

# Model Curriculum

## Produce Mapping Surveyor

**SECTOR:** Agriculture and Allied Industry  
**SUB-SECTOR:** Agriculture Industries  
**OCCUPATION:** Commodity Management  
**REF ID:** AGR/Q7907, v1.0  
**NSQF LEVEL:** 5



## Certificate

### CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

**AGRICULTURE SKILL COUNCIL OF INDIA**

for the

**MODEL CURRICULUM**

Complying to National Occupational Standards of

Job Role/ Qualification Pack: **'Produce Mapping Surveyor'** QP No. **'AGR/Q7907 NSQF Level 5'**

Date of Issuance: May 25th, 2019

Valid up to: July 10th, 2022

\* Valid up to the next review date of the Qualification Pack



Authorised Signatory  
(Agriculture Skill Council of India)

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# Produce Mapping Surveyor

## CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Produce Mapping Surveyor”, in the “Agriculture” Sector/Industry and aims at building the following key competencies amongst the learner

<b>Program Name</b>	Produce Mapping Surveyor		
<b>Qualification Pack Name &amp; Reference ID.</b>	AGR/Q7907, v1.0		
<b>Version No.</b>	1.0	<b>Version Update Date</b>	22/08/2019
<b>Pre-requisites to Training</b>	Graduate, preferably in Agriculture		
<b>Training Outcomes</b>	<p><b>After completing this programme, participants will be able to:</b></p> <ul style="list-style-type: none"> <li>• Carry out preparation for produce mapping.</li> <li>• Supervise agricultural crop establishment.</li> <li>• Identify plant pests, diseases and soil fertility issues.</li> <li>• Implement sustainable practices in the organic farm based business.</li> <li>• Complete documentation and record keeping related to commodity management.</li> <li>• Follow the health and safety guidelines at the workplace.</li> <li>• Collaborate with team members and work effectively.</li> </ul>		

This course encompasses 7 out of 7 NOS (National Occupational Standards) of “Produce Mapping Surveyor” Qualification Pack issued by “Agriculture Skill Council of India”.

Sr. No.	Module	Key learning outcomes	Equipment Required
1	<b>Introduction to the job role of a Produce Mapping Surveyor</b>  <b>Theory Duration</b> (hh:mm) 02:00  <b>Practical Duration</b> (hh:mm) 00:00  <b>Corresponding NOS Code</b> Bridge Module	<ul style="list-style-type: none"> <li>Describe the role and responsibilities of a Produce Mapping Surveyor.</li> <li>State the various opportunities for livelihood for Produce Mapping Surveyor.</li> <li>State the importance of skill training for Produce Mapping Surveyor.</li> </ul>	Training Kit (Presentations, Trainer Guide), laptop, white board, markers
2	<b>Preparation for Produce Mapping</b>  <b>Theory Duration</b> (hh:mm) 06:00  <b>Practical Duration</b> (hh:mm) 12:00  <b>Corresponding NOS Code</b> AGR/N7920	<ul style="list-style-type: none"> <li>Prepare the crop production maps as well as crop produce arrival maps.</li> <li>Prepare the database of the growers, traders and aggregators</li> <li>Collect the details of current production systems, land and other resources.</li> <li>Demonstrate soil and water testing to find out the nutrient removal and soil status.</li> <li>Prepare the produce map on a concurrent basis with advice on possible changes in the produce ecosystem.</li> </ul>	Training Kit (Presentations, Trainer Guide)
3	<b>Identification of commodity surplus and produce accordingly</b>  <b>Theory Duration</b> (hh:mm) 05:00  <b>Practical Duration</b> (hh:mm) 12:00  <b>Corresponding NOS Code</b> AGR/N7920	<ul style="list-style-type: none"> <li>Identify all the commodities produced in a particular season and in particular territory</li> <li>Assess and analyze the demand-supply curve of the particular commodity.</li> <li>Promote the production of the commodity if the demand of the commodity is very high.</li> </ul>	Training Kit (Presentations, Trainer Guide) Laptop, White Board, Markers.

Sr. No.	Module	Key learning outcomes	Equipment Required
4	<p><b>Preparation of planting plan</b></p> <p><b>Theory Duration</b> (hh:mm) 08:00</p> <p><b>Practical Duration</b> (hh:mm) 15:00</p> <p><b>Corresponding NOS Code</b> AGR/N7921</p>	<ul style="list-style-type: none"> <li>Discover specific target area, or paddock, for planting from the production/management plan.</li> <li>Assess and account trash levels and seedbed conditions in planning</li> <li>Determine agricultural crop and method(s) of planting to be used from the organisations production/management plan and availability.</li> <li>Assess the resources required for planting operations from the area to be sown.</li> <li>Assess the method of planting to be used, and the available timelines.</li> <li>Schedule the target dates for planting, sequencing for planting across paddocks or crop areas, in line with the overall production/management planning for the organisation.</li> <li>Select and schedule the chemical applications that are required prior to and post planting.</li> <li>Prepare plan to ensure that any potential detrimental environmental impacts are minimised or eliminated.</li> <li>Dispose the containers, drums and other waste inline with the SOP.</li> <li>Discover, assess hazards and implement safe work practices.</li> <li>Determine measurable indicators, specifications and targets based on the production/management plan and the method, resources, and seeds to be used</li> </ul>	<p>Training Kit (Presentations, Trainer Guide)</p> <p>White Board, Projector, Audio/ Visual Aids, Markers, Office Stationary, Laptop, Water Bottle, Tables, Chairs, First Aid Kit, Multifunctional Printer, MS Office or Its Equivalent, Soil Testing Kit.</p>
5	<p><b>Determination of schedule for planting and key responsibilities</b></p> <p><b>Theory Duration</b> (hh:mm) 06:00</p> <p><b>Practical Duration</b> (hh:mm) 12:00</p> <p><b>Corresponding NOS Code</b> AGR/N7921</p>	<ul style="list-style-type: none"> <li>Prepare the schedule for planting, taking the range of geographic and resourcing factors into consideration</li> <li>Describe measurable indicators, specifications and targets based on the production/management plan</li> <li>Assign responsibilities for specific preparatory processes that are required before planting</li> <li>Enlist the key responsibilities for specific implementation processes.</li> <li>Prepare the plan, including scheduling and the key responsibilities.</li> </ul>	<p>Training Kit (Presentations, Trainer Guide), White Board, Projector, Audio/ Visual Aids, Markers, Office Stationary, Laptop</p>
6	<p><b>Monitoring and adjustment of the</b></p>	<ul style="list-style-type: none"> <li>Prepare checklist for the monitoring</li> <li>Revise and ensure that the site</li> </ul>	<p>Training Kit (Presentations, Trainer</p>

Sr. No.	Module	Key learning outcomes	Equipment Required
	<b>planting plan</b>  <b>Theory Duration</b> (hh:mm) 04:00  <b>Practical Duration</b> (hh:mm) 10:00  <b>Corresponding NOS Code</b> AGR/N7921	environmental requirements are being observed and followed. <ul style="list-style-type: none"> <li>Ensure communication with the operational staff such as farmers and contractors regularly to ensure smooth operation and progress.</li> <li>Ensure that the documentation required by the organisation is complete and clear during the progress of the planting process.</li> <li>Develop corrective action or amendment to the planting plan if required</li> </ul>	Guide) White Board, Projector, Audio/ Visual Aids, Markers, Office Stationary, Laptop,
7	<b>Identification of plant pests, diseases and insufficient soil fertility</b>  <b>Theory Duration</b> (hh:mm) 04:00  <b>Practical Duration</b> (hh:mm) 12:00  <b>Corresponding NOS Code</b> AGR/N7922	<ul style="list-style-type: none"> <li>Identify plant pests, diseases and disorders</li> <li>Identify deficient micro and macro nutrients through soil tests</li> <li>Collect and report the details of the plant pest, disease and insufficient soil fertility to the management</li> <li>Follow the recommendations given in the Soil Health Card</li> <li>Choose treatment methods- mechanical/ cultural/ chemical/ biological in consultation with the management</li> <li>Demonstrate treatment of plant diseases and disorder to the farmers</li> </ul>	Training Kit (Presentations, Trainer Guide) White Board, Projector, Audio/ Visual Aids, Markers, Office Stationary, Laptop, Water Bottle, Tables, Chairs, First Aid Kit, Multifunctional Printer, MS Office or Its Equivalent, Soil Testing Kit.
8	<b>Access the farm business guidelines and principles for social, financial and environmental sustainability</b>  <b>Theory Duration</b> (hh:mm) 04:00  <b>Practical Duration</b> (hh:mm) 06:00  <b>Corresponding NOS Code</b> AGR/N7923	<ul style="list-style-type: none"> <li>Study the environmental regulations, organic farming requirements and the organic farm plan which apply to the farming enterprise</li> <li>Source and interpret environmental and sustainable organic farming information and current best practice guidelines and principles</li> <li>Discover the impact of best practice guidelines and principles on day to day farm operations and management</li> <li>Discover key sustainability practices for an organic farming enterprise</li> <li>Access business guidelines and farm practices which comply with sustainable organic farming guidelines and principles</li> </ul>	Training Kit (Presentations, Trainer Guide) White Board, Projector, Audio/ Visual Aids, Markers, Office Stationary, Laptop
9	<b>Implementation of established farm business guidelines and principles</b>  <b>Theory Duration</b>	<ul style="list-style-type: none"> <li>Apply strategies to effectively integrate sustainability principles and practices into the organic farm system</li> <li>Discover continuous improvement opportunities and document identified changes to businesses guidelines and</li> </ul>	Training Kit (Presentations, Trainer Guide) White Board, Projector, Audio/ Visual Aids, Markers,

Sr. No.	Module	Key learning outcomes	Equipment Required
	(hh:mm) 04:00  <b>Practical Duration</b> (hh:mm) 06:00  <b>Corresponding NOS Code</b> AGR/N7923	principles <ul style="list-style-type: none"> <li>Implement agreed improvements to the farm business guidelines and principles.</li> </ul>	Office Stationary, Laptop
10	<b>Engagement of farm business stakeholders in sustainability practices</b>  <b>Theory Duration</b> (hh:mm) 02:00  <b>Practical Duration</b> (hh:mm) 06:00  <b>Corresponding NOS Code</b> AGR/N7923	<ul style="list-style-type: none"> <li>Develop communication sustainability strategies for stakeholders and relevant staff</li> <li>Evaluate stakeholder compliance with organic sustainability strategies along the entire supply chain</li> <li>Discover and document continuous improvement initiatives</li> <li>Assist stakeholders to implement improvements to the system</li> </ul>	Training Kit (Presentations, Trainer Guide) White Board, Projector, Audio/ Visual Aids, Markers, Office Stationary, Laptop
11	<b>Documentation and maintenance of records of detailed steps and procedures</b>  <b>Theory Duration</b> (hh:mm) 04:00  <b>Practical Duration</b> (hh:mm) 06:00  <b>Corresponding NOS Code</b> AGR/N7904	<ul style="list-style-type: none"> <li>Document and maintain record of details of the steps and procedures used in analysis</li> <li>Prepare and maintain record on observations (if any) related to the methods of analysis</li> <li>Document and maintain record of management strategies followed</li> </ul>	Training Kit (Presentations, Trainer Guide) White Board, Projector, Audio/ Visual Aids, Markers, Office Stationary, Laptop
12	<b>Documentation and maintenance of records of the trends and patterns</b>  <b>Theory Duration</b> (hh:mm) 02:00  <b>Practical Duration</b>	<ul style="list-style-type: none"> <li>Prepare and maintain record of details of the trends, patterns, other findings post analysis</li> <li>Maintain record on observations (if any) related to the factors that impact commodity management</li> </ul>	Training Kit (Presentations, Trainer Guide) White Board, Projector, Audio/ Visual Aids, Markers, Office Stationary, Laptop



Sr. No.	Module	Key learning outcomes	Equipment Required
	(hh:mm) 06:00  <b>Corresponding NOS Code</b> AGR/N7904		
13	<b>Documentation and maintenance of records of tools used for data collection and reports generated</b>  <b>Theory Duration</b> (hh:mm) 02:00  <b>Practical Duration</b> (hh:mm) 04:00  <b>Corresponding NOS Code</b> AGR/N7904	<ul style="list-style-type: none"> <li>Document and maintain record of the software and other instruments used for analysis, if any</li> <li>Prepare and maintain record on observations (if any) related to the reports generated</li> <li>Prepare and maintain record details of the sources of primary and secondary data collection.</li> </ul>	Training Kit (Presentations, Trainer Guide) White Board, Projector, Audio/ Visual Aids, Markers, Office Stationary, Laptop
14	<b>Adherence to personal hygiene practices and ensuring cleanliness around workplace</b>  <b>Theory Duration</b> (hh:mm) 04:00  <b>Practical Duration</b> (hh:mm) 10:00  <b>Corresponding NOS Code</b> AGR/N9911	<ul style="list-style-type: none"> <li>Comply with organization's health and hygiene policies and procedures.</li> <li>Follow the garbage and trash disposal guidelines.</li> <li>Identify and report poor organizational practices with respect to hygiene and cleanliness</li> <li>Ensure personal hygiene as well as grooming and follow the dress code of the organization</li> <li>Ensure cleanliness of respective workstation at beginning and end of day.</li> <li>Report the manager on personal health issues related to injuries and infectious diseases</li> <li>Disseminate knowledge on health and hygiene to the team members</li> </ul>	Training Kit (Presentations, Trainer Guide) White Board, Projector, Audio/ Visual Aids, Markers, Office Stationary, Laptop
15	<b>Adherence to safety guidelines and Rendering of appropriate emergency procedures</b>  <b>Theory Duration</b> (hh:mm) 02:00	<ul style="list-style-type: none"> <li>Address various areas of the workplace and report leakages, water logging, pests, fire, etc.</li> <li>Ensure prevention of accidents and damages at the workplace.</li> <li>Practice fire drills and other safety related measures at the workplace</li> <li>Use safety materials or equipment as applicable to the workplace</li> <li>Comply with procedures for dealing</li> </ul>	Training Kit (Presentations, Trainer Guide) White Board, Projector, Audio/ Visual Aids, Markers, Office Stationary, Laptop

Sr. No.	Module	Key learning outcomes	Equipment Required
	<b>Practical Duration</b> (hh:mm) 08:00  <b>Corresponding NOS Code</b> <b>AGR/N9911</b>	with accidents, fires and emergencies, including communicating location and directions for emergency evacuation. <ul style="list-style-type: none"> <li>Comply with the emergency procedures as per the workplace requirements.</li> <li>Use emergency equipment in accordance with manufacturers' specifications and workplace requirements</li> <li>Administer first aid as and when required</li> <li>Document details of the first aid administered in accordance with workplace procedures</li> </ul>	
16	<b>Carrying out interactions with reporting Manager</b>  <b>Theory Duration</b> (hh:mm) 02:00  <b>Practical Duration</b> (hh:mm) 04:00  <b>Corresponding NOS Code</b> <b>AGR/N9912</b>	<ul style="list-style-type: none"> <li>Receive instructions from the reporting manager on the work to be carried out</li> <li>Communicate work done/activities performed to the reporting manager as required</li> <li>Summarize feedback on the work done</li> <li>Modify actions/procedures based on the feedback received</li> <li>Report any issues and concerns to the manager</li> </ul>	Training Kit (Presentations, Trainer Guide) White Board, Projector, Audio/ Visual Aids, Markers, Office Stationary, Laptop
17	<b>Ensure teamwork and coordination with colleagues</b>  <b>Theory Duration</b> (hh:mm) 04:00  <b>Practical Duration</b> (hh:mm) 06:00  <b>Corresponding NOS Code</b> <b>AGR/N9912</b>	<ul style="list-style-type: none"> <li>Ensure clear and concise communication with the team and colleagues.</li> <li>Plan the work with team members on a regular basis.</li> <li>Organise knowledge sharing of processes, techniques with the team.</li> <li>Organise team building activities</li> <li>Demonstrate responsible and disciplined behaviour.</li> <li>Comply with the timeliness of work commitments made to fellow colleagues</li> <li>Inform colleagues in advance if unable to carry out work commitments, citing reasons for the same</li> <li>Solve work related issues with the support of the team</li> <li>Contribute in team interaction sessions/activities as and when required</li> </ul>	Training Kit (Presentations, Trainer Guide) White Board, Projector, Audio/ Visual Aids, Markers, Office Stationary, Laptop

Sr. No.	Module	Key learning outcomes	Equipment Required
		<ul style="list-style-type: none"> <li>Comply to the organization's policies and procedures for working with colleagues</li> <li>Report any concerns to the senior management.</li> </ul>	
	<b>Total Duration:</b> <b>200 Hrs</b>  <b>Theory Duration</b> <b>hh:mm</b> <b>65:00</b>  <b>Practical Duration</b> <b>hh:mm</b> <b>135:00</b>	<b>Unique equipment required for the QP:</b> Training Kit (Presentations, Trainer Guide), White Board, Projector, Audio/ Visual Aids, Markers, Office Stationary, Laptop, Water Bottle, Tables, Chairs, First Aid Kit, Multifunctional Printer, MS Office or Its Equivalent, Soil Testing Kit.	

Grand Total Course Duration: **200 Hours, 0 Minutes**

(This syllabus/ curriculum has been approved by [Agriculture Skill Council of India](#))

## Trainer Prerequisites for Job role: “Produce Mapping Surveyor” mapped to Qualification Pack: “AGR/Q7907v1.0”

Sr. No.	Area	Details
1	<b>Description</b>	Trainer is responsible for educating the trainees in carrying out produce mapping, monitoring of crop establishments, implement sustainable practices, carrying out documentation and record keeping, team work
2	<b>Personal Attributes</b>	Trainer should be a Subject Matter Expert. He/ she should have good communication, leadership, observation and practical oriented skills.
3	<b>Minimum Educational Qualifications</b>	Graduate in agriculture studies, preferably
4a	<b>Domain Certification</b>	Certified for Job Role: “ <u>Produce Mapping Surveyor</u> ” mapped to QP: “ <u>AGR/Q7907, v1.0</u> ”. Minimum accepted score is 80%
4b	<b>Platform Certification</b>	Recommended that the Trainer is certified for the Job Role: “ <u>Trainer</u> ”, mapped to the Qualification Pack: “ <u>MEP/Q2601</u> ”. Minimum accepted as per respective SSC guidelines is 80%
5	<b>Experience</b>	<ul style="list-style-type: none"> <li>Graduate in (Agriculture Science/Horticulture) with total experience of 2 years and 2 years of relevant experience</li> <li>Post Graduate in (Agriculture Science / Horticulture) with total experience of 1 year and 0.5 year of relevant experience</li> </ul>

## Annexure: Assessment Criteria

**Job Role:** Produce Mapping Surveyor  
**Qualification Pack:** AGR/Q7907, v1.0  
**Sector Skill Council:** Agriculture Skill Council of India

### Guidelines for Assessment

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 proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. 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 theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center 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.

Compulsory NOS		Marks Allocation			
Total Marks: 700		Total Marks	Out Of	Theory	Skills Practical
Assessment Outcomes	Assessment Criteria for Outcomes				
<b>1. AGR/N7920</b> <b>Prepare for produce mapping</b>	PC1. prepare the crop production maps as well as crop produce arrival maps	<b>100</b>	12	4	8
	PC2. prepare the growers , traders as well as aggregators data base		12	4	8
	PC3. prepare the details of current production systems , land and other resources		13	4	9
	PC4. perform soil and water testing to find out the nutrient removal and soil status		13	3	10
	PC5. prepare the produce map on a concurrent basis with advise on possible changes in the produce eco system		12	3	9
	PC6. identify all the commodities produced in a particular season and a particular territory		13	4	9
	PC7. monitor and analyze the demand supply curve of the particular commodity		13	4	9

	PC8. produce the commodity in surplus if the demand of the commodity is very high		12	4	8
			<b>100</b>	<b>30</b>	<b>70</b>
<b>2. AGR/N7921</b> <b>Supervise agricultural crop establishment</b>	PC1. identify specific target area, or paddock, for planting from the production/management plan	<b>100</b>	5	2	3
	PC2. assess and account trash levels and seedbed conditions in planning		5	2	3
	PC3. determine agricultural crop and method(s) of planting to be used from the organisations production / management plan and availability		6	2	4
	PC4. assess the resources required for planting operations from the area to be sown, the method of planting to be used, and the available timelines		6	2	4
	PC5. set the target dates for planting, sequencing for planting across paddocks or crop areas, in line with the overall production/management planning for the organisation		6	2	4
	PC6. select and organize the chemical applications that are required prior to and post planting		6	1	5
	PC7. prepare plan to ensure that any potential detrimental environmental impacts are minimised or eliminated, including the proper disposal of containers, drums and other waste		6	2	4
	PC8. identify, assess hazards and implement safe work practices		5	2	3
	PC9. determine measurable indicators, specifications and targets based on the production/management plan and the method, resources, and seed to be used		6	2	4
	PC10. determine schedule for planting taking the range of geographic and resourcing factors into consideration, as well as operations that will be occurring at the same time as the planting		6	2	4
	PC11. determine key responsibilities for specific preparatory processes that are required before planting		6	2	4
	PC12. determine key responsibilities for specific implementation processes		5	2	3
	PC13. document the plan, including scheduling and key responsibilities		5	2	3
	PC14. adhere to monitoring points outlined in the implementation plan		5	1	4
	PC15. check and ensure that the site environmental requirements are being observed and followed		5	1	4

	PC16. communicate with operational staff like farmers and any contractors regularly to ensure smooth operation and progress		6	1	5
	PC17. check to ensure that the documentation required by the organisation is completed clearly and accurately during the progress of the planting process		6	1	5
	PC18. initiate corrective action or amendment to the planting plan if required		5	1	4
			<b>100</b>	<b>30</b>	<b>70</b>
<b>3. AGR/N7922</b> <b>Identify plant pests, diseases and soil fertility issues</b>	PC1. identify plant pests, diseases and disorders like insufficient soil fertility by environmental and soil tests	<b>100</b>	25	8	17
	PC2. record and report the details of the plant pest, disease and insufficient soil fertility to the management		25	7	18
	PC3. select treatment methods in consultation with the management		25	7	18
	PC4. direct farmers with the gathered information to treat the diseases and disorder		25	8	17
			<b>100</b>	<b>30</b>	<b>70</b>
<b>4. AGR/N7923</b> <b>Implement sustainable practices in the organic farm based business</b>	PC1. identify environmental regulations, organic farming requirements and the organic farm plan which apply to the farming enterprise	<b>100</b>	9	3	6
	PC2. source and interpret environmental and sustainable organic farming information and current best practice guidelines and principles		9	3	6
	PC3. identify the impact of best practice guidelines and principles on day to day farm operations and management		8	3	5
	PC4. identify key sustainability practices for an organic farming enterprise		8	2	6
	PC5. access business guidelines and farm practices which comply with sustainable organic farming guidelines and principles		9	3	6
	PC6. implement strategies to effectively integrate sustainability principles and practices into the organic farm system		8	3	5
	PC7. identify continuous improvement opportunities and document identified changes to businesses guidelines and principles		8	2	6
	PC8. implement agreed improvements to the farm businesses guidelines and principles		8	2	6
	PC9. communicate sustainability strategies to stakeholders and relevant staff		9	3	6
	PC10. monitor stakeholder compliance with organic sustainability strategies along the entire supply chain		8	2	6
	PC11. identify and document continuous		8	2	6

	improvement initiatives				
	PC12. encourage and assist stakeholders to implement improvements to the system		8	2	6
			<b>100</b>	<b>30</b>	<b>70</b>
<b>5. AGR/N7904</b> <b>Complete documentation and record keeping related to commodity management</b>	PC1. document and maintain record of details of the steps and procedures used in analysis	<b>100</b>	12	4	8
	PC2. document and maintain record on observations (if any) related to the methods of analysis		13	3	10
	PC3. document and maintain record of management strategies followed		12	4	8
	PC4. document and maintain record of details of the trends , patterns, other findings post analysis		13	3	10
	PC5. document and maintain record on observations (if any) related to the factors that impact commodity management		13	4	9
	PC6. document and maintain record of details of the software and other instruments used for analysis, if any		13	4	9
	PC7. document and maintain record on observations (if any) related to the reports generated		12	4	8
	PC8. document and maintain record details of the sources of primary & secondary data collection		12	4	8
			<b>100</b>	<b>30</b>	<b>70</b>
<b>6. AGR/N9911</b> <b>Adhere to health and safety guidelines at the workplace</b>	PC1. comply with organization's health and hygiene policies and procedures	<b>100</b>	6	2	4
	PC2. adhere to garbage and trash disposal guidelines		6	1	5
	PC3. identify and report poor organizational practices with respect to hygiene and cleanliness		7	2	5
	PC4. ensure personal hygiene as well as grooming and adhere to the dress code of the organization		6	2	4
	PC5. ensure cleanliness of respective workstation at beginning and end of day		6	2	4
	PC6. inform reporting manager on personal health issues related to injuries and infectious diseases		7	2	5
	PC7. share knowledge of health and hygiene related guidelines with team members		6	2	4
	PC8. check various areas of the workplace and report leakages, water logging, pests, fire, etc.		6	2	4
	PC9. ensure prevention of accidents and damages at the workplace		6	2	4
	PC10. attend fire drills and other safety related workshops organized at the workplace		6	1	5
	PC11. use safety materials or equipments as		6	2	4



	applicable to the workplace				
	PC12. follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions for emergency evacuation		7	2	5
	PC13. follow emergency procedures to company standard / workplace requirements		6	2	4
	PC14. use emergency equipment in accordance with manufacturers' specifications and workplace requirements		7	2	5
	PC15. administer first aid as and when required		6	2	4
	PC16. report details of first aid administered in accordance with workplace procedures		6	2	4
			<b>100</b>	<b>30</b>	<b>70</b>
<b>7.AGR/N9912: Collaborate with team members and work effectively</b>	PC1. receive instructions from reporting manager on the work to be carried out	<b>100</b>	6	2	4
	PC2. communicate work done/activities performed to the reporting manager as required		6	2	4
	PC3. elicit feedback on work done		6	2	4
	PC4. rectify actions/procedures based on feedback given		6	2	4
	PC5. escalate any issues and concerns to the reporting manager		6	2	4
	PC6. participate in discussions with reporting manager when required		5	1	4
	PC7. ensure clear and concise communication with the team and colleagues		6	2	4
	PC8. plan work and tasks with team members on a regular basis		6	2	4
	PC9. share knowledge of processes, techniques with the team		6	2	4
	PC10. treat team members with respect and dignity		6	1	5
	PC11. demonstrate responsible and disciplined behaviour		6	1	5
	PC12. adhere to the timeliness of work commitments made to fellow colleagues		5	2	3

	PC13.	inform colleagues in advance if unable to carry out work commitments, citing reasons for the same	6	2	4
	PC14.	address work related issues among the team	6	2	4
	PC15.	participate in team interaction sessions/activities as and when required	6	1	5
	PC16.	adhere to organization's policies and procedures for working with colleagues	6	2	4
	PC17.	discuss/report any concerns to senior management	6	2	4
			<b>100</b>	<b>30</b>	<b>70</b>