



QUALIFICATION FILE – Micro Credentials

Sustainable Practices for Retail Store Operations

Public Private

Upskilling Dual/Flexi Qualification For ToT For ToA

General Multi-skill (MS) Cross Sectoral (CS) Future Skills OEM

NCrF/NSQF Level: 3.0

Submitted By:

Retailers Association's Skill Council of India
A-703/704, Sagar Tech Plaza,
7th floor, Andheri Kurla Road,
Sakinaka, Andheri (east), Mumbai – 400 072

Tel: +91-22-40058210-5

Table of Contents

Section 1: Basic Details	3
Section 2: Training Related	5
Section 3: Assessment Related	6
Section 4: Evidence of Need of the Micro Credential	7
Section 5: Annexure Check List.....	8
Annexure: Evidence of Level	9
Annexure: Learning Outcomes and Assessment Criteria	12
Annexure: Assessment Strategy	13
Annexure: Tools and Equipment	18
Annexure: Industry Validations Summary	19
Annexure: Training Details	20
Annexure: Blended Learning	21
Annexure: Acronym and Glossary	22

NSQC APPROVED

Section 1: Basic Details

1.	Micro Credential-Qualification Name	Sustainable Practices for Retail Store Operations															
2.	Sector/s	Retail															
3.	National Qualification Register (NQR) Code & Version <i>(Will be issued after NSQC approval.)</i>	NM-03-OR-04256-2025-V1-RASCI	4. NCrF/NSQF Level: 3.0														
5.	Brief Description of the Micro Credential	This occupational standard (OS) describes the performance criteria, knowledge and understanding including generic skills required to ensure sustainable practices are followed in all processes and procedures on a daily basis while managing the store. This Occupational standard applies to the Retail Management Team and Retail Associates who are based in the store. They operate under regular supervision from others and can provide suggestions for making operational changes & decisions.															
6.	Eligibility Criteria for Entry for Students/Trainee/Learner/Employee	<p>a. Entry Qualification & Relevant Experience</p> <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with specialization- if applicable)</th> <th>Relevant Experience (with specialization- if applicable)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10th grade pass or pursuing</td> <td rowspan="2">No experience required.</td> </tr> <tr> <td>2</td> <td>Grade 8 pass with two years of (NTC/ NAC) after 8th</td> </tr> <tr> <td>3</td> <td>Previous relevant Qualification of NSQF Level 2.5</td> <td>1.5-year relevant experience in retail operations.</td> </tr> <tr> <td>4</td> <td>Previous relevant Qualification of NSQF Level 2.0</td> <td>3-year relevant experience in retail operations.</td> </tr> </tbody> </table> <p>b. Age <Please specify age only in case of any legal restrictions>:</p>		S. No.	Academic/Skill Qualification (with specialization- if applicable)	Relevant Experience (with specialization- if applicable)	1	10th grade pass or pursuing	No experience required.	2	Grade 8 pass with two years of (NTC/ NAC) after 8th	3	Previous relevant Qualification of NSQF Level 2.5	1.5-year relevant experience in retail operations.	4	Previous relevant Qualification of NSQF Level 2.0	3-year relevant experience in retail operations.
S. No.	Academic/Skill Qualification (with specialization- if applicable)	Relevant Experience (with specialization- if applicable)															
1	10th grade pass or pursuing	No experience required.															
2	Grade 8 pass with two years of (NTC/ NAC) after 8th																
3	Previous relevant Qualification of NSQF Level 2.5	1.5-year relevant experience in retail operations.															
4	Previous relevant Qualification of NSQF Level 2.0	3-year relevant experience in retail operations.															
7.	Credits Assigned to this Qualification, Subject to Assessment <i>(as per National Credit Framework (NCrF))</i>	1	8. Common Cost Norm Category (I/II/III) <i>(wherever applicable): II</i>														

9.	Any Licensing Requirements/ Pre-requisites for Undertaking Training <i>(wherever applicable)</i>	Not Applicable																		
10.	Expected Outcomes of the Micro Credential	Terminal learning outcomes are: By the end of this module, the learner will be able to: <ul style="list-style-type: none"> • Demonstrate how to reduce material and resource consumption during daily operations by optimizing retail processes. • Explain the significance of minimizing wastage by reusing materials and resources in a retail environment. • Describe the process of Waste Management. • Engage team members and promote sustainability messaging through marketing collateral and customer interactions. • Determine KPIs for compliance, monitoring and reporting of sustainability initiatives taken in all process and procedures while managing a Retail Store. 																		
11.	Training Duration by Modes of Training Delivery <i>(Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</i>	<input type="checkbox"/> Offline Only <input type="checkbox"/> Online Only <input checked="" type="checkbox"/> Blended <table border="1" data-bbox="1025 815 2029 963"> <thead> <tr> <th>Training Delivery Mode</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th colspan="2">Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td>-</td> <td>06</td> <td colspan="2">06</td> </tr> <tr> <td>Online</td> <td>15</td> <td>09</td> <td colspan="2">24</td> </tr> </tbody> </table> <p><i>(Refer Blended Learning Annexure for Details)</i></p>				Training Delivery Mode	Theory (Hours)	Practical (Hours)	Total (Hours)		Classroom (offline)	-	06	06		Online	15	09	24	
Training Delivery Mode	Theory (Hours)	Practical (Hours)	Total (Hours)																	
Classroom (offline)	-	06	06																	
Online	15	09	24																	
12.	Assessment Criteria	<table border="1" data-bbox="1025 1066 1984 1177"> <thead> <tr> <th>Theory (Marks)</th> <th>Practical (Marks)</th> <th>Project (Marks)</th> <th>Viva (Marks)</th> <th>Total (Marks)</th> <th>Passing %age</th> </tr> </thead> <tbody> <tr> <td>50</td> <td>50</td> <td>-</td> <td>-</td> <td>100</td> <td>50%</td> </tr> </tbody> </table>				Theory (Marks)	Practical (Marks)	Project (Marks)	Viva (Marks)	Total (Marks)	Passing %age	50	50	-	-	100	50%			
Theory (Marks)	Practical (Marks)	Project (Marks)	Viva (Marks)	Total (Marks)	Passing %age															
50	50	-	-	100	50%															
13.	Is the Qualification Amenable to Persons with Disability	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If “Yes”, specify applicable type of Disability:																		
14.	How participation of women will be encouraged?	Through women’s organisations for social welfare, Higher and General education institutes, designated NGOs for Women’s Welfare & Development																		

15.	Other Indian Languages in which the Micro Credential will be implemented.	Hindi	
16.	Is similar Micro Credential Qualification(s) available on NQR-if yes, justification for this qualification	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:	
17.	Name and Contact Details Submitting / Awarding Body SPOC	Name: Ms. Amruta Khodke Email: amruta.khodke@rasci.in Contact No.: +91 22 40058210-5; Ext. 17 Website: https://www.rasci.in	
18.	NSQC Approval Date: 08/05/2025	19. Validity Duration: 3 Years	20. Next Review Date: 08/05/2028

Section 2: Training Related

1.	Trainer's Qualification and experience in relevant sector (in years) (as per requirement and NCVET guidelines)	<p>Diploma/ Graduate in Retail operations or Retail Management with 5 years of experience in practicing sustainability in product sourcing.</p> <p>Area of Experience - sourcing Processes, understanding retail, knowledge of general environmental sustainability, vendor management.</p> <p>OR</p> <p>Diploma/ Graduate in Retail operations or Retail Management with 5 years of teaching experience in sustainability practices for graduate/diploma students.</p> <p>Area of Experience – Sourcing Processes, understanding retail, knowledge of general environmental sustainability, vendor management.</p> <p>Platform Certification: Recommended that the Trainer is certified for the Job Role: “Trainer (VET and skills)”, mapped to the Qualification Pack: “MEP/Q2601, v2.0”. The minimum accepted score is 80%.</p>
2.	Master Trainer's Qualification and experience in relevant sector (in years) (as per requirement and NCVET guidelines)	ToT certified trainer with minimum 5 years of training experience in store operations, upskilled and certified in the qualification of Deputy Manager (Retail Store Department) RAS/Q0106.

3.	Tools and Equipment Required for Training	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If “Yes”, details to be provided in Annexure)
----	--	--

Section 3: Assessment Related

1.	Assessor’s Qualification and experience in relevant sector (in years) (as per requirement and NCVET guidelines)	<p>Diploma/ Graduate in Retail operations or Retail Management with 5 years of experience in practicing sustainability in product sourcing.</p> <p>Area of Experience - sourcing Processes, understanding retail, knowledge of general environmental sustainability, vendor management.</p> <p>OR</p> <p>Diploma/ Graduate in Retail operations or Retail Management with 5 years of teaching/assessing experience in sustainability practices for graduate/diploma students.</p> <p>Area of Experience – Sourcing Processes, understanding retail, knowledge of general environmental sustainability, vendor management.</p> <p>Platform Certification: Recommended that the Assessor is certified for the Job Role: “Assessor (VET and skills)”, mapped to the Qualification Pack: “MEP/Q2701, v2.0”. The minimum accepted score is 80%.</p>
2.	Proctor’s Qualification and experience in relevant sector (in years) (as per requirement and NCVET guidelines)	12th grade pass with 2 years of experience in exam invigilation including minimum 1 year exam proctoring experience on a digital assessment platform.
3.	Lead Assessor’s/Proctor’s Qualification and experience in relevant sector (in years) (as per requirement and NCVET guidelines)	Graduate and above with a minimum of 10 years of industry experience in retail store operations.
4.	Assessment Mode (Specify the assessment mode)	Mode: <input checked="" type="checkbox"/> Online Only <input type="checkbox"/> Offline Only <input type="checkbox"/> Blended
5.	Tools and Equipment Required for Assessment	<input checked="" type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (details to be provided in Annexure-if it is different for Assessment)

Section 4: Evidence of Need of the Micro Credential

As per the NCVET Guidelines for evidence of need, provide the required Annexure/Supporting documents.

1.	Government /Industry initiatives/ requirement (Yes/No): No
2.	Number of Industry validations provided: 22
3.	Estimated number of people to be trained: 800

NSQC APPROVED

Section 5: Annexure Check List

Specify Annexure Number and Name.

1.	Annexure: NCrf/NSQF level justification based on NCrf Level/NSQF descriptors <i>(Mandatory)</i>	Enclosed
2.	Annexure: Learning Outcomes and Assessment Criteria <i>(Mandatory)</i>	Enclosed
3.	Annexure: Assessment Strategy <i>(Mandatory)</i>	Enclosed
4.	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory – Except in case of online course)</i>	Enclosed
5.	Annexure: Blended Learning <i>(Mandatory in case selected mode of delivery is “Blended Learning”)</i>	NA
6.	Annexure: Acronym and Glossary <i>(Optional)</i>	NA

NSQC APPROVED

Annexure: 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
Professional Theoretical Knowledge/Process	<ul style="list-style-type: none"> The job holder performs clearly defined, routine tasks in familiar retail settings related to promoting and managing sustainable practices. Tasks include identifying energy and material wastage, organizing waste segregation, promoting use of reusable materials, and maintaining hygiene and environmental standards. These are predictable and repetitive in nature, with limited choice in procedures and require application of standard operating processes. 	<p>The individual is required to:</p> <ul style="list-style-type: none"> Possess knowledge of standard operating procedures employed in routine contexts. Understand the basic concept of timely delivery and quality of products and services. Be able to interpret the available information & communicate the same to all the stakeholders. Have basic knowledge of collecting and organizing information for problem identification and solution. Understand the basic financial aspects and must use limited discretion and judgement over a range of known responses to familiar problems. 	3.0
Professional and Technical Skills/ Expertise/ Professional Knowledge	<p>The individual applies a defined range of knowledge related to sustainability in retail – such as understanding store energy consumption, waste disposal norms, eco-friendly product practices, and the use of digital tools for monitoring consumption. The knowledge is based on standard procedures and retail practices, with limited discretion for decision-making, suitable for familiar problems and contexts.</p>	<p>The individual is required to:</p> <ul style="list-style-type: none"> Apply a range of skills and needs to have technical capabilities of carrying out a choice of processes and procedures within the range of familiar contexts. Gain, and wherever relevant apply a range of knowledge, skills & understanding. 	3.0

		<ul style="list-style-type: none"> • Have skills for identification of the problem and issues within the range of familiar contexts and generate possible solution. • Have skills to identify the relevant tools and materials in given context. 	
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	<p>The role demands a range of technical and communication skills necessary for identifying basic environmental issues, organizing sustainability drives, and reporting discrepancies to supervisors. The candidate uses limited judgement to resolve known issues (e.g., improper waste segregation, excessive power usage), and can generate solutions using existing procedures. They can collect, organize, and interpret information and communicate clearly with team members.</p>	<p>The individual is required to:</p> <ul style="list-style-type: none"> • Work as a member of a team/ within a team. • Display personal motivation, positive attitude & passion for work. • Good skills in written and oral communication with some clarity, basic knowledge of language to support such communication. • Intermediate literacy and numeracy skills and skills for workshop calculations and basics of arithmetic and algebraic principles. • Have broader employability skills including self-employment and mini entrepreneurship. • Use digital tools, has basic Financial and Digital literacy, Aadhar and Mobile 	3.0
Broad Learning Outcomes/Core Skill	<p>The role-holder needs to be able to role out the implementation plan and strategies to the lowest level of the organisation in a percolative manner to achieve -</p> <ul style="list-style-type: none"> • optimization of resources for sustainability • recycling and reusage of resources, products etc. 	<p>The individual is required to:</p> <ul style="list-style-type: none"> • Carry out job/ work/ tasks/ in a familiar, predictable, routine, situation of clear choice. • Focus on range of application of standard procedures or operations in services. 	3.0

	<ul style="list-style-type: none"> responsible and collaborative marketing of products and services and ensure net zero targets. compliance with organizational principles and statutory compliances <p>The job role requires:</p> <ul style="list-style-type: none"> Intermediate literacy and numeracy skills to read instructions, complete checklists, and make simple calculations (e.g., for energy/waste tracking). Oral and written communication skills to coordinate with team members and vendors on sustainability initiatives. Basic digital literacy to use mobile-based tools or systems for recording or reporting sustainability metrics. Understanding of hygiene, safety norms, and basic environmental concerns. 	<ul style="list-style-type: none"> Identify/ anticipate the problems and possible range of solutions in production/ services. Perform tasks by own and require little instructions and supervision. Understand all safety & general hygiene norms and environmental aspects, together with risks. 	
<p>Responsibility</p>	<p>The job holder is responsible for the quality and timeliness of their own work, such as ensuring proper waste segregation, maintaining hygiene standards, or promoting green practices. While working under supervision, they require minimal instruction in day-to-day tasks and can assist in the planning and execution of predictable sustainability-related activities. This reflects the capabilities of a Junior Technician/Technician level role.</p>	<p>The individual is required to:</p> <ul style="list-style-type: none"> Take responsibility for delivery and quality of own work and tangible output. Works as a skilled worker/ technician. Take work from the helpers or assistants and collaboratively work with juniors. Assist in the planning of the routine and predictable tasks within a specific field. 	<p>3.0</p>

Annexure: Learning Outcomes and Assessment Criteria

Detailed learning outcomes and assessment criteria for the qualification are as follows:

S. No.	Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC 1.	Reduce usage of materials during day-to-day operations by optimizing processes	6	6	-	-
PC 2.	Reduce usage of resources like water, energy by raising awareness with team members	5	5	-	-
PC 3.	Reduce wastage by looking at need or reusing material & resources	6	6	-	-
PC 4.	Recycle all waste material by raising awareness and engaging team members to follow the processes setup for recycling	5	5	-	-
PC 5.	Reuse material to maximum usage and then recycle the same	3	3	-	-
PC 6.	Dispose waste responsibly	3	3	-	-
PC 7.	Engage team members and promote all marketing collateral to promote sustainability initiatives to customers like product exchange programmes, product rental options, recycling and collection centers	5	5	-	-
PC 8.	Encourage volunteering activities related to protecting the environment	5	5	-	-
PC 9.	Increase advocacy on global awareness days related to protecting the environment	3	3	-	-
PC 10.	Ensure all compliances are met in every area of operations	3	3	-	-
PC 11.	Determine key performance indicators (kpis) and evaluation parameters related to environment sustainability	6	6	-	-
Total Marks		50	50	-	-

Annexure: Assessment Strategy

Specify the assessment strategy and plan to evaluate the Candidate on the required competencies of the qualification.

1. Assessment System Overview:

- Batches are assigned to the NCVET recognised RASCI empaneled Assessment Agencies (AA) for conducting all Government funded NSQF assessment on SIP and or email 7 days to 15 days in advance or based on the availability of the complete information received from the training entities on completion dates and receipt of assessment fee for assessment of the training batches.
- Assessment Agencies (AA) send the assessment confirmation to VTP/TC looping RASCI within 24 hours of receipt of information on assessment assignment from RASCI.
- Assessment agency reviews the assessment centre/ Training Centre (TC)/ VTP centre before the commencement of assessments against the prescribed infrastructure and equipment.
- Assessment agency deploys the certified Assessor or Certified Proctor for executing the assessment.
- The assessment will be conducted online on digital devices such as computers, Tabs, Laptops, Smart Phones either through web browser or apps having the ability to auto proctor and remote physical proctor the assessments.
- **Theory Assessment (Online):** Theory assessments will be Multiple Choice Questions (MCQ) based.
- **Practical:** This test will be administered through online digital assessment platform through case study / scenario based multiple choice questions on digital devices such as computers, Tabs, Laptops, Smart Phones either through web browser or apps having the ability to auto proctor and remote physical proctoring.
- **A certified assessor intervention is Not mandatory** for this qualification as the assessments are conducted completely online on digital platform with comprehensive auditable trails under the supervision of qualified/ certified proctor(s). The results are auto determined by the digital assessment platform without a need for human intervention.
- Assessment Agency must ensure the Assessor/ Proctor arrives 1 hour before the commencement of assessments.

- Assessment agency confirms the commencement and conduct of assessments to the training entity and RASCI provided the Assessment centre/ TC/ VTP Centre for assessment complies to the infrastructure and equipment prescribed by RASCI for conduct of assessments.
- The assessment agency monitors and records the proceedings of the assessment on the ground and will share the access of live feeding/ audit trails of the proceedings from its digital assessment platform.
- RASCI monitors/ audits the assessment process & records.
- **For Remote Online Assessments:** AA must follow and implement all the guidelines of RASCI for conducting remote online assessments.

2. Testing Environment:

- AA/ Assessor/ Proctor to note the Assessment location, date and time.
- If the batch size is more than 30, then there should be 2 Assessors/ proctors deployed by the AA.
- The assessor and proctors must conduct the orientation session to the candidates on the assessment protocols and processes as prescribed by RASCI.
- Check and confirm that the allotted time to the candidates to complete Theory & Practical Assessment is correct as per the assessment blueprint.
- Assessment centre/ TC/ VTP centre must verify the identity of the Assessor/ Proctor in alignment with the SOP for assessments released by RASCI.
- The Assessor/ Proctor of the AA must verify the identity and the training attendance of the candidate as per the scheme and or RASCI assessment SOP.
- Only those candidates complying with the requisite training attendance prescribed by the scheme guidelines and or RASCI guidelines must be allowed to proceed and undertake the assessments.
- AA will be held responsible for any deviation on the above and will be levied penalties including revoking of Assessment Agency status of RASCI as per NCVET guidelines and RASCI assessment guidelines.
- The Assessment Centre/ VTP/TC including the Assessment Agency, Assessor and or Proctor will adhere to all the guidelines under the SOP for assessments of RASCI.
- **For Remote Online Assessments:** AA must follow and implement all the guidelines under conducting remote online assessments.

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) from the Assessment Agency and are verified by the other SME and approved by RASCI.
- Questions are mapped to the specified assessment criteria/ assessment blueprint approved by RASCI for the qualification.
- Assessor must be ToA certified/ Proctor must be certified as per the guidelines of RASCI.
- Trainer must be ToT Certified by RASCI on this qualification and must possess a valid ToT certificate during the conduct of training of the batch being assessed.
- Assessor/ Proctor must verify the validity of the ToT certificate of the trainer.
- The assessment must **NOT** be allowed to continue if the ToT certificate of the trainer was or is not valid during the duration/ tenure of training of the batch being assessed.
- Ensure all assessment data and evidence is collected and stored as per the requirements.
- AA/ Assessor/ Proctor must report any noncompliance/ malpractices to RASCI immediately.
- The Assessment Centre/ VTP/TC including the Assessment Agency, Assessor and or Proctor will adhere to all the guidelines under the SOP for assessments of RASCI.
- **For Remote Online Assessments:** AA must follow and implement all the guidelines under conducting remote online assessments.

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
- The attendance sheet signed by the candidates with the declaration certifying the validity of the candidate by the VTP/ TC Official/ Assessment Centre official with stamp/ seal and signature of the authorised signatory of VTP/TC/ Assessment Centre.
- Assessment attendance sheets co-certified by Assessor/ Proctor
- Training attendance records of the candidate, AEBAS attendance records wherever applicable.
- Feedback forms prescribed by RASCI on the assessment process from the assessed candidates.

- Group Photograph of the trainees, assessor and training centre officials with geotagging and time stamp.
- The soft copy of the answer sheets and or hard copies including marking sheet signed by the Assessor/ Proctor approved by authorised official of Assessment Agency with signature and stamp.
- Video recording and still photographs (minimum 5) of the entire assessment process of the batch supported by video recording and intermittent still photographs on the digital assessment platform of each candidate while she/ he is undergoing assessments.
- The credibility score report on the digital online assessment platform in alignment with RASCI SOP for assessment.
- A timestamped image of the candidate on the assessment platform including the image of the Govt. authorised identity card of the candidate must be made available once the candidate takes the assessment.
- A timestamped image of the candidate is available once the candidate takes the assessment.
- **Candidate Photograph/ ID photograph:** A candidate snapshot and his/her ID snapshot is being captured before the candidate is allowed to start the test.
- **Assessment Logs:** AA Maintains a detailed audit log of each assessment that is administered. Audit logs should be recoverable on requests from RASCI. Assessment audit log should include:
 - The time when the assessment is being started.
 - Flags in case an additional person is there
 - Flags in case candidate navigate away from the window.
 - Candidate away from the test window
 - Any other device spotted.
 - The time when the candidate finishes the test.
 - Question wise and NOS-wise summary of the attempt
 - Response sheets/ Answer sheets including the question paper.
 - All applicable other credibility scores including the above of the candidate.

- **For Remote Online Assessments:** AA must follow and implement all the guidelines under conducting remote online assessments.

5. Method of verification or validation of assessment processes:

- AA must provide live feed access to RASCI through the appropriate digital infrastructure such as IP camera etc to seamlessly to remotely monitor the assessments happening at the Assessment centre/ VTP Centre/ TC.
- Surprise visit to the assessment location by RASCI authorised personnel and or agency including RASCI officials.

6. Method for assessment documentation, archiving, and access

- Hard and hard copies converted to soft copies of the documents are stored.
- The assessment logs including the response sheets and documentation recommended by RASCI from time to time must be maintained by the AA in soft and hard form for 5 years and access to validate/ Audit and comment must be provided to RASCI.
- The documentation mentioned in the above SI No 1 to SI No 6 needs to be archived on the cloud server and maintained by the Assessment Agency soft form with constant seamless access being provided to RASCI by AA. The hard copies of the same need to be maintained by AAs and given access to RASCI on demand.

On the Job: Not Applicable to this Qualification

NSQC APPROVED

Annexure: Tools and Equipment

List of Tools and Equipment

Batch Size:

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	Projector	3000 Lumens, HDMI compatible	1
2	Whiteboard / Flip Chart	6 ft x 4 ft	2
3	Markers (Dry Erase)	Assorted colors, non-toxic	10
4	Printer	Color printer, A4 size	1
5	Scanning Equipment	Barcode scanner	3
6	Case Study	Retail sustainability case studies (printed or digital)	30 (1 per learner)
7	Monitoring Tracker	Pre-formatted Excel or paper-based sheet to track progress	30 (1 per learner)
8	Feasibility Analysis Report Template	Standardized template for evaluating sustainable alternatives (printed/digital)	30 (1 per learner)
9	Reporting Format template	Pre-designed format to document findings (printed/digital)	30 (1 per learner)

Classroom Aids:

The aids required to conduct sessions in the classroom are:

1. LCD Projector
2. Desktop / Laptop computer with internet connections
3. White board and whiteboard marker
4. Pen & notepad
5. Presentation deck

Annexure: Industry Validations Summary

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1	Titan	Sabharatnam Narayanan	Head -Retail Training	Bengaluru	992025444115	narayanans@titan.co.in	-
2	Shoppers Stop	Aniruddha Mahajan	Deputy VP HR operations	Maharashtra	022-42497000	aniruddha.mahajan@shoppersstop.com	-
3	Pay nearby	Anand kumar Bajaj	Director	Maharashtra	7738947773	anand@paynearby.in	-
4	Big basket	Kavita Bagwe	Regional HR – Head Mumbai	Maharashtra	9619791692	Kavita.bagwe@bigbasket.com	-
5	Max – landmark Group	Dinesh Kumar	Senior Manager	Bengaluru	77609970816	dinesh.kumar@landmarkgroup.in	-
6	BIBA	Sushanta Majumdar	Manager - HR	Gurugram	9830857006	Majumdar@bibaindia.com	-
7	Medplus	D.Hari hara Rao	Head-HR	Hyderabad	8888051127	harid@medplusindia.com	-
8	Reliance SMART	Jeeva Balakrishnan	Chief Talent Officer	Maharashtra	9940011500	Jeeva.balakrishnan@ril.com	-
9	Reliance digital						
10	Jio mart, Netmeds.com, AJIO.com, Urban Ladder, Jio Mart digital, Jio Digital Life						
11	Reliance TRENDS, Reliance Jewels, TRENDS Footwear						

12	7 Eleven, Reliance Fresh signature, Freshpik, SMART Point						
13	Hamleys						
14	GAP						
15	METRO wholesale						
16	Fashion Factory						
17	Reliance mall						
18	Joyalukkas	Joseph Christo	DGM HR & Admin	Kerala	9447767916	christo@joyalukkas.com	-
19	ABFRL	Suresh Shanbagh	Sr General Manager HR	Mumbai	8652533236	suresh.shanbagh@abfrl.adityabirla.com	-
20	RJ corp	Tavleen Nayal	AGM-HR	New Delhi	9582339496	tavleen.nayal@rjcorpretail.com	-
21	Croma	Robin Sharma	HRBP	Mumbai	7738384471	robin.sharma@croma.com	-
22	Viveks	Vasumathi Kalyanaraghavan	Manager- HR & Admin	Chennai	9566151348	vasumathi.k@viveks.com	-

Annexure: Training Details

Training Projections:

Year	Estimated Training # of Total Candidates	Estimated training # of Women	Estimated training # of People with Disability
2024-25	150	100	40
2025-26	250	200	100
2026-27	400	300	200

Data to be provided year-wise for next 3 years.

Annexure: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline: Online Ratio
1	<input checked="" type="checkbox"/> Theory/ Lectures - Imparting theoretical and conceptual knowledge	LCD, Projector, Laptop, MSOffice Suite, Flipchart, whiteboard, Markers, wi-fi connectivity	0:100
2	<input type="checkbox"/> Imparting Soft Skills, Life Skills and Employability Skills /Mentorship to Learners	Not applicable	Not applicable
3	<input checked="" type="checkbox"/> Showing Practical Demonstrations to the learners	Flipchart and Markers, Checklists and Audit Templates, Printed SOPs, Waste Segregation Charts or Flashcards, Posters/Charts, Role Play Scripts / Scenario Cards, Activity Worksheets / Workbooks, Sustainability Pledge or Tracker Sheets, Carbon Footprint Estimation Worksheet	40:60
4	<input checked="" type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	Flipchart and Markers, Checklists and Audit Templates, Printed SOPs, Waste Segregation Charts or Flashcards, Posters/Charts, Role Play Scripts / Scenario Cards, Activity Worksheets / Workbooks, Sustainability Pledge or Tracker Sheets, Carbon Footprint Estimation Worksheet	40:60
5	<input type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice	Not applicable	Not applicable
6	<input checked="" type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations	Online assessment	0:100
7	<input type="checkbox"/> On the Job Training (OJT)/ Project Work Internship	Not applicable	Not applicable

Annexure: 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
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

Glossary

Term	Description
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 based on their main economic function, product, service or technology.