



QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR RUBBER INDUSTRY

What are Occupational Standards(OS)?

OS describe what individuals need to do, know and understand in order to carry out a particular job role or function

OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

Contact Us:

PHD House (4th Floor), Opp. Asian Games Village, Siri Fort Institutional Area, New Delhi -110016

E-mail: info@rsdcindia.in





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Introduction

Qualifications Pack- Rubber Plantation Manager

SECTOR: RUBBER INDUSTRY **SUB-SECTOR:** Natural Rubber (NR) Plantation

OCCUPATION: Production -NR

REFERENCE ID: RSC/ Q 6105

ALIGNED TO: NCO-2004/NIL

Brief Job Description: Rubber Plantation Manager is in overall charge and responsible for all activities relating to the plantation. He should manage the plantation most scientifically, ensure the health of the plantation, optimum production, maintain discipline among the work force, and reduce expenditure to the minimum possible. He should also ensure that available natural resources in the plantation are optimally utilized and quality of the produce from the plantation is maintained at the highest level.

Personal Attributes: He should be honest, dedicated, hard working and quick decision maker. He should also be vigilant all the time, capable of planning and implementing various activities, and diplomatic in his approach towards people and problems. He should possess good leadership quality; coordination and analytical skill.



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Qualifications Pack for Rubber Plantation Mana .



Qualifications Pack Code RSC/ Q 6105 Job Role **Rubber Plantation Manager** Credits(NSQF) TBD **Version number** 1.0 22/06/2015 **Rubber Industry** Sector **Drafted on Natural Rubber** Sub-sector Last reviewed on 22/06/2015 Plantation Occupation **Production-NR** Next review date 22/06/2017 **NSQC Clearance on** 20/07/2015

Job Role	Rubber Plantation Manager	
Role Description	Rubber Plantation Manager is in overall charge and responsible for all activities relating to the plantation. He should manage the plantation most scientifically, ensure the health of the plantation, optimum production, maintain discipline among the work force, and reduce expenditure to the bare minimum. He should also ensure that available natural resources in the plantation are optimally utilized and quality of the produce from the plantation is maintained at the highest level.	
NSQF level	4	
Minimum Educational Qualifications* Maximum Educational Qualifications*	Graduate in any discipline with MBA. From a recognized university. NA	
Training (Suggested but not mandatory)	1. Training in all aspects of rubber plantation management from nursery to latex processing conducted by Rubber Board or any other recognize agency.	
Minimum Job Entry Age	18 years	
Experience	Minimum 5 years' experience in rubber plantations <u>in</u> the managerial cadre.	
	Compulsory:	
	1. <u>RSC/N 6105 Rubber Plantation Management</u>	
	2. <u>RSC/N 6106 Production Management</u>	
	3. <u>RSC/N 5005 Natural Resource Management</u>	
Applicable National Occupational	4. <u>RSC/N 5006 Provide feedback to higher authorities</u>	
Standards (NOS)	5. <u>RSC/N 5010 Documentation and office management and</u>	
	welfare	
	6. <u>RSC/N 5009 Human Resource Management & welfare</u>	
	7. <u>RSC/N 5003 To carry out quality checks</u>	
	Optional:	
	NA	
Performance Criteria	As described in the relevant OS units	



Qualifications Pack for Rubber Plantation Mana



Keywords /Terms Description Sector Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests. Sub-sector Sub-sector is derived from a further breakdown based on the characteristics and interests of its components. Occupation Occupation is a set of job roles, which perform similar/related set of functions in an industry. Function Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS. Job Role Job role defines a unique set of functions that together form a unique employment opportunity in an organization. OS OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts. **Performance Criteria** Performance Criteria are statements that together specify the standard of performance required when carrying out a task. NOS NOS are Occupational Standards which apply uniquely in the Indian context. **Qualifications Pack** Qualifications Pack Code is a unique reference code that identifies a Code qualifications pack. **Qualifications Pack** Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code. Unit Code Unit Code is a unique identifier for an Occupational Standard, which is denoted by an 'N'. Unit Title Unit Title gives a clear overall statement about what the incumbent should be able to do. Description Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for. Knowledge and Knowledge and Understanding are statements which together specify the Understanding technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard. Organizational Context includes the way the organization is structured and **Organizational Context** how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility. Technical Knowledge is the specific knowledge needed to accomplish specific **Technical Knowledge** designated responsibilities. Core Skills or Generic Core Skills or Generic Skills are a group of skills that are key to learning and Skills working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.





National Occupational Standard



Overview

This unit is about rubber plantation management.





Rubber Plantation Management

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	Unit Code	RSC / N 6105
3	Unit Title	Rubber Plantation Management
	(Task)	
National Occupational Standard	Description	This unit is about the Rubber Plantation Management.
	Scope	This unit /task covers the following:
		 Establishing rubber nursery
		Pre- planting/planting and plantation maintenance
70		operations.
n n		 Cover crop and disease management.
		 Arranging refresher training to tappers/supervisors
	Performance Criteria (PC) w.r.t. the Sc	
	Element	Performance Criteria
	Raising of Nursery	To be competent, the user/individual on the job must be aware of : PC1.Collection of good quality seeds and germination of seeds on special beds PC2.Purchase of LDPE bags of the required size, making of required holes, filling with top soil and placing in trenches PC3.Purchase of root trainer cups of the required size, filling with treated coir pith mixture and placing in beds PC4. Planting of germinated seeds/ budded stumps as the case may be. PC5. Pulling of the cup, stumping of roots and hardening process on specially designed metallic stands PC6. Shading, weeding, manuring and irrigation PC7.Planting of bud wood/ mother plants of desired clones, pruning and scientifically cutting back the plants
	Pre-planting, planting and other cultural operations	 PC8.Clearing of land, tracing of estate road, formation of estate roads, contour lining in sloppy lands/square spacing in flat lands PC9. Terracing, soil bunds/stone bunds in steep lands, modification of terraces/ bunds, pitting, refilling basal manuring. PC10.Selection of quality planting material having uniform growth for planting.
	Cover crop and disease management	 PC11.Cover crop establishment and its maintenance PC12.Plant protection, pruning and branch induction PC13. Seed treatment, disease and pest management PC14.Prophylactic measures against various leaf/stem/root diseases. PC15. Application of fungicides, weedicides and pesticides PC16. Proper usage of different types of fertilizers

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Rubber Plantation Management

	PC17.Making of fire belt, wind belt and support against wind
Refresher training programmes	PC18. Arrange refresher training to tappers/supervisors in modern trends of tapping/cultural operations. PC19. Evaluate their learning outcome
Knowledge and Understanding (K)	
Knowledge and Understanding (K) A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. Policies and targets of the organization. KA2. The labour management policies of the company KA3. The quality and environment management policies of the company KA4. Planting policies and land utilization plans of the company KA5. The wage structure being followed in the company in relation to those prevailing in other similar companies KA6. Health, safety and environment guidelines, legislation and regulations as applicable. KA7.Impact of various practices on cost, quality, productivity and safety. To be competent, the user/individual on the job must know: KB1.Different rubber clones and their specific characters KB2. Various nursery practices including selection of good quality seeds, germination, raising of seedling nursery, other nursery practices, young/green/brown budding, pulling and packing of budded stumps. KB3. Raising of budwood nursery, its maintenance, production of green/brown budwood, cut backing and packing KB4.Various aspects of raising polybag nursery including specifications of bag, filling, trenching, planting (seed at stake/BS), shading and other nursery practices. KB5. Raising of root trainer nursery including treatment of coir pith, preparation of potting mixture, filing, planting (seed at stake/BS) hardening and other practices.
	 KB6. Tracing and formation of estate roads. KB7. Lining (contour lining in sloppy/undulating areas and square spacing in flat areas.), terracing, pitting, refilling and soil/water conservation work KB8. Selection of quality planting material and planting. KB9.Relevance of cover crop and its management including seed treatment, manuring , disease and pest management. KB10. Disease management including awareness on various
B. Technical Knowledge	fungicides, pesticides and other chemicals, its dosage, application, action and precautions.

RSC / N 62	NT COUNTER 105 Ruk	NOS National Documentaria ber Plantation Management	REVERTS CRUIT DOVERNMENT OF INDIA MINISTRY OF SOLL DEVELOPMENT A ENTREMENEURSHIP	N · S · D · C National Skill Development Corporation Transforming the skill landscape
		 KB11. Weed management includi weeding (manual , mechanical & types of weedicides, dosage, app KB12. Different types of fertilizers KB13.Discriminatory and general relevance, soil and leaf sampling, fertilizers, fertilizer applications e KB13.Proper methods of mulchin KB14. Protection against wind (su KB15. Making of fire belt. KB16. Different types of tools and cultural operations, maintenance KB17. Knowledge on various input precautions. KB18. Operation and maintenance implements like road tracer, wee water injector, pit maker etc. 	chemical) and on different plication and precautions is and its usage. fertilizer applications, its mixing of straight etc. g, shading and irrigation upport, stay, wind belt effect d equipments used for and trouble shooting. its required; its usage and ce of various tools and	s. s tc)
	Skills (S)	Writing Skills		
		The user/ individual on the job need how to: SA1. Draft letters to various depa SA2. Issue written instructions to SA3. Draft notice for workers, qu SA4. Prepare feedback report to Reading Skills	artments o subordinates. notation invitations etc.	ind
	A. Core Skills/ Generic Skills	The user/individual on the job need SA5. Updating of knowledge by r magazines, brochures etc. SA6. Technical literature about fu weedicides and fertilizers. SA7. Instructions and notices from SA8. Agreements with labour unit	eading newspapers, farr ungicides, pesticides, m the management.	n
		Oral Communication (Listening and	Speaking skills)	
		The user/individual on the job need how to: SA9. Be a good listener SA10.Communicate effectively w colleagues. SA11. Communicate with innovat officers and experts. SA12.Communicate clearly and e holders.	rith superiors and tive farmers, extension	

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Rubber Plantation Management

	Decision Making
	The user/individual on the job needs to know and understand how to take decisions on :- SB1. Planting schedule/mechanization, tapping intensity, adoption of CUT, yield stimulation SB2.Variety and type of planting material SB3. Minimizing expenditure SB4. Purchase of inputs (supplier, rate etc) tools/ implements.
	Plan and Organize
B. Professional Skills	The user/individual on the job needs to know and understand how to:- SB5 .Plan and organize the planting schedule. SB6. Organize labour requirement SB7. Assess requirement of planting material and other inputs. SB8. Arrange for pesticides, fungicides and weedicides required for plant protection Customer Centricity The user/individual on the job needs to know and understand how to:- SB9. Ensure production of quality product for the customers. Problem Solving The user/individual on the job needs to know and understand how to:- SB10. Tackle the problems related to crop and disease management. SB11. Use fertilizers in appropriate quantity and timely manner. SB12. Use the available planting space in optimal manner to
	achieve maximum production
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB13. Carry out modification of terraces/bunds SB14. Select the best quality of seeds and planting material SB15. Analyze various factors and to increase the production and productivity at minimum expenditure.
	Critical Thinking



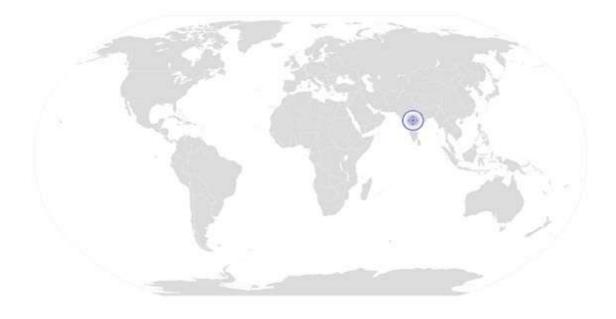






Rubber Plantation Management

The user/individual on the job needs to know and understand how to: SB15. Apply, analyze and evaluate the information gathered from observations, experience, reasoning and communication as a guide to thought and action.



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NOS Version Control

NOS Code	RSC/ N 6105		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Industry	Drafted on	22/06/2015
Industry Sub-sector	Natural Rubber Plantation	Last reviewed on	22/06/2015
Occupation	Production-NR	Next review date	22/06/2017









National Occupational Standard



Overview

This unit is about production management.



Unit Code Unit Title

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Production Management

Production Management

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RSC /N 6106





National Occupational Standard

(Task)	e e e e e e e e e e e e e e e e e e e	
Description	This unit is about the production management.	
Scope	 This unit /task covers the following: Harvesting and processing Marketing Additional income generation 	
Performance Criteria (PC) w.r.t. the S	соре	
Element	Performance Criteria	
Harvesting and Processing	 To be competent, the user/individual on the job must be aware of: PC1. Measuring of girth, selection of tappable trees and their marking PC2. Method of fixing spout and use of cup hanger/cup PC3. Importance of adoption of low frequency tapping (LFT). PC4. Rain guarding using polythene sheet/tapping shade. PC5. Yield stimulation using latex stimulant preparations as per recommendations. PC6. Importance of panel protection PC 7. Adoption of controlled upward tapping (CUT) as per recommendation PC8. Adoption of intensive tapping in aged trees. PC9. Methods of collection of latex/ tree lace/shell scrap/earth scrap. PC10. Processing of the field latex to cenex /ribbed smoked sheet (RSS)/ pale latex crepe (PLC)/technically specified rubber (TSR)etc PC11. Processing of tree lace/shell scrap/earth scrap to various forms of crump/crepe rubber. 	
Marketing	 PC11. Proper packing and stocking of the processed rubber. PC12. Sale of the produce at competitive rates. PC13. Sale of old rubber trees at competitive rates while replanting. 	
Additional income generation	PC14. Sources of generating additional income in the plantation through intercropping, bee keeping, rubber seeds, cover crop seeds and farm tourism PC15. Management of such additional activities w.r.t production, collection, harvesting and marketing	
Knowledge and Understanding (K)		

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Or (Kr / c	ganizational Context howledge of the company organization and its ocesses)	The user/individual on the job m KA1. Policies and targets of th KA2. The labour management KA3. The quality and environ the company KA4. Planting policies and lan company KA5. The wage structure bein relation to those prevailing in KA6. Health, safety and enviro and regulations as applicable. KA7.Impact of various practic productivity, delivery and safe KA8. Procedure of reporting KA9.Importance of maintainin	ne organization. t policies of the company ment management policies d utilization plans of the g followed in the company other similar companies onment guidelines, legislati es on cost, quality, ety.	of in
Teo	chnical Knowledge	 To be competent, the user/indiv KB1. Scientific aspects of tap thickness, depth etc and sele marking. KB2. Adoption Low Frequence panel protection, yield stimu Controlled Upward Tapping a methods. KB3. Different types of tappin KB4. Importance of timely co and earth scrap and scientific KB5. Processing of latex to co KB6. Processing of field coage KB7. Packing of processed ru KB8. Marketing procedures of KB9. Knowledge on various in precautions. KB10. Different varieties of in rubber plantations. KB11. Sources of additional in intercropping, rubber seeds, tourism 	oping; girth, height, slope, b ection of trees for tapping an exy Tapping (LFT), rain guardi lation (as per specification), and other intensive tapping ong knives and its usage. offection of latex/field coagu c preservation of latex. enex, RSS, PLC and TSR ulum in to EBC and TSR. bber and its storage. of the processed rubber inputs required, its usage, a intercrops and its importanc	ark nd ng, , Ilum nd e in
Skills (S)		Writing Skills		
C. Co	re Skills/ Generic Skills	The user/ individual on the job n how to: SA1. Draft letters to various d SA2. Issue written instruction SA3. Draft notice for workers SA4. Prepare feedback report	lepartments s to subordinates. , quotation invitations etc.	Ind

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	Reading Skills		
	The user/individual on the job needs t SA5. Updating of knowledge by rea magazines, brochures etc. SA6. Technical literature related to fungicides, fertilizers and other che SA7. Instructions and notices from SA8. Agreements with labour union	ding newspapers, farm pesticides, weedicides, micals. the management.	
	Oral Communication (Listening and S	peaking skills)	
	The user/individual on the job needs how to: SA9. Be a good listener SA10.Communicate effectively with Colleagues.		1
	SA11. Communicate with innovativ officers and experts. SA12.Communicate clearly and effe holders.		ĸe
	Decision Making		
	The user/individual on the job needs thow to take decisions on :- SB1. Tapping schedule, tapping inter and yield stimulation SB2.Collection, packing and stockin SB3. Intercrops and other activities generation in the plantation SB4. Marketing of the produce and rate etc.).	ensity, adoption of CUT g of produce for additional income	
	Plan and Organize		
D. Professional Skills	The user/individual on the job needs how to:- SB5 .Plan and organize the tapping SB6. Organize labour for harvesting SB7. Assess requirement of various SB8. Arrange for proper collection of SB9.Prepare strategy on processing market trends. SB10. Sell the produce depending of	schedule. tools and other inputs. of produce depending upon the	1
	Customer Centricity		
	The user/individual on the job needs how to:- SB11. Provide best quality products		1

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Problem Solving
The user/individual on the job needs to know and understand
how to:
SB12. Tackle the problems related to harvesting and
processing.
SB13. Resolve issues with the buyers
Analytical Thinking
The user/individual on the job needs to know and understand
how to:
SB14. Arrange for refresher programmes to make the team
updated with modern trends of harvesting and processing.
SB15.Analyze various factors and increase the production
and productivity at minimum expenditure
SB16. Sell the product to maximize profits to the
organization
Critical Thinking
The user/individual on the job needs to know and understand
how to:
SB17. Apply, analyze and evaluate the information gathered
from observations, experience, reasoning and
communication as a guide to thought and action.



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NOS Version Control

NOS Code	RSC / N 6106		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Industry	Drafted on	22/06/2015
Industry Sub-sector	Natural Rubber Plantation	Last reviewed on	22/06/2015
Occupation	Production - NR	Next review date	22/06/2017









National Occupational Standard



Overview:

This unit is about Natural Resource Management.



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Natural Resource Management





Unit Code	RSC/ N 5005
Unit Title (Task)	Natural Resource Management
Description	This unit is about Natural Resource Management.
Scope	 This unit/task covers the following: Natural resource management (Soil & water) Waste management & health care Inputs (chemicals and other materials) management
Performance Criteria	PC) w.r.t the scope
Element	Performance Criteria
Natural resource management	 To be competent, the individual on the job must be able to know and understand :- PC1. The possibilities and causes for soil erosion PC2. Timely repairs/maintenance of terrace, silt pits, soil/stone bunds, to check soil/water erosion. PC3. Correct method of drainage making. PC4. Hedge maintenance. PC5. Protection of water source from pollution PC6. Rain water harvesting. PC7. Judicious use of water during irrigation. PC8. Mulching for soil and moisture conservation. PC9. Avoiding excess dosage of fertilisers and chemicals to minimise damage to soil microflora. PC10. Cover crop management.
Waste management & Health care	 PC11. Importance of premise cleanliness PC12. Collection and storage of empty containers, worn out polythene bags, fertilizer bags etc from the field for reuse/disposal. PC13. Use of personal protective devices to minimize damages while using fungicides and other chemicals, weed cutter, chain saw etc. PC14. Timely detection and treatment for diseases to avoid over- dosage of chemicals. PC15. Prevention of diseases through appropriate management strategies to avoid excessive use of fungicides.

RSDC
RSC / N 5005







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Input (chemical) management	 PC16. Destroy sources of mosquito breeding to control possible epidemics PC17. Awareness about consequences of chemical contamination. PC18. Use of chemical fertilizers and other chemicals only as per recommendations. PC19. Spraying & handlings of chemicals using hood, masks, gloves etc. PC20. Usage of organic and bio- fertilizers. PC21. Usage of plant growth hormones and bio-control measures against diseases.
Knowledge and Understa	nding (K)
-	
A. Organizational context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1.The environment policies of the management KA2. Environmental pollution and control measures as practiced in the estate. KA3. Instructions regarding environmental hygiene and health care.
B. Technical knowledge	The user/individual on the job needs to know and understand: KB1. Importance of conservation of natural resources. KB2. Impact of soil erosion on fertility of soil KB3. Judicious use of water and effective irrigation techniques. KB4. Judicious use of fertilizers and chemicals. KB5. Methods of soil manipulation with minimum erosion KB6. Methods of minimizing soil erosion KB7. Knowledge about appropriate Irrigation schedule and methods KB8. Types of fertilizers and methods of fertilizer application KB9. Importance of using organic and bio- fertilizers KB10. Fungicides, pesticides, herbicides and other chemicals and its dosages and methods of applications KB11. Operations of sprayers/dusters/weed cutter/chain saw. KB12. Operations of machines for irrigation KB13. Principles of waste management KB14. Usage of personal protective devices and their importance
Skills (S)	









N 5005	Natural Resource Management	MINISTRY OF SOLL DEVELOPMENT	Transforming the skill I
A. Core Skills/	Writing Skills		
Generic Skills	The user/ individual on the job needs to know and un	derstand how to:	
	SA1. Convey ideas and information clearly through written documents SA2. Write simple letters, requests, reports etc SA3. Prepare memos, agreements etc		
	Reading Skills		
	The user/individual on the job needs to know and und	lerstand how to:	
	SA4. Read and understand the contents published		farm
	magazines, brochures and labels.		-
	SA5. Read written instructions, memos, notices et	с.	
	SA6. Read, understand and interpret agreements wagencies	vith labour unions an	nd other
	Oral Communication (Listening and Speaking skills)		
	The user/individual on the job needs to know and und SA7. Express statements, opinions or information of hear and understand . SA8. Respond appropriately to queries. SA9. Communicate effectively to Supervisor, office Workers.	clearly so that the re	eceiver
B. Professional Skills	Decision Making		
	The user/individual on the job needs to know and und SB1. Get timely repairs/maintenance of terrace, sil to check soil/water erosion. SB2. Timely detection and treatment for diseases t chemicals.	t pits, soil/stone bu	
	Plan and Organize		
	The user/individual on the job needs to know and und SB3. Use the available water resources optimally d works.		other
	NA		
	Problem Solving		









Natural Resource Management

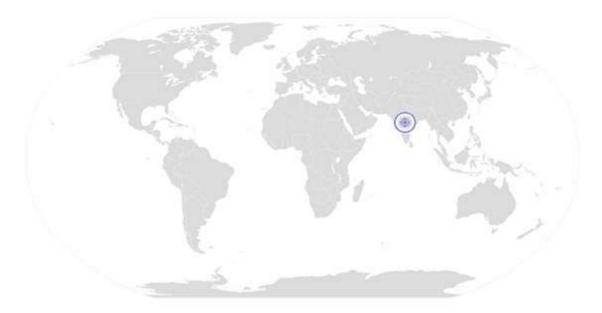
The user/individual on the job needs to know and understand how to SB4. Prevention of diseases through appropriate strategies to avoid excessive use of fungicides.

Analytical Thinking

The user/individual on the job needs to know and understand how to SB5. Save water resources such as rain water harvesting.

Critical Thinking

The user/individual on the job needs to know and understand how to SB6.Use fertilizers and chemicals judiciously without affecting the quality of natural resources





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NOS Version Control

NOS Code	RSC/ N 5005		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Industry	Drafted on	22/06/2015
Industry Sub-sector	Natural Rubber Plantation	Last reviewed on	22/06/2015
Occupation	Production-NR	Next review date	22/06/2017



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N · S · D · C National Skill Development Corporation

National Occupational Standard



Overview:

This unit is about providing feedback to higher authorities.









Nettonal Decuartional Bandards Provide Feedback to Higher Authorities

RSC / N 5006	Provide Feedback to Higher Authorities	
Unit Code	RSC/N 5006	
Unit Title (Task)	Provide Feedback to Higher Authorities	
Description	This unit is about providing feedback to higher authorities.	
Scope	 This unit/task covers the following: Feed back on innovations in practices/operations Feed back on incidence of trouble shooting Feed back on indigenous knowledge (IK)/ indigenous technical knowledge (ITK) for evaluation and adoption Feed back on socio-economic problems Feed back on conflicts Feed back on shortages/surplus of inputs Information on quality issues of inputs 	

Performance Criteria(PC) w.r.t the scope		
Element	Performance Criteria	
Feed back on innovations	To be competent, the individual on the job must be able to: PC1. Generate innovations through expertise PC2. Report to the higher authorities for trial, modifications and evaluation PC3. Implement/adopt the approved innovations	
Feed back on incidence of trouble shooting	 PC4. Identify the issues requiring trouble shooting. PC5. Report to the higher authorities for diagnosing and remedial action. PC6. Carry out protection measures. PC7. Report on the effectiveness of the control measures. PC8. Report on the effect of climatic factors on the functioning of the factory. 	
Feed back on indigenous knowledge/ITK	 PC9. Identify appropriate location specific indigenous knowledge PC10. Report it to higher authorities for trial, evaluation and adoption with modifications, if any PC11. Report on the results of such trials 	

RSC / N 5006	NOS Nettoral Docuettorel Blandards Provide Feedback to Higher Authorities	
Feed back on socio- economic problems	 PC12. Identify the socio-economic issues PC13. Report it to higher authorities for investigation and solution PC14. Extend possible help for solving such problems. 	
Feed back on conflicts	PC15. Aware of the conflict existing and its possible causesPC16. Report it to the higher authority for resolving the issuesPC17. Extend possible help for solving the conflict	
Feedback on inputs	PC18. Feed back on shortages/surplus of inputs PC19.Information on quality issues of inputs	
Knowledge and Understand	ling (K)	
A. Organizational context (Knowledge of the company / organization and its processes) B. Technical Knowledge	 The user/individual on the job needs to know and understand: KA1. Importance of providing feedback for improvement KA2. Importance of indigenous knowledge for evolving/adopting location specific practices KA3. Rectification/solution of problems/conflicts for the smooth functioning of the factory. The user/individual on the job needs to know and understand: KB1. The need for ammoniating field latex and what happens when it is centrifuged. KB2. About latex production from rubber plantation KB3. Impact of preventive maintenance on the performance of factory. KB4. The indigenous practices for adoption for better performance KB5. The local situations and come out with innovations through experience KB6. Problem/conflict identification KB7. Methods of reporting to higher authorities 	
Skills (S) (<u>Optional</u>)	Writing Skills	
A. Core Skills/ Generic Skills	Writing Skills The user/ individual on the job needs to know and understand how to: SA1. Prepare simple written documents to provide feedback to higher authorities SA2. Convey ideas/information clearly in writing	
	Reading Skills	









RUBBER SKILL DEVELOPMENT COUNCIL	Nettonei Docupationel Standarde A ENTREPRENEURISIE
RSC / N 5006	Provide Feedback to Higher Authorities
	The user/individual on the job needs to know and understand how to:
	SA3. Read and understand the contents published in newspaper and other publications
	SA4. Read and understand images, diagrams, leaflets etc
	SA5. Read written instructions, notices etc.
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to:
	SA6. Express statements, opinions or information clearly so that the receiver can hear and understand properly.
	SA7. Respond appropriately to queries
	SA8. Communicate effectively to Factory Manager, Supervisor, Head worker, office staff and other workers
B. Professional skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. Identify issues that should be reported to higher authorities and others
	which can be resolved at their level itself.
	Plan and Organize
	The user/individual on the job needs to know and understand how to:
	SB2. Provide feedback various issues through appropriate channel.
	Customer centricity
	NA
	Problem Solving
	The user/individual on the job needs to know and understand how to:
	SB3. Suggest their own point of view for resolving the issues reported.
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB4. Report feedback to the higher authorities for trial, modifications and evaluation of innovations
	Critical Thinking
	NA









Provide Feedback to Higher Authorities

NOS Code	RSC/ N 5006		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Industry	Drafted on	22/06/2015
Industry Sub-sector	Natural Rubber Production	Last reviewed on	22/06/2015
Occupation	Production-NR	Next review date	22/06/2017











National Occupational Standard



Overview

This unit is about Documentation & Office Management



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/	Unit Code	RSS/ N 5010
ndard	Unit Title (Task)	Documentation & Office Management
al Stal	Description	This unit is about documentation & office management.
National Occupational Standard	Scope	 This unit/task covers the following tasks: Office management Account maintenance Balance sheet & budget preparation Input/equipment purchase & management Data collection, analysis and documentation
Z	Performance Criteria(PC) w.r.t. the scope	
	Element	Performance Criteria
	Office management	To be competent, the individual on the job must be able to know and understand – PC1. General office procedures PC2. Record keeping and file maintenance PC3. Leave and allowance/wages rules PC4. Rules regarding workers' benefits PC5. Monitor office activities PC6.Maintenance of punctuality and discipline in the factory
	Account maintenance	 PC7. Dealing cash/effecting payments PC8. Proper accounting and book keeping PC9. Regulating expenditure as per fund allocation PC10. Income and expenditure statement preparation PC11.Profit/loss statements PC12. Operating bank account PC13.Disbursement of salary/wages
	Balance sheet &budget Preparation	PC13. Annual budget preparation as per target PC14. Annual balance sheet preparation PC15. Annual EPF statements & other statutory statements
	Input/equipment purchase & management	PC16. Assessment of input & equipment requirement PC17. Arrange for purchase, effective utilization & management of the resources PC18.Records of sales and purchases









RUBBER SKILL DEVELOPMENT. COUNCIL	Nettonei Docupetionei Standarde	सरणांगेच जन्मते GOVERNMENT OF INDIA		Corpora
C / N 5010	Documentation and Office Management	MINISTRY OF SIGLL DEVELOPMENT & ENTREPRENEURSHIP	Transformin	il pre ska
Data collection, analysis & documentation	 PC19. Collection and recording of all data PC20. Compilation, analysis and documentati PC21. Documentation for publication, reporreference PC22.Correspondence with venders, clients, pressure of the second second	ting and recording for govt. agencies and put	olic	
Knowledge and Understand	ling (K)			
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know a KA1. Efficient management of office activities KA2. Planning and organizing activities throu management KA3. Analyzing shortfall/achievement for fur KA4. Documentation for self-awareness and	igh administrative and ther improvement	financia	I
B. Technical Knowledge	The user/individual on the job needs to know an KB1. Office management procedures KB2. Finance management procedures KB3. Labour Act and Rules, welfare schemes KB4. Insurance schemes KB5. EPF and other service rules KB6. Data collection, analysis and document KB7. Computer application- data processing,	etc. ation		
Skills (S)				
A. Core Skills/ Generic Skills	Writing Skills The user/ individual on the job needs to know an SA1. Express ideas clearly through written de SA2. Prepare letters, mails and other docum SA3. Prepare proposals, feedback to higher a SA4. Correspond with other institutions/dep SA5. Report writing, computerization Reading Skills	ocument ents for communicatic authorities		
	The user/individual on the job needs to know an SA6.Read and understand the contents publ manuals, newspaper and other publications SA7. Read, understand and interpret various SA8. Read and understand images, graphs, o SA9. Read and understand articles and inter	ished in scientific jouri s rules, schemes etc. charts, diagrams etc.	nals,	









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RSC / N 5010	Documentation and Office Management	a extracreacionester	
	Oral Communication (Listening and Speaking skills)		
	The user/individual on the job needs to know and unde	rstand how to:	
	The usery manual on the job needs to know and ande		
	SA10. Be a good communicator.		
	SA11. Express statements, opinions or information	clearly so that	the
	receiver can hear and understand		
	SA12. Respond appropriately to queries		
	SA13. Communicate effectively to supervisors, emp	ployees and	
	clients		
B. Professional Skills	Decision Making		
	The user/individual on the job needs to know and unde	rstand how to	
	SB1. Arrive at proper decisions according to variou	is situations	
	Plan and Organize		
	The user/individual on the job needs to know and unde	rstand how to:	
	SB2. Plan the seasonal activities on priority basis		
	SB3. Fix up tasks and allotment of the same		
	SB4. Assign tasks to suitable persons		
	SB5. Motivate them for better output and time bo	und completior	n of tasks
	SB6. Monitor the progress		
	Customer Centricity		
	The user/individual on the job needs to know and unde	rstand how to:	
	SB7.Correspond effectively with clients relating to	product deliver	y, payment
	and for communicating any other information.		
	Problem Solving		
	The user/individual on the job needs to know and unde	rstand how to:	
	SB8. Solve problems related to documentation an	d office manage	ement
	SB9. Solve problems related to transportation, loa		g etc.
	SB10. Solve problems related to equipment and su	pply of inputs	
	SB11. Solve problems among colleagues		
	SB12. Diagnose problems and nip in the bud stage	itself	
	Analytical Thinking		









Documentation and Office Management

The user/individual on the job needs to know and understand how to:
SB13. Suggest improvement over the present documentation and office
management system

Critical Thinking

The user/individual on the job needs to know and understand how to: SB14. Take appropriate action/seek expert opinion to overcome critical situations











NOS Version Control

NOS Code	RSC/ N 5010		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Industry	Drafted on	22/06/2015
Industry Sub-sector	Natural Rubber Production	Last reviewed on	22/06/2015
Occupation	Production-NR	Next review date	22/06/2015









National Occupational Standard



<u>Overview</u> This unit is about Human Resource Management and Welfare



Unit Code



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Human Resource Management & Welfare

Nat

RSC/N 5009

Unit Title (Task)	Human Resource Management and Welfare		
Description	This unit is about Human Resource Management and Welfare.		
Scope	 This unit/task covers the following: Proficiency in - Basic management functions- planning, organizing, staffing, leading and controlling Conflict management/ problem solving Human resource planning Human resource management Human resource development Implementing welfare programmes 		
Performance Criteria(PC)			
Element	Performance Criteria		
Basic Management Functions	To be competent, the individual on the job must be able to – PC1. Decide on the plans and take necessary steps to achieve the objectives PC2. Assign tasks and allocate resources to individuals PC3. Determine the manpower requirements and decide their placement. PC4. Motivate and lead the staff for timely achievements of the goals. PC5. Regularly monitor the progress of work		
Conflict Management/ Problem solving	PC6. Identify the conflict/problem PC7. Diagnose the reason PC8. Develop solutions PC9. Implement and review		
Human Resource Planning & Management	PC10. Place right type of people in right number at the right place PC11. Motivate the staff to increase turn over and improve quality PC12. Performance appraisal for human resource development		
Human Resource Development	PC13. Assess training need for skill development PC14. Organize suitable training programmes for skill development/capacity building		

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RUBBER SKILL DEVELOPMENT COUNCIL	Nettonal Occupational Standards GOVERNMENT OF INDIA	Cor		
RSC / N 5009	Human Resource Management & Welfare	anng d		
Implement welfare	PC15. Implement EPF for workers			
programmes	PC16. Implement Group insurance schemes and health insurance			
	PC17. Implement production linked incentive/bonus schemes			
	PC18. Implement Housing and related welfare measures			
	PC19. Implement provisions of rest room, recreational facilities etc as per			
	relevant rules			
Knowledge and Understand	ling (K)			
A. Organizational Context (Knowledge of	The user/individual on the job needs to know and understand:			
the company /	KA1. Management functions to achieve the envisaged target			
organization and its	KA2. Importance of Human Resource Planning, Management and			
processes)	Development			
	KA3. Role of workers in overall performance and achievements			
	KA4. Importance of motivation through welfare programmes			
	KA5. HR policies of the management			
B. Technical	The user/individual on the job needs to know and understand:			
Knowledge	KD1 Decis management functions and theories and their implementation			
	KB1. Basic management functions and theories and their implementation			
	KB2. Labour Act and rules, welfare schemes etc			
	KB3. Insurance schemes			
	KB4. EPF and other service rules			
Skills (S) (<u>Optional</u>)				
C. Core Skills/ Generic Skills	Writing Skills			
Generie Skills	The user/ individual on the job needs to know and understand how to:			
	SA1.Express ideas clearly through written documents			
	SA2. Prepare letters, mails and other documents for communication			
	SA3. Prepare proposals, feed back to higher authorities			
	SA4. Correspond with other institutions/department			
	Reading Skills			
	The user/individual on the job needs to know and understand how to:			
	SA5. Read and understand the contents published in manuals, newspaper			
	and other publications			
	SA6. Read, understand and interpret various rules, schemes etc			
	SA7. Read and understand images, graphs, charts, diagrams etc			
	Oral Communication (Listening and Speaking skills)			





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RUBBER SKILL DEVELOPMENT COUNCIL RSC / N 5009	Human Resource Management & Welfare	MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP	Transforming the
	The user/individual on the job needs to know and u	inderstand how to:	
	CAR Do a good communicator		
	SA8. Be a good communicator. SA9. Express statements, opinions or informa	tion clearly so that the	
	receiver can hear and understand	tion clearly so that the	
	SA10. Respond appropriately to queries		
	SA11. Communicate effectively to supervisor,	office staff and workers	S
D. Professional Skills	Decision Making		
	The user/individual on the job needs to know and u	inderstand how to:	
	SB1. Arrive at proper decisions according to va	arious situations	
	Plan and Organize		
	The user/individual on the job needs to know and u	inderstand how to:	
	SB2. Plan the seasonal activates on priority ba	sis	
	SB3. Fix the task and allotment		
	SB4. Assign tasks to suitable persons		
	SB5. Motivate them for better output and time	e bound completion of	tasks
	SB6. Monitor the progress	852	
	Customer Centricity		
	NA		
	Problem Solving		
	The user/individual on the job needs to know and u	inderstand how to	
	SB7. Solve labour problems		
	SB8. Solve problems related to productivity of	workers	
	SB9. Solve problems among colleagues		
	SB10. Diagnose problems and nip in the bud st	age itself	
	Analytical Thinking		
	The user/individual on the job needs to know and u	inderstand how to:	
	SB11. Suggest improvement over the quality a	ssurance programmes	and
	activities currently practiced.		
	Critical Thinking		
	The user/individual on the job needs to know and u	inderstand how to:	
	SB12. Take appropriate action/seek expert opi	nion to overcome critic	al
	situations		







NOS Version Control

NOS Code	RSC / N 5009		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Industry	Drafted on	22/06/2015
Industry Sub-sector	Natural Rubber Plantation	Last reviewed on	22/06/2015
Occupation	Production - NR	Next review date	22/06/2017

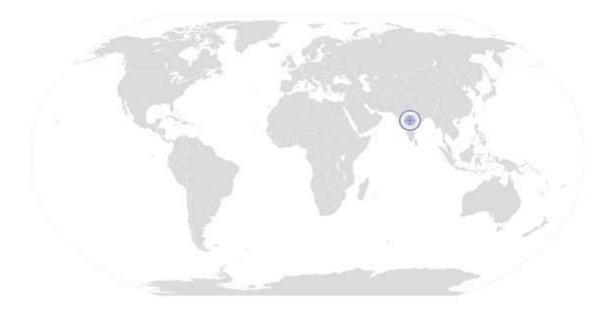








National Occupational Standard



Overview

This unit is about carrying out quality checks.





TREETING GRANT COVERNMENT OF INDIA NETRY OF SOLL DEVELOPMENT



Unit Code RSC / N 5003 Unit Title To carry out quality checks (Task) This unit is about carrying out quality control activities Description Scope This unit/task covers the following: Carrying out quality checks to identify problems • Take corrective actions Reporting the results Performance Criteria (PC) w.r.t. the Scope Element **Performance Criteria** To be competent, the user/individual on the job must be able to: PC1. Ensure that total range of checks are regularly and consistently performed Inspection PC2. Use appropriate measuring instruments, equipment, tools, accessories etc ,as required PC3. Identify non-conformities to quality assurance standards PC4. Identify potential causes of non-conformities to quality assurance standards PC5. Identify impact on final product due to non-conformance to company Analysis standards PC6. Evaluating the need for action to ensure that problems do not recur PC7. Suggest corrective action to address problem PC8. Review effectiveness of corrective action PC9. Interpret the results of the quality check correctly PC10. Take up results of the findings with QC in charge/appropriate authority. PC11. Take up the results of the findings within stipulated time PC12. Record of results of action taken Reporting PC13. Record adjustments not covered by established procedures for future reference PC14. Review effectiveness of action taken PC15. Follow reporting procedures where the cause of defect cannot be identified Knowledge and Understanding (K) The user/individual on the job needs to know and understand: A. Technical Knowledge KB1. The importance of quality control procedures KB2. Relevance and importance of activities and how they contribute to the









A. Core Skills/ Generic Skills For Service Statements, opinions or information of the construction of the constru	RUBBER SKILL DEVELOPMENT COUNCIL	Netional Occupational Standards GOVERNMENT O MINISTRY OF SIGLL DE		Transforming the skill
KB3. Proper procedure for selecting the material/product and performing quality checks without affecting the material KB4. Availability of work instructions, as necessary, KB5. Characteristics of the product/material KB6. Use of suitable equipment KB7. Availability and use of monitoring and measuring devices, KB8. Requirements of records KB9. Importance of maintaining accurate up-to-date records KB10. The need to report within the stipulated time KB11. Implications of inaccurate measuring and testing instruments and equipment KB12. The cost of non-conformance to quality standards KB13. Implications (impact on internal/external customers) of defective products, materials or components Skills (5) Writing Skills The user/individual on the job needs to know and understand how to: SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company SA3. Write simple letters, mails, etc SA4. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes Reading Skills The user/individual on the job needs to know and understand how to: SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc SA6. Read images, graphs, diagrams	SC / N 5003	To carry out quality checks	INSHIP.	
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KB7. Availability and use of monitoring and measuring devices, KB8. Requirements of records KB9. Importance of maintaining accurate up-to-date records KB1. The need to report within the stipulated time KB1. Implications of inaccurate measuring and testing instruments and equipment KB1. Implications of inaccurate measuring and testing instruments and equipment KB1. Implications (impact on internal/external customers) of defective products, materials or components Skills (S) Writing Skills The user/ individual on the job needs to know and understand how to: SA1. Construct simple sentences and express ideas clearly through written communication SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company SA3. Write simple letters, mails, etc SA4. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes Reading Skills The user/individual on the job needs to know and understand how to: SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc SA6. Read images, graphs, diagrams SA7. Understand the various coding systems as per company norms Oral Communication (Listening and Speaking skills) The user/individual on the job needs to know and understand how to: SA8. Express statements, opinions or		•		
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Skills (5) Writing Skills The user/ individual on the job needs to know and understand how to: SA1. Construct simple sentences and express ideas clearly through written communication SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company SA3. Write simple letters, mails, etc SA4. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes Reading Skills The user/individual on the job needs to know and understand how to: SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc SA6. Read images, graphs, diagrams SA7. Understand the various coding systems as per company norms Oral Communication (Listening and Speaking skills) The user/individual on the job needs to know and understand how to: SA8. Express statements, opinions or information clearly so that others can hear and understand SA9. Respond appropriately to any queries SA11. Communicate with upstream and downstream teams SA12. Work in a team and other behavioral skills required to support the small group		KB13. Implications (impact on internal/external customers) of defe	ctive pr	oducts,
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A. Core Skills/ Generic Skills The user/ individual on the job needs to know and understand how to: SA1. Construct simple sentences and express ideas clearly through written communication SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company SA3. Write simple letters, mails, etc SA4. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes Reading Skills The user/individual on the job needs to know and understand how to: SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc SA6. Read images, graphs, diagrams SA7. Understand the various coding systems as per company norms Oral Communication (Listening and Speaking skills) The user/individual on the job needs to know and understand how to: SA8. Express statements, opinions or information clearly so that others can hear and understand SA9. Respond appropriately to any queries SA10. Communicate with upstream and downstream teams SA12. Work in a team and other behavioral skills required to support the small group	Skills (S)			
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SA12. Work in a team and other behavioral skills required to support the small group				
			مrt tho م	mall group
activities (Quality Circle, Cross Functional Team, Suggestion Scheme)				- ·
				/



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B. Professional	Decision Making
Skills	
	The user/individual on the job needs to know and understand how to:
	SB1. Arrive at proper decisions according to various situations
	Plan and Organize
	The user/individual on the job needs to know and understand how to:
	SB2. Plan the seasonal activates on priority basis
	SB3. Fix the task and allotment
	SB4. Assign tasks to suitable persons
	SB5. Motivate them for better output and time bound completion of tasks
	SB6. Monitor the progress
	Customer Centricity
	NA
	NA .
	Problem Solving
	The user/individual on the job needs to know and understand how to
	SB7. Solve labour problems
	SB8. Solve problems related to productivity of workers
	SB9. Solve problems among colleagues
	SB10. Diagnose problems and nip in the bud stage itself
	Analytical Thinking
	The user/individual on the job needs to know and understand how to:
	SB11. Suggest improvement over the quality assurance programmes and
	activities currently practiced.
	Critical Thinking
	The user/individual on the job needs to know and understand how to:
	SB12. Take appropriate action/seek expert opinion to overcome critical
	situations









NOS Version Control

NOS Code	RSC / N 5003		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Industry	Drafted on	22/06/2015
Industry Sub-sector	Natural Rubber Plantation	Last reviewed on	22/06/2015
Occupation	Production - NR	Next review date	22/06/2017



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Rubber Plantation Manager					
Qualification Pa	ack	RSC/ Q 6105			
Sector Skill Cou	ncil	Rubber Skill Developm	ient Co	uncil	
Guidelines for	<u>Assessment</u>				
assigned marks p PC 2. The assessmer 3. Individual asse center (as per as	roportional to at for the theor ssment agencie sessment crite ssment agencie	ch Qualification Pack will be created by the Sector Skill Council. Each Performance C its importance in NOS. SSC will also lay down proportion of marks for Theory and Ski y part will be based on knowledge bank of questions created by the SSC es will create unique question papers for theory part for each candidate at each exar ria below) es will create unique evaluations for skill practical for every student at each examina	ills Pract	ical for e	each g
•	essfully passing	c , every trainee should score a minimum of 70% in every NOS g only certain number of NOS's, the trainee is eligible to take subsequent assessment	t on the	balance	NOS's
<u> </u>					
		Assessment Strategy	Marl	ks Alloca	ation
NOS	Elements	Performance Criteria	Tota I	Theo ry	Prac tica
1 DCC / N C105		PC1.Collection of good quality seeds and germination of seeds on special beds	10	2	8
1. RSC / N 6105 (Rubber Plantation	Raising of Nursery	PC2.Purchase of LDPE bags of the required size, making of required holes, filling with top soil and placing in trenches	12	2	10
Management)	. taroory	PC3.Purchase of root trainer cups of the required size, filling with treated coir pith mixture and placing in beds	6	2	4

		PC4. Planting of germinated seeds/ budded stumps as the case may be.	12	0	12
		PC5. Pulling of the cup, stumping of roots and hardening process on specially designed metallic stands	12	0	12
		PC6. Shading, weeding, manuring and irrigation	4	0	4
		PC7.Planting of bud wood/ mother plants of desired clones, pruning and scientifically cutting back the plants	2	0	2
	Pre- planting,	PC8.Clearing of land, tracing of estate road, formation of estate roads, contour lining in sloppy lands/square spacing in flat lands	2	2	0
	planting and other	PC9. Terracing, soil bunds/stone bunds in steep lands, modification of terraces/ bunds, pitting, refilling basal manuring.	2	2	0
	cultural operations	PC10.Selection of quality planting material having uniform growth for planting	6	2	4
		PC11.Cover crop establishment and its maintenance	2	2	0
	0	PC12.Plant protection, pruning and branch induction	10	2	8
	Cover crop and	PC13. Seed treatment, disease and pest management	6	2	4
	disease	PC14.Prophylactic measures against various leaf/stem/root diseases.	2	2	0
	manageme nt	PC15. Application of fungicides, weedicides and pesticides	2	2	0
	The second se	PC16. Proper usage of different types of fertilizers	2	2	0
		PC17.Making of fire belt, wind belt and support against wind	4	2	2
	Refresher training	PC18. Arrange refresher training to tappers/supervisors in modern trends of tapping/cultural operations.	2	2	0
	Pragramm es	PC19. Evaluate their learning outcome	2	2	0
			100	30	70
		PC1. Measuring of girth, selection of tappable trees and their marking	12	2	10
2. RSC / N 6106	Homeostics	PC2. Method of fixing spout and use of cup hanger/cup	12	2	10
	Harvesting and	PC3. Importance of adoption of low frequency tapping (LFT).	2	2	0
(Production	Processing	PC4. Rain guarding using polythene sheet/tapping shade.	12	2	10
wanayement)	Management)	PC5. Yield stimulation using latex stimulant preparations as per recommendations.	2	2	0

		PC6. Importance of panel protection	2	2	0
		PC 7. Adoption of controlled upward tapping (CUT) as per recommendation	2	2	0
		PC8. Adoption of intensive tapping in aged trees.	2	2	0
		PC9. Methods of collection of latex/ tree lace/shell scrap/earth scrap.	2	2	0
		PC10. Processing of the field latex to cenex /ribbed smoked sheet (RSS)/ pale latex crepe (PLC)/technically specified rubber (TSR)etc	2	2	0
		PC11. Processing of tree lace/shell scrap/earth scrap to various forms of crump/crepe rubber	2	2	0
		PC12. Proper packing and stocking of the processed rubber.	15	0	15
	Marketing	PC13. Sale of the produce at competitive rates	17	2	15
		PC14. Sale of old rubber trees at competitive rates while replanting.	12	2	10
	Additional	PC15. Sources of generating additional income in the plantation through intercropping, bee keeping, rubber seeds, cover crop seeds and farm tourism	2	2	0
	income generation	PC16. Management of such additional activities w.r.t production, collection, harvesting and marketing	2	2	0
			100	30	70
		PC1. The possibilities and causes for soil erosion	4	4	0
		PC2. Timely repairs/maintenance of terrace, silt pits, soil/stone bunds, to check soil/water erosion	4	4	0
		PC3. Correct method of drainage making	4	4	0
	Natural	PC4. Hedge maintenance	4	4	0
RSC/ N 5006	resource	PC5. Protection of water source from pollution	4	4	0
					4
(Natural Resource	manageme	PC6. Rain water harvesting	8	4	4
(Natural Resource Management)	manageme nt	PC6. Rain water harvesting PC7. Judicious use of water during irrigation	8 4	4	4
Resource	-			•	-
Resource	-	PC7. Judicious use of water during irrigation	4	4	0
Resource	-	PC7. Judicious use of water during irrigation PC8. Mulching for soil and moisture conservation. PC9. Avoiding excess dosage of fertilisers and chemicals to minimise damage to	4	4	0

	manageme nt & Health	PC12. Collection and storage of empty containers, worn out polythene bags, fertilizer bags etc from the field for reuse/disposal	4	4	0
	care	PC13. Use of personal protective devices to minimize damages while using fungicides and other chemicals, weed cutter, chain saw etc.	8	4	4
		PC14. Timely detection and treatment for diseases to avoid over- dosage of chemicals.	5	5	0
		PC15. Prevention of diseases through appropriate management strategies to avoid excessive use of fungicides	5	5	0
		PC16. Destroy sources of mosquito breeding to control possible epidemics	5	5	0
	Input	PC17. Awareness about consequences of chemical contamination	5	5	0
	(chemical) manageme	PC18. Use of chemical fertilizers and other chemicals only as per recommendations.	8	2	6
	nt	PC19. Spraying & handlings of chemicals using hood, masks, gloves etc.	2	2	0
		PC20. Usage of organic and bio- fertilizers.	2	2	0
		PC21. Usage of plant growth hormones and bio-control measures against diseases.	2	2	0
			100	80	20
	Feed back	PC1. Generate innovations through expertise	0	0	0
	on	PC2. Report to the higher authorities for trial, modifications and evaluation	0	0	0
	innovations	PC3. Implement/adopt the approved innovations	8	8	0
	Feed back	PC4. Identify the issues requiring trouble shooting.	12	6	6
RSC/N 5007	on	PC5. Report to the higher authorities for diagnosing and remedial action.	12	6	6
(Feed back to	(Feed back to incidence	PC6. Carry out protection measures.	16	6	10
Higher Authorities) of trouble shooting Feed back	PC7. Report on the effectiveness of the control measures.	12	4	8	
		PC8. Report on the effect of climatic factors on the functioning of the factory.	4	4	0
	Feed back	PC9. Identify appropriate location specific indigenous knowledge	4	4	0
	on indigenous knowledge/	PC10. Report it to higher authorities for trial, evaluation and adoption with modifications, if any	0	0	0

	Feed back	PC12. Identify the socio-economic issues	4	4	0
	on socio- economic problems Feed back on conflicts	PC13. Report it to higher authorities for investigation and solution	4	4	0
		PC14. Extend possible help for solving such problems.	4	4	0
		PC15. Aware of the conflict existing and its possible causes	4	4	0
		PC16. Report it to the higher authority for resolving the issues	4	4	0
	on connets	PC17. Extend possible help for solving the conflict	4	4	0
	Feedback	PC18. Feed back on shortages/surplus of inputs	4	4	0
	on inputs	PC19. Information on quality issues of inputs	4	4	0
			100	70	30
		PC1. General office procedures	0	0	0
		PC2. Record keeping and file maintenance	4	3	1
	Office manageme nt	PC3. Leave and allowance/wages rules	4	4	0
		PC4. Rules regarding workers' benefits	4	4	0
		PC5. Monitor office activities	4	4	0
		PC6. Maintenance of punctuality and discipline in the factory	4	4	0
		PC7. Dealing cash/effecting payments	4	3	1
5. RSS/ N	Account maintenan ce	PC8. Proper accounting and book keeping	5	4	1
5008		PC9. Regulating expenditure as per fund allocation	5	4	1
(Documentati		PC10. Income and expenditure statement preparation	5	4	1
on & Office		PC11. Profit/loss statements	5	4	1
Management)		PC12. Operating bank account	5	4	1
		PC13. Disbursement of salary/wages	5	4	1
	Balance	PC14. Annual budget preparation as per target	5	4	1
	sheet 8 budgot	PC15. Annual balance sheet preparation	5	4	1
	&budget Preparatio n	PC16. Annual EPF statements & other statutory statements	5	4	1
	Input/equip	PC17. Assessment of input & equipment requirement	4	4	0
	ment	PC18. Arrange for purchase, effective utilization & management of the resources	4	3	1

	purchase & manageme nt	PC19. Records of sales and purchases	4	3	1
		PC20. Collection and recording of all data	3	3	0
	Data	PC21. Compilation, analysis and documentation	4	4	0
	collection, analysis &	PC22. Documentation for publication, reporting and recording for future reference	4	4	0
	documenta	PC23.Correspondence with venders, clients, govt. agencies and public	4	3	1
	tion	PC24.Document notifications/letters from Government agencies and management	4	3	1
			100	85	15
		PC1. Decide on the plans and take necessary steps to achieve the objectives	0	0	0
	Basic Manageme nt Functions	PC2. Assign tasks and allocate resources to individuals	15	5	10
		PC3. Determine the manpower requirements and decide their placement.	15	5	10
		PC4. Motivate and lead the staff for timely achievements of the goals.	4	4	0
		PC5. Regularly monitor the progress of work	4	4	0
	Conflict Manageme nt/ Problem	PC6. Identify the conflict/problem	4	4	0
		PC7. Diagnose the reason	4	4	0
6. RSC/N		PC8. Develop solutions	4	4	0
5009 (Human	solving	PC9. Implement and review	4	4	0
Resource	Human	PC10. Place right type of people in right number at the right place	4	4	0
Management	Resource Planning &	PC11. Motivate the staff to increase turn over and improve quality	4	4	0
and Welfare)	Manageme	PC12. Performance appraisal for human resource development	10	5	5
	Human	PC13. Assess training need for skill development	4	4	0
	Resource Developme nt	PC14. Organize suitable training programmes for skill development/capacity	4	4	0
	Implement	PC15Implement EPF for workers	4	4	0
	welfare	PC16. Implement Group insurance schemes and health insurance	4	4	0
	programme	PC17. Implement production linked incentive/bonus schemes	4	4	0

	S	PC18. Implement Housing and related welfare measures	4	4	0
		PC19. Implement provisions of rest room, recreational facilities etc as per relevant rules	4	4	0
			100	75	25
		PC1. Ensure that total range of checks are regularly and consistently performed	5	5	0
	Inspection	PC2. Use appropriate measuring instruments, equipment, tools, accessories etc ,as required	16	6	10
		PC3. Identify non-conformities to quality assurance standards	6	6	0
		PC4. Identify potential causes of non-conformities to quality assurance standards	6	6	0
	Analysis	PC5. Identify impact on final product due to non-conformance to company standards	6	6	0
7. RSC / N		PC6. Evaluating the need for action to ensure that problems do not recur	5	5	0
5003 (To		PC7. Suggest corrective action to address problem	5	5	0
carry out quality		PC8. Review effectiveness of corrective action	5	5	0
checks)		PC9. Interpret the results of the quality check correctly	16	6	10
,		PC10. Take up results of the findings with QC in charge/appropriate authority.	5	5	0
		PC11. Take up the results of the findings within stipulated time	5	5	0
		PC12. Record of results of action taken	5	5	0
	Reporting	PC13. Record adjustments not covered by established procedures for future reference	5	5	0
		PC14. Review effectiveness of action taken	5	5	0
		PC15. Follow reporting procedures where the cause of defect cannot be identified	5	5	0
			100	80	20