



## **QUALIFICATION FILE**

### **Millet Product Processor**

- ☒ Short Term Training (STT) ☐ Long Term Training (LTT) ☐ Apprenticeship  
☒ Upskilling ☐ Dual/Flexi Qualification ☐ For ToT ☐ For ToA
- ☒ General ☐ Multi-skill (MS) ☐ Cross Sectoral (CS) ☐ Future Skills ☐ OEM ☐

**NCrF/NSQF Level: 3**

**Submitted By:**

**Food Industry Capacity and Skill Initiative (FICSI)  
Shriram Bhartiya Kala Kendra (3rd Floor)  
1, Copernicus Marg, New Delhi 110001, Phone: 9711260230**

Approved in 30<sup>th</sup> NSQC Meeting Date 23rd June 2023  
On File Approved Date 13.06.2023

**QUALIFICATION NAME- MILLET PRODUCT PROCESSOR** Qualification Code- STT NCVET- QG-2.5-FI-00053-2023-V1-FICSI

## Table of Contents

Guidelines for Filling STT/LTT/Apprenticeship/OEM Qualification File .....	1
Section 1: Basic Details .....	3
Section 2: Module Summary.....	6
NOS/s of Qualifications.....	6
Mandatory NOS/s: .....	6
Assessment - Minimum Qualifying Percentage .....	6
Section 3: Training Related .....	7
Section 4: Assessment Related .....	8
Section 5: Evidence of the need for the Qualification .....	8
Section 6: Annexure & Supporting Documents Checklist.....	9
Annexure 1: Evidence of Level.....	9
Annexure 2: Tools and Equipment (Lab Set-Up).....	14
Annexure 3: Detailed Assessment Criteria .....	16
Annexure 4: Assessment Strategy .....	25
Annexure 5: Acronym and Glossary.....	27

## Section 1: Basic Details

1.	Qualification Name	Millet Product Processor																				
2.	Sector/s	Food Processing																				
3.	Type of Qualification <input checked="" type="checkbox"/> New <input type="checkbox"/> Revised <input type="checkbox"/> <input type="checkbox"/> Has Electives/Options	NQR Code & version of existing/previous qualification: NA	Qualification Name of existing/previous version: NA																			
4.	National Qualification Register (NQR) Code & Version (Will be issued after NSQC approval)	QG-3-FI-00359-2023-V1-FICSI Version-1	5. NCrF/NSQF Level: 3																			
6.	Award (Certificate/Diploma/ Advanced Diploma/Any Other) (Wherever applicable specify multiple entry/exits also & provide details in annexure)	Certificate																				
7.	Brief Description of the Qualification	A Millet Product Processor is responsible for producing various types of value added millet based products that involves selection of various millets, other raw materials, pre-processing, production, packaging, storage and maintaining their consistency and quality, while meeting defined SOPs.																				
8.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	<div>a. Entry Qualification &amp; Relevant Experience:</div> <table><tr><th>S. No.</th><th>Academic/Skill Qualification (with Specialization - if applicable)</th><th>Required Experience (with Specialization - if applicable)</th></tr><tr><td>1</td><td>Grade 10 pass</td><td></td></tr><tr><td>2</td><td>Grade 8 pass with 2 years of NTC/NAC after 8th</td><td></td></tr><tr><td>3</td><td>Grade 8 pass and pursuing continuous schooling in regular school</td><td></td></tr><tr><td>4</td><td>Grade 9 pass and pursuing continuous schooling in regular school</td><td></td></tr><tr><td>5</td><td>8th Grade Pass</td><td>2-year of relevant experience</td></tr></table>			S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1	Grade 10 pass		2	Grade 8 pass with 2 years of NTC/NAC after 8th		3	Grade 8 pass and pursuing continuous schooling in regular school		4	Grade 9 pass and pursuing continuous schooling in regular school		5	8th Grade Pass	2-year of relevant experience
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)																				
1	Grade 10 pass																					
2	Grade 8 pass with 2 years of NTC/NAC after 8th																					
3	Grade 8 pass and pursuing continuous schooling in regular school																					
4	Grade 9 pass and pursuing continuous schooling in regular school																					
5	8th Grade Pass	2-year of relevant experience																				

		6	. 9th Grade Pass		1-year of relevant experience			
		7	5th Grade Pass		5-year of relevant experience			
		8	Previous relevant qualification of NSQF Level 2.5		1.5years of relevant experience			
		9	Previous relevant qualification of NSQF Level 2		3 years of relevant experience			
		<b>b. Age:</b> 16 years						
9.	<b>Credits Assigned to this Qualification</b> (as per National Credit Framework (NCrF))	12	<b>10. Common Cost Norm Category (I/II/III)</b> (wherever applicable): I					
10.	<b>Any Licensing Requirements for Undertaking Training on This Qualification</b> (wherever applicable)	NA						
11.	<b>Training Duration by Modes of Training Delivery</b> (Specify <b>Total Duration</b> as per selected training delivery modes and as per requirement of the qualification)	<input checked="" type="checkbox"/> Offline <input type="checkbox"/> Online <input type="checkbox"/> Blended						
		<b>Training Delivery Modes</b>	<b>Theory (Hours)</b>	<b>Practical (Hours)</b>	<b>OJT Mandatory (Hours)</b>	<b>OJT Recommended (Hours)</b>		
		<b>Classroom (offline)</b>	130	230		360		
		<b>Online</b>						
12.	<b>Aligned to NCO/ISCO Code/s</b> (if code is not available, then mention the same)	NCO-2015/8160.1000,1900, 2015/7512.0100						
13.	<b>Progression Path After Attaining the Qualification</b> (Please show Professional and Academic progression) (wherever applicable)							

14.	<b>Other Indian Languages in which the Qualification &amp; Model Curriculum are being Submitted</b>	English and Hindi	
15.	<b>Is similar Qualification(s) available on NQR-if yes, justification for this qualification</b>	<b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>URLs of similar Qualifications:</b>	
16.	<b>Is the Job Role Amenable to Persons with Disability</b>	<b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>If “Yes”, specify applicable type of Disability:</b>	
17.	<b>How participation of women will be encouraged?</b>	<p>An increasing population of educated and working women needs inclusion, by formulating policy measures on skilling, job creation, and support services. Women comprises of &gt;65% of the labourers among micro, small and medium enterprises. Opportunities for work that is proximate, child care facilities, safe transportation, gender acceleration plan and return to work (women to join back the workforce after motherhood) go a long way in increasing the proportion of women in the workforce.</p> <p>Higher attrition among women employment drive for the continuous training support for the industry. There is a need of incentive-based approach to encourage more women to join the Food Processing industry in the clusters (Stipend / Job guarantee / Free training / Safety kit etc.).</p>	

Approved in 30<sup>th</sup> NSQC Meeting Date 23rd June 2023  
On File Approved Date 13.06.2023

**QUALIFICATION NAME- MILLET PRODUCT PROCESSOR** Qualification Code- STT NCVET- QG-2.5-FI-00053-2023-V1-FICSI

18.	<b>Are Greening/ Environment Sustainability Aspects Covered</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
19.	<b>Is Qualification Suitable to be Offered in Schools/Colleges</b>	Schools <input type="checkbox"/> Yes <input type="checkbox"/> No      Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
20.	<b>Name and Contact Details of Submitting / Awarding Body SPOC</b> <i>(In case of CS or MS, provide details of both Lead AB &amp; Supporting ABs)</i>	<b>Name:</b> Mr. Sunil K Marwah <b>Email:</b> <a href="mailto:ceo@ficsi.in">ceo@ficsi.in</a> <b>Contact No.:</b> +919711260230 <b>Website:</b> www.ficsi.in	
21.	<b>Final Approval Date by NSQC:</b> 13/06/2023	<b>21. Validity Duration:</b> 3 years	<b>22. Next Review Date :</b> 12 /06/ 2026

## Section 2: Module Summary

### NOS/s of Qualifications

#### Mandatory NOS/s:

S.No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/Non-Core	NCrF/NSQ F Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th	Pr.	OJT-Ma n.	OJT-Rec.	Totl	Th.	Pr	Proj	Viva	Totl	Weightage (%) (if applicable)
1	Preparation for Production	FIC/N9026,V1	Non-Core	3	1	10	20			30	30	70	0	0	100	20%
2	Produce Millet Based Composite Flour	FIC/N1038,V1	Core	3	3	30	60			90	35	65	0	0	100	30%
3	Apply food safety guidelines in Food Processing	FIC/N9906,V1	Non-Core	2	1	10	20			30	30	70	0	0	100	10%
4	Employability Skills	DGT/VSQ/N0101 ,V1	Non-Core	2	1	20	10			30	20	30	0	0	50	10%
5	Produce Millet Based Baked Products	FIC/N1039	Core	3	2	20	40			60					100	30%
6	Produce Instant Idli and Dosa Mix	FIC/N1040	Core	3	2	20	40			60					100	30%



Approved in 30<sup>th</sup> NSQC Meeting Date 23rd June 2023  
On File Approved Date 13.06.2023

**QUALIFICATION NAME- MILLET PRODUCT PROCESSOR** Qualification Code- STT NCVET- QG-2.5-FI-00053-2023-V1-FICSI

7	Produce Millet Based Extruded Products	FIC/N1041	Core	3	2	20	40			60					100	30%
<b>Duration (in Hours) / Total Marks</b>						130	230			360	115	235			650	

## Assessment - Minimum Qualifying Percentage

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

### Section 3: Training Related

1.	<b>Trainer's Qualification and experience in the relevant sector (in years)</b>	M.Sc./ MTech /ME in Food Technology or Food Engineering or Home sciences with one years' experience in the relevant field. <b>OR</b> B.Sc. or graduate/B. Tech/BE in Food Technology or Food Engineering or Home sciences with two years' experience in the relevant field.
2.	<b>Master Trainer's Qualification and experience in the relevant sector (in years)</b>	M.Sc./ MTech /ME in Food Technology or Food Engineering or Home sciences with three years' experience in the relevant field. <b>OR</b> B.Sc. or graduate/B. Tech/BE in Food Technology or Food Engineering or Home sciences with four years' experience in the relevant field.
3.	<b>Tools and Equipment Required for the Training</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4.	<b>In Case of Revised Qualification, Details of Any Upskilling Required for Trainer</b>	NA

### Section 4: Assessment Related

1.	<b>Assessor's Qualification and experience in relevant sector (in years)</b>	M.Sc./ MTech /ME in Food Technology or Food Engineering or Home sciences with two years' experience in the relevant field. <b>OR</b> B.Sc. or graduate/B. Tech/BE in Food Technology or Food Engineering or Home sciences with three years' experience in the relevant field.
2.	<b>Proctor's Qualification and experience in relevant sector (in years)</b>	Any graduate

3.	<b>Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years)</b>	M.Sc./ MTech /ME in Food Technology or Food Engineering or Home sciences with three years' experience in the relevant field. <b>OR</b> B.Sc. or graduate/B. Tech/BE in Food Technology or Food Engineering or Home sciences with four years' experience in the relevant field.
4.	<b>Assessment Mode</b>	Offline/Online
5.	<b>Tools and Equipment Required for Assessment</b>	<input checked="" type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input type="checkbox"/> No

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

1.	<b>Latest Skill Gap Study (not older than 2 years) (Yes/No):</b> No
2.	<b>Latest Market Research Reports or any other source (not older than 2 years) (Yes/No):</b> No
3.	<b>Government /Industry initiatives/ requirement (Yes/No):</b> NA
4.	<b>Number of Industry validation provided:</b> NA
5.	<b>Estimated nos. of persons to be trained and employed:</b> 250
6.	<b>Evidence of Concurrence/Consultation with Line Ministry/State Departments:</b> NA

**Section 6: Annexure & Supporting Documents Check List**

1.	<b>Annexure:</b> NCrf/NSQF level justification based on NCrf level/NSQF descriptors <i>(Mandatory)</i>	Annexure 1-Evidence of level
2.	<b>Annexure:</b> List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	Annexure 2-Tools and Equipment
3.	<b>Annexure:</b> Detailed Assessment Criteria <i>(Mandatory)</i>	Annexure 6-Assessment Criteria
4.	<b>Annexure:</b> Assessment Strategy <i>(Not Mandatory)</i>	Annexure 7-Assessment Strategy
5.	<b>Annexure:</b> Blended Learning <i>(Mandatory, in case selected Mode of delivery is Blended Learning)</i>	NA
6.	<b>Annexure:</b> Multiple Entry-Exit Details <i>(Mandatory, in case qualification has multiple Entry-Exit)</i>	NA
7.	<b>Annexure:</b> Acronym and Glossary <i>(Optional)</i>	Annexure 8-Acronym & Glossary
8.	<b>Supporting Document:</b> Model Curriculum <i>(Mandatory – Public view)</i>	Model Curriculum – Millet Product Processor
9.	<b>Supporting Document:</b> Career Progression <i>(Optional - Public view)</i>	NA
10.	<b>Any other document you wish to submit:</b>	NA

## Annexure1 : Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
<b>Professional Theoretical Knowledge/Process</b>	<p><b>Prepares a person to carry out processes that are repetitive, on a regular basis, with little application of understanding, more of practice.</b></p> <ul style="list-style-type: none"> <li>• clean and maintain the cleanliness of the work area using approved sanitizers and keep it free from dust, waste, flies and pests</li> <li>• ensure that the work area is safe and</li> <li>• hygienic for food processing</li> <li>• dispose waste materials as per defined SOPs and industry requirements</li> <li>• check the working and performance of all machineries and tools used for production</li> <li>• clean the machineries and tools used</li> <li>• with approved sanitizers following specifications and SOPs</li> <li>• calculate the process time for each batch for effective utilization of machineries</li> <li>• refer to the production chart/proofing</li> <li>• Food processing unit operations with adherence to specified quality standards.</li> </ul>	<p>The Millet Product Processor in the job requires well developed skills, with clear choice of procedures in familiar context. Refer to evidence provided in the adjacent column.</p> <p>Hence it falls under Level 3.</p>	3

	<ul style="list-style-type: none"> <li>Recognise a workplace problem or a potential problem and take action.</li> </ul>		
<b>Professional and Technical Skills/ Expertise/ Professional Knowledge</b>	<p><b>Material, tools and applications in a limited context, understands context of work and quality.</b></p> <ul style="list-style-type: none"> <li>food safety and hygiene standards followed</li> <li>types of chemicals, materials and</li> <li>equipment required for cleaning and maintenance</li> <li>cleaning process to disinfect equipment/ tools</li> <li>knowledge on food safety standards and Regulations (as per FSSAI)</li> <li>handling of type of ovens and oven operation (continuous/batch), proof box, and type of extruders.</li> <li>processes related to baking, fermentation, extrusion.</li> </ul>	<p>The Millet Product Processor should have knowledge of facts, principles, processes and general concepts, in a field of work and study.</p> <p>Refer to evidence provided in adjacent column. Hence it falls under Level 3.</p>	3
<b>Employment Readiness &amp; Entrepreneurship Skills &amp; Mind-set/Professional Skill</b>	<p><b>Limited-service skills used in limited context; select and apply tools; assist in professional works with no variables; differentiate good and bad quality.</b></p> <ul style="list-style-type: none"> <li>exhibit values and ethics at workplace</li> <li>effectively manage time</li> <li>possess effective communication skills</li> <li>works in a team</li> </ul>	<p>The Millet Product Processor should possess practical skill, routine and repetitive in a narrow range of application, using appropriate rules and tools, and using quality concepts.</p> <p>Refer to evidence provided in the adjacent column. Hence it falls under Level 3.</p>	3

	<ul style="list-style-type: none"> <li>• manage conflicts</li> <li>• possess essential digital skills</li> <li>• understand diversity and inclusion</li> <li>• exhibit financial and legal literacy</li> <li>• displays entrepreneurship skill</li> <li>• comprehends techniques for communicating with customers and managing customer relationship</li> </ul>		
<b>Broad Learning Outcomes/Core Skill</b>	<p><b>Receive and transmit written and oral messages, basic arithmetic, personal financing, understanding of social, political, and religious diversity, hygiene and environment.</b></p> <ul style="list-style-type: none"> <li>• interpret numerical information related to the process</li> <li>• record workplace documentation using appropriate terminology and in required format</li> <li>• communicate with others effectively</li> <li>• plan and prioritize various tasks</li> <li>• organize all process/equipment manuals to access information easily</li> <li>• discuss task lists, schedules, and activities with others effectively</li> <li>• takes responsibility for planning, sequencing, and prioritising tasks for operation of equipment and prioritize tasks as per work requirements</li> </ul>	<p>The Millet Product Processor should be able to communicate effectively, must have knowledge of simple arithmetic operations with basic understanding of organization procedures and policies and the healthy working environment.</p> <p>Refer to evidence provided in the adjacent column. Hence it falls under Level 3.</p>	3

<b>Responsibility</b>	<p><b>No responsibility; works under instruction and close supervision.</b></p> <ul style="list-style-type: none"> <li>• Prepare for production</li> <li>• Bake millet bakery products in the oven</li> <li>• Produce Instant Idli and Dosa Mix</li> <li>• Produce Extruded Millet Products</li> <li>• Maintaining basic food and health and safety norms at workplace.</li> </ul>	<p>The Millet Product Processor should have the responsibility for its own work and learning.</p> <p>Refer to evidence provided in the adjacent column. Hence it falls under Level 3.</p>	3



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

### List of Tools and Equipment

**Batch Size:** 30 trainees

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	Packing, Wraps Rolls		1
2	Refrigerator		1
3	Lab Scale Ovens		2
4	Baking Sheet & Racks		2
5	Commercial Mixers		2
6	Wire Whiskers		1
7	Fryer		1
8	Baking Pan/Molds		2
9	Cooling Racks		2
10	Bread Slicer Manual/Mechanical		1
11	Knives		2
12	Spatula		2
13	Utensils		5
15	Mixing Bowl		3
16	Work-Table		2
17	Sinks		2
18	Measuring Cup & Spoon		3
19	Thermometer		3
20	Timer		2
21	Digital Hygrometer		2
22	Lab Equipment for Testing		1
23	Lab Chemicals for Testing And Glassware		1

24	Weighing Scale		1
25	Gas Burner (Lpg)		1
26	Lpg Cylinders		2
27	High Speed Exhausts		2
28	Destoner		1
29	Sieve/Sifter		2
30	Drying machine		1
31	Extruder		2

Classroom Aids The aids required to conduct sessions in the classroom are:

1. Computer/Laptop
2. Projector
3. Whiteboard
4. Marker
5. Worktable

## Annexure 3: Detailed Assessment Criteria

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

NOS/Module Name	Assessment Criteria for Performance Criteria / Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Preparation for production	<i>Plan for production</i>	11	25	-	-
	PC1. identify work requirements by, obtaining instructions from the supervisor Instructions: process chart, product flow chart, formulation, chart, etc.	3	6	-	-
	PC2. plan and prioritize tasks as per work schedule Tasks: inspect, clean, maintain, verify, etc.	2	5	-	-
	PC3. estimate manpower and material requirements as per work requirement Material: raw materials and packaging materials	2	4	-	-
	PC4. ensure required quantity of raw materials, packaging materials, equipment, and manpower for production.	2	5	-	-
	PC5. plan capacity utilization of machinery with respect to the processing time, production order, and batch size for each product	2	5	-	-
	<i>Clean and maintain work area, machineries, and tools for production</i>	14	32	-	-
	PC6. clean and maintain the work area as per organizational procedures	3	7	-	-

	PC7. clean and maintain the machines and tools and sanitize them as per the organization's specifications and standards	<b>3</b>	<b>7</b>	-	-
	PC8. dispose of the waste material at designated place safely Waste material: hazardous waste, food waste, packaging waste, etc.	<b>3</b>	<b>7</b>	-	-
	PC9. inspect the tools, equipment, and machinery to ascertain suitability for use	<b>3</b>	<b>6</b>	-	-
	PC10. report information such as faulty tools and equipment to the concerned authority	<b>2</b>	<b>5</b>	-	-
	<i>Organize for production</i>	<b>5</b>	<b>13</b>	-	-
	PC11. organize tools and equipment	<b>2</b>	<b>7</b>	-	-
	PC12. receive and organize production materials appropriately Production materials: raw materials, packaging materials, etc.	<b>2</b>	<b>4</b>	-	-
	PC13. allot responsibilities/work to the assistants and helpers	<b>1</b>	<b>2</b>	-	-

	<b>Total Marks</b>	<b>30</b>	<b>70</b>	<b>-</b>	<b>-</b>
Produce Millet Based Composite Flour	<i>Organize Raw Materials</i>	<b>7</b>	<b>10</b>		
	PC1. evaluate the work order and formulation provided by the company.	<b>1</b>	<b>1</b>		
	PC2. arrange all the necessary ingredients and raw materials for the order in accordance with the organization's norms.	<b>2.5</b>	<b>2</b>		
	PC3. ensure that the purchased raw materials are labelled in accordance with FSSAI (Labelling & Display) Guidelines.	<b>1</b>	<b>1</b>		
	PC4. inspect the product for foreign materials, offensive compounds, added coloring matter, weevils, rodents, etc. in accordance with FSSAI (Food Product Standards & Food Additives) Regulations.	<b>1.5</b>	<b>2</b>		
	PC5. examines each ingredient's quality using physical and quantitative parameters to determine whether a product complies with the organization's standards. physical characteristics: appearance, colour, smell, texture, etc. quantitative parameters: protein content, moisture content, particle size etc	<b>1</b>	<b>4</b>		

	<i>Produce Millets Composite Flour</i>	20	40	-	-
	PC6. weigh and measure all ingredients/raw materials properly for the product or batch. ingredients: various flour in different ratios, fat, water, sugar, additions, flavours.	2	4	-	-
	PC7. set and manage weighing/loading equipment that weigh, measure and feed each permissible ingredient—such as flour, fat, water, sugar, additives, flavours and colours, spices, etc.—for mixing and sifting.	2	4	-	-
	PC8. sieve ingredients with the help of various sifters to achieve the desired particle size	3	5	-	-
	PC9. collect all the ingredients and add to a blender at once or sequentially in order to create the appropriate blends with desired consistency according to the organization’s standards.	2	4	-	-

PC10.cover the blenders openings/hoppers properly, set the blender speed and begin blending.	1	2	-	-
PC11.dispense the composite flour in a storage container/trolley.	1	2	-	-
PC12.empty the blender and thoroughly clean it before the next batch.	1	2	-	-
PC13. take sample and examine the physical characteristics of the finished items, such as colour, appearance, particle size, moisture, bulk density etc as per organization's standards.	4	11	-	-
PC14. pass the semi-finished goods through CCP to ensure the product is safe for consumption.	2	3	-	-
PC15. dispose of the rejected batch safely using the organization's established protocols.	2	3	-	-
<i>Packaging and Storage of Composite Flour</i>	8	15	-	-
PC16. ensure the use of packaging materials: (LDPE) Low Density Polyethylene, (HDPE) High Density Polyethylene, (MP) Metallized Polyester, BOPP for packing millet based composite flour on various packaging machines.	4	6	-	-
PC17. store the packed composite flour in airtight containers in a cool and dry place till dispatch by maintaining appropriate temperature and relative humidity.	2	2	-	-
PC18. perform the post-production cleaning as per organizational standards.	2	7	-	-
<b>Total Marks</b>	<b>35</b>	<b>65</b>	<b>-</b>	<b>-</b>

Apply food safety guidelines in Food Processing	<i>Apply personal hygiene and follow Good Manufacturing practices at workplace</i>	22	44	0	6
	PC1. follow a site relevant documented procedure for Personal Hygiene and Visitor/ Contractor rules.	2	4	0	0
	PC2. follow work instructions at levels of employee inside a food manufacturing site and ensure that the relevant instructions are well communicated and being followed at the fixed timelines.	2	4	0	2
	PC3. follow Good Manufacturing Practices (GMP) at the workplace. Good Manufacturing Practices: location and layout (ergonomics), cleaning and sanitation, equipment and containers, pest control, facilities (lighting, water supply, drainage and waste disposal, air quality and ventilation), food storage, transportation, and distribution (Source: Schedule IV, FSSAI Licensing and Registration, 2011)	2	4	0	0
	PC4. ensure timely medical examination from a prescribed and authorized doctor and to comply with the guidelines of Schedule IV as described in Food Safety Standard Authority of India (FSSAI) guidelines.	2	4	0	0
	PC5. fill data in daily monitoring checklist related to personal hygiene, food safety and GMP.	2	4	0	0
	PC6. follow a site relevant documented procedure and area wise work instructions for Good Manufacturing Practices (GMP) to be followed on the site. procedure: Hand washing requirements, Gowning & De gowning protocols, cleaning, and sanitation of employee lockers, follow the protocols as laid down in different category	2	4	0	2



	of processing areas like Low risk, High Risk, High Care areas, etc.				
	PC7. follow all validated Do's & Don'ts inside a food manufacturing firm.	1	2	0	1
	PC8. follow man and materials movement throughout the production facility, to restrict unwanted hazards to cross contaminate the products which are being manufactured in the facility.	2	4	0	0
	PC9. refer the process flow charts, HACCP summary plan and critical process parameters in each and respective areas of the production line.	1	2	0	1
	PC10. identify the material requirements such as manufacturing equipment's, Utensils and other processing aids, cleaning chemicals, cleaning work instructions in all the relevant areas of manufacturing facility. Also, a special focus shall be given on Allergens and their risks. Wherever required, the allergen requirements shall be separately addressed.	2	4	0	0
	PC11. ensure to properly tag and number all the equipment, machinery, tools, and other processing aids to keep a proper traceability of the product being manufactured and handled at site.	1	2	0	0
	PC12. follow and implement all training and awareness guidelines in manufacturing area and regularly participate in training effectiveness for evaluation.	1	2	0	0
	PC13. participate in audits and address the aspects of Good Manufacturing Procedures, personal hygiene and food safety.	1	2	0	0

	PC14. ensure the record keeping and documentation such as Daily Monitoring Sheets, Batch Traceability Records, machine records, product parameters, process control parameters etc.	1	2	0	0
	<i>Implement food safety practices at the workplace</i>	8	16	0	4
	PC15. maintain updated facilities, equipment and tool and design requirements to minimize the risks associated with the products being handled at the site.	2	4	0	0
	PC16. follow instruction in raw and packaging materials warehouse and ensure receiving material parameters matches with all the laid requirements. parameters: Incoming vehicles Visual report, storage and handling requirements, hazardous and non-hazardous goods, allergens, cross contamination risks, Quarantine, Accepted & rejected goods, monitoring temperature and humidity etc.	1	2	0	1
	PC17. follow FSSAI Schedule IV requirements related to: Pest Control, Cleaning and Sanitation, Utilities, Waste Disposal, Prevention of Cross Contamination, allergen management, corrective action, preventive actions, food operation control etc.	2	4	0	2
	PC18. ensure timely check the critical control points and product parameters.	1	2	0	0
	PC19. record keeping and documentation such as daily monitoring sheets, cleaning sheets, parameters etc.	1	2	0	1
	PC20. report any food safety and GMP issue to supervisor, if any.	1	2	0	0
	<b>Total Marks</b>	<b>30</b>	<b>70</b>	-	-
Employability Skills	<i>Introduction to Employability Skills</i>	1	1	-	-
	PC1. understand the significance of employability skills in meeting the job requirements				
		-	-	-	-

	<i>Constitutional values – Citizenship</i>	<b>1</b>	<b>1</b>	-	-
	<b>PC2.</b> identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
	<i>Becoming a Professional in the 21st Century</i>	<b>1</b>	<b>3</b>	-	-
	PC3. explain 21st Century Skills such as Self Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
	<i>Basic English Skills</i>	<b>2</b>	<b>3</b>	-	-
	PC4. speak with others using some basic English phrases or sentences	-	-	-	-
	<i>Communication Skills</i>	<b>1</b>	<b>1</b>	-	-
	PC5. follow good manners while communicating with others	-	-	-	-
	PC6. work with others in a team	-	-	-	-
	<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>1</b>	-	-
	<b>PC7.</b> communicate and behave appropriately with all genders and PwD	-	-	-	-
	<b>PC8.</b> report any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
	<i>Financial and Legal Literacy</i>	<b>3</b>	<b>4</b>	-	-
	PC9. use various financial products and services safely and securely	-	-	-	-
	PC10. calculate income, expenses, savings etc.	-	-	-	-

	PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
	<i>Essential Digital Skills</i>	<b>4</b>	<b>6</b>	-	-
	PC12. operate digital devices and use its features and applications securely and safely	-	-	-	-
	PC13. use internet and social media platforms securely and safely	-	-	-	-
	<i>Entrepreneurship</i>	<b>3</b>	<b>5</b>	-	-
	PC14. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
	PC15. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
	<i>Customer Service</i>	<b>2</b>	<b>2</b>	-	-
	PC16. identify different types of customers and ways to communicate with them	-	-	-	-
	PC17. identify and respond to customer requests and needs in a professional manner	-	-	-	-
	PC18. use appropriate tools to collect customer feedback	-	-	-	-
	<i>Getting ready for apprenticeship &amp; Jobs</i>	<b>1</b>	<b>3</b>	-	-
	PC19. create a basic biodata	-	-	-	-
	PC20. search for suitable jobs and apply	-	-	-	-
	PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
	<b>Total Marks</b>	<b>20</b>	<b>30</b>		
	<b><i>Preparation process for production</i></b>	<b>7.5</b>	<b>15</b>		

Produce Millet Based Baked Products	PC1. dispense all the ingredients sequentially into the mixer manually/mechanize until the appropriate batch size is achieved as per standard organizational procedures.	1	4		
	PC2. operate mixer by adjusting speed and time in accordance with organizational standard.	1	3		
	PC3. check the consistency/quality of dough/batter during the mixing process and troubleshoot, if required.	2	3		
	PC4. place the dough in proofing chamber and adjust the parameters to achieve the desired fermented/proofed dough.	2	2		
	PC5. check the fermented/proofed dough quality as per the organizational standards.	1.5	3		
	<b>Shape and mold the dough/batter</b>	7.5`	15		
	PC6. divide the dough/batter in standard shape and size.	3.5	7		
	PC7. select the molds and place/pour the dough/batter appropriately into the molds to ensure it acquires the desired shape and size	1.5	3		
	PC8. add seasonings and toppings accordingly for its embellishment and flavor enhancement	2.5	5		
	<b>Baking Process</b>	10	17.5		
	PC9. pre-heat the oven and set the oven parameters such as baking time and temperature.	2	3		
	PC10. load the filled molds in the oven.	1	2		
	PC11. ensure the baking mold and/or loaf tin are transferred correctly to the oven for baking	1	2		
	PC12. observe baking through the observation	1	2		

	window of the oven.				
	PC13. ensure the prepared products to cool after baking as per defined procedures	1	2		
	PC14. remove non-conforming products from the conveyor.	2	3		
	PC15. inspect the quality of baked products coming out of the oven for quantitative and qualitative parameters	2	3.5		
	<b>Post-Baking and packaging of baked products</b>	10	17.5		
	PC16. organize the tools needed for design and decoration.	1	2		
	PC17. make slice, size/shape, label and pack the final product as per the organizational Procedures	2	5		
	PC18. check the quality of the final finished products for its conformance as per the organization's standard.	2	3		
	PC19. check for cleanliness and maintenance required for the storage of finished products	2	3		
	PC20. attend any minor repairs or faults	1	2		
	PC21. clean the work area, machinery, equipment and tools using recommended cleaning agents and sanitizers.	2	2.5		
	<b>Total Marks</b>	35	65		
Produce instant idli/dosa mix	<b>Production process of various ready to cook products</b>	20	35		
	PC1. clean and wash the legumes and millets.	2	4		
	PC2. soak the millet and legume in water	2	4		

	according to the standard protocol				
	PC3. turn on the mixer and mix thoroughly millet and legume and add salt to the batter.	2	3		
	PC4. empty the mixer and transfer the batter in a separate container for fermentation	2	2		
	PC5. preset the fermentation conditions such as temperature, time and humidity to ferment the batter	2	4		
	PC6. spread the fermented batter into a clean tray and leave it in a tray dryer at an appropriate temperature for a certain time period	2	4		
	PC7. grind the fully dried batter to coarse powder in a grinder.	2	4		
	PC8. sieve the mixture to obtain a fine and uniform particle size powder	2	4		
	PC9. take a sample and check for its desired quality characteristics as per standard procedures	2	4		
	PC10. dispose off the non-conforming batch safely.	2	2		
	<b>Packaging and post-production activities</b>	15	30		
	PC11. Ensure that the powder is packaged in an appropriate packaging	2	3		
	PC12. ensure proper labelling is done on the packaging material as per standard operating practices	3	5		
	PC13. send samples to the quality lab for analysis of physical, chemical, and microbiological parameters	2	4		

	PC14. transfer the packed and labelled finished products to the storage room in accordance with standard organisational procedure for dispatch	3	5		
	PC15. clean the workspace, tools, and equipment after use.	2	5		
	PC16. attend any minor repairs or issues	1	3		
	PC17. ensure that all machines and equipment are regularly maintained (daily, weekly, monthly, quarterly, half-yearly, and annually) in accordance with SOP or supplier instructions or manuals.	2	5		
	<b>Total Marks</b>	35	65		
Produce Millet Based Extruded Products	<b><i>Prepare extruder to produce extruded products:</i></b>	7.5	15		
	PC1. check if all parts of the extruder are clean, all bolts are tightened, die is not blocked.	1	2		
	PC2. select, assemble and fix the screws in the extruder.	1	3		
	PC3. clean and install dies of required shape and disc following the work order of the organization	1.5	2		
	PC4. assemble and attach the blade to shear off extruded products coming out of the extruder.	2	2		
	PC5. attach cutter motor to the head section.	1	3		
	PC6. select and fit machine components and related attachments to meet production requirements.	1	3		



	<b><i>Produce extruded products of different shapes and sizes</i></b>	15.5	35		
	PC7. follow the process parameter chart for the product to be produced	1	2		
	PC8. set processing and operating parameters of extruder such as temperature, pressure, RPM, the feed rate, screw speed, etc in the control panel following standard operating procedures (SOP).	1.5	4		
	PC9. operate extruder and feed raw material in required quantity to produce extruded products.	2	4		
	PC10. change the die as per different size perforations and different shapes required for pasta, noodle, puff, etc.	1	3		
	PC11. monitor dials and gauges for temperature, pressure, etc as the product begins to pass out of the extruder and ensure process parameters are maintained and adjust setting as required.	1	3		
	PC12. check the quality and quantity of product coming out through the extruder die and adjust setting to achieve a product of required specifications.	1	3		
	PC13. follow emergency shutdown procedure in case of any problem, locate and replace the faulty component and assemble and resume normal start-up procedures.	1	2		
	PC14. ensure all material has exited the die and stop the extruder.	1	3		

	PC15. check the quality and quantity of finished products to ensure its specifications are as per organisational standards.	2	3		
	PC16. load packaging materials and labels in packaging machine, set packing quantity and labelling details, start the machine to pack finished products.	1	2		
	PC17. pack the finished products as per SOP, take a sample and transfer to the quality lab for analysis.	1	2		
	PC18. place packed and labelled products in cartons and transfer to the storage area and	1	2		

	maintain storage conditions following SOP.				
	PC19. report discrepancies/concerns to department supervisor for immediate action and implement the suggested corrective action	1	2		

	<b><i>Carry out post-production cleaning and regular maintenance of equipment</i></b>	12	15		
	PC20. clean the work area, equipment and tools using recommended cleaning agents and sanitizers.	3	4		
	PC21. attend minor repairs/faults (if any) of all components and machines.	3	4		
	PC22. ensure periodic (daily/weekly/monthly/quarterly/half-yearly/annual) maintenance of all machines and equipment following the SOP or following suppliers instructions/manuals.	6	7		

Approved in 30<sup>th</sup> NSQC Meeting Date 23rd June 2023  
On File Approved Date 13.06.2023

QUALIFICATION NAME- MILLET PRODUCT PROCESSOR Qualification Code- STT NCVET- QG-2.5-FI-00053-2023-V1-FICSI

	Total Marks	35	65		
--	-------------	----	----	--	--

## **Annexure 4: Assessment Strategy**

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

1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on SIP or email
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC
- Assessment agency deploys the ToA certified Assessor for executing the assessment
- SSC monitors the assessment process & records

2. Testing Environment:

- Check the Assessment location, date and time
- If the batch size is more than 30, then there should be 2 Assessors.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) are verified by the other SME
- Questions are mapped to the specified assessment criteria
- Assessor must be ToA certified & trainer must be ToT Certified

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding

5. Method of verification or validation:

- Surprise visit to the assessment location

6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored

**On the Job:**

5. Each module (which covers the job profile of Automotive Service Assistant Technician) will be assessed separately.
6. The candidate must score 60% in each module to successfully complete the OJT.
7. Tools of Assessment that will be used for assessing whether the candidate is having desired skills and etiquette of dealing with customers, understanding needs & requirements, assessing the customer and perform Soft Skills effectively:
  - Videos of Trainees during OJT
8. Assessment of each Module will ensure that the candidate is able to:
  - Effective engagement with the customers
  - Understand the working of various tools and equipment

## Annexure 5: Acronym and Glossary

### Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
Ojt	On the job training
SOP	Standard Operating Procedures
FSSAI	Food Safety and Standards Authority of India



## Glossary

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