QUALIFICATION FILE

Assistant Sanitation Supervisor (Processed Food Industry)

☒ 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: 4.0

Submitted By:

Food Industry Capacity and Skill Initiative (FICSI)

Shriram Bharatiya Kala Kendra, 3rd floor

1, Copernicus Marg, Mandi House, New Delhi- 110001

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Section 1: Basic Details

1.	**Qualification Name**	**Assistant Sanitation Supervisor (Processed Food Industry)**	
2.	**Sector/s**	**Food Processing**	
3.	**Type of Qualification:** ☐ **New** ☒ **Revised** ☐ **Has Electives/Options** ☐**OEM**	**NQR Code & version of existing/previous qualification:** *2022/FI/FICSI/06687, v2.0*	**Qualification Name of existing/previous version: Hygiene Coordinator**
4.	**a. OEM Name** **b. Qualification Name** *(Wherever applicable)*	**NA**	
5.	**National Qualification Register (NQR) Code &Version** *(Will be issued after NSQC approval)*	QG-04-FI-03895-2025-V2-FICSI & version 3.0	**6. NCrF/NSQF Level:** *4.0*
7.	**Award (Certificate/Diploma/Advance Diploma/ Any Other** *(Wherever applicable specify multiple entry/exits also & provide details in annexure)*	Certificate	
8.	**Brief Description of the Qualification**	An Assistant Sanitation Supervisor (Processed Food Industry) is responsible for ensuring the cleanliness and sanitation of the work area in compliance with food safety regulations. This role involves planning, preparing, and supervising cleaning activities while monitoring hygiene practices across the facility. The individual is responsible for maintaining high food safety standards, ensuring all staff adhere to organizational protocols and regulatory guidelines.	
9.	**Eligibility Criteria for Entry for Student/Trainee/Learner/Employee**	**a. Entry Qualification & Relevant Experience:**	
10.	**Credits Assigned to this Qualification, Subject to Assessment** *(as per National Credit Framework (NCrF))*	14	**11. Common Cost Norm Category (I/II/III)** *(wherever applicable)*: I

S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)
1.	12th grade pass	1.5 years of experience in food processing or Cleaning & Sanitation
2.	10th grade pass	3 years of experience in food processing or Cleaning & Sanitation
3.	Previous relevant Qualification of NSQF Level 3.0	3 years of experience in food processing or Cleaning & Sanitation
4.	Previous relevant Qualification of NSQF Level 3.5	1.5 years of experience in food processing or Cleaning & Sanitation

b. Age: NA

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<table>
<tr><td>12.</td><td>Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)</td><td>NA</td></tr>
<tr><td>13.</td><td>Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</td><td>☒Offline ☐Online ☐Blended
<table>
<tr><th>Training Delivery Modes</th><th>Theory (Hours)</th><th>Practical (Hours)</th><th>OJT Mandatory (Hours)</th><th>OJT Recommended (Hours)</th><th>Total (Hours)</th></tr>
<tr><td>Classroom (offline)</td><td>150</td><td>180</td><td>90</td><td></td><td>420</td></tr>
<tr><td>Online</td><td></td><td></td><td></td><td></td><td></td></tr>
</table>
(Refer Blended Learning Annexure for details)</td></tr>
<tr><td>14.</td><td>Aligned to NCO/ISCO Code/s (if no code is available mention the same)</td><td>NCO-2015/2263.9900</td></tr>
<tr><td>15.</td><td>Progression path after attaining the qualification (Please show Professional and Academic progression)</td><td>Assistant Sanitation Supervisor (Processed Food Industry) (L4) → Food Safety Officer (Level 5)</td></tr>
<tr><td>16.</td><td>Other Indian languages in which the Qualification & Model Curriculum are being submitted</td><td>Hindi</td></tr>
<tr><td>17.</td><td>Is similar Qualification(s) available on NQR-if yes, justification for this qualification</td><td>☐ Yes ☒ No URLs of similar Qualifications:</td></tr>
<tr><td>18.</td><td>Is the Job Role Amenable to Persons with Disability</td><td>☐ Yes ☒ No
If “Yes”, specify applicable type of Disability:</td></tr>
<tr><td>19.</td><td>How Participation of Women will be Encouraged</td><td>The food processing sector has witnessed significant participation of women at the household level. FICSI aims to further enhance this by providing targeted training programs for women entrepreneurs in various food processing activities. By equipping women with the necessary skills and knowledge, FICSI encourages them to start their own ventures and contributes to their economic empowerment.

To support these initiatives, FICSI will offer handholding support for setting up businesses, ensuring that women have the guidance and resources they need to succeed. Additionally, FICSI proposes to upskill self-help groups through specialized training and capacity-building programs. These efforts aim to provide enhanced livelihood opportunities and foster entrepreneurial qualities among the beneficiaries, thereby increasing women's participation in the food processing sector.

Furthermore, FICSI plans to undertake projects aimed at upskilling street food vendors, providing them with better livelihood opportunities and inculcating entrepreneurial qualities. FICSI is committed to creating an inclusive environment that supports and encourages the participation of women in various job roles within the food processing industry.</td></tr>
</table>

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20.	**Are Greening/ Environment Sustainability Aspects Covered** *(Specify the NOS/Module which covers it)*	☒ **Yes** ☐ **No** **(Covered in DGT/VSQ/N0102)**	
21.	**Is Qualification Suitable to be Offered in Schools/Colleges**	**Schools** ☒ **Yes** ☐ **No** **Colleges** ☒ **Yes** ☐ **No**	
22.	**Name and Contact Details of Submitting / Awarding Body SPOC** *(In case of CS or MS, provide details of both Lead AB & Supporting ABs)*	**Name: Mr. Sunil K Marwah** **Email: admin@ficsi.in** **Contact No.: 9711260230** **Website: https://www.ficsi.in/**	
23.	**Final Approval Date by NSQC:** *18-02-2025*	**24. Validity Duration:** 3 Years	**25. Next Review Date:** *17-02-2028*

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Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer curriculum document.

***Th.**-Theory **Pr.**-Practical **OJT**-On the Job Training **Man.**-Mandatory **Rec.**-Recommended **Proj.**-Project*

S. No	NOS/Module Name	NOS/Module Code & Version *(if applicable)*	Core/ Non-Core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) *(if applicable)*
1.	Prepare for cleaning and sanitation of the work area	FIC/N7615, v2.0	Core	4.0	8	60	120	60	-	240	30	50	-	20	100	35
2.	Monitor and manage hygiene and sanitation in food processing units	FIC/N7616, v2.0	Core	4.0	3	20	40	30	-	90	30	50	-	20	100	35
3.	Apply food safety guidelines in Food Processing	FIC/N9906, v1.0	Non-Core	3.0	1	10	20	-	-	30	30	60	-	10	100	20
4.	Employability Skills (60 Hours)	DGT/VSQ/N0102, v1.0	Non-Core	4.0	2	60	-	-	-	60	20	30	-	-	50	10
Duration (in Hours) / Total Marks					**14**	**150**	**180**	**90**		**420**	**110**	**190**		**50**	**350**	**100**

Assessment - Minimum Qualifying Percentage

*Please specify **any one** of the following:*

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.)*

Minimum Pass Percentage – NOS/Module-wise: 70 % *(Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module to successfully clear the assessment.)*

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Section 3: Training Related

1.	**Trainer's Qualification and experience in the relevant sector (in years)** *(as per NCVET guidelines)*	B.Sc./B.Tech/BE in Food Technology/ Food Engineering/Food Science with 2 years of experience in Food industry and 1 year of experience in training of an Assistant Sanitation Supervisor (Processed Food Industry) OR M.Sc./M.Tech/ME in Food Technology/ Food Engineering/Food Science with 1 year of experience in Food industry and 1 year of experience in training of an Assistant Sanitation Supervisor (Processed Food Industry)
2.	**Master Trainer's Qualification and experience in the relevant sector (in years)** *(as per NCVET guidelines)*	B.Sc./B.Tech/BE in Food Technology/ Food Engineering/Food Science and Quality Control with 5 years of experience in Food industry and 1 year of experience in training of Assistant Sanitation Supervisor (Processed Food Industry) OR M.Sc./M.Tech/ME in Food Technology or Food Engineering with 4 years of experience in Food industry and 1 year of experience in training of Assistant Sanitation Supervisor (Processed Food Industry)
3.	**Tools and Equipment Required for Training**	☒Yes ☐No (*If "Yes", details to be provided in Annexure)*
4.	**In Case of Revised Qualification, Details of Any Upskilling Required for Trainer**	NA

Section 4: Assessment Related

1.	**Assessor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	B.Tech/BE/B.Sc. in Food Technology/ Food Engineering/Food Science with 3 years of experience in Food industry and 1 year of experience in the assessment of Assistant Sanitation Supervisor (Processed Food Industry) OR M.Sc./M.Tech/ME in Food Technology/ Food Engineering/Food Science with 2 years of experience in Food industry and 1 year of experience in the assessment of an Assistant Sanitation Supervisor (Processed Food Industry)
2.	**Proctor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	B.Tech/BE/B.Sc. in Food Technology with 3 years of experience in the food industry and 1 year of experience in the assessment of Assistant Sanitation Supervisor (Processed Food Industry) OR M.Sc./M.Tech/ME in Food Technology or Food Engineering with 2 years of experience in Food industry and 1 year of experience in the assessment of an Assistant Sanitation Supervisor (Processed Food Industry)
3.	**Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	B.Tech/BE/B.Sc. in Food Technology/ Food Engineering/Food Science with 6 years of experience in Food industry and 1 year of experience in the assessment of Assistant Sanitation Supervisor (Processed Food Industry) OR M.Sc./M.Tech/ME in Food Technology/ Food Engineering/Food Science with 5 years of experience in Food industry and 1 year of experience in the assessment of an Assistant Sanitation Supervisor (Processed Food Industry)
4.	**Assessment Mode** *(Specify the assessment mode)*	Offline

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5.	**Tools and Equipment Required for Assessment**	☒ Same as for training ☐ Yes ☐ No *(details to be provided in Annexure-if it is different for Assessment)*

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	**Latest Skill Gap Study (not older than 2 years) (Yes/No):** No
2.	**Latest Market Research Reports or any other source (not older than 2 years) (Yes/No):** No
3.	**Government /Industry initiatives/ requirement (Yes/No):** No
4.	**Number of Industry validation provided:** 21
5.	**Estimated nos. of persons to be trained and employed:** 1000
6.	**Evidence of Concurrence/Consultation with Line Ministry/State Departments:** *This is an old QP. We have Ministry concurrence* If "No", why:

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	**Annexure:** NCrF/NSQF level justification based on NCrF level/NSQF descriptors *(Mandatory)*	*Attached*
2.	**Annexure:** List of tools and equipment relevant for qualification *(Mandatory, except in case of online course)*	*Attached*
3.	**Annexure:** Detailed Assessment Criteria *(Mandatory)*	*Attached*
4.	**Annexure:** Assessment Strategy *(Mandatory)*	*Attached*
5.	**Annexure:** Blended Learning *(Mandatory, in case selected Mode of delivery is "Blended Learning")*	*NA*
6.	**Annexure:** Multiple Entry-Exit Details *(Mandatory, in case qualification has multiple Entry-Exit)*	*NA*
7.	**Annexure:** Acronym and Glossary *(Optional)*	*Attached*
8.	**Supporting Document:** Model Curriculum *(Mandatory – Public view)*	*Attached*
9.	**Supporting Document:** Career Progression *(Mandatory - Public view)*	*Attached*
10.	**Supporting Document:** Occupational Map *(Mandatory)*	*Attached*
11.	**Supporting Document:** Assessment SOP *(Mandatory)*	*Attached*

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12.	**Any other document you wish to submit:**	*No*

Annexure 1: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relates to the NCrF/NSQF level descriptor	NCrF/NSQF Level
Professional Theoretical Knowledge/Process	**The work requires proficient procedural knowledge, operational understanding, and time, quality, and financial management.** . Hygiene Planning and Execution • Develop Sanitation Plans based on facility needs. • Establish Cleaning Schedules for regular sanitation. • Prioritize High-Risk Zones for frequent cleaning. Sanitation Process Management • Ensure Protocol Implementation with hygiene standards. • Allocate Resources for effective execution. • Monitor Cleaning Agents for proper use. Quality Control and Compliance • Ensure Compliance with hygiene regulations. • Conduct Regular Audits for sanitation checks. • Apply Corrective Actions to maintain quality. Staff Training and Supervision • Train Hygiene Teams on cleaning and safety practices. • Supervise Teams to ensure task completion. • Provide Feedback to improve performance. Risk Management and Safety • Identify Hazards that threaten hygiene standards. • Implement Preventive Measures to avoid contamination. • Develop Response Plans for hygiene incidents. Documentation and Reporting • Maintain Records of cleaning activities. • Report Hygiene Issues promptly. • Document Corrective Actions for audits. Waste Disposal and Environmental Considerations • Manage Waste Disposal per safety standards. • Implement Sustainable Practices to reduce impact.	An Assistant Sanitation Supervisor (Processed Food Industry) applies specialized knowledge in sanitation and hygiene management, ensuring compliance with health, safety, and environmental regulations. They have expertise in implementing cleaning protocols, handling cleaning agents, and maintaining hygiene across various operational environments. The coordinator manages sanitation schedules, monitors cleanliness standards, and works closely with teams to maintain a safe and hygienic workplace. This level of knowledge aligns with NSQF Level 4, where individuals apply technical expertise and operational management in hygiene tasks, ensuring cleanliness, safety, and regulatory compliance.	4.0

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Professional and Technical Skills/ Expertise/ Professional Knowledge	**Specialized skills of field of employment or study** • Understand workplace sanitation's role in preventing contamination and maintaining hygiene standards. • Knowledge of cleaning methods, tools, and equipment for various surfaces in food processing. • Know how to develop and implement sanitation schedules for all work areas. • Understand GMP, GHP, and ISO standards for food safety and quality. • Knowledge of PPE usage and proper methods for ensuring staff safety. • Know how to handle and store cleaning chemicals safely for different surfaces. • Understand the importance of documentation for sanitation activities and inventory control. • Knowledge of risk management practices, including handling hazards like pests and spills. • Know how to train and supervise staff, ensuring compliance with hygiene protocols. • Understand waste management, including safe collection, segregation, and disposal practices.	The Assistant Sanitation Supervisor (Processed Food Industry) demonstrates proficiency in executing and managing cleaning and sanitation procedures. They apply industry-specific techniques to monitor hygiene standards, conduct audits, and resolve sanitation issues. They ensure proper storage and handling of cleaning chemicals and equipment, while also training staff on hygiene protocols. This reflects Level 4 proficiency, where individuals possess well-developed technical and organizational skills to manage both routine and non-routine hygiene operations, ensuring cleanliness, compliance, and operational safety.	4.0
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	The participant should be able to: • Plan and organize sanitation activities to ensure timely and efficient cleaning operations. • Coordinate with departments to prioritize and manage sanitation tasks based on operational needs. • Monitor the performance of sanitation staff and provide corrective feedback to improve results. • Identify risks and implement preventive measures to maintain workplace hygiene standards. • Train sanitation staff on hygiene protocols, safety practices, and proper use of equipment. • Maintain accurate records of cleaning activities, chemical usage, and inventory for audits. • Communicate effectively with team members to ensure clear understanding of sanitation tasks.	With strong organizational, communication, and problem-solving skills, the Assistant Sanitation Supervisor (Processed Food Industry) effectively manages sanitation operations, ensures compliance with hygiene standards, and oversees the proper use of cleaning resources. They demonstrate leadership by coordinating with teams, implementing improvements, and maintaining high sanitation standards. The ability to identify hygiene-related risks, innovate cleaning processes, and promote health and safety protocols reflects Level 4 readiness, equipping them for leadership roles in hygiene management.	4.0

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	• Adapt to changes in hygiene standards, implementing necessary updates in procedures. • Resolve issues related to sanitation processes, including handling emergencies like spills or hazards. • Ensure compliance with hygiene regulations and safety protocols to maintain a clean and safe environment.		
Broad Learning Outcomes/Core Skill	**Specialized Technical and Process Management Skills** The Assistant Sanitation Supervisor (Processed Food Industry) is responsible for managing both routine and non-routine sanitation tasks, ensuring compliance with health, safety, and environmental standards. They should possess a deep understanding of hygiene protocols and regulations, effectively applying them to maintain cleanliness and safety across facilities. With strong technical and organizational skills, the Assistant Sanitation Supervisor (Processed Food Industry) must be able to assess risks, implement corrective actions, and optimize cleaning processes. They should have the ability to manage resources, including cleaning agents and personnel, while also monitoring hygiene practices to ensure efficiency and compliance. They must perform complex hygiene management tasks independently, continuously seek improvement in sanitation processes, and promote a safe and clean environment for both staff and customers.	The role of the Assistant Sanitation Supervisor (Processed Food Industry) involves identifying hygiene risks, swiftly addressing sanitation issues, and continuously optimizing cleaning processes to ensure compliance with safety and quality standards. They are responsible for assessing and adapting hygiene protocols to meet operational needs and ensure a safe environment for workers and customers. This corresponds to Level 4, where problem-solving, decision-making, and effective implementation of hygiene practices are essential.	4.0
Responsibility	**Responsibility for own work and learning.** • Prepare for cleaning and sanitation activities • Manage the sanitation product inventory • Train staff and ensure safety compliance • Coordinate and supervise cleaning operations • Monitor and maintain cleaning standards and compliance • Ensure food safety at the workplace	An Assistant Sanitation Supervisor (Processed Food Industry) is responsible for maintaining high cleanliness and hygiene standards across operational environments. They manage sanitation procedures, monitor compliance with health and safety regulations, and ensure that cleaning schedules and protocols are effectively followed. By promoting hygiene best practices and ensuring a clean work environment, they play a critical role in ensuring operational safety and health.	4.0

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

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1.	Personnel protective equipment (PPE)	Set	30
2.	Broom	Nos	5
3.	Brush	Nos	5
4.	Lint-free duster	Nos	10
5.	Vacuum cleaner (capacity)	Set	2
6.	Scraper	Nos	10
7.	Polisher	Nos	2
8.	Hair net	Nos	60
9.	Gloves	Pair	30
10.	Mask	Nos	30
11.	Safety shoes	Pair	30
12.	Head cover	Set	30
13.	Various cleaning agents	Nos	30
14.	Cleaning chemicals	Nos	30
15.	Sanitizers	Nos	10
16.	Signages	Nos	5
17.	Racks for storage	Nos	2
18.	Food Safety Manual	Nos	30
19.	Policies	Nos	1

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Whiteboard
2. Projector
3. Computer/Laptop
4. Chairs
5. Tables
6. Whiteboard marker
7. Duster

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Annexure 3: Industry Validations Summary

Provide the summary information of all the industry validations in table. This is not required for OEM qualifications.

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1	Amity Institute of Food Technology	Dr. Alok Saxena	Associate Professor	Amity University Uttar Pradesh I-1 Block, Fourth Floor, Sector-125, Noida 201313, India	9899690717	asaxena3@amity.edu	
2	Ruhi Corporation	Vaibhav Kumar Jain	Chairman	No. 7, Namkeen & Allied Food Cluster, Industrial Park, Karamdi Rd, Ratlam, Madhya Pradesh 457001	7771970097	ruhicorp@gmail.com	
3	Hari Ram Masala Co.	Hemant Saini	Owner	Plot No 8 khewra Bahalgarh Road Sonipat Haryana - 131021	8070605111	Info.hrmfoods@gmail.com	
4	Foodyaari Education & Media Pvt Ltd	Harish Vaishnav	Co-Founder	Plot.No.49; Mahalaxmi ColonyVinayak Nagar; Chahura. BK; Ahmednagar; Maharashtra; 414001	8308516485	harish@foodyaari.co.in	
5	Perfetti Van Melle India Pvt. Ltd.	Saurabh Gupta	Manager Food Regulatory Affairs and Sustainability	47th Milestone Delhi Jaipur Highway Village Manesar Gurgaon 1220050 Haryana	9991123892	saurav.gupta709@gmail.com, saurabh.gupta@perfettivanmelle.com	
6	Freakeat Foods Opc Pvt Ltd	Rishabh Mahajan	Dirctor	Plot no.2230,Phase ii,Sector 38, HSIIDC Rai, Industrial area, Sonipat-131029,Haryana	9996290209	freakeatfoods@gmail.com	
7	Kayem Foods Ind Pvt.Ltd.	Rajender Kumar Sharma.	GM Operations & R&D	G.T Road Panipat ,132103	7206026011	rajender.sharma@kayemfoods.in	

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8	Pravin Masalewale Pvt.Ltd (Suhana Masale)	Hariom Bhargava	Senior Territory Manager	Hadapsar Industrial Estate ,Pune	9358887812	hariom.bhargava@suhana.co.in	
9	DS Group (Dharampal Satyapal Group)	Bikash Jain	Marketing Manager	C6-10 , Dharampal Satyapal DS Road,Sector 67 ,Noida 201309	9999009564	bikash.jain@dsgroup.com	
10	Prahana Products Private Limited	Ms. Archana Devi Vijayaraman	Founder and CEO	Ground floor, Old no 18, new no 2A/6, Thiruvengadam Street, Kasturibai Nagar, Adyar Chennai 600020	9717262377	archana@prahana.in	
11	Sahasra Food Consultancy	CH.Subramanyam	CEO	25-6-79/1, Vijay Nagar Colony, Rahamatnagar, Kazipet, Telangana 506003	9393406062/8884627255	sahasra.chs@gmail.com	https:www.linkedin.com/in/subramanyamchinthalapati/
12	Diamond Foods	Anoop Tewari	Director	GF-20 Street 76 , Sector 76 Noida	9971190364	anooptewari14@gmail.com, anooptewari14@rediff.com	
13	Mordip Food Industries	Kunal M.Funde	Proprietor/Technical Head	102,Walani Road ,Asgaon, Tah Pauni District Bhandara-441910	9403373016	kunalfunde94@gmail.com	
14	Auli Services Private Limited	Mohammad Anas	Founder (Director)	Near Caramel School, Mussoorie road Chamba, Uttarakhand	+91-9899877866	dp65800@hotmail.com	
15	Marks and Spencer Reliance India Private Limited	Deepak Shivhare	Head – Quality Assurance	Gurugram, Haryana	+91 98200 56179	deepak.shivhare@gmail.com	
16	Dhenki Foods Pvt. Ltd.	Md. Arifuzzaman	Assistant Manager – Product Development	4th Floor, Monibhandar Building, WEBEL Bhaban Sector V, Salt Lake, Kolkata – 700091	7003490034	md.arifuzzaman@ingreens.in	
17	Shree Sharnam Spices	Aayush Chandaliya	Chairperson & Partner	lalakheda chauraha,ujjain Bypass Road, Jaora, Madhya Pradesh	7000697722	shreesharnamspices@gmail.com	

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18	Freshbite India	Manpreet Nagpal	Managing Director	Village kahanpur, Hadbast no. 10, Tehsil Amloh, Distt Fatehgarh Sahib - 147203	9780100128	info@freshbiteindia.com	
19	Divya Multigrains	Banikant Dalai	Director	Bhubaneswar, Odisha	9040270270	dmgrains@gmail.com	
20	Dev Milk Foods	Arun Sharma	Business Development Manager	Mahindra World City, Jaipur, Rajasthan	9602506028	arunsharma.ny@gmail.com	
21	Jiwaji University	Dr. Manoj Sharma	Coordinator	Gwalior 474011, MP	9926294789	juft20@gmail.com	

Annexure 4: Training & Employment Details

Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2025-26	200	200	50	50	-	
2026-27	400	400	150	150	-	
2027-28	400	400	150	150	-	

Data to be provided year-wise for next 3 years

Training, Assessment, Certification, and Placement Data for previous versions of qualifications:

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed
2.0		507											

Applicable for revised qualifications only, data to be provided year-wise for past 3 years.

List Schemes in which the previous version of Qualification was implemented:

1. PMKVY

Content availability for previous versions of qualifications:

☒ Participant Handbook ☒ Facilitator Guide ☐ Digital Content ☐ Qualification Handbook ☐ Any Other:

Languages in which Content is available: Hindi

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Annexure 5: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

Refer NCVET "Guidelines for Blended Learning for Vocational Education, Training & Skilling" available on:
https://ncvet.gov.in/sites/default/files/Guidelines%20for%20Blended%20Learning%20for%20Vocational%20Education,%20Training%20&%20Skilling.pdf

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline : Online Ratio
1	☐Theory/ Lectures - Imparting theoretical and conceptual knowledge	▪ Books/ e-books ▪ Presentations ▪ Reference Material ▪ Audio / Video Modules	40:60
2	☐Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	▪ Self-Learning Videos ▪ Broadcasts ▪ Mobile Learning ▪ Curated Digital content	40:60
3	☐Showing Practical Demonstrations to the learners	▪ Video Content ▪ E-Resource library ▪ AR/ VR/ XR	40:60
4	☐Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	▪ Training tools (tools list attached) ▪ Video Play ▪ Presentations	40:60
5	☐Tutorials/ Assignments/ Drill/ Practice	▪ Online Question Bank ▪ Mobile Quick test app ▪ MCQ based tests	40:60
6	☐Proctored Monitoring/ Assessment/ Evaluation/ Examinations	▪ Assessment engine for Essays ▪ Up-loadable file examinations ▪ Mock test sessions	40:60
7	☐On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training	▪ Online tests ▪ Offline assessments	40:60

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Annexure 6: 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
FIC/N7615: Prepare for cleaning and sanitation of the work area	*Prepare for cleaning and sanitation activities*	*15*	*25*	*-*	*10*
	PC1. prepare and implement sanitation schedules for all work areas (e.g., workstation, canteen, washrooms, labs, offices, warehouses, outdoor premises)	1	2	-	1
	PC2. communicate clear instructions to sanitation workers and ensure their understanding of daily tasks	1	2	-	1
	PC3. identify and procure the required materials (e.g., tools, equipment, chemicals) for effective cleaning operations	2	3	-	1
	PC4. select appropriate personal protective equipment (PPE) for each task and ensure proper distribution to sanitation staff	2	3	-	1
	PC5. ensure sanitation workers are equipped with necessary cleaning agents, tools, and equipment before starting tasks	2	3	-	1
	PC6. allocate manpower efficiently for cleaning various surfaces and equipment (e.g., floors, fixtures, furniture, glass surfaces, and bins)	2	3	-	1
	PC7. inspect cleaning tools and equipment regularly for operational effectiveness	1	2	-	1
	PC8. report any shortages or malfunctions in cleaning materials or equipment to the relevant department	1	2	-	1
	PC9. prepare cleaning solutions as per surface type and safety standards, ensuring safe handling and handover to staff	2	3	-	1
	PC10. maintain records of cleaning activities, materials used, and time schedules, submitting accurate reports to management	1	2	-	1
	Manage the sanitation product inventory	*8*	*13*	*-*	*5*
	PC11. prepare and provide chemical solutions to sanitation workers, as necessary	1	2	-	1
	PC12. maintain optimal inventory levels of cleaning supplies, PPE, and chemicals	2	3	-	1
	PC13. ensure chemicals are securely stored in designated locations, away from food processing areas	2	3	-	1
	PC14. record and update procedures, policies, equipment lists, and relevant sanitation details, as required	2	3	-	1
	PC15. monitor the use of chemicals, ensuring adherence to safety data sheets for effective cleaning	1	2	-	1
	Train staff and ensure safety compliance	*7*	*12*	*-*	*5*
	PC16. conduct regular training sessions and workshops on Good Manufacturing Practices (GMP), Good Hygiene Practices (GHP), and emerging hygiene standards, to enhance sanitation workers' skills and adherence to safety protocols	1	2	-	1
	PC17. ensure all staff consistently wear PPE and follow standard hygiene practices to uphold food safety and quality standards	1	2	-	1
	PC18. check the delivery and condition of cleaning equipment and supplies	2	3	-	1

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	PC19. check the accuracy of documentation, including inventory schedules and product labels	2	3	-	1
	PC20. ensure the proper storage of tools and chemicals and take corrective actions to address any deviations	1	2	-	1
	Total Marks	**30**	**50**	**-**	**20**
FIC/N7616: Monitor and manage hygiene and sanitation in food processing units	*Coordinate and supervise cleaning operations*	*12*	*20*	*-*	*8*
	PC1. ensure that appropriate signage is displayed in areas being cleaned	1	2	-	1
	PC2. obtain approval from the relevant departments as per organizational procedures	1	2	-	1
	PC3. allocate personnel to critical areas, especially in cases of sudden spillages or emergencies	2	3	-	1
	PC4. prioritize and schedule cleaning activities based on instructions from other departments and management	2	3	-	1
	PC5. reassign resources to ensure timely completion of cleaning tasks	2	3	-	1
	PC6. replenish cleaning agents, sanitizers, and other materials as needed during cleaning operations	2	3	-	1
	PC7. assess the quality of cleaning tasks and provide corrective actions, *where* necessary	1	2	-	1
	PC8. obtain final approval from relevant departments after ensuring areas have been properly cleaned and sanitized	1	2	-	1
	Monitor and maintain cleaning standards and compliance	*18*	*30*	*-*	*12*
	PC9. oversee sanitation workers to ensure tasks are completed according to procedures and timelines	2	3	-	1
	PC10. check the work areas are organized and materials are properly stored post-cleaning	2	3	-	1
	PC11. ensure safe collection, segregation, and disposal of waste materials, with no spillage	2	3	-	1
	PC12. ensure safe storage of cleaning chemicals, tools, and equipment after use	2	3	-	1
	PC13. check the tasks outlined in cleaning schedules and checklists are completed successfully	2	3	-	1
	PC14. record and report details of cleaning activities, pest infestations, and chemical usage, submitting monthly reports to management	2	3	-	2
	PC15. inspect cleaned areas with sanitation workers and address any issues identified	1	3	-	1
	PC16. resolve issues during cleaning processes and escalate those beyond scope to appropriate personnel	2	3		2
	PC17. implement appropriate measures in case of pest infestations, hazards, spillages, or spoilage, ensuring timely remediation	2	3	-	1
	PC18. maintain records of cleaning chemicals, tools, equipment, and all relevant information as per organizational protocols	1	3	-	1
	Total Marks	**30**	**50**	**-**	**20**
	Apply personal hygiene and follow Good Manufacturing practices at workplace	*22*	*44*	*-*	*6*

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FIC/N9906: Apply food safety guidelines in Food Processing	PC1.	follow a site relevant documented procedure for Personal Hygiene and Visitor/ Contractor rules.	2	4	-	-
	PC2.	follow work instructions at levels of employees inside a food manufacturing site and ensure that the relevant instructions are well communicated and being followed at the fixed timelines.	2	4	-	2
	PC3.	ensure timely participate and carry out the relevant training and awareness sessions on personal hygiene, GMP, and related topics.	2	4	-	-
	PC4.	ensure timely medical examination from a prescribed and authorized doctor and comply with the guidelines of Schedule IV as described in Food Safety Standard Authority of India (FSSAI) guidelines.	2	4	-	-
	PC5.	fill in data in the daily monitoring checklistrelated to personal hygiene, food safety, and GMP.	2	4	-	-
	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 the different categories of processing areas like Low Risk, High Risk, High Care areas, etc.	2	4	-	2
	PC7.	follow all validated Do's & Don'ts inside afood manufacturing firm.	1	2	-	1
	PC8.	follow man and materials movement throughout the production facility, to restrict unwanted hazards to cross-contaminate the productswhich are being manufactured in the facility.	2	4	-	-
	PC9.	refer to the process flow charts, HACCPsummary plan, and critical process parameters ineach and respective areas of the production line.	1	2	-	1
	PC10.	identify the material requirements such as manufacturing equipments, Utensils, and other processing aids, cleaning chemicals, and cleaning work instructions in all the relevant areas of the manufacturing facility. Also, a special focus shall be given to Allergens and their risks. Wherever required,the allergen requirements shall be separately addressed.	2	4	-	-
	PC11.	ensure to properly tag and number all the equipment, machinery, tools, and other processing aids to keep proper traceability of the product being manufactured and handled at the site.	1	2	-	-
	PC12.	follow and implement all training and awareness guidelines in the manufacturing area and regularly participate in training effectiveness for evaluation.	1	2	-	-
	PC13.	participate in audits and address the aspects of Good Manufacturing Procedures, personalhygiene, and food safety.	1	2	-	-
	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	-	-
	Implement food safety practices at the workplace		*8*	*16*	*-*	*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	-	-

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	PC16. follow the instruction in the raw and packaging materials warehouse and ensure receiving material parameters match 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	-	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	-	2
	PC18. ensure timely check of the criticalcontrol points and product parameters.	1	2	-	-
	PC19. record keeping and documentation such as daily monitoring sheets, cleaning sheets, parameters, etc.	1	2	-	1
	PC20. report any food safety and GMP issue to the supervisor, if any.	1	2	-	-
	Total Marks	**30**	**60**	**-**	**10**
DGT/VSQ/N0102: Employability Skills	*Introduction to Employability Skills*	*1*	*1*	-	-
	PC1. identify employability skills required for jobsin various industries	-	-	-	-
	PC2. identify and explore learning andemployability portals	-	-	-	-
	Constitutional values – Citizenship	*1*	*1*	-	-
	PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
	PC4. follow environmentally sustainable practices	-	-	-	-
	Becoming a Professional in the 21st Century	*2*	*4*	-	-
	PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
	PC6. practice the 21st Century Skills such as Self- Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
	Basic English Skills	*2*	*3*	-	-
	PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
	PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
	PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
	Career Development & Goal Setting	*1*	*2*	-	-
	PC10. understand the difference between job and career	-	-	-	-
	PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
	Communication Skills	*2*	*2*	-	-
	PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
	PC13. work collaboratively with others in a team	-	-	-	-

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	Diversity & Inclusion	*1*	*2*	-	-
	PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
	PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
	Financial and Legal Literacy	*2*	*3*	-	-
	PC16. select financial institutions, products, and services as per requirement	-	-	-	-
	PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
	PC18. identify common components of salary and compute income, expenses, taxes, investments etc.	-	-	-	-
	PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation				
	Essential Digital Skills	*3*	*4*	-	-
	PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
	PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
	PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-	-
	Entrepreneurship	*2*	*3*	-	-
	PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
	PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
	PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
	Customer Service	*1*	*2*	-	-
	PC26. identify different types of customers	-	-	-	-
	PC27. identify and respond to customer requests and needs in a professional manner	-	-	-	-
	PC28. follow appropriate hygiene and grooming standards	-	-	-	-
	Getting ready for apprenticeship & Jobs	*2*	*3*	-	-
	PC29. create a professional Curriculum vitae (Résumé)	-	-	-	-
	PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
	PC31. apply to identified job openings using offline/online methods as per requirement	-	-	-	-
	PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
	PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
	Total Marks	**20**	**30**		
Grand Total		**110**	**190**	**-**	**50**

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Annexure 7: 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.

Assessment will be based on the concept of Independent Assessors empanelled with Assessment Agencies, identified, selected, trained and certified on Assessment techniques. These Assessors would be aligned to assess as per the laid down criteria.

Assessment Agency would conduct assessment only at the training centres of Training Partner or designated testing centers authorized by FICSI.

Ideally, the assessment will be a continuous process comprising of three distinct steps:

A. Mid-term assessment
B. Term/Final Assessment

Each National Occupational Standard (NOS) in the respective QPs will be assigned weightage. There in each Performance Criteria in the NOS will be assigned marks for theory and/or practical based on relative importance and criticality of function.

This will facilitate preparation of question bank / paper sets for each of the QPs. Each of these papers sets/question banks created by the Assessment Agency will be validated by the industry subject matter experts through FICSI, especially with regard to the practical test and the defined tolerances, finish, accuracy etc.

The following tools are proposed to be used for final assessment:

i. Written Test: This will comprise of
(I True/False Statements,
(ii) Multiple Choice Questions,
(iii) Matching Type Questions. Online system for this will be preferred.
ii. Practical Test: This will comprise a test job to be prepared as per project briefing following appropriate working steps, using necessary tools, equipment and instruments. Through observation it will be possible to ascertain candidate's aptitude, attention to details, quality consciousness etc. The end product will be measured against the pre-decided MCQ filled by the Assessor to gauge the level of his skill achievements.
iii. Structured Interview: This tool will be used to assess the conceptual understanding and the behavioral aspects as regards the job role and the specific task at hand.

On the Job:

1. Each module (which covers the job profile of Assistant Sanitation Supervisor (Processed Food Industry)) will be assessed separately.

2. The candidate must score 50% in each module to successfully complete the OJT.

3. 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
- Answer Sheets of Question Banks
- Assessing the Log Book entries of Trainees at Employer location
- Employer Performance Feedback.

4. Assessment of each Module will ensure that the candidate is able to:

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- Preparing for cleaning and sanitation of the work area
- Monitoring and managing hygiene and sanitation in food processing units
- Applying food safety guidelines in Food Processing
- Ensuring food safety at the workplace.

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Annexure 8: 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
ES	Employability Skills
NCVET	National Council for Vocational Education and Training
SOP	Standard Operating Procedures
FSSAI	Food Safety and Standards Authority of India
GMPs	Good Manufacturing Practices
GHP	Good Hygiene Practices
PPE	Personal Protective Equipment
SOP	Standard Operating Procedure
RCA	Root Cause Analysis
CAPA	Corrective Action Preventive Action
SIDBI	Small Industries Development Bank of India
NABARD	National Bank for Agriculture and Rural Development
SFCS	State Financial Corporations
CIP	Clean-In-Place
COP	Clean-Out-of-Place
FSMA	Food Safety Modernization Act
ERP	Enterprise Resource Planning

Glossary

Term	Description
National Occupational Standards (NOS)	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.
Qualification	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
Qualification File	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.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf

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