



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: **'Farm Workshop Foreman/Supervisor'** QP No. **'AGR/ Q1109 NSQF Level 5'**

Date of Issuance: April 24th, 2017

Valid up to: March 31st, 2020

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



Authorised Signatory
(Agriculture Skill Council of India)

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Farm Workshop Foreman/Supervisor

CURRICULUM / SYLLABUS

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

Program Name	Farm Workshop Foreman/Supervisor		
Qualification Pack Name & Reference ID.	AGR/Q1109, v1.0		
Version No.	1.0	Version Update Date	
Pre-requisites to Training	ITI in relevant field or class10 preferably		
Training Outcomes	After completing this programme, participants will be able to: <ul style="list-style-type: none"> • monitor day to day operations of a farm workshop • ensure work is carried out in a safe and efficient manner by distributing duties among workshop • plan and procure resources for up keeping of farm machinery • maintain health and safety at the workplace 		

This course encompasses 4 out of 4 National Occupational Standards (NOS) of “Farm Workshop Foreman/Supervisor” Qualification Pack issued by “Agriculture Skill Council of India”.

Sr. No.	Module	Key learning outcomes	Equipment Required
1	Introduction Theory Duration (hh:mm) 02:00 Practical Duration (hh:mm) 00:00 Corresponding NOS Code Bridge Module	<ul style="list-style-type: none"> Understand general discipline in the class room and workshop (Do's & Don'ts) Study the scope and importance of farm mechanization industry in India Familiarize with different farm machineries' manufacturers and their brands/models Understand the role of a Farm Workshop Foreman/ Supervisor and the progression pathways 	Laptop, white board, marker, projector and video films & Presentations
2	Maintain farm equipments and workshop infrastructure Theory Duration (hh:mm) 15:00 Practical Duration (hh:mm) 40:00 Corresponding NOS Code AGR/N1131	<ul style="list-style-type: none"> Enlist various primary and secondary tillage equipments Explain construction detail and working of primary and secondary tillage equipments Perform visual inspection of the farm equipments daily Identify and check the tools required for maintenance of equipments regularly Identify the physical infrastructure requirement for workshop as per standards Keep the tools, equipment and spare parts in allocated positions in workshop Check for water leakage, seepage in wall and fire safety equipment, 	Laptop, white board, marker, projector and video films, tractors, power tillers, disc harrows, cultivators, seed drills, planters, reapers, threshers, winnowers, tools tools such as screw driver set, pliers set, hammer set, set of chisels, set of files, hand hacksaw, set of spanners, set of sockets, set of pullers, pipe wrench, adjustable screw wrench, chisel set, tongs, hand grease gun, bench vice, micrometer, vernier callipers, screw jack, hydraulic jack, air compressor, washing machine, welding machine, pullers, anvil, cotton jute etc.
3	Assign and organize work plan of operators and technicians Theory Duration (hh:mm) 13:00 Practical Duration	<ul style="list-style-type: none"> Plan activity to be carried out in a season Design daily schedule, weekly and monthly schedule of work Allot the work among mechanics and technicians to complete day's work Issue the materials like protective equipments, tools etc. as per work requirements Design advance planning of the 	

Sr. No.	Module	Key learning outcomes	Equipment Required
	(hh:mm) 50:00 Corresponding NOS Code AGR/N1132	requirements based on various season like seeding or harvesting <ul style="list-style-type: none"> • Check performance criteria for operators and technician for various jobs in workshop • Select trained operators and technicians per the need of workshop requirements • Plan the work schedule of operators based on requirements • Discuss and explain the work to be done by technician and operators • Identify effective ways of completing the work on time • State role of job card and its filling • Maintain job cards, record and report the progress of work in accordance with company's policy • Monitor the progress of work at regular intervals • Carry out troubleshooting of equipments during operation or repairs • Report problems to workshop manager in a timely manner 	
4	Plan resources for upkeep of farm machinery and assist in procurement Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 50:00 Corresponding NOS Code AGR/N1133	<ul style="list-style-type: none"> • State importance of routine maintenance of farm machinery • Select and identify fast wearing out parts of tractors, engine, pumps, reapers, thresher and other equipments • Assess requirement of parts of farm machinery equipments depending on wear and tear and breakage • Prepare final list of resources required along with their quantity in consultation with the workshop manager • Purchase tools and spare parts depending on the requirement • List quotations, types of quotation and filling of quotation • Purchase material from suppliers on the basis of quotation • Record the procurement details, proposals for purchase and writing off obsolete equipment of the workshop 	Seed drill, planter, tools such as screw driver set, pliers set, hammer set, set of chisels, set of files, hand hacksaw, set of spanners, set of sockets, set of pullers, pipe wrench, adjustable screw wrench, chisel set, tongs, hand grease gun, bench vice, micrometer, vernier callipers, screw jack, hydraulic jack, air compressor, washing machine, welding machine, pullers, anvil, cotton jute etc Power cutter, Drill machine
5	Maintain Health & Safety at the work place Theory Duration (hh:mm) 10:00	<ul style="list-style-type: none"> • Identify basic safety checks before operation of all machinery and vehicles • Explain importance and use of protective clothing or equipment • Handle protective clothing or equipment during use of equipment. 	Laptop, white board, marker, projector, Personal protective equipment Like: Helmet / head gear, Cotton / woollen safety gloves, Safety

Trainer Prerequisites for Job role: “Farm Workshop Foreman/Supervisor” mapped to Qualification Pack: “AGR/Q1109, v1.0”

Sr. No.	Area	Details
1	Description	Trainer is responsible for monitor day to day operations of a farm workshop, ensure work is carried out in a safe and efficient manner by distributing duties among workshop and plan and procure resources for up keeping of farm machinery
2	Personal Attributes	Trainer should be Subject Matter Expert. He/ she should have good communication, leadership, observation and practical oriented skills.
3	Minimum Educational Qualifications	Diploma / ITI (Mechanical / Agriculture engineering)
4a	Domain Certification	Certified for Job Role: “Farm Workshop Foreman/Supervisor mapped to QP: “AGR/Q1109, v1.0”. Minimum accepted score is 80%.
4b	Platform Certification	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	Experience	<ul style="list-style-type: none"> • B Tech in Mechanical / Agriculture engineering • B. Sc. (Agriculture / Horticulture / Botany / Forestry) with 1 year of relevant work experience and 2 years of total work experience • Graduate(with 10+2 in Science) with 3 years of relevant work experience • Diploma / ITI (Mechanical / Agriculture engineering) with 3 years of relevant work experience

Compulsory		Marks Allocation			
Total Marks: 400					
Assessment outcomes	Assessment criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
		1. AGR/N1131 Maintain farm equipments and workshop infrastructure	PC1. perform visual inspection of farm equipments daily PC2. check that all equipments like tractors, power tillers, disc harrows, cultivators, seed drills, planters, reapers, threshers, winnowers, etc. are in good condition PC3. check that all tools for maintenance are in usable condition PC4. inspect the tools required for maintenance regularly and ensure periodic cleaning and maintenance PC5. perform visual inspection of the physical infrastructure periodically as per standards PC6. ensure all the tools and spare parts are placed in allocated positions PC7. ensure all the areas are well lit and that there are no bare or damaged electrical wires PC8. ensure any water tap, connector or pipe is not leaking or blocked PC9. check that there is no seepage in the walls PC10. ensure that all the sewerage outlets / holes are unblocked	100	10
			10	3	7
			10	3	7
			10	3	7
			10	3	7
			10	3	7
			10	3	7
			10	3	7
			10	3	7
			100	30	70
2. AGR/N1132 Assign and organize work plan of operators and technicians	PC1. note down the work and activities to be done for the day PC2. distribute the work among mechanics and technicians to complete day's work PC3. distribute materials such as protective equipments, tools, etc. as per work requirements PC4. assess the requirements based on the stage of season such as seeding, irrigations or harvesting PC5. ensure availability of trained operators as per requirements	100	7	2	5
			7	2	5
			7	2	5
			8	2	6
			7	2	5

PC3. read and understand the hazards of use and contamination mentioned on the labels of pesticides/fumigants, etc.	7	2	5
PC4. assess risks prior to performing manual handling jobs, and work according to currently recommended safe practices	7	2	5
PC5. use equipment and materials safely and correctly and return the same to designated storage when not in use	7	2	5
PC6. dispose off waste safely and correctly in a designated area	6	2	4
PC7. recognize risks to bystanders and take action to reduce risk associated with jobs in the workplace	7	2	5
PC8. perform work in a manner which minimizes environmental damage all procedures and ensure work instructions for controlling risks are followed closely	7	2	5
PC9. report any accidents, incidents or problems without delay to an appropriate person and take necessary immediate action to reduce further danger	7	2	5
PC10. follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions for emergency evacuation	7	2	5
PC11. follow emergency procedures to company standard / workplace requirements	6	2	4
PC12. use emergency equipment in accordance with manufacturers' specifications and workplace requirements	7	2	5
PC13. provide treatment appropriate to the patient's injuries in accordance with recognized first aid techniques	7	2	5
PC14. recover (if practical), clean, inspect/test, refurbish, replace and store the first aid equipment as appropriate	6	2	4
PC15. report details of first aid administered in accordance with workplace procedures.	6	2	4
	100	30	70
GRAND TOTAL	400	120	280