

# Model Curriculum

## Watershed Assistant

SECTOR: AGRICULTURE & ALLIED

SUB-SECTOR: FORESTRY, ENVIRONMENT & RENEWABLE  
ENERGY MANAGEMENT

OCCUPATION: WATERSHED MANGEMENT

REF ID: AGR/Q6607, V1.0

NSQF LEVEL: 3



## 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: '**Watershed Assistant**' QP No. '**AGR/Q6607 NSQF Level 3**'

Date of Issuance: November 10<sup>th</sup>, 2016

Valid up to: March 31<sup>st</sup>, 2019

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

  
S. S. Arora  
Authorised Signatory  
(Agriculture Skill Council of India)

## TABLE OF CONTENTS

<a href="#"><u>1. Curriculum</u></a>	04
<a href="#"><u>2. Trainer Prerequisites</u></a>	07
<a href="#"><u>3. Annexure: Assessment Criteria</u></a>	08

# Watershed Assistant

## CURRICULUM / SYLLABUS

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

Program Name	Watershed Assistant		
Qualification Pack Name & Reference ID. ID	AGR/Q6607, v1.0		
Version No.	1.0	Version Update Date	
Pre-requisites to Training	Class 12, preferably		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> <li>• <b>Maintain Book of Accounts:</b> maintain accounting journals, cash books, ledger, bills, vouchers, receipts, banking instruments and other documents, handle petty cash, financial summary report</li> <li>• <b>Ensure proper office &amp; administrative set up:</b> assist in administrative support &amp; meeting legal compliances</li> </ul>		

This course encompasses 2 out of 2 National Occupational Standards (NOS) of “Watershed Assistant” Qualification Pack issued by “Agriculture Skill Council of India”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<b>Introduction</b>  <b>Theory Duration</b> (hh:mm) 05:00  <b>Practical Duration</b> (hh:mm) 05:00  <b>Corresponding NOS Code</b> Bridge Module	<ul style="list-style-type: none"> <li>Understand General Discipline in the class room (Do's &amp; Don'ts)</li> <li>Study the Scope &amp; importance of Watershed in India</li> <li>Understand different Participatory Watershed Management Approaches</li> <li>Understand the Role of a Watershed Assistant</li> </ul>	Laptop, white board, marker, projector
2	<b>Maintain Book of Accounts</b>  <b>Theory Duration</b> (hh:mm) 30:00  <b>Practical Duration</b> (hh:mm) 80:00  <b>Corresponding NOS Code</b> AGR /N6623	<ul style="list-style-type: none"> <li>Understand different transaction instruments viz. bills, invoices, receipts etc</li> <li>Understand different banking instruments and prepare as and when required</li> <li>Maintain the accounting journals, cash book, ledgers and other records detailing financial transactions</li> <li>Manage day-to-day petty cash</li> <li>Maintain proper documentation &amp; records</li> <li>Reconcile data</li> <li>Compile, analyze and generate reports as required</li> <li>Prepare financial summary report for presentation to Watershed Committee/ Funding Agency</li> </ul>	Laptop, white board, marker, projector, Audio-visual aids, Computer, Paper, Pencil, Eraser
3	<b>Ensure proper office &amp; administrative set up</b>  <b>Theory Duration</b> (hh:mm) 20:00  <b>Practical Duration</b> (hh:mm) 60:00  <b>Corresponding NOS Code</b> AGR/N6624	<ul style="list-style-type: none"> <li>Maintain office set-up &amp; ensure adequate stationery supplies</li> <li>Comply with the instructions and proceedings of the WC, SHGs, PIA</li> <li>Write correspondence memos &amp; letters</li> <li>Assist in organizing committee meetings</li> <li>Ensure proper filing system &amp; maintain administrative records</li> <li>Get acquainted with different forms &amp; procedures for legal compliances</li> <li>Prepare &amp; file reports for various legal compliances</li> </ul>	Laptop, white board, marker, projector, Audio-visual aids, Computer, Pen, pencil
	<b>Total Duration:</b>	<b>Unique Equipment Required:</b>	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<b>Theory Duration</b> (hh:mm) <b>55:00</b>  <b>Practical Duration</b> (hh:mm) <b>145:00</b>	Laptop, white board, marker, projector, Audio-visual aids, computer	

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: "Watershed Assistant" mapped to Qualification Pack: "AGR/Q6607, v1.0"

Sr. No.	Area	Details
1	<b>Description</b>	Trainer is responsible for educating the trainees – Maintaining book of accounts, financial statements, legal compliances of Watershed committee, Office & administrative set up
2	<b>Personal Attributes</b>	Trainer should be Subject Matter Expert. He/ she should have good communication, leadership, observation and practical oriented skills.
3	<b>Minimum Educational Qualifications</b>	10+2, Preferably in Maths/Commerce
4a	<b>Domain Certification</b>	Certified for Job Role: " <u>Watershed Assistant</u> " mapped to QP: " <u>AGR/Q6607, v1.0</u> ". Minimum accepted score is 80%.
4b	<b>Platform Certification</b>	Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "MEP/Q0102". Minimum accepted % as per respective SSC guidelines is 80%.
5	<b>Experience</b>	<ul style="list-style-type: none"> <li>• Post Graduate in Natural Resource Management, Commerce/ Agriculture/ Agriculture Engineering/ Forestry/ Environmental Science/Civil Engineering/ Rural Management/ Agri-Business Management</li> <li>• Graduate in Natural Resource Management, Commerce/ Agriculture/ Agriculture Engineering/ Civil Engineering/ Agri-Business Management/ Forestry/ Rural Management / Environmental Science with 2 years of relevant work experience</li> <li>• Diploma in Natural Resource Management, Commerce/ Agriculture/ Agriculture Engineering/ Civil Engineering/ Agri-Business Management / Forestry/ Rural Management / Environmental Science with 3 years of relevant work experience</li> <li>• 10+2(with Maths/Commerce) with 5 years of relevant work experience</li> </ul>

## Annexure: Assessment Criteria

<b>Assessment Criteria</b>	
<b>Job Role</b>	<b>Watershed Assistant</b>
<b>Qualification Pack</b>	<b>AGR/Q6607, v1.0</b>
<b>Sector Skill Council</b>	<b>Agriculture</b>

Sr. No.	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	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre(as per assessment criteria below)
4	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5	To pass the Qualification Pack, every trainee should score a minimum of 50% in aggregate
6	In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack



Assessable outcomes	Assessment Criteria	Total	Out of	Theory	Skills Practical
1. AGR/N6623: Maintain book of accounts	PC1. verify the accuracy of bills, invoices and receipts		7	2	5
	PC2. keep in safe custody the accounting documents/ records		7	2	5
	PC3. write bank cheque/ prepare other bank instruments and present the same to authorized signatories		7	2	5
	PC4. update the bank statement/ passbook of the committee		7	2	5
	PC5. handle petty cash on day-to-day basis; match and verify cash expenses		8	1	7
	PC6. update and maintain the accounting journals, cash book, ledgers and other records detailing financial transactions (e.g., disbursements, expense vouchers, receipts, accounts payable)		9	3	6
	PC7. enter accounting data into computerized system, if available		8	2	6
	PC8. compile data and prepare a variety of reports.		9	4	5
	PC9. reconcile records with PIA accountant		7	2	5
	PC10. recommend actions to resolve discrepancies		9	2	7
	PC11. present financial progress and status to the WC in its meetings		11	4	7
	PC12. prepare the financial reports for the funding agency as prescribed		11	4	7
			<b>100</b>	<b>30</b>	<b>70</b>
2. AGR/N6624: Ensure proper office and administrative set up	PC1. maintain set-up and decorum of the office		9	2	7
	PC2. comply with the instructions of WC, SHGS and PIA from time to time		9	2	7
	PC3. organise the meetings of the committee and other village		9	2	7

	institutions				
PC4.	produce and distribute correspondence memos and letters		10	3	7
PC5.	order office supplies like stationary		9	2	7
PC6.	develop and maintain filing system		13	4	9
PC7.	maintain the administrative records like attendance book, leaves etc. for the staff of WC and other village institutions		10	3	7
PC8.	maintain and update the proceeding books of WC and other village institutions		10	4	6
PC9.	prepare the records and reports of WC for legal compliance of PF, PT, charity commissioner and PIA/ funding agency		11	4	7
PC10.	file such reports to concerned authority with the help of PIA manager		10	4	6
			<b>100</b>	<b>30</b>	<b>70</b>
<b>Total</b>			<b>200</b>	<b>60</b>	<b>140</b>
<b>Percentage Weightage:</b>				<b>30%</b>	<b>70%</b>
<b>Minimum Pass% to qualify (aggregate):</b>				<b>50%</b>	