



## QUALIFICATION FILE

### Organic Farm and Business Promoter

Short Term Training (STT)  Long Term Training (LT)  Apprenticeship

Upskilling  Dual/Flexi Qualification  For ToT  For ToA

General  Multi-skill (MS)  Cross Sectoral (CS)  Future Skills  OEM

NCrF/NSQF Level: 5

Submitted By:

Agriculture Skill Council of India

Unit No. 101, First Floor, Greenwoods Plaza, Block 'B', Greenwoods City, Sector 45, Gurugram -122009, Haryana.

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## Section 1: Basic Details

1.	Qualification Name	Organic Farm and Business Promoter													
2.	Sector/s	Agriculture													
3.	Type of Qualification: <input checked="" type="checkbox"/> New <input type="checkbox"/> Revised <input type="checkbox"/> Has Electives/Options <input type="checkbox"/> OEM	NQR Code & version of existing/previous qualification: (change to previous, once approved) NA	Qualification Name of existing/previous version: NA												
4.	a. OEM Name b. Qualification Name (Wherever applicable)	NA													
5.	National Qualification Register (NQR) Code & Version (Will be issued after NSQC approval)	QG-05-AG-02425-2024-V1-ASCI	6. NCrF/NSQF Level: 5												
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other (Wherever applicable specify multiple entry/exists also & provide details in annexure)	Certificate													
8.	Brief Description of the Qualification	The individual is responsible for providing technical expertise in organic farming practices. The individual will have the expertise to facilitate in certification and marketing of organic produce. The person will also foster backward and forward linkages in the value chains, facilitate financial linkages and access to credit for farmers, farmer groups and agribusiness organisations. The individual may provide capacity building services, and strengthen the business potential of the Farmer groups by helping develop an economically viable and environmentally sustainable business plan and execute it.													
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	<p>a. Entry Qualification &amp; Relevant Experience:</p> <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>UG Diploma or equivalent*</td> <td></td> </tr> <tr> <td>2</td> <td>UG Certificate* OR Completed 3-year diploma* after 10<sup>th</sup></td> <td>1.5 year relevant experience in Agriculture and allied sectors</td> </tr> <tr> <td>3</td> <td>12<sup>th</sup> Grade Pass</td> <td>3-years relevant experience in Agriculture and allied sectors</td> </tr> </tbody> </table>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1	UG Diploma or equivalent*		2	UG Certificate* OR Completed 3-year diploma* after 10 <sup>th</sup>	1.5 year relevant experience in Agriculture and allied sectors	3	12 <sup>th</sup> Grade Pass	3-years relevant experience in Agriculture and allied sectors
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3	12 <sup>th</sup> Grade Pass	3-years relevant experience in Agriculture and allied sectors													

		4	Previous relevant Qualification of NSQF Level 4.5	1.5-year relevant experience in Agriculture and allied sectors																				
		5	Previous relevant Qualification of NSQF Level 4	3-years relevant experience in Agriculture and allied sectors																				
			*Agriculture/Horticulture/Forestry/Agriculture Engineering/Veterinary Sciences and Animal Husbandry/Dairy Technology																					
<p><b>b. Age:</b> NA</p>																								
10.	<b>Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))</b>	16		<b>11. Common Cost Norm Category (I/II/III) (wherever applicable):</b> II																				
12.	<b>Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)</b>	NA																						
13.	<b>Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</b>	<input checked="" type="checkbox"/> Offline <input type="checkbox"/> Online <input type="checkbox"/> Blended <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Training Delivery Modes</th> <th style="text-align: center;">Theory (Hours)</th> <th style="text-align: center;">Practical (Hours)</th> <th style="text-align: center;">OJT Mandatory (Hours)</th> <th style="text-align: center;">OJT Recommended (Hours)</th> <th style="text-align: center;">Total (Hours)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Classroom (offline)</td> <td style="text-align: center;">225</td> <td style="text-align: center;">195</td> <td style="text-align: center;">60</td> <td></td> <td style="text-align: center;">480</td> </tr> <tr> <td style="text-align: center;">Online</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>(Refer Blended Learning Annexure for details)</p>					Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	225	195	60		480	Online					
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)																			
Classroom (offline)	225	195	60		480																			
Online																								
14.	<b>Aligned to NCO/ISCO Code/s (if no code is available mention the same)</b>	NCO-2015/6116 (Agriculture information management)																						
15.	<b>Progression path after attaining the qualification (Please show Professional and Academic progression)</b>	Organic Farm & Business Facilitator (L5), Organic Produce Auditor (L6)/ Organic Produce Exporter (L6)																						
16.	<b>Other Indian languages in which the Qualification &amp; Model Curriculum are being submitted</b>	Hindi																						
17.	<b>Is similar Qualification(s) available on NQR-if yes, justification for this qualification</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:																						
18.	<b>Is the Job Role Amenable to Persons with Disability</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <p>If "Yes", specify applicable type of Disability: LV</p>																						
19.	<b>How Participation of Women will be Encouraged</b>	Endeavour to include women in batches																						

20.	Are Greening/ Environment Sustainability Aspects Covered (Specify the NOS/Module which covers it)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Covered in DGT/VSQ/N0102)
21.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
22.	Name and Contact Details of Submitting / Awarding Body SPOC (In case of CS or MS, provide details of both Lead AB & Supporting ABs)	Name: Mr Srikanth Pampana Email: standards@asci-india.com Website: www.asci-india.com Contact No.: 0124-4670029
23.	Final Approval Date by NSQC: 30/04/2024	24. Validity Duration: 3 years post NSQC Approval 25. Next Review Date: 30/04/2027

## Section 2: Module Summary

### NOS/s of Qualifications

(In exceptional cases these could be described as components)

#### Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer curriculum document.

Th.-Theory Pr.-Practical OJT-On the Job Man.-Mandatory Training Rec.-Recommended Proj.-Project

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/NS QF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.	Prepare and manage organic certification	AGR/N1241 (v1.0)	Core	5	2	20	40			60	15	20		15	50	20
2.	Assist with the procurement activities	AGR/N1242 (v1.0)	Core	5	1	15	15			30	20	15		15	50	5
3.	Manage soil to improve sustainability	AGR/N1243 (v1.0)	Core	5	1	20	10			30	20	20		10	50	10
4.	Manage crop production for organic certification	AGR/N1244 (v1.0)	Core	5	2	20	40			60	20	20		10	50	20
5.	Facilitate implementation of produce quality assurance procedures	AGR/N1245 (v1.0)	Core	5	1	15	15			30	15	25		10	50	10
6.	Arrange for selling of organic produce	AGR/N1246 (v1.0)	Core	5	1	15	15			30	20	20		10	50	10
7.	Facilitate develop export markets for produce	AGR/N1247 (v1.0)	Core	5	2	30	30			60	15	20		15	50	15
8.	Establish and maintain business relationships	AGR/N1248 (v1.0)	Core	5	2	30	30			60	15	20		15	50	5
9.	Employability Skills (60 Hours)	DGT/VSQ/N0102 (v1.0)	Non-Core	5	2	60				60	20	30			50	5
10	OJT (Mand.)				2			60		60						
Duration (in Hours) / Total Marks					16	225	195	60		480	160	190		100	450	100

## Assessment - Minimum Qualifying Percentage

Please specify **any one** of the following:

**Minimum Pass Percentage – Aggregate at qualification level:** 70% (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

**Minimum Pass Percentage – NOS/Module-wise:**    % (Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module to successfully clear the assessment.)

## Section 3: Training Related

1.	<b>Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)</b>	Diploma in Agriculture, Horticulture, Commerce, or business development with 5 years of relevant industry or training experience in Organic certification/ Auditing/procurement/ Marketing  OR  Graduate in Agriculture, Horticulture, Commerce or business development with 2 years of relevant industry or training experience in Organic certification/ Auditing/procurement/ Marketing  OR  M.Sc. in Agriculture/Horticulture with 1 year of relevant industry or training experience in Organic certification/ Auditing/procurement/ Marketing
2.	<b>Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)</b>	5 years of training experience in Organic certification/ Auditing/procurement/ Marketing after Graduation in Agriculture, Horticulture, Commerce or business development and 2 years of relevant industry experience  OR  5 years of training experience in Organic certification/ Auditing/procurement/ Marketing after M.Sc. in Agriculture/Horticulture with 1 year of relevant industry experience
3.	<b>Tools and Equipment Required for Training</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes", details to be provided in Annexure)
4.	<b>In Case of Revised Qualification, Details of Any Upskilling Required for Trainer</b>	NA

## Section 4: Assessment Related

1.	<b>Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)</b>	Graduate in Agriculture, Horticulture, Commerce or business development with 3 years of relevant experience in Organic certification/ Auditing/procurement/ Marketing  M.Sc. in Agriculture/Horticulture with 2 years of relevant experience in Organic certification/ Auditing/procurement/ Marketing
2.	<b>Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)</b>	Diploma/Graduate (It is mandatory for a proctor to have technical knowledge/IT knowledge Once a proctor has been on-boarded by any AA, they are oriented about skill ecosystem along with do's and don'ts .)
3.	<b>Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)</b>	M.Sc. in Agriculture/Horticulture with 10 years of relevant experience in Organic certification/ Auditing/procurement/ Marketing
4.	<b>Assessment Mode (Specify the assessment mode)</b>	<b>Offline</b>
5.	<b>Tools and Equipment Required for Assessment</b>	<input type="checkbox"/> Same as for training <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(details to be provided in Annexure-if it is different for Assessment)</i>

## Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	<b>Latest Skill Gap Study (not older than 2 years) (Yes/No):</b> Scoping Study done for identification of critical skills in Indian agriculture, with the support of Department of Education, Australian Government and ASCI in collaboration with Adelaide University as principal partner and a few other Australian and Indian partners.
2.	<b>Latest Market Research Reports or any other source (not older than 2 years) (Yes/No):</b> No
3.	<b>Government /Industry initiatives/ requirement (Yes/No):</b> Yes
4.	<b>Number of Industry validation provided:</b> 23
5.	<b>Estimated nos. of persons to be trained and employed:</b> 50/year
6.	<b>Evidence of Concurrence/Consultation with Line Ministry/State Departments:</b> Awaited

## Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	<b>Annexure:</b> NCrF/NSQF level justification based on NCrF level/NSQF descriptors <i>(Mandatory)</i>	<i>Included as Annexure 1</i>
2.	<b>Annexure:</b> List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	<i>Included as Annexure 2</i>
3.	<b>Annexure:</b> Detailed Assessment Criteria <i>(Mandatory)</i>	<i>Included as Annexure 5</i>
4.	<b>Annexure:</b> Assessment Strategy <i>(Mandatory)</i>	<i>Included as Annexure 6</i>
5.	<b>Annexure:</b> Blended Learning <i>(Mandatory, in case selected Mode of delivery is "Blended Learning")</i>	NA
6.	<b>Annexure:</b> Multiple Entry-Exit Details <i>(Mandatory, in case qualification has multiple Entry-Exit)</i>	NA
7.	<b>Annexure:</b> Acronym and Glossary <i>(Optional)</i>	
8.	<b>Supporting Document:</b> Model Curriculum <i>(Mandatory – Public view)</i>	<i>Included as Annexure 8</i>
9.	<b>Supporting Document:</b> Career Progression <i>(Mandatory - Public view)</i>	<i>Included as Annexure 9</i>
10.	<b>Supporting Document:</b> Occupational Map <i>(Mandatory)</i>	<i>Included as Annexure 10</i>
11.	<b>Supporting Document:</b> Assessment SOP <i>(Mandatory)</i>	<i>Included as Annexure 11</i>
12.	<b>Any other document you wish to submit:</b>	

## Annexure 1: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
<b>Professional Theoretical Knowledge/Process</b>	The individual has knowledge of organic certification process, quality assurance and concerns with organic standards, NSOP.	Possesses broad and deep knowledge and skills to solve problems in specialized fields.	5
<b>Professional and Technical Skills/ Expertise/ Professional Knowledge</b>	The individual is able to <ul style="list-style-type: none"> <li>• Prepare and manage organic certification</li> <li>• Assist with the procurement activities</li> <li>• Manage soils to enhance sustainability</li> <li>• Manage crop production for organic certification</li> <li>• Implement quality assurance procedures</li> <li>• Arrange for selling of organic produce</li> <li>• Facilitate Develop export markets for produce</li> <li>• Build and maintain business relationships</li> </ul>	Range of skills along with specialized domain skills	5
<b>Employment Readiness &amp; Entrepreneurship Skills &amp; Mind-set/Professional Skill</b>	The individual is able to plan strategies for establishing and maintaining business relationships, obtaining finance and facilitate develop domestic and export markets for organic produce. The individual is able to assess Online certification platforms like PGSIndia portal, Tracenet etc	A versatile professional with excellent communication, digital and financial literacy, self-management and may have entrepreneurial mindset.	5
<b>Broad Learning Outcomes/Core Skill</b>	The individual is able to review and implement plan for improvement and maintenance of healthy soil and prepare recommendation for future strategies to further enhance soil ecosystem and production.	Possess technical expertise, adept at solving complex problems and improving output.	5
<b>Responsibility</b>	The individual is able to conduct a risk assessment of the site selected for organic production and facilitate implementation of an organic farm and implement quality assurance procedures to meet the organic produce standards for the domestic and the export markets.	Responsible for achieving tangible outcomes, managing change, building teams, and mentoring the workforce.	5

## Annexure 2: Tools and Equipment (Lab Set-Up)

### List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	Azatobacter Culture	kg	1
2	Leveler (Pata)	Nos	1
3	Neem based Pesticide	ml	500
4	Neem Oil	ml	500
5	Khurpi	Nos	7
6	Knapsack Sprayer	Nos	1
7	Gumboots	Nos	7
8	Seeds of different Crops	Kg	1
9	Video recording equipment	Nos	1
10	Cow Dung	Kg	10
11	Compost	Bag	1
12	Vermi compost	Bag	1
13	Bone Meal	Bag	1
14	Mustard Cake	Bag	1
15	Fawda	Nos	1
16	Neem Cake	Bag	1
17	Rhizobium Culture	kg	1
18	Sample Soil Health Card	Nos	6

### Classroom Aids

The aids required to conduct sessions in the classroom are:

1. White board
2. Marker
3. Overhead projector
4. Laptop
5. Internet access

## Annexure 3: Industry Validations Summary

Provide the summary information of all the industry validations in table. This is not required for OEM qualifications.

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1	AKRSP	Mr Naveen Patidar	CEO	Ashram Road, Ahmedabad		naveen.patidar@akdn.org	
2	KVK, Amravati	Dr K P Singh	Sr Scientist and Head	Durgapur, Amravati	9637717818	pckvkda2015@gmail.com	
3	NAMCO (National Mother and Child Welfare Organization)	Mr C Jeevanandham	Executive Director	Thiruvarur, Tamil Nadu	7904788379/9842449409	<a href="mailto:namcoieevatvr@gmail.com">namcoieevatvr@gmail.com</a>	
4	IBRAD (Indian Institute of Bio Social Research and Development),	Professor S.B. Roy	Chairman	Prafulla Kanan, Kestopur, Kolkata 700101	9830037376	<a href="mailto:sbroy111@gmail.com">sbroy111@gmail.com</a>	
5	Patanjali Organic Research Institute Pvt Ltd	Mr Pawan Kumar	Chief General Manager	Haridwar, Uttarakhand	9412075011	<a href="mailto:chiragpawan@yahoo.com">chiragpawan@yahoo.com</a>	
6	Rajinder Agri Clinic	Mr Rajinder Singh	Managing Director	Amritsar, Punjab	9815008544	<a href="mailto:director@rajinderagriclinic.com">director@rajinderagriclinic.com</a>	
7	SUVIDHA	Mr Prakash Singh	AGM, Project head	Haldwani, UK	7906699701	<a href="mailto:prakash@suvidha-india.org">prakash@suvidha-india.org</a>	
8	Agrinext Consultancy	Ms. Madhuri Dixit Ghugari	Founder & Director	Pune	7440403736	<a href="mailto:madhuri@agrinextconsultancy.com">madhuri@agrinextconsultancy.com</a>	
9	Indian Institute of Plantation Management	Dr. K.C. Prakash	Assistant Professor	Bangalore	7619367720	<a href="mailto:kcp.iipmb@gmail.com">kcp.iipmb@gmail.com</a>	
10	Gramshree Agri Services Pvt Ltd	Ms Aastha Singh	Founder & CEO	Patna, Bihar	9608600960	<a href="mailto:gramshreeagri@gmail.com">gramshreeagri@gmail.com</a>	

11	Indian Cardamom Research Institute, Spices Board	Dr. John Jo Varghese	Head, ICRI, RRS, Gangtok Sikkim	Gangtok, Sikkim	9495490555	<a href="mailto:johnjovarghese@nic.in">johnjovarghese@nic.in</a>	
12	Dr. Rajendra Prasad Central Agricultural University (RPCAU), Pusa, Samastipur, Bihar	Dr. Mohit Sharma	Asst. Scientist & Dy. Registrar	School of Agri-Business & Rural Management (SAB&RM), RPCAU, Pusa, Samastipur, Bihar, 848125	9549034035	<a href="mailto:mohit.sharma@rpcau.ac.in">mohit.sharma@rpcau.ac.in</a>	
13	KVK_Nanded	Dr Madhuri Revanwar	Sr Scientist and Head	Nanded	9049388323	<a href="mailto:ssm.kvklearning@gmail.com">ssm.kvklearning@gmail.com</a>	
14	KVK_Mahabubnagar	Dr. Khogare Dadasaheb Trimbak.	Sr Scientist and Head	Mahabubanagar, Telangana	9370006598	<a href="mailto:kvk_mahaboobnagar@yahoo.co.in">kvk_mahaboobnagar@yahoo.co.in</a>	
15	KVK_Nadia	Dr Sanjay Kumar Ray	Sr Scientist and Head	Kalyani, Nadia	8729999748	<a href="mailto:kvkaddlnadia@gmail.com">kvkaddlnadia@gmail.com</a>	
16	Assam Agriculture University	Dr. Sundar Barman	Associate Professor	Jorhat	9864253089	<a href="mailto:sundar.barman@aau.ac.in">sundar.barman@aau.ac.in</a>	
17	KVK Barpeta	Dr Pibnkudhar Barman	Subject Matter Specialist	Howly	8011605292	<a href="mailto:pinkukvk12@rediffmail.com">pinkukvk12@rediffmail.com</a>	
18	KVK Golaghat	Dr Bhabesh Chandra Deka	Sr Scientist and Head	Golaghat	9435340387	<a href="mailto:kvk_golaghat@aau.ac.in">kvk_golaghat@aau.ac.in</a>	
19	ICAR NRRI	Dr Kanchan Saikia	Principal Scientist & Incharge Head	Gerua, Hajo	7662887386	<a href="mailto:kanchansaikia@yahoo.com">kanchansaikia@yahoo.com</a>	
20	KVK_Rewa	Dr A K Pandey	Sr Scientist and Head	Rewa	9977879360	<a href="mailto:kvk_rewa@rediffmail.com">kvk_rewa@rediffmail.com</a>	
21	KVK_Ariyalur	Dr.G.Alagukannan	Sr Scientist and Head	Ariyalur	9629246586	<a href="mailto:kvk.ariyalur@icar.gov.in">kvk.ariyalur@icar.gov.in</a>	

22	CSSSPG College	Dr Surjeet Kumar	Director	Meerut	9412519340	<a href="mailto:surjeetarun@gmail.com">surjeetarun@gmail.com</a>	
23	KVK Alwar	Dr Sushil Kumar Sharma	Principal Scientist and Head	Bansur, Rajasthan	7976966603	<a href="mailto:kvkbansur@gmail.com">kvkbansur@gmail.com</a>	

#### Annexure 4: Training & Employment Details

##### Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2024	50	30	20	10		
2025	50	30	20	10		
2026	50	30	20	10		

Data to be provided year-wise for next 3 years

##### Training, Assessment, Certification, and Placement Data for previous versions of qualifications: NA

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed
	NA												

Applicable for revised qualifications only, data to be provided year-wise for past 3 years.

##### List Schemes in which the previous version of Qualification was implemented:

1. NA
- 2.

##### Content availability for previous versions of qualifications:

Participant Handbook  Facilitator Guide  Digital Content  Qualification Handbook  Any Other:

##### Languages in which Content is available:



## Annexure 5: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
AGR/N1241: Prepare and manage organic certification	<i>Investigate and access information sources and support for conversion to organic production</i>	4	2		2
	PC1. Establish contact with organic producers and marketers of organic products				
	PC2. Identify and access sources of support and advice				
	PC3. Review and assess relevance and reliability of reference materials				
	PC4. Comprehend quality assurance and compliance requirement of produce with Organic Standards				
	PC5. Identify the type of certification required for the organic farm-Third Party certification (NPOP) or Participatory Guarantee System (PGS)-INDIA organic certification				
	PC6. Review certification requirements from accrediting bodies				
	PC7. Select accrediting body according to organic farm production system				
	PC8. Investigate roles and responsibilities of stakeholders for accrediting body and government agencies				
	<i>Conduct a risk assessment of the site</i>	3	4		5
	PC9. Identify and document previous land use and chemicals applied on the site				
	PC10. Undertake and document risk assessment for potential on-farm contaminants				
	PC11. Assess potential contamination risk from off-farm land use and agricultural practices				
	PC12. Incorporate risk management procedures reducing potential contamination into a certification preparation plan				

<p><i>Develop and implement Hazard Analysis and Critical Control Points (HACCP)-based procedures</i></p> <p>PC13. Identify and document production processes for supply chain according to accrediting body and national standards for organic production</p> <p>PC14. Verify quality of production output with organic and statutory product standards</p> <p>PC15. Identify and document corrective actions or improvements to processes and activities</p> <p>PC16. Develop and implement procedures for monitoring and reviewing processes and compliance</p> <p>PC17. Integrate a food safety management program according to production process</p> <p><i>Facilitate in the registration and application process for organic certification</i></p> <p>PC18. Assist in the Formation of Group</p> <p>PC19. Assist in the registration as Local Group on PGS-India Portal for domestic supply or Third Party Certification for export purpose</p> <p>PC20. Assist in the preparation and uploading of documents on the portal</p> <p>PC21. Assist in complying with the Standards and norms of storage and packaging like FSSAI, Agmark, jaivikbharat logo etc</p>	4	6	4
	4	8	4
	15	20	0
	15	20	0
	15	20	0
	15	20	0
	15	20	0
	15	20	0
	15	20	0
	15	20	0
<p><b>AGR/N1242: Assist with the procurement activities</b></p>	6	5	5
	6	5	5

<b>AGR/N1243: Manage soil to improve sustainability</b>	PC2. Contribute to developing procurement-management plan and documentation				
	<i>Contribute to supplier selection process</i>	10	5		5
	PC3. Gather and evaluate information on potential suppliers				
	PC4. Make recommendations and assist in selection of preferred suppliers				
	PC5. Contribute to establishing agreed terms and conditions with preferred suppliers				
	PC6. Assist relevant personnel in establishing and checking relevant stakeholders perform agreed terms				
	PC7. Assist in developing contractual documentation				
	<i>Assist in finalising procurement activities</i>	4	5		5
	PC8. Assist in finalising procurement activities post conformation of supplies in both quality and suitability				
	PC9. Assist in review of project outcomes using available records to determine effectiveness of procurement activities				
<b>TOTAL MARKS</b>		<b>20</b>	<b>15</b>	<b>0</b>	<b>15</b>
<i>Identify characteristics of regional and local soils to assess their current health</i>		5	4		3
PC1. Identify common characteristics and limitations of regional and local soils					
PC2. Refer to soil test report to establish soil characteristics					
PC3. assess soil biota and its relationship to soil fertility					

PC4. Evaluate current production practices and their contribution to land degradation and soil problems				
PC5. Identify and select land preparation methods matched to machinery and equipment to maintain and improve soil productivity and structure				
<i>Develop a plan to improve and maintain the health of soils</i>	8	10		2
PC6. Identify the impact of weather and climate on operational activities, soil structure and fertility, and develop contingency plans to account for climatic or other events				
PC7. Develop baseline data from soil sample and test conducted on reference sites across farm according to organic industry standards				
PC8. Compare and interpret soil test analysis with historical data, and incorporate into plan				
PC9. Select nutrients to meet specific plant or crop requirements				
PC10. Evaluate alternative strategies or products to improve soil fertility				
PC11. Develop a soil amendment strategy, including soil ameliorating activities and soil ameliorant products to enhance sustainability of soil health				
PC12. Select appropriate production crops suitable for soil type and climate for a land use rotation plan to improve or maintain soil productivity				
PC13. Determine soil conservation strategies to minimise soil erosion and increase soil capacity, productivity and sustainability				

	PC14. Assess the environmental implications of chemical use, and consider and document alternative methods and organic preventive methods				
	PC15. Develop a strategy to improve and maintain the health of soils				
	PC16. Conduct a risk assessment of previous land use and an inventory of chemicals applied or evidence of application on the site				
	PC17. Develop and implement a strategy for the recycling of farm waste and effluent				
	PC18. Develop a strategy to monitor and report soil health and productivity				
	<i>Provide support in implementing plan for improvement and maintenance of a healthy soil</i>	3	4		3
	PC19. Assist in preparing a schedule for soil improvement, taking into account seasonal, geographical and resource factors, and stock or crop rotation				
	PC20. Assist in formulating strategies to integrate methods of soil improvement operations with land use rotation				
	PC21. Assist in modifying plan to meet contingencies				
	PC22. Assist in recording and filing soil management activities according to organic standards requirement				
	<i>Review plan, implementation strategy and the outcomes and determine necessary modifications</i>	4	2		2

<b>AGR/N1244: Manage crop production for organic certification</b>	PC23. Analyze effectiveness of the soil improvement management plan through evaluation at key points, making adjustments where outcomes fall outside plan projections				
	PC24. Prepare recommendations for future strategies, based on the analysis of paddock observations and production data, to further enhance soil ecosystem and production				
	<b>TOTAL MARKS</b>	<b>20</b>	<b>20</b>	<b>0</b>	<b>10</b>
	<i>Determine requirements for an organic crop establishment program</i>	10	10		5
	<b>PC1.</b> Select plant varieties best suited to soil, climate, seasonal conditions and marketing goals				
	<b>PC2.</b> Determine available soil moisture and water requirement for crop				
	<b>PC3.</b> Assess available water reserves and develop a water management plan for crop production				
	<b>PC4.</b> Determine crop nutrient requirements to achieve required yield according to environmental procedures				
	<b>PC5.</b> Determine fertiliser schedule as per the crop nutrient requirements				
	<b>PC6.</b> Determine strategies to reduce or eradicate weed infestation				

<b>AGR/N1245: Facilitate implementation of quality assurance procedures</b>	<b>PC10.</b> Identify health and safety hazards, assess risk and develop and implement controls procedures				
	<b>PC11.</b> Determine processes to minimise waste and soil degradation according to environmental management policies				
	<i>Monitor an organically grown crop through to harvest</i>	10	10		5
	<b>PC12.</b> Determine trends in weed, pest and disease incidence, and implement control measures				
	<b>PC13.</b> Monitor soil structure and erosion and help implement changes to production practices according to production plan				
	<b>PC14.</b> Check the irrigation and drainage systems				
	<b>PC15.</b> Monitor crop maturity and ensure harvesting meets marketing and production targets				
	<b>PC16.</b> Monitor harvesting operations and help implement contingencies for weather, contracting and equipment maintenance				
	<b>PC17.</b> Check the records of crop production are being maintained properly to ensure traceability of produce				
	<b>TOTAL MARKS</b>	<b>20</b>	<b>20</b>	<b>0</b>	<b>10</b>
<i>Establish quality specifications for produce/t</i>		5	5		2
PC1. Source market requirements for produce/t					
PC2. Identify product quality specifications					
<i>Identify hazards and critical control points in the production of quality produce/t</i>		5	8		3

<b>AGR/N1246: Arrange for selling of organic produce</b>	PC3. Identify hazards and critical control points impacting on product quality			
	PC4. Determine the degree of risk for each hazard			
	PC5. Establish an industry-based systematic approach to quality assurance (QA)			
	<i>Assist in planning of quality assurance procedures</i>	5	12	5
	PC6. Develop procedures for each identified control point to meet quality requirements			
	PC7. Minimise hazards and risks by application of appropriate controls			
	PC8. Develop QA recordkeeping templates			
	PC9. Develop processes to monitor the effectiveness of QA procedures			
	PC10. Establish a document control register			
	<b>TOTAL MARKS</b>	<b>15</b>	<b>25</b>	<b>0</b>
<i>Identify and evaluate selling options</i>		6	2	2
PC1. Identify various types of markets including e-marketing platforms				
PC2. Identify characteristics of farm produce				
PC3. Identify and document potential customer base				
PC4. Evaluate and document selling options				
<i>Comply with the requirements of different types of market</i>		4	4	2
PC5. Identify and comply with market requirements				
PC6. Comply with legislative requirements in each step of the supply chain				

PC7. Keep records to verify compliance with market requirements, food safety and organic certification				
<i>Develop and maintain a relationship with customers</i>	4	10		2
PC8. Investigate characteristics of customers				
PC9. Develop connections between customers and farm production system				
PC10. Develop a 'farm story' and communicate uniqueness of enterprise to customers according to workplace procedures				
PC11. Monitor customer satisfaction through customer feedback				
PC12. Respond to feedback according to workplace procedures				
<i>Organise transport of produce</i>	4	2		2
PC13. Identify transport requirements and engage carrier for produce distribution				
PC14. Schedule transport and delivery of product with recipient				
PC15. Identify and comply with recipient's delivery requirements				
PC16. Verify compliance with legislation, food safety and organic certification				
<i>Assist in maintaining records</i>	2	2		2
PC17. Help in completing pre-sale and post-sale documentation				
PC18. Help record transactions according to traceability and workplace procedures				
PC19. Document customer feedback and identify and record potential improvements				
<b>TOTAL MARKS</b>	<b>20</b>	<b>20</b>	<b>0</b>	<b>10</b>

<b>AGR/N1247: Facilitate develop export markets for produce</b>	<i>Evaluate export potential</i>	3	4		3
	PC1. Identify competitive advantages and disadvantages for the proposed product, in respect to the product's entry to overseas markets				
	PC2. Analyse features of potential markets in respect to cultural factors, quality requirements, government regulations and other economic, political and social factors				
	PC3. Analyse business resources for their appropriateness and capacity to contribute to the marketing effort				
	PC4. Identify available capital and time for the development of the export plan				
	<i>Develop export strategy</i>	4	6		4
	PC5. Conduct customer analysis and define the market niche				
	PC6. Develop operational plan to address the market mix				
	PC7. Prepare budgets to address the investment required in the operational plan				
	PC8. Plan strategies that target the identified market and initiate negotiations				
	<i>Plan for implementation</i>	4	4		4
	PC9. Identify and address compliances in an export transaction				
	PC10. Identify and prepare documentation requirements for export				
	<i>Establish and maintain appropriate financing arrangements for the business</i>	4	6		4
	PC11. Determine capacity to service debt and meet liabilities				

<b>AGR/N1248: Establish and maintain business relationships</b>	PC12. Identify sources of funds and compare and evaluate terms and conditions			
	PC13. Conduct negotiations to ensure the establishment of the most favourable terms and conditions			
	PC14. Source loan funds and check agreements			
	PC15. Monitor costs of finance to keep them within defined budget limits			
	PC16. Manage relationships with finance providers			
	PC17. Monitor the economic environment and assess implications for the business			
	<b>TOTAL MARKS</b>	<b>15</b>	<b>20</b>	<b>0</b>
	<i>Establish business relationships</i>	5	4	5
	PC1. Identify business development and networking objectives of the organisation and own role			
	PC2. Determine networking opportunities according to identified objectives and organisational policies and procedures			
	PC3. Confirm communication channels for information exchange with business contacts			
	PC4. Engage with business contacts using written and verbal communication to promote business opportunities			
	<i>Maintain business relationships</i>	5	6	5
	PC5. Use communication techniques to establish rapport with business contacts			
	PC6. Identify barriers to business development opportunities			
	PC7. Use problem-solving techniques to negotiate solutions to identified situations			

<b>DGT/VSQ/N0103: Employability Skills (90 Hours)</b>	PC8. Seek specialist advice in the development of contacts, as required				
	<i>Build and improve business relationships</i>	5	10		5
	PC9. Develop strategies to represent and promote organisational interests to contacts				
	PC10. Participate in formal and informal networks that promote the organisation				
	PC11. Communicate issues regarding relationships in writing and verbally to organisational personnel				
	PC12. Seek and respond to feedback from management on the quality of relationships with business contacts				
	<b>TOTAL MARKS</b>	<b>15</b>	<b>20</b>	<b>0</b>	<b>15</b>
	<i>Introduction to Employability Skills</i>	1	1		
	PC1. understand the significance of employability skills in meeting the current job market requirement and future of work				
	PC2. identify and explore learning and employability relevant portals				
	PC3. research about the different industries, job market trends, latest skills required and the available opportunities				
	<i>Constitutional values – Citizenship</i>	1	1		
	PC4. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.				
	PC5. follow environmentally sustainable practices	-	-		
	<i>Becoming a Professional in the 21st Century</i>	1	3		

PC6. recognize the significance of 21st Century Skills for employment				
PC7. practice the 21st Century Skills such as Self- Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life				
PC8. adopt a continuous learning mindset for personal and professional development				
<i>Basic English Skills</i>	3	4		
PC9. use basic English for everyday conversation in different contexts, in person and over the telephone				
PC10. read and understand routine information, notes, instructions, mails, letters etc. written in English				
PC11. write short messages, notes, letters, e-mails etc. in English				
<i>Career Development &amp; Goal Setting</i>	1	2		
PC12. identify career goals based on the skills, interests, knowledge, and personal attributes				
PC13. prepare a career development plan with short- and long-term goals				
<i>Communication Skills</i>	2	2		
PC14. follow verbal and non-verbal communication etiquette while communicating in professional and public settings				
PC15. use active listening techniques for effective communication				

<p><b>PC16.</b> communicate in writing using appropriate style and format based on formal or informal requirements</p>				
<p><b>PC17.</b> work collaboratively with others in a team</p>				
<p><i>Diversity &amp; Inclusion</i></p>	<b>1</b>	<b>1</b>		
<p><b>PC18.</b> communicate and behave appropriately with all genders and PwD</p>				
<p><b>PC19.</b> escalate any issues related to sexual harassment at workplace according to POSH Act</p>				
<p><i>Financial and Legal Literacy</i></p>	<b>2</b>	<b>3</b>		
<p><b>PC20.</b> identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.</p>				
<p><b>PC21.</b> carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook</p>				
<p><b>PC22.</b> identify common components of salary and compute income, expenses, taxes, investments etc</p>				
<p><b>PC23.</b> identify relevant rights and laws and use legal aids to fight against legal exploitation</p>				
<p><i>Essential Digital Skills</i></p>	<b>3</b>	<b>5</b>		
<p><b>PC24.</b> operate digital devices and use their features and applications securely and safely</p>				
<p><b>PC25.</b> carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.</p>				
<p><b>PC26.</b> display responsible online behaviour while using various social media platforms</p>				

<p><b>PC27.</b> create a personal email account, send and process received messages as per requirement</p>			
<p><b>PC28.</b> carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications</p>			
<p><b>PC29.</b> utilize virtual collaboration tools to work effectively</p>			
<p><i>Entrepreneurship</i></p>	<b>2</b>	<b>3</b>	
<p><b>PC30.</b> identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research</p>			
<p><b>PC31.</b> develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion</p>			
<p><b>PC32.</b> identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity</p>			
<p><i>Customer Service</i></p>	<b>1</b>	<b>2</b>	
<p><b>PC33.</b> identify different types of customers and ways to communicate with them</p>			
<p><b>PC34.</b> identify and respond to customer requests and needs in a professional manner</p>			
<p><b>PC35.</b> use appropriate tools to collect customer feedback</p>			
<p><b>PC36.</b> follow appropriate hygiene and grooming standards</p>			
<p><i>Getting ready for apprenticeship &amp; Jobs</i></p>	<b>2</b>	<b>3</b>	
<p><b>PC37.</b> create a professional Curriculum vitae (Résumé)</p>			

	PC38. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively				
	PC39. apply to identified job openings using offline/ /online methods as per requirement				
	<b>PC40.</b> answer questions politely, with clarity and confidence, during recruitment and selection				
	<b>PC41.</b> identify apprenticeship opportunities and register for it as per guidelines and requirements				
	<b>TOTAL MARKS</b>	20	30		
	<b>GRAND TOTAL</b>	160	190		100

## Annexure 6: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

### 1. Assessment System Overview

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

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

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

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

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

Viva: 20%

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

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

### 0. Testing Environment

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

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

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

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

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

## 0. Assessment Quality Assurance framework

### Assessment Framework and Design:

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

**Theoretical Knowledge** - Item constructs and types are determined by theoretical understanding of the testing objectives and published research about the item-types and constructs that have shown statistical validity towards measuring the construct. Test item types which have been reported to be coachable are not included. Based on these, items are developed by domain experts. They are provided with comprehensive guidelines of testing objectives of each question and other quality measures.

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

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

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

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

**Type** – Procedural questions, do's and don'ts, subjective questions to check understanding of practical tasks.

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

## 0. Type of Evidence and Evidence Gathering Protocol:

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

- Geo Tagging to track ongoing assessment
- AA's coordinator emails the list of documents and evidences (photos and videos) to the assessor one day prior to the assessment. List is mentioned below:
  - Signed Attendance sheet
  - Assessor feedback sheet
  - Candidate feedback sheet
  - Assessment checklist for assessor
  - Candidate Aadhar/ID card verification
  - Pictures of classroom, labs to check the availability of adequate equipment's and tool to conduct the training and assessment
  - Pictures and videos of Assessment, training feedback and infrastructure.

- Apart from the Assessor, Technical assistant popularly known as Proctor also ensures the proper documentation and they verify each other's tasks.
- To validate their work on the day of assessment, regular calls and video calls are done.
- On-boarding and training of assessor and proctor is done on timely basis to ensure that quality of the assessment should be maintained.
- Training covers the understanding of QP, NSQF level, NOS and assessment structure

### ***Methods of Validation***

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

### ***Method for assessment documentation, archiving, and Access:***

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

- Attendance Sheet
- Feedback Forms: Assessor feedback form, Candidate feedback form, TP feedback form
- The results for each of the candidate shall be stored and available for review (retained for 5 years/ till conclusion of project or scheme)

### Annexure 7: Acronym and Glossary

#### Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training
HACCP	Hazard Analysis and Critical Control Points
FSSAI	Food Safety & Standards Authority of India
BIS	Bureau of Indian Standards
PGS	Participatory Guarantee System
NSOP	National Standards on Organic Production
NPOP	National Programme for Organic Production
QA	Quality Assurance

#### Glossary

Term	Description
National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. <a href="https://ncvet.gov.in/sites/default/files/NCVET.pdf">https://ncvet.gov.in/sites/default/files/NCVET.pdf</a>