk and allied products
- KU16. the transaction, billing, and payment systems
- KU17. the modalities entering into an agreement for the sale of milk
- KU18. waste management systems for best returns

## Generic Skills (GS)

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

- GS1. record data required for record-keeping purpose
- GS2. report problems to the appropriate personnel in a timely manner
- GS3. write descriptions and details about incidents in reports
- GS4. read instruction manuals for hand tools, interpret agreements and financial agreements
- GS5. maintain effective work relationships with other co-workers, seniors suppliers & customers
- GS6. evaluate the possible solution(s) and suggest an optimum /best possible solution

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Planning and Budgeting of Dairy Farming</i>	12	16	-	6
PC1. analyse the demand and supply of the relevant dairy products in the market	-	-	-	-
PC2. <ul style="list-style-type: none"> <li>identify the target customers and assess their needs and expectations with respect to the</li> <li>quality and price of the produce</li> </ul>	-	-	-	-
PC3. identify various types of dairy entrepreneurship/ business opportunities	-	-	-	-
PC4. <ul style="list-style-type: none"> <li>plan milk production with the use of relevant and efficient technologies for availing</li> <li>funds</li> </ul>	-	-	-	-
PC5. prepare a basic business plan for the agricultural entrepreneurship/business activities	-	-	-	-
PC6. <ul style="list-style-type: none"> <li>identify appropriate and authentic advisory services/Government authority for skill</li> <li>upgradation to successfully plan and implement business activities</li> </ul>	-	-	-	-
PC7. . identify appropriate sources of funding for the agricultural entrepreneurship/ business	-	-	-	-
PC8. carry out planning and budgeting with reference to various components of a dairy farm	-	-	-	-
PC9. maintain books of accounts and various transactions of the farm	-	-	-	-
PC10. ensure arrangement of financial assistance from various sources and leverage various schemes available for dairy development	-	-	-	-
PC11. <ul style="list-style-type: none"> <li>coordinate with the relevant government authorities to subscribe to the relevant government</li> <li>schemes and programs to benefit from them</li> </ul>	-	-	-	-
PC12. <ul style="list-style-type: none"> <li>ensure compliance with the government structural reforms and framework along with the</li> <li>applicable rules and regulations while setting up the dairy enterprise/ business</li> </ul>	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. select and arrange the necessary resources for the business operations	-	-	-	-
PC14. ensure the use of relevant and efficient production technologies as per planning and availability of funds	-	-	-	-
PC15. follow the recommended practices for efficient input resource management	-	-	-	-
PC16. optimise the production processes and output through the amalgamation of existing practices with smart technologies	-	-	-	-
PC17. ensure the availability of proper collection and storage infrastructures and facilities of milk as per the industry quality standards	-	-	-	-
<i>Market Information Management</i>	<b>28</b>	<b>25</b>	-	<b>13</b>
PC18. assess the prices of various inputs and milk products from the market	-	-	-	-
PC19. collect information related to various subsidies/funds offered by the government, authorised state units and other financial institutions involved with the promotion of the produce	-	-	-	-
PC20. assess the influence of various quality parameters on the price of milk	-	-	-	-
PC21. identify the available milk marketing channels and select the best option	-	-	-	-
PC22. establish network by developing cordial relations with various clients	-	-	-	-
PC23. identify the needs of the client and develop one's unique selling proposition accordingly	-	-	-	-
PC24. analyze critical market information that is otherwise not in the public domain	-	-	-	-
PC25. choose appropriate buyer as per market situations	-	-	-	-
PC26. <ul style="list-style-type: none"> <li>use efficient post-production logistics means to improve the supply quantity, reduce the cost</li> <li>to the consumer, and increase demand consequently</li> </ul>	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC27. identify the best possible ways to position one's produce at premium prices	-	-	-	-
PC28. ensure quality testing, before and during the sale activity to ensure good returns	-	-	-	-
PC29. use the relevant digital services such as e-commerce, e-payments, electronic recordkeeping, etc.	-	-	-	-
<b>NOS Total</b>	<b>40</b>	<b>41</b>	<b>-</b>	<b>19</b>

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N4107
<b>NOS Name</b>	Carry out basic entrepreneurial activities for small enterprise
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Dairying
<b>Occupation</b>	Dairy Farm Management
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	31/03/2022
<b>Next Review Date</b>	31/03/2025
<b>NSQC Clearance Date</b>	31/03/2022

## AGR/N9926: Follow the relevant employability and entrepreneurial practices

### Description

This OS unit is about following the relevant employability and entrepreneurial practices. It also covers the use of the computer, banking, insurance and various electronic services.

### Scope

The scope covers the following :

- Follow the employability practices
- Use computer and relevant electronic services
- Follow the entrepreneurial practices

### Elements and Performance Criteria

#### *Follow the employability practices*

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

- PC1. prepare a resume including all the relevant information
- PC2. prepare answers to frequently asked interview questions
- PC3. follow the recommended practices to prevent and deal with common health and safety issues
- PC4. maintain a positive attitude towards work and co-workers
- PC5. carry out workplace duties as per the applicable quality standards, ensuring honesty in all the activities
- PC6. apply the appropriate techniques for effective listening and speaking
- PC7. follow the applicable time schedules and time management practices for effective utilisation of time
- PC8. assist in identifying and implementing relevant creative solutions to resolve work-related issues
- PC9. set up a bank account and personal insurance policy
- PC10. implement the recommended anger and stress management practices to ensure a collaborative and stress-free environment at work

#### *Use computer and relevant electronic services*

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

- PC11. set up a computer and relevant accessories/ peripherals for use according to the manufacturer's instructions
- PC12. use the computer with the relevant software or applications to achieve work efficiency
- PC13. maintain various work-related records electronically using the computer
- PC14. maintain separate records of fixed and variable business costs
- PC15. undertake business communications using email service
- PC16. carry out commercial activities such as buying and selling of commodities using the appropriate e-commerce platforms
- PC17. process payments using the relevant e-payment method

### *Follow the entrepreneurial practices*

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

- PC18. set up a bank account with the required facilities to conduct business transactions
- PC19. follow the recommended practices to utilise business funds effectively
- PC20. invest in appropriate funds
- PC21. use the relevant personal and business insurance services
- PC22. follow the relevant tax laws to ensure timely payment of relevant taxes and filing of Income Tax Return (ITR)
- PC23. follow the recommended practices to ensure effective team building at work
- PC24. identify and implement appropriate and cost-effective solutions to work-related problems
- PC25. carry out outreach programs to expand business
- PC26. follow the Make in India campaign to use, manufacture and promote products made in the country
- PC27. utilise the relevant government programs and schemes for entrepreneurs
- PC28. follow the recommended practices for a stable enterprise, managing the relevant risks
- PC29. review the business account regularly to ensure the profitability of the business
- PC30. follow with Maslow's Hierarchy of Needs theory to create motivation at work

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

The individual on the job needs to know and understand:

- KU1. the recommended practices to be followed to prevent and deal with common health and safety issues at work
- KU2. the Maslow's Hierarchy of Needs theory and its application at work
- KU3. various characteristics of entrepreneurs with the motivation for achievement
- KU4. the appropriate practices to be followed to maintain a positive attitude at work
- KU5. the role of attitude in self-analysis
- KU6. how to utilise personal strengths at work and overcome weaknesses
- KU7. the importance of conducting work/business with honesty
- KU8. the importance of maintaining the required quality standards in work
- KU9. the characteristics of highly creative and innovative people
- KU10. how to find creative solutions to work-related problems
- KU11. the benefits of time management and the relevant practices to be followed for effective utilisation of time
- KU12. the relevant practices to be followed for anger and stress management at work
- KU13. how to set up a computer and relevant accessories/ peripherals for use
- KU14. use of relevant computer software/ applications for various purposes
- KU15. the benefits of maintaining electronic records using a computer
- KU16. Digital India campaign, and the modes and benefits of carrying out business transactions digitally
- KU17. the benefits and use of email communication services
- KU18. use of various e-commerce platforms and e-payment methods
- KU19. different types of bank accounts and their benefits



- KU20. the process of registering for a bank account for personal or business use
- KU21. the importance and methods of saving money
- KU22. difference between fixed and variable business costs
- KU23. the importance of making investments and different types of investment options available
- KU24. different types of insurance products and the importance of availing personal and business insurance
- KU25. use and benefits of online banking
- KU26. how to prepare a resume and the relevant information to be included in it
- KU27. frequently asked interview questions and how to answer them appropriately
- KU28. basic workplace terminology
- KU29. the recommended practices to be followed to ensure effective team building at work
- KU30. the appropriate techniques for effective listening and speaking
- KU31. the process of identifying and implementing appropriate and cost-effective solutions to work-related problems
- KU32. the process of carrying out outreach programs to expand business
- KU33. Make in India campaign to promote products made in the country
- KU34. relevant government programs and schemes for entrepreneurs
- KU35. the recommended practices to be followed for a stable enterprise
- KU36. the importance and process of reviewing the business account regularly to ensure the profitability of the business
- KU37. the concept and significance of entrepreneurship
- KU38. the entrepreneurship ecosystem
- KU39. different types of entrepreneurs and their characteristics
- KU40. the qualities of an effective leader and the benefits of effective leadership
- KU41. appropriate practices to be followed to build a strong team of professionals working towards a common goal
- KU42. how to identify new business opportunities within a business
- KU43. the relationship between entrepreneurship, risk appetite, and resilience
- KU44. different techniques of deal with failure effectively

## Generic Skills (GS)

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

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

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Follow the employability practices</i>	<b>10</b>	<b>20</b>	-	<b>10</b>
PC1. prepare a resume including all the relevant information	-	-	-	-
PC2. prepare answers to frequently asked interview questions	-	-	-	-
PC3. follow the recommended practices to prevent and deal with common health and safety issues	-	-	-	-
PC4. maintain a positive attitude towards work and co-workers	-	-	-	-
PC5. carry out workplace duties as per the applicable quality standards, ensuring honesty in all the activities	-	-	-	-
PC6. apply the appropriate techniques for effective listening and speaking	-	-	-	-
PC7. follow the applicable time schedules and time management practices for effective utilisation of time	-	-	-	-
PC8. assist in identifying and implementing relevant creative solutions to resolve work-related issues	-	-	-	-
PC9. set up a bank account and personal insurance policy	-	-	-	-
PC10. implement the recommended anger and stress management practices to ensure a collaborative and stress-free environment at work	-	-	-	-
<i>Use computer and relevant electronic services</i>	<b>8</b>	<b>10</b>	-	<b>8</b>
PC11. set up a computer and relevant accessories/ peripherals for use according to the manufacturer's instructions	-	-	-	-
PC12. use the computer with the relevant software or applications to achieve work efficiency	-	-	-	-
PC13. maintain various work-related records electronically using the computer	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. maintain separate records of fixed and variable business costs	-	-	-	-
PC15. undertake business communications using email service	-	-	-	-
PC16. carry out commercial activities such as buying and selling of commodities using the appropriate e-commerce platforms	-	-	-	-
PC17. process payments using the relevant e-payment method	-	-	-	-
<i>Follow the entrepreneurial practices</i>	<b>12</b>	<b>10</b>	-	<b>12</b>
PC18. set up a bank account with the required facilities to conduct business transactions	-	-	-	-
PC19. follow the recommended practices to utilise business funds effectively	-	-	-	-
PC20. invest in appropriate funds	-	-	-	-
PC21. use the relevant personal and business insurance services	-	-	-	-
PC22. follow the relevant tax laws to ensure timely payment of relevant taxes and filing of Income Tax Return (ITR)	-	-	-	-
PC23. follow the recommended practices to ensure effective team building at work	-	-	-	-
PC24. identify and implement appropriate and cost-effective solutions to work-related problems	-	-	-	-
PC25. carry out outreach programs to expand business	-	-	-	-
PC26. follow the Make in India campaign to use, manufacturer and promote products made in the country	-	-	-	-
PC27. utilise the relevant government programs and schemes for entrepreneurs	-	-	-	-
PC28. follow the recommended practices for a stable enterprise, managing the relevant risks	-	-	-	-
PC29. review the business account regularly to ensure the profitability of the business	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC30. follow with Maslow's Hierarchy of Needs theory to create motivation at work	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>40</b>	<b>-</b>	<b>30</b>

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N9926
<b>NOS Name</b>	Follow the relevant employability and entrepreneurial practices
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Generic
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	31/03/2022
<b>Next Review Date</b>	28/04/2025
<b>NSQC Clearance Date</b>	28/04/2022

## AGR/N4121: Engage in collective Dairy farming/activity

### Description

This OS unit is about working collectively in Dairy Producer Groups (PGs), Dairy Farmers Interest Groups (FIGs), Self- Help Groups (SHGs) and other similar groups to attain a common objective

### Scope

The scope covers the following :

- Create Milk Producers' PGs/ FIGs/ SHGs
- Prepare for the Milk Producers' PG/ FIG/ SHG operations
- Conduct group meetings and training sessions
- Carry out collective Dairy farming/ activities

### Elements and Performance Criteria

#### *Create Milk Producers' PGs/ FIGs/ SHGs*

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

- PC1. identify farmers/ groups with the common interests in milk production in the area
- PC2. create Producer Groups (PGs)/Farmers Interest Groups (FIGs)/ Self-Help Groups (SHGs) of milk producers, following the applicable rules and regulations

#### *Prepare for the Milk Producers' PG/ FIG/ SHG operations*

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

- PC3. organise fundraising activities to support the functioning of the group
- PC4. establish links with the local government at panchayat level to obtain access to the relevant development programmes and funds
- PC5. induct subject matter experts (SMEs) in the group
- PC6. assist in arranging the required Information and Communication Technology (ICT) products for the group
- PC7. plan the commodity convergence with the relevant developmental programmes
- PC8. plan optimal milk production to meet the market and household food security needs

#### *Conduct group meetings and training sessions*

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

- PC9. conduct the initial group meetings to introduce the members, discuss the group objectives, group income-generating enterprises/ activities, methods of operation, etc.
- PC10. assist in exchanging the domain and technical knowledge such as market or price information, latest technology in milk collection, testing and payment processing, and resolving common issues or conflicts through the PG/ FIG/ SHG meetings
- PC11. organise capacity building exercises such as skill development and training programmes

#### *Carry out collective Dairy farming/ activities*

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

- PC12. organise field trials to identify and resolve problems encountered by group members in the dairy farming operations
- PC13. Arrange equipment for milk weighment, testing and payment processing using the funds for collective use of the group members

- PC14. establish and manage the group-owned bank of fodder seeds/ cattle feed/ semen/ tools equipment and consumables, etc.
- PC15. use the group's credit facility as per the applicable terms and conditions
- PC16. carry out relevant duties as per own role in the PG/FIG/ SHG such as the group leader/ secretary/ book-keeper, etc
- PC17. co-ordinate within the group(s) in procuring inputs in bulk/small-scale farming, packing/transportation/marketing of the milk and milk products, etc.
- PC18. assist in forming forward and backward linkages through the PGs/ FIGs/ SHGs
- PC19. identify and follow the relevant practices to add value to the produce such as processing, packing, quality assurance, etc
- PC20. arrange for the regular repair and maintenance of the tools, equipment/storage/ transport equipment etc
- PC21. connect and partner with other groups to expand the network and address common problems at a large scale
- PC22. connect with milk processors for regular and remunerative sale of milk and other produce
- PC23. liaise with AH department officials and other such organisations for treatment of sick animals, AI and mobilizing other inputs for milk production enhancement

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. the process of preparing for the PG/ FIG/ SHG operations such as fundraising, induction of SMEs, investing in ICT products, etc
- KU2. how to establish links with the local government at the panchayat level and banks to obtain access to the relevant development programmes and funds
- KU3. the process of commodity convergence with the relevant developmental programmes
- KU4. the importance of planning optimal production to meet the market and household food security needs
- KU5. the importance of setting the group objectives and deciding the group income-generating enterprises/ activities, methods of operation, benefits, etc
- KU6. the importance of organising the PG/FIG/ SHG meetings and training sessions to resolve common concerns and get information about the latest developments in the field of work
- KU7. the benefits of various capacity building exercises such as skill development, demonstrations and training programmes
- KU8. the importance and process of conducting field trials to identify and resolve problems encountered by farmers in the dairy farming and fodder production operations
- KU9. the concept of group-owned bank to provide quality seeds, fertilisers, pesticides, cattle feed, feed supplements, tools and equipment to the member farmers
- KU10. the process of using the group's credit facility
- KU11. core collective farming activities such as procuring inputs in bulk, small-scale farming, packing, transportation and marketing of milk, animal and other produce, etc.
- KU12. the concept and benefits of forming forward and backward linkages
- KU13. relevant value addition practices such as processing, packing, upgrading the quality assurance, etc
- KU14. the benefits of connecting with similar groups to address common problems at a large scale

## Generic Skills (GS)

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

- GS1. write relevant notes and reports
- GS2. read the relevant literature to get latest updates about the field of work
- GS3. communicate politely and professionally
- GS4. listen attentively to understand the information being shared
- GS5. plan tasks for effective use of time
- GS6. identify possible disruptions to work and take appropriate preventive measures
- GS7. evaluate all possible solutions to a problem to select the best one



## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Create Milk Producers' PGs/ FIGs/ SHGs</i>	6	8	-	6
PC1. identify farmers/ groups with the common interests in milk production in the area	-	-	-	-
PC2. create Producer Groups (PGs)/Farmers Interest Groups (FIGs)/ Self-Help Groups (SHGs) of milk producers, following the applicable rules and regulations	-	-	-	-
<i>Prepare for the Milk Producers' PG/ FIG/ SHG operations</i>	6	10	-	6
PC3. organise fundraising activities to support the functioning of the group	-	-	-	-
PC4. establish links with the local government at panchayat level to obtain access to the relevant development programmes and funds	-	-	-	-
PC5. induct subject matter experts (SMEs) in the group	-	-	-	-
PC6. assist in arranging the required Information and Communication Technology (ICT) products for the group	-	-	-	-
PC7. plan the commodity convergence with the relevant developmental programmes	-	-	-	-
PC8. plan optimal milk production to meet the market and household food security needs	-	-	-	-
<i>Conduct group meetings and training sessions</i>	8	6	-	8
PC9. conduct the initial group meetings to introduce the members, discuss the group objectives, group income-generating enterprises/ activities, methods of operation, etc.	-	-	-	-
PC10. assist in exchanging the domain and technical knowledge such as market or price information, latest technology in milk collection, testing and payment processing, and resolving common issues or conflicts through the PG/ FIG/ SHG meetings	-	-	-	-
PC11. organise capacity building exercises such as skill development and training programmes	-	-	-	-
<i>Carry out collective Dairy farming/ activities</i>	10	16	-	10

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. organise field trials to identify and resolve problems encountered by group members in the dairy farming operations	-	-	-	-
PC13. Arrange equipment for milk weighment, testing and payment processing using the funds for collective use of the group members	-	-	-	-
PC14. establish and manage the group-owned bank of fodder seeds/ cattle feed/ semen/ tools equipment and consumables, etc.	-	-	-	-
PC15. use the group's credit facility as per the applicable terms and conditions	-	-	-	-
PC16. carry out relevant duties as per own role in the PG/FIG/ SHG such as the group leader/ secretary/ book-keeper, etc	-	-	-	-
PC17. co-ordinate within the group(s) in procuring inputs in bulk/small-scale farming, packing/transportation/marketing of the milk and milk products, etc.	-	-	-	-
PC18. assist in forming forward and backward linkages through the PGs/ FIGs/ SHGs	-	-	-	-
PC19. identify and follow the relevant practices to add value to the produce such as processing, packing, quality assurance, etc	-	-	-	-
PC20. arrange for the regular repair and maintenance of the tools, equipment/storage/ transport equipment etc	-	-	-	-
PC21. connect and partner with other groups to expand the network and address common problems at a large scale	-	-	-	-
PC22. connect with milk processors for regular and remunerative sale of milk and other produce	-	-	-	-
PC23. liaise with AH department officials and other such organisations for treatment of sick animals, AI and mobilizing other inputs for milk production enhancement	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>40</b>	<b>-</b>	<b>30</b>

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N4121
<b>NOS Name</b>	Engage in collective Dairy farming/ activity
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Dairying
<b>Occupation</b>	Dairy Farm Management
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	27/01/2022
<b>Next Review Date</b>	27/01/2025
<b>NSQC Clearance Date</b>	27/01/2022

## AGR/N9918: Communicate effectively at the workplace

### Description

This OS is about communicating effectively with stakeholders at the workplace.

### Scope

The scope covers the following :

- Effective communication at the workplace
- Mentor apprentice
- Practice inclusion at the workplace

### Elements and Performance Criteria

#### *Effective communication at the workplace*

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

- PC1. interpret verbal and written instructions
- PC2. note down instructions received from the seniors
- PC3. seek clarifications on instructions, if any
- PC4. seek requisite information from a source or person
- PC5. provide information in the desired format and frequency
- PC6. carry out work-related documentation
- PC7. report accidents and incidents as per procedure

#### *Mentor apprentice*

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

- PC8. explain scope of work to the apprentice
- PC9. demonstrate the work to the apprentice
- PC10. assign work to the apprentice
- PC11. monitor progress made by the apprentice
- PC12. report performance of the apprentice to the senior
- PC13. explain safety procedure and use of PPE to the apprentice

#### *Practice inclusion at the workplace*

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

- PC14. maintain a conducive environment for all the genders and Persons with Disabilities (PwD) at the workplace
- PC15. encourage appropriate behaviour and conduct with people across genders and PwD
- PC16. practice appropriate verbal and non-verbal communication while interacting with PwD
- PC17. ensure equal participation of people across genders and PwD in discussions

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. applicable legislation, standards, policies and procedures for work

- KU2. applicable health and safety requirements
- KU3. own job role & responsibilities pertaining to work
- KU4. procedure for seeking guidance and work-related information and clarification
- KU5. work-related documentation and procedures
- KU6. available means of communication at the workplace
- KU7. importance of information sharing
- KU8. methods of information storage
- KU9. mode of training of apprentice
- KU10. gender concepts, issues and legislations
- KU11. actions and consequences of gendered behavior
- KU12. need for gender sensitization
- KU13. different types of disabilities
- KU14. PwD related Laws/Schemes/Acts/Provisions
- KU15. challenges faced by PwD and the ways to help them overcome the same
- KU16. importance of displaying empathy towards PwD
- KU17. inclusive practices at the workplace

## Generic Skills (GS)

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

- GS1. write plan of work
- GS2. write incident report
- GS3. read instructions received from the seniors
- GS4. read workplace procedures and equipment manuals
- GS5. read and follow health and safety instructions
- GS6. communicate clearly and effectively with the stakeholders
- GS7. explain plan of work to co-workers, juniors and apprentice
- GS8. make decisions pertaining to the concerned area of work
- GS9. take preventative action against the problems that may arise during task implementation
- GS10. take decision in the best interest of the organization
- GS11. plan and organize tasks with the help of a co-worker or an apprentice
- GS12. maintain effective working relationships with stakeholders
- GS13. think through the problem, evaluate the possible solution(s) and adopt an optimum /best possible solution(s)
- GS14. report to the senior
- GS15. analyze, evaluate and apply the information gathered from observation, experience, reasoning or communication, as a guide to thought and action

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Effective communication at the workplace</i>	<b>22</b>	<b>20</b>	-	<b>13</b>
PC1. interpret verbal and written instructions	-	-	-	-
PC2. note down instructions received from the seniors	-	-	-	-
PC3. seek clarifications on instructions, if any	-	-	-	-
PC4. seek requisite information from a source or person	-	-	-	-
PC5. provide information in the desired format and frequency	-	-	-	-
PC6. carry out work-related documentation	-	-	-	-
PC7. report accidents and incidents as per procedure	-	-	-	-
<i>Mentor apprentice</i>	<b>24</b>	<b>16</b>	-	<b>20</b>
PC8. explain scope of work to the apprentice	-	-	-	-
PC9. demonstrate the work to the apprentice	-	-	-	-
PC10. assign work to the apprentice	-	-	-	-
PC11. monitor progress made by the apprentice	-	-	-	-
PC12. report performance of the apprentice to the senior	-	-	-	-
PC13. explain safety procedure and use of PPE to the apprentice	-	-	-	-
<i>Practice inclusion at the workplace</i>	<b>14</b>	<b>10</b>	-	<b>11</b>
PC14. maintain a conducive environment for all the genders and Persons with Disabilities (PwD) at the workplace	-	-	-	-
PC15. encourage appropriate behaviour and conduct with people across genders and PwD	-	-	-	-
PC16. practice appropriate verbal and non-verbal communication while interacting with PwD	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC17. ensure equal participation of people across genders and PwD in discussions	-	-	-	-
<b>NOS Total</b>	<b>60</b>	<b>46</b>	<b>-</b>	<b>44</b>

**National Occupational Standards (NOS) Parameters**

<b>NOS Code</b>	AGR/N9918
<b>NOS Name</b>	Communicate effectively at the workplace
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Generic
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	31/03/2022
<b>Next Review Date</b>	31/03/2025
<b>NSQC Clearance Date</b>	31/03/2022



## AGR/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:

- 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
- 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

## 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	-	-	-	-
PC13. work in a manner which minimizes environmental damage, ensuring all procedures and instructions for controlling risks are followed	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
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>	<b>15</b>	<b>5</b>	-	<b>10</b>
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	-	-	-	-
<b>NOS Total</b>	<b>40</b>	<b>25</b>	-	<b>35</b>

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N9903
<b>NOS Name</b>	Maintain health and safety at the workplace
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Generic
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	26/05/2022
<b>Next Review Date</b>	26/05/2025
<b>NSQC Clearance Date</b>	26/05/2022

## 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) will be assigned marks proportional to its importance in NOS. SSC will also lay down the proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on the knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for the theory part for each candidate at each examination/training centre (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criterion.
6. To pass the Qualification Pack, every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

**Minimum Aggregate Passing % at QP Level : 70**

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

## Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
AGR/N4101.Carry Out Preparation and Maintenance of Livestock Accommodation	36	32	-	32	100	15
AGR/N4102.Establish Livestock within Accommodation	38	37	-	25	100	10
AGR/N4103.Ways of Preparing and Maintaining Feed & Water Supply to the Livestock	40	37	-	23	100	15
AGR/N4104.Maintain Healthy Performance of Livestock	40	36	-	24	100	10
AGR/N4105.Performing Hand and Machine Milking	24	54	-	22	100	10
AGR/N4106.Forage Conservation	40	40	-	20	100	10
AGR/N4114.Carry out breed improvement and reproduction management in livestock	39	37	0	24	100	5
AGR/N4107.Carry out basic entrepreneurial activities for small enterprise	40	41	0	19	100	5
AGR/N9926.Follow the relevant employability and entrepreneurial practices	30	40	0	30	100	5
AGR/N4121.Engage in collective Dairy farming/activity	30	40	-	30	100	5

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
AGR/N9918.Communicate effectively at the workplace	60	46	-	44	150	5
AGR/N9903.Maintain health and safety at the workplace	40	25	-	35	100	5
<b>Total</b>	<b>457</b>	<b>465</b>	<b>0</b>	<b>328</b>	<b>1250</b>	<b>100</b>



## Acronyms

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

## Glossary

<b>Sector</b>	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
<b>Scope</b>	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
<b>Knowledge and Understanding (KU)</b>	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.

<b>Organisational Context</b>	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
<b>Electives</b>	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
<b>Options</b>	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.