

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR GREEN JOBS



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What are Occupational Standards (OS)?

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

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

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Introduction

Qualifications Pack- Manager- Waste Management (Electives: Biomass Depot/Compost Yard/Dry Waste Center)

SECTOR: GREEN JOBS

SUB-SECTOR: Waste Management

OCCUPATION: Management and Support

REFERENCE ID: SGJ/Q6501

ALIGNED TO: NCO-2015/1213.9900

Brief Job Description: Manager-Waste Management is responsible for carrying out market analysis and formulating business plan for the center. He/she is responsible for management of overall operation of the center and ensures health and safety at the workplace. He/she ensures compliance of applicable statutory laws, policies and procedures relating to the center.

Elective 1:

Biomass Depot: *Manager-Waste Management specializes in management of overall operations of the biomass depot and associated business including procurement, processing and onward supply.*

Elective 2:

Compost Yard: *Manager-Waste Management specializes in management of the compost yard and associated business including production and marketing of urban waste compost.*

Elective 3:

Dry Waste Center: *Manager-Waste Management specializes in collection and management of dry waste focusing on plastic, paper and other waste.*

Personal Attributes: This job requires the individual to concentrate and undertake the work regularly and with periodicity. He/She must exhibit strong leadership skills to efficiently manage daily operations and the overall business.



Job Details

Qualifications Pack Code	SGJ/Q6501		
Job Role	Manager-Waste Management This job role is applicable nationally only		
Credits(NSQF)	TBD	Version number	1.0
Sector	Green Jobs	Drafted on	07/02/2017
Sub-sector	Waste Management	Last reviewed on	27/03/2018
Occupation	Management and Support	Next review date	07/02/2020
NSQC Clearance on	N.A		

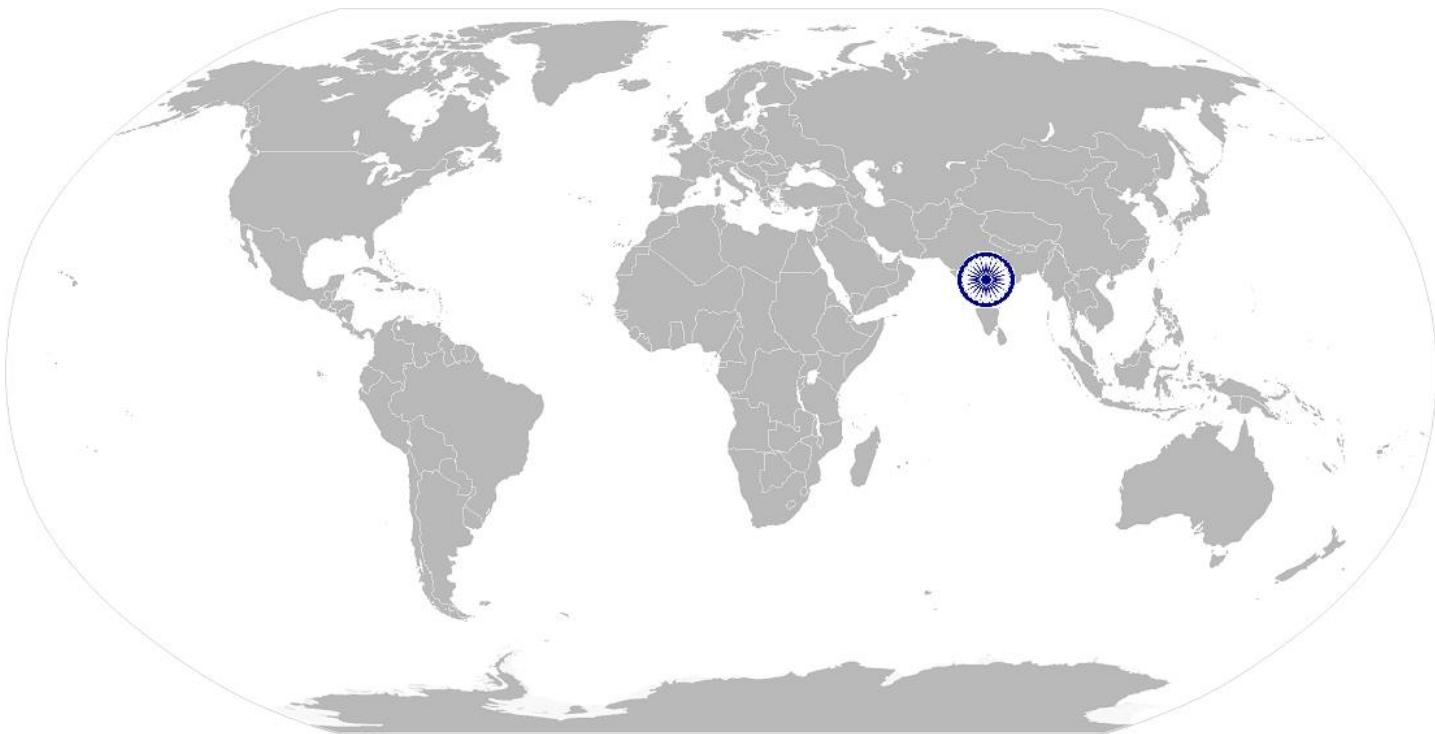
Job Role	Manager- waste management
Role Description	Manager-waste management is responsible for carrying out market analysis and formulating business plan for the center. He/She ensures compliance of applicable statutory laws, policies and procedures relating to the center. He/She is responsible for management of overall operation of the center and ensures health and safety at the workplace.
NSQF level	6
Minimum Educational Qualifications	Graduate
Maximum Educational Qualifications	Not Applicable
Prerequisite License or Training	N/A
Minimum Job Entry Age	23 years
Experience	Minimum 2 years of experience in the field of waste management
Applicable National Occupational Standards (NOS)	<p>Compulsory: SGJ/N6501: Carry out market analysis SGJ/N6502: Formulate an operational plan SGJ/N6503: Ensure compliance with applicable statutory laws, policies and procedures SGJ/N6504: Ensure health and safety at workplace</p> <p>Elective 1: Biomass Depot SGJ/N6505: Manage overall operations of biomass depot</p> <p>Elective 2: Compost Yard SGJ/N6506: Manage overall operations of compost yard</p> <p>Elective 3: Dry Waste Center SGJ/N6507: Manage overall operations of dry waste collection center</p>
Performance Criteria	As described in the relevant OS units.

Definitions

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interest. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Job Role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.
Unit Code	Unit Code is a unique identifier for an Occupational Standard , which is denoted by an ‘N’
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills or Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.

Acronyms	Keywords /Terms	Description
	SCGJ	Skill Council for green jobs
	NOS	National Occupational Standards
	NSQF	National Skills Qualification Framework
	OS	Occupational Standards
	PC	Performance Criteria
	QP	Qualification Pack
	SSC	Sector Skills Council
	OHS	Occupational Health and Safety

National Occupational Standard



Overview

This unit is about conducting analysis of the market to understand existing trends and customer preferences.

SGJ/ N6501

Carry out market analysis

Unit Code	SGJ / N6501
Unit Title (Task)	Carry out market analysis
Description	This unit is about conducting analysis of the market to understand existing trends and customer preferences
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Assess the demand of the product Carry out market analysis in the given geography and identify target customers
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Assess the demand of the product	To be competent, the user/ individual must be able to: <ul style="list-style-type: none"> PC1. identify the existing demand for the product in given market. PC2. conduct secondary research to gather information on market determinants such as volume of sales, economic growth rate, per capita income, etc. PC3. conduct primary research through interactions and surveys to understand the positioning of customers. PC4. project the growth in demand through appropriate statistical tools.
Carry out market analysis in the given geography and identify target customers	To be competent, the user/ individual must be able to: <ul style="list-style-type: none"> PC5. identify various segments of customers and their respective needs in the given market. PC6. develop profiles of resulting market segments. PC7. identify competitors in the market and assess their respective sales strategies. PC8. select target segments based on demand forecasting and market segmentation.
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company /organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Organizational culture and setup. KA2. Various policies and regulations. KA3. Organization's customer support policy. KA4. Organization's documentation policy.
B. Technical Knowledge	The individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. Methodology for conducting market study in order to identify customer requirements from current and future products. KB2. Monitoring and analysis of market trends. KB3. Statistical tools for demand growth projection. KB4. Factual and theoretical knowledge of the sector. KB5. Knowledge about laws and policies. KB6. Excellence in mathematics.
Skills	
A. Core Skills / Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. Fill up relevant documents. SA2. Prepare and write detailed reports of the studies performed.

SGJ/ N6501

Carry out market analysis

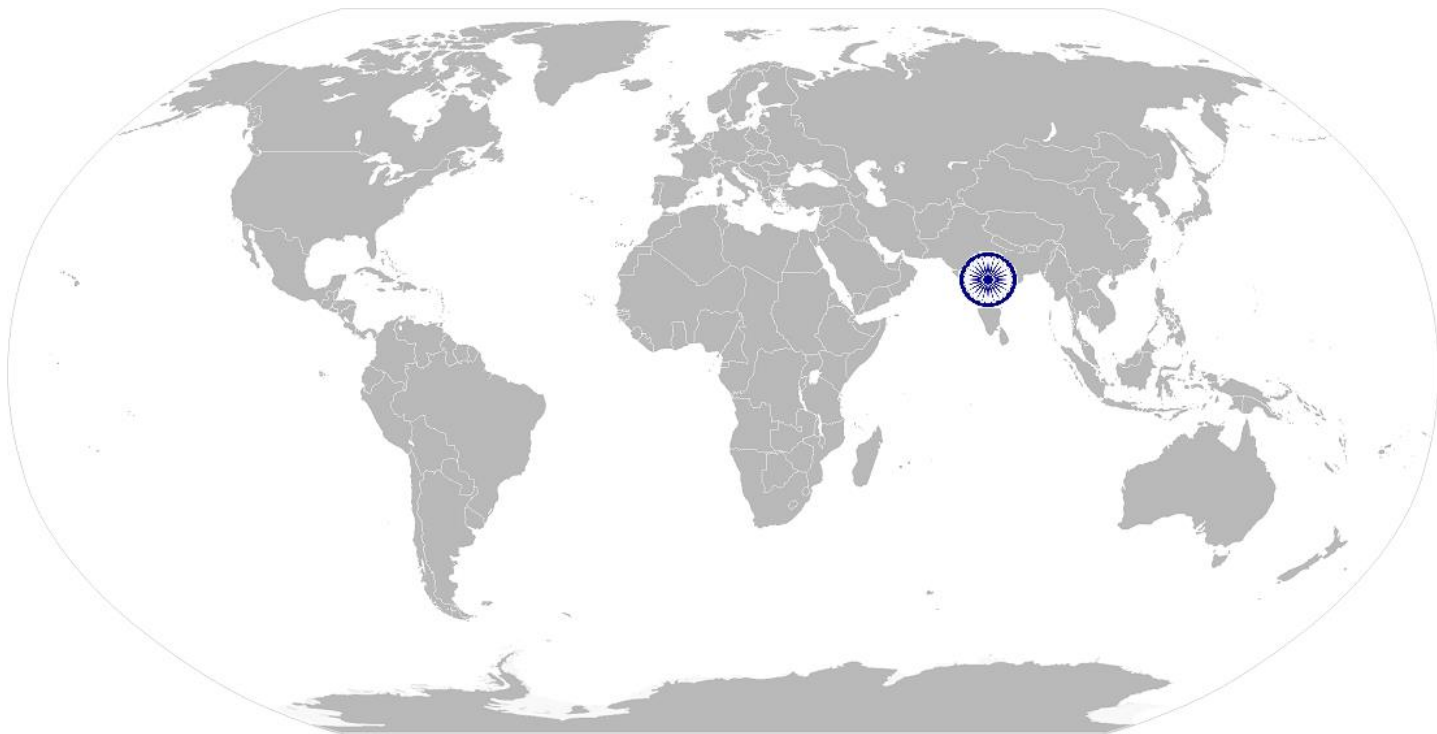
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA3. Read and understand organizational and regulatory guidelines. SA4. Read and understand manuals, health and safety instructions, memos, and other company documents.
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA5. Communicate with industries and customers to understand and analyze various strategies, demands, and limitations in the market. SA6. Express statements or information clearly so that other can comprehend. SA7. Participate in and understand main points of simple discussion. SA8. Respond appropriately to queries
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to : SB1. Follow organization rule-based decision making process. SB2. Take decisions with systematic course of actions and/or response.
	Plan and Organize
	The user/individual on the job needs to know and understand how to : SB3. Complete tasks efficiently and accurately within stipulated time. SB4. Working constructively and collaboratively with others. SB5. Coordinate with multidisciplinary stakeholders.
	Customer Centricity
	The user/individual on the job needs to know and understand how to : SB6. Follow code of conduct.
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB7. Recognize problems and search for solutions. SB8. Choose best methods to complete assigned tasks. SB9. Approach relevant authority when required.
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB10. Analyse marketing strategies of established players in the field of composting SB11. Apply domain knowledge to conduct market study.
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB12. Critically evaluate the information obtained from other departments and stakeholders. SB13. Ask questions for better understanding.

SGJ/ N6501

Carry out market analysis

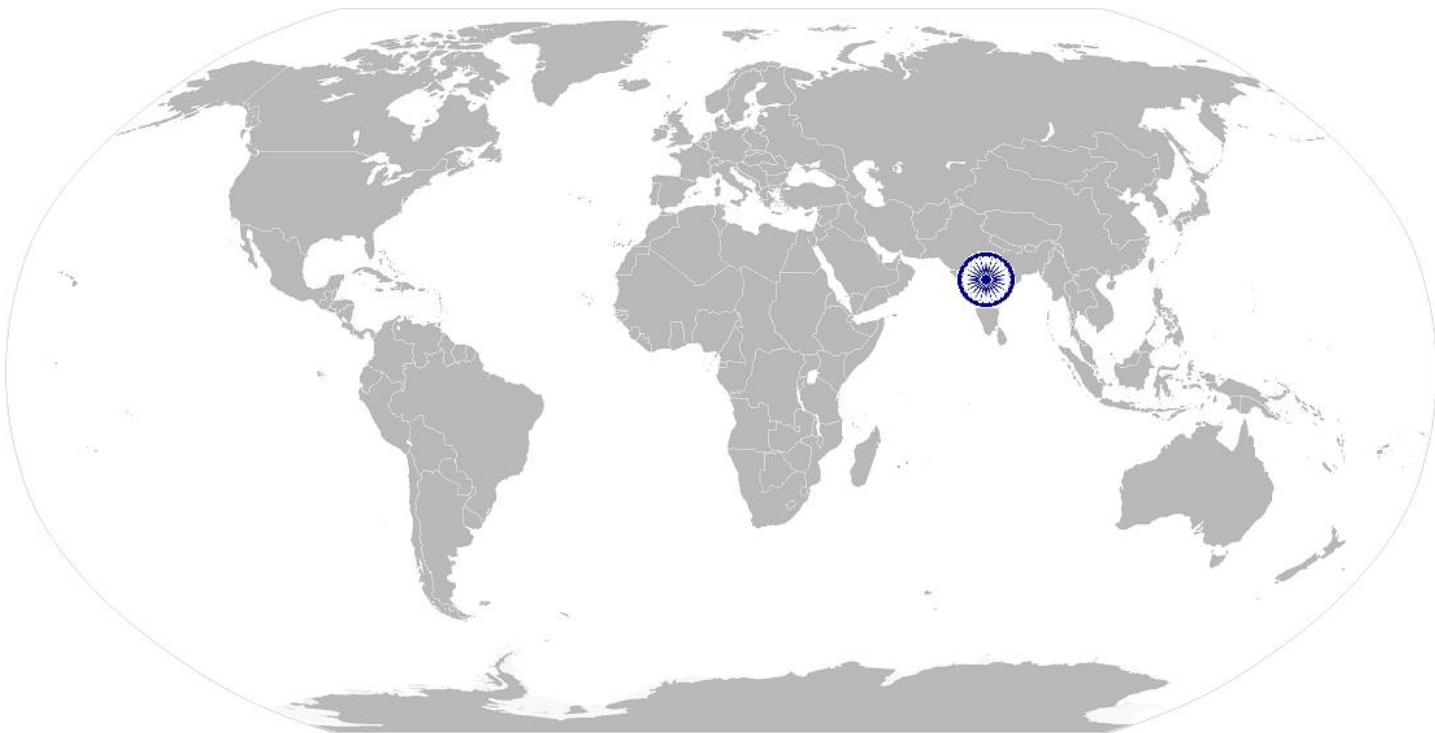
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NOS Code	SGJ/ N6501		
Credits (NSQF)	TBD	Version number	1.0
Industry Sector	Green Jobs	Drafted on	07/02/2017
Industry Sub-sector	Waste Management	Last reviewed on	27/03/2018
Occupation	Market Analysis	Next review date	07/02/2020



[Back to NOS List:](#)

National Occupational Standard



Overview

This unit is about formulation of an operational plan of the center.

Unit Code	SGJ / N6502
Unit Title (Task)	Formulate an operational plan
Description	This unit is about formulation of an operational plan of the center.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Identify key suppliers of waste Prepare a financial plan
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Identify key suppliers of waste	To be competent, the user/ individual must be able to: <ul style="list-style-type: none"> PC1. identify key resources required for the facility. PC2. identify key suppliers of different waste streams, based on the market analysis conducted. PC3. identify key technical activities associated with business and production operations.
Prepare a financial plan	To be competent, the user/ individual must be able to: <ul style="list-style-type: none"> PC4. identify market prices of different components of the facility. PC5. prepare a medium / long term sales forecast. PC6. create an expenses budget indicating various fixed and variable costs likely to be encountered. PC7. ensure development of long term cash flow statement. PC8. prepare a cost – benefit analysis. PC9. develop a loan repayment plan, if applicable.
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company /organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Organizational culture and setup. KA2. Various policies and regulations. KA3. Organization’s customer support policy. KA4. Organization’s documentation policy.
B. Technical Knowledge	The individual on the job needs to know and understand the following aspects: <ul style="list-style-type: none"> KB1. Advanced mathematical skills. KB2. Pertinent accounting techniques. KB3. Study of the market in order to identify customer requirements from current and future products. KB4. How to monitor and analyze market trends. KB5. Use of statistical tools to estimate associated costs, projected revenues, and tentative product prices. KB6. Factual and theoretical knowledge of the sector. KB7. Knowledge about laws and policies.
Skills	
A. Core Skills / Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. Fill up relevant documents. SA2. Prepare and write detailed reports of the studies performed.
A. Core Skills / Generic Skills	Reading Skills
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA3. Read relevant reports and publications to understand the purpose of the study. SA4. Read financial documents.

SGJ/ N6502

Formulate an operational plan

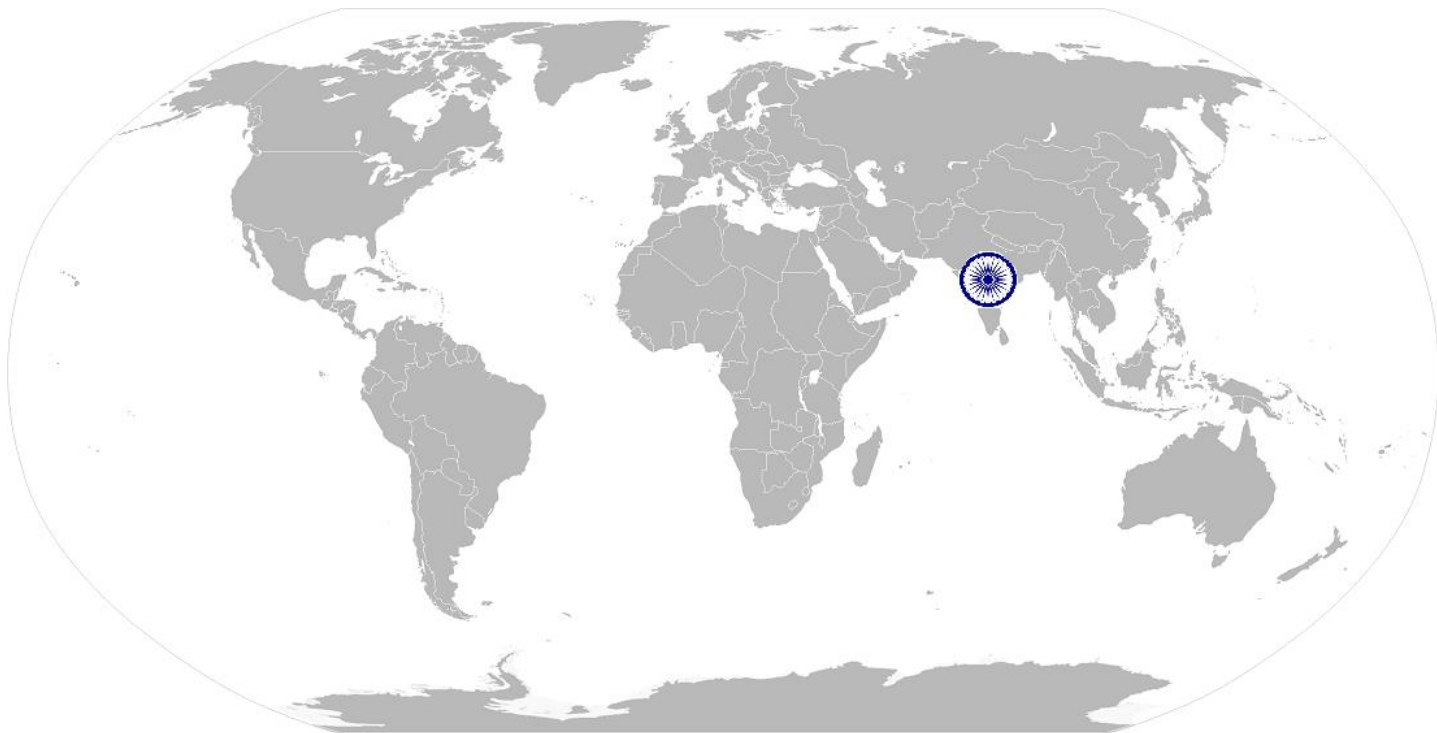
	<p>Oral Communication (Listening and Speaking skills)</p>
<p>B. Professional Skills</p>	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Communicate with industries and customers to understand and analyze various strategies, demands, and limitations in the market.</p> <p>SA6. Express statements or information clearly so that other can comprehend.</p> <p>SA7. Participate in and understand main points of simple discussion.</p> <p>SA8. Respond appropriately to queries.</p>
	<p>Decision Making</p>
	<p>The user/individual on the job needs to know and understand how to :</p> <p>SB1. Follow organization rule-based decision making process.</p> <p>SB2. Take decisions with systematic course of actions and/or response.</p>
	<p>Plan and Organize</p>
	<p>The user/individual on the job needs to know and understand how to :</p> <p>SB3. Complete tasks efficiently and accurately within stipulated time.</p> <p>SB4. Working constructively and collaboratively with others.</p> <p>SB5. Coordinate with multidisciplinary stakeholders.</p>
	<p>Customer Centricity</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. Understand limitations of the customers.</p> <p>SB7. Identify the spending trends of customers.</p>
	<p>Problem Solving</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. Recognize problems and search for solutions.</p> <p>SB9. Choose best methods to complete assigned tasks.</p> <p>SB10. Approach relevant authority when required.</p>
	<p>Analytical Thinking</p>
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB11. Apply domain knowledge / observations and data to select course of action to perform tasks related to formulation of the business plan.</p>	
<p>Critical Thinking</p>	
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB12. Critically evaluate the information obtained from other departments and stakeholders.</p> <p>SB13. Ask questions for better understanding.</p>	

SGJ/ N6502

Formulate an operational plan

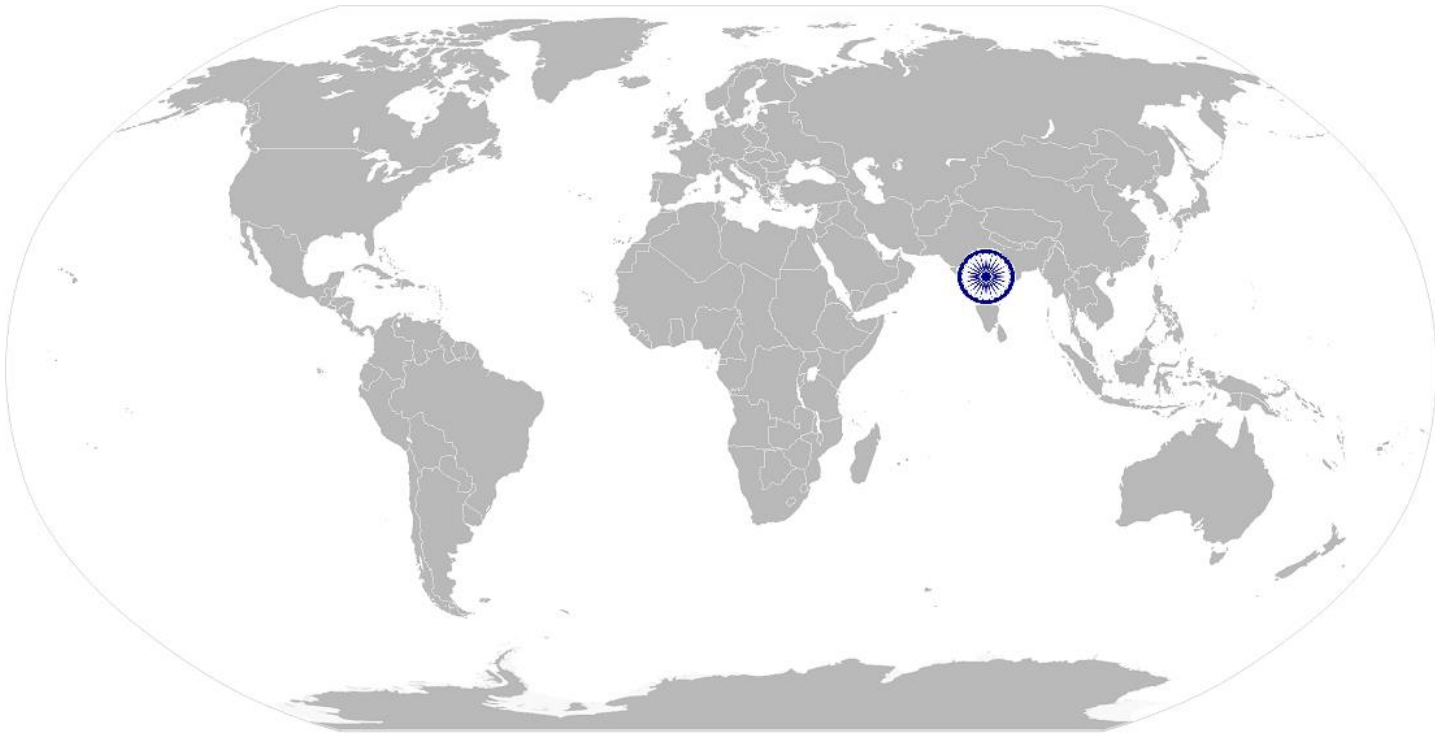
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NOS Code	SGJ/N6502		
Credits (NSQF)	TBD	Version number	1.0
Industry Sector	Green Jobs	Drafted on	07/02/2017
Industry Sub-sector	Waste Management	Last reviewed on	27/03/2018
Occupation	Business Management	Next review date	07/02/2020



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National Occupational Standard



Overview

This unit is about ensuring compliance with applicable statutory laws, policies and procedures.

SGJ/ N6503

Ensure compliance with applicable statutory laws, policies and procedures

Unit Code	SGJ / N6503
Unit Title (Task)	Ensure compliance with applicable statutory laws, policies and procedures
Description	This unit is about ensuring compliance with applicable statutory laws, policies and procedures.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Liaise with government authorities/local authorities, corporations etc. for smooth conduct of business operations.
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Liaise with government authorities/local authorities, corporations etc. for smooth conduct of business operations	To be competent, the user/ individual must be able to: <ul style="list-style-type: none"> PC1. outline the functioning of local corporations/authorities that have a bearing on the business process. PC2. build and maintain relationships with key persons to ensure smooth functioning of business. PC3. acquire permissions and fulfil compliance requirements as per legal norms. PC4. complete business registration and associated legal formalities. PC5. update self with knowledge and understanding of the relevant rules and policies. PC6. update self with information pertaining to compliances, laws, policies, and procedures.
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company /organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Local corporations / authorities that have a bearing on the particular business process. KA2. Policies and procedures that impact the business process. KA3. Legal formalities applicable for the particular business. KA4. Benefits to the company due to practice of these procedures. KA5. The importance of having an ethical and value based approach to governance.
B. Technical Knowledge	The individual on the job needs to know and understand the following aspects: <ul style="list-style-type: none"> KB1. Knowledge of processes involved in the business. KB2. Country specific regulations for the waste management sector and its importance. KB3. Reporting procedure in case of deviations.
Skills	
A. Core Skills / Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. Fill up relevant documents. SA2. Prepare and write detailed reports of the studies performed.
	Reading Skills
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA3. Read and understand organizational and regulatory guidelines. SA4. Read and understand manuals, health and safety instructions, memos, and other company documents.

SGJ/ N6503

Ensure compliance with applicable statutory laws, policies and procedures

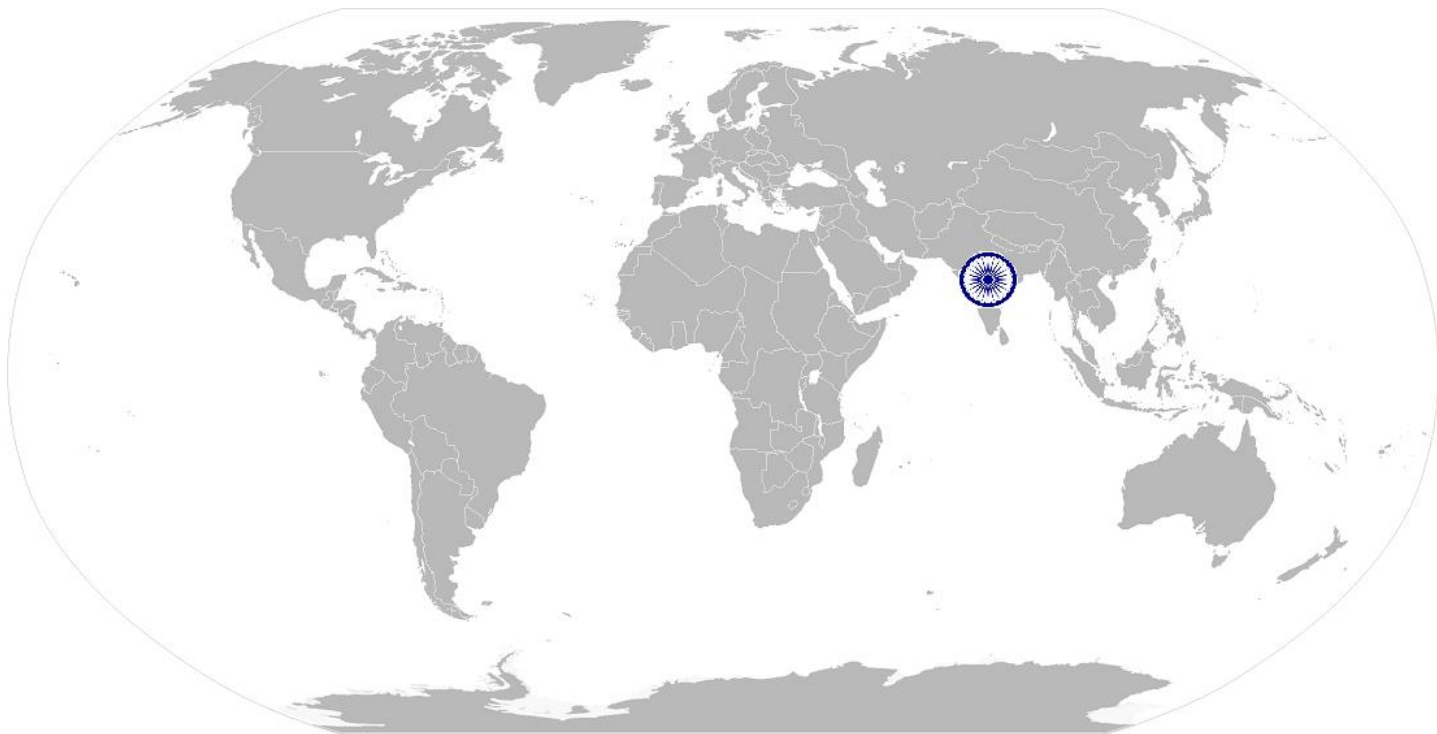
	<p>Oral Communication (Listening and Speaking skills)</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Express statements or information clearly so that other can comprehend. SA6. Participate in and understand main points of simple discussion. SA7. Respond appropriately to queries.</p>
<p>B. Professional Skills</p>	<p>Decision Making</p>
	<p>The user/individual on the job needs to know and understand how to :</p> <p>SB1. Follow organization rule-based decision making process. SB2. Take decisions with systematic course of actions and/or response.</p>
	<p>Plan and Organize</p>
	<p>The user/individual on the job needs to know and understand how to :</p> <p>SB3. Complete tasks efficiently and accurately within stipulated time. SB4. Working constructively and collaboratively with others. SB5. Coordinate with multidisciplinary stakeholders.</p>
	<p>Customer Centricity</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. Follow code of conduct.</p>
	<p>Problem Solving</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. Recognize problems and search for solutions. SB8. Choose best methods to complete assigned tasks. SB9. Approach relevant authority when required.</p>
	<p>Analytical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB10. Apply domain knowledge to ensure compliance.</p>
<p>Critical Thinking</p>	
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB11. Critically evaluate the information obtained from other departments and stakeholders. SB12. Ask questions for better understanding.</p>	

SGJ/ N6503

Ensure compliance with applicable statutory laws, policies and procedures

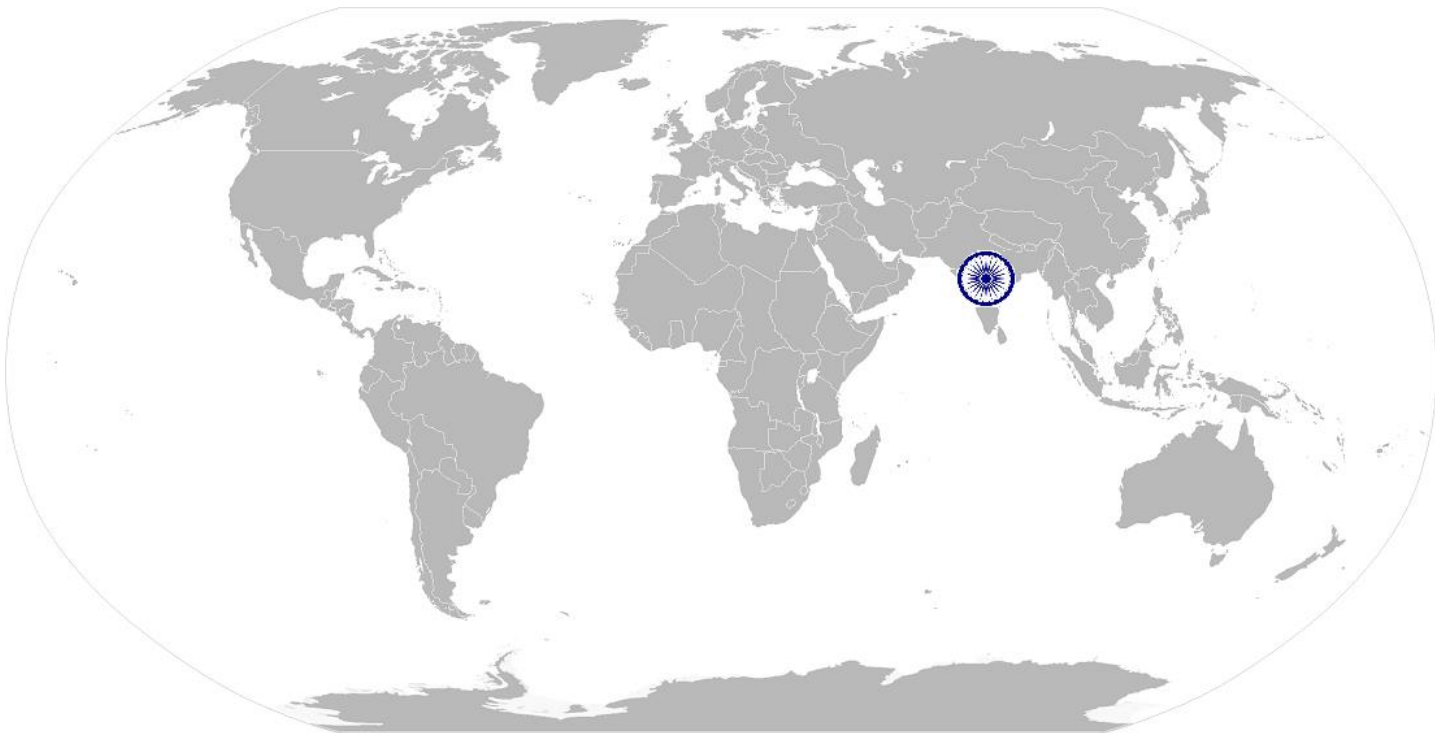
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NOS Code	SGJ/N6503		
Credits (NSQF)	TBD	Version number	1.0
Industry Sector	Green Jobs	Drafted on	07/02/2017
Industry Sub-sector	Waste Management	Last reviewed on	27/03/2018
Occupation	Liasoning	Next review date	07/02/2020



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National Occupational Standard



Overview

This unit is about ensuring health and safety at workplace.

SGJ/ N6504

Ensure health and safety at workplace

Unit Code	SGJ / N6504
Unit Title (Task)	Ensure health and safety at workplace
Description	This unit is about ensuring health and safety at workplace.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Incorporate health and safety considerations in day to day operations.
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Incorporate health and safety considerations in day to day operations	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. acquire knowledge of ways and means to handle emergency situations like fire, natural disasters, riots etc.</p> <p>PC2. monitor the workplace and work processes for potential risks and threats.</p> <p>PC3. ensure and comply with workplace hygiene, sanitation and job specific safety procedures.</p> <p>PC4. ensure no accidents and damages take place at the workplace.</p> <p>PC5. ensure proper hygiene and protection from dust and other infections.</p> <p>PC6. organise and attend fire drills and workplace safety workshops.</p> <p>PC7. ensure that Personal Protective Equipments requirement are identified and made available at work place at all time.</p> <p>PC8. demonstrate safe and accepted practices for personal protection.</p> <p>PC9. carry out periodic walk-through inspections to keep work area free from hazards and obstructions.</p> <p>PC10. identify corrective actions for hazards such as illness, accidents, fires or any other natural calamity.</p> <p>PC11. identify and recommend opportunities for improving health and safety at the workplace.</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company /organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Health and safety related practices applicable at the workplace.</p> <p>KA2. Legislative requirements and organization’s procedures for health and safety.</p> <p>KA3. Potential hazards, risks and threats based on nature of operations.</p> <p>KA4. Organizational procedures for safe handling of equipment and machine operations.</p> <p>KA5. Potential risks due to own actions and methods to minimize these risks.</p> <p>KA6. Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points.</p> <p>KA7. Potential accidents and emergencies and response to these scenarios.</p> <p>KA8. Reporting protocol and documentation required.</p> <p>KA9. Details of personnel trained in first aid, fire-fighting and emergency response.</p>
B. Technical Knowledge	<p>The individual on the job needs to know and understand the following aspects:</p> <p>KB1. Health and sanitation requirements and the importance of the same.</p> <p>KB2. Possible losses due to emergency situations.</p> <p>KB3. Occupational health and safety risks.</p> <p>KB4. Proper disposal system for waste and by-products.</p>

SGJ/ N6504

Ensure health and safety at workplace

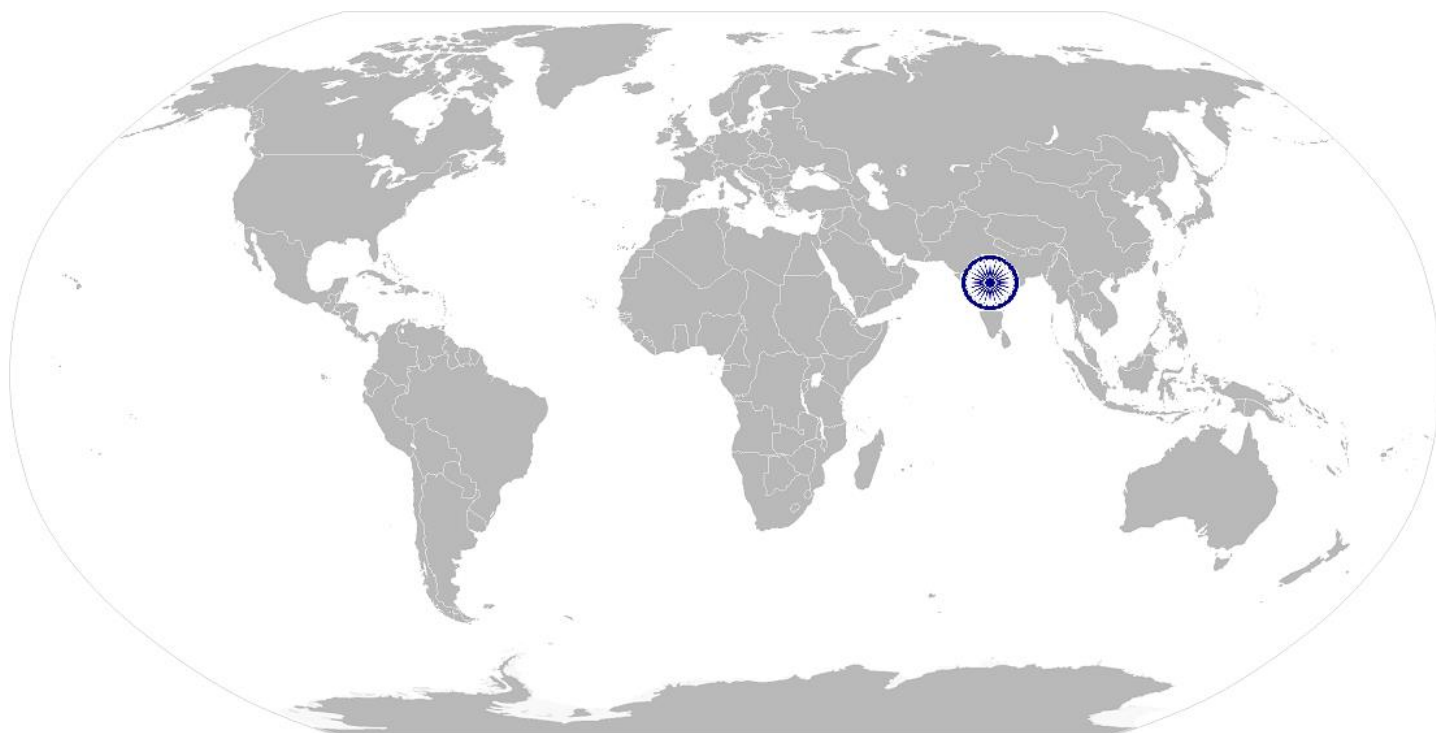
Skills	
A. Core Skills / Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. Record data relevant to health and safety measures implemented. SA2. Complete statutory documents relevant to health and safety.
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA3. Read statutory documents relevant to health and safety.
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. Communicate effectively with employees regarding the significance of health and safety at the workplace.
	Decision Making
	The user/individual on the job needs to know and understand how to : SB1. Make timely decisions in responding to emergencies and accidents.
	Plan and Organize
	The user/individual on the job needs to know and understand how to : SB2. Complete tasks efficiently and accurately within stipulated time. SB3. Delegate tasks to improve efficiencies.
	Customer Centricity
	The user/individual on the job needs to know and understand how to: N.A.
	Problem Solving
The user/individual on the job needs to know and understand how to: SB2. Recognize problems and search for solutions. SB3. Choose best methods to complete assigned tasks. SB4. Approach relevant authority when required.	
Analytical Thinking	
The user/individual on the job needs to know and understand how to: SB5. Analysis and taking a call on future operations. SB6. Work with supervisors / team members to carry out work related tasks. SB7. Take appropriate actions during emergencies, accidents or fire at the workplace. SB8. Identify cause effect relationship for emergencies.	
Critical Thinking	
The user/individual on the job needs to know and understand how to: SB9. Analyze, review and decide on approval / rejection based on quality standards of the organization.	

SGJ/ N6504

Ensure health and safety at workplace

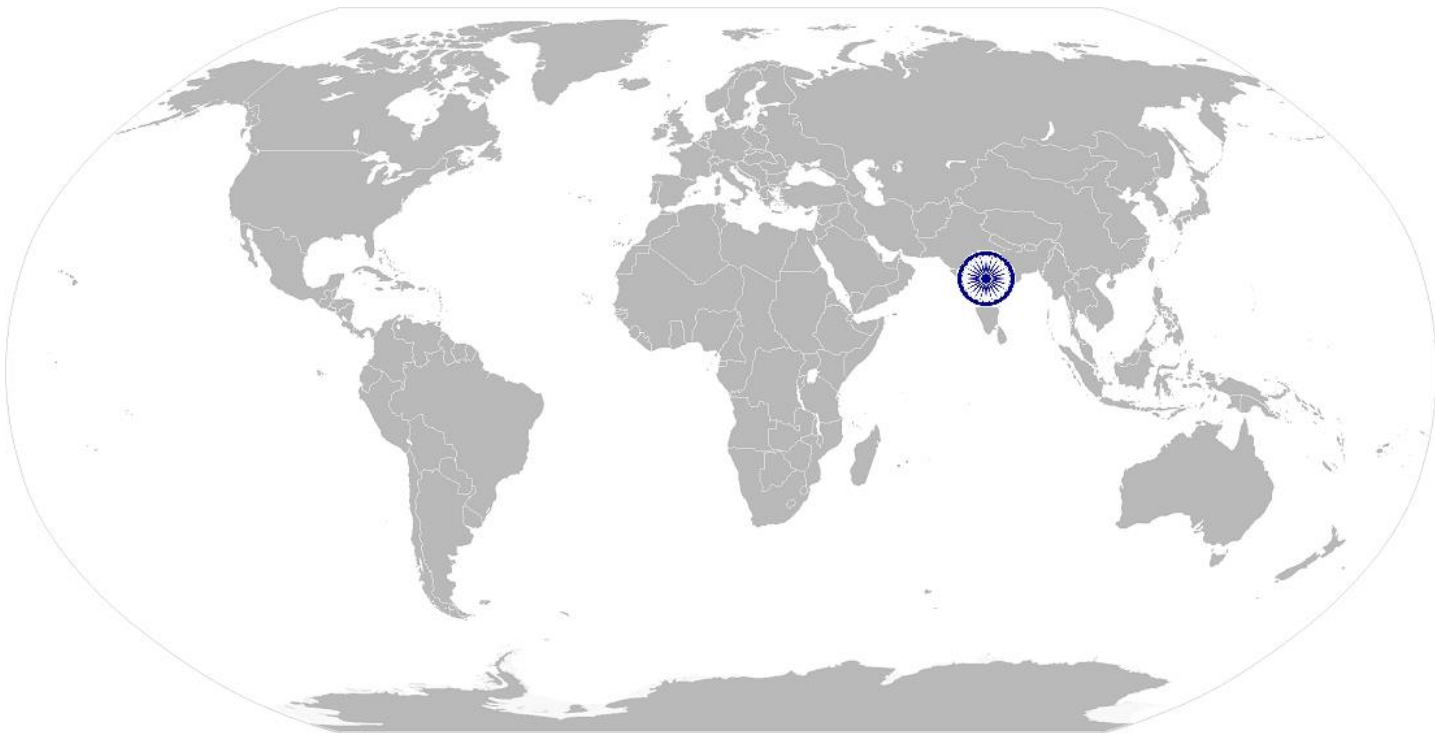
NOS Version Control

NOS Code	SGJ/N6504		
Credits (NSQF)	TBD	Version number	1.0
Industry Sector	Green Jobs	Drafted on	07/02/2017
Industry Sub-sector	Waste Management	Last reviewed on	27/03/2018
Occupation	Health and Safety	Next review date	07/02/2020



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National Occupational Standard



Overview

This unit is about managing overall operations of biomass depot.

SGJ/ N 6505

Manage overall operations of biomass depot

National Occupational Standard

Unit Code	SGJ/N6505
Unit Title (Task)	Manage overall operations of biomass depot
Description	This unit is about managing overall operation of biomass depot.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Identify sources for procurement and supply of biomass Ensure smooth running of biomass depot operations Oversee business marketing
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Identify sources for procurement and supply of biomass	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. identify the various suppliers for biomass procurement. PC2. ensure biomass supply is channelized from identified suppliers.</p>
Ensure smooth running of biomass depot operations.	<p>To be competent, the user/ individual must be able to:</p> <p>PC3. ensure proper sorting, densification and appropriate storage of biomass. PC4. conduct regular meetings with various supervisors. PC5. identify technical challenges encountered in daily operations. PC6. monitor financial performance of the business.</p>
Oversee business marketing	<p>To be competent, the user/ individual must be able to:</p> <p>PC7. organize resources for efficient business marketing of agri-biomass. PC8. communicate the value proposition and pricing of the products to the marketing team. PC9. work closely with marketing managers, distributors, key customers and representatives in solving customer problems and developing service programs.</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Resource requirements of the organization. KA2. Financial performance of the organization. KA3. Methods to upkeep employee productivity and morale.</p>
B. Technical Knowledge	<p>The individual on the job needs to know and understand the following aspects:</p> <p>KB1. Relevant manufacturing standards and procedures followed in the industry. KB2. Use of financial statements such as income statement, balance sheet, profit and loss statements etc. KB3. Grievance management processes and tools in the organization KB4. Significance of performance monitoring against established benchmarks</p>

SGJ/ N 6505

Manage overall operations of biomass depot

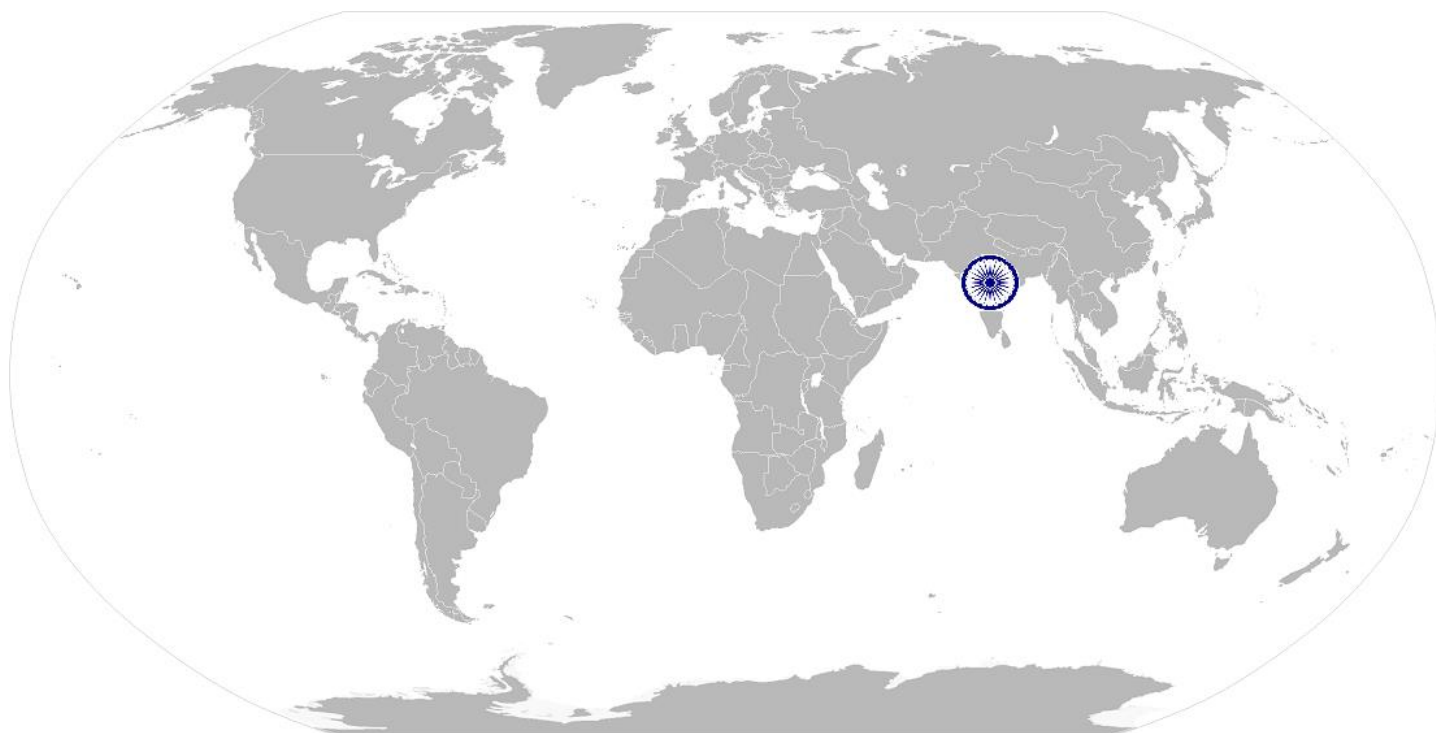
Skills	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. Populate legal formats. SA2. Maintain various records. SA3. Compose e-mails, letters, and other official documents.
	Reading Skills
	SA4. Read and understand statutory documents. SA5. Read reports related to own business. SA6. Read and understand financial reports. SA7. Maintain knowledge on the evolving trends and latest developments in agri-residue (biomass) management and storage in India.
	Oral Communication (Listening and Speaking skills)
	SA8. Discuss tasks, schedules, and other aspects of business operations with supervisors and other employees. SA9. Answer the queries raised by various employees pertaining to daily operations. SA10. Effectively communicate with various employees and make them aware of work expectations, targets, policies, and processes. SA11. Attentively listen with full attention the queries and grievances raised by employees.
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to : SB1. Follow organization rule-based decision making process. SB2. Take decisions with systematic course of actions and / or response.
	Plan and Organize
	SB3. Delegate tasks to relevant supervisors depending on desired operation. SB4. Plan realistic goals for employees to achieve production and sales targets. SB5. Understand goals, objectives, and resource availability of the organization. SB6. Plan, organize, and mobilize team to work towards achieving organizational goals. SB7. Coordinate with multidisciplinary stakeholders.
	Customer Centricity
	SB8. Understand requirements of the customer and respond as per their needs.
	Problem Solving
	SB9. Break the problem into smaller issues and tasks to arrive at a solution. SB10. Make use of experience to find solutions to problems.
	Analytical Thinking
	SB11. Use basic analytical tools to devise solutions to problems encountered.
	Critical Thinking
	SB12. Use reasoning skills to identify and resolve problems. SB13. Make judgements on day to day basis on situations pertaining to various aspects of business.

SGJ/ N 6505

Manage overall operations of biomass depot

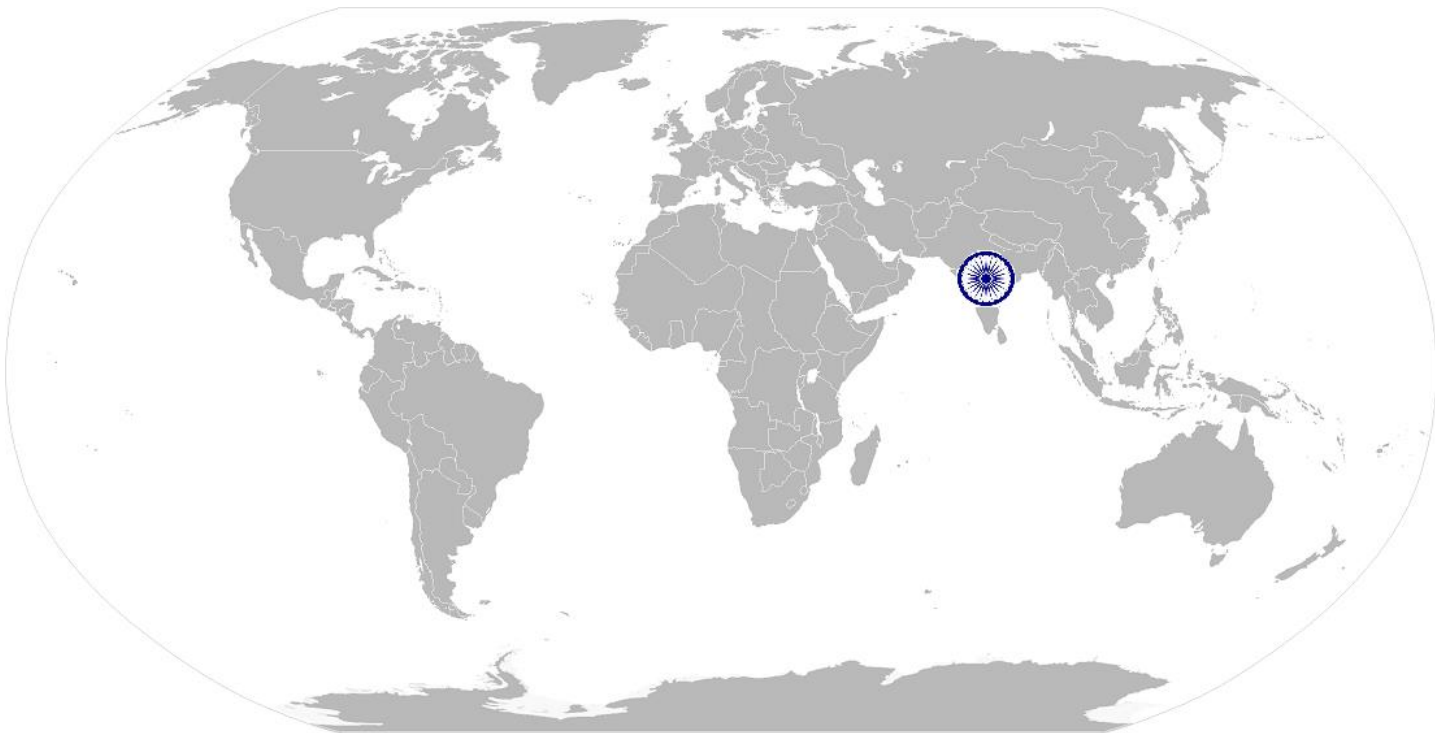
NOS Version Control

NOS Code	SGJ/N6505		
Credits (NSQF)	TBD	Version number	1.0
Industry Sector	Green Jobs	Drafted on	07/02/2017
Industry Sub-sector	Waste Management	Last reviewed on	27/03/2018
Occupation	Operation Management	Next review date	07/02/2020



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National Occupational Standard



Overview

This unit is about management of overall operations of the composting business.

SGJ/ N6506

Manage overall operations of compost yard

National Occupational Standard

Unit Code	SGJ / N6506
Unit Title (Task)	Manage overall operations of compost yard
Description	This unit is about management of overall operations of the composting business.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Ensure smooth running of the compost yard • Monitor the financial performance of the business • Manage human resources • Monitor the overall performance of the business on regular basis • Oversee marketing of the products
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Ensure smooth running of the plant	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. examine compost yard production process records regularly.</p> <p>PC2. conduct periodic meetings with various supervisors.</p> <p>PC3. identify technical challenges encountered in daily operations.</p> <p>PC4. devise remediation measures for technical challenges encountered in daily operations, in coordination with the supervisors.</p>
Monitor the financial performance of the business	<p>To be competent, the user/ individual must be able to:</p> <p>PC5. examine the company's financial statements on a regular basis.</p> <p>PC6. examine the credit and debt position of the business on a regular basis.</p> <p>PC7. examine inventory reports and assess resource use and requirements.</p> <p>PC8. coordinate with finance team to identify various challenges faced.</p> <p>PC9. identify potential contingencies applicable to the business.</p>
Manage human resources	<p>To be competent, the user/ individual must be able to:</p> <p>PC10. establish an accessible platform for employees to express their grievances and concerns.</p> <p>PC11. interact with employees on a regular basis to discuss their grievances and concerns.</p>
Monitor the overall performance of the business on regular basis	<p>To be competent, the user/ individual must be able to:</p> <p>PC12. establish Key Performance Indicators (KPIs) for various departments.</p> <p>PC13. monitor the performance of various departments against the established KPIs.</p> <p>PC14. conduct meetings with concerned departments on a regular basis for discussions on performance around KPIs.</p> <p>PC15. analyze performance of competitors and discuss / implement some of industry best practices.</p> <p>PC16. foster a hospitable, friendly, and productive work environment.</p>
Oversee marketing of the products	<p>To be competent, the user/ individual must be able to:</p> <p>PC17. organize resources for efficient marketing of products.</p> <p>PC18. evaluate the effectiveness of marketing campaigns to identify avenues for enhancing market share and profitability.</p> <p>PC19. communicate the value proposition of the products to the marketing team.</p> <p>PC20. work closely with marketing team, distributors, key customers and representatives in solving customer problems and developing service programs.</p>

SGJ/ N6506

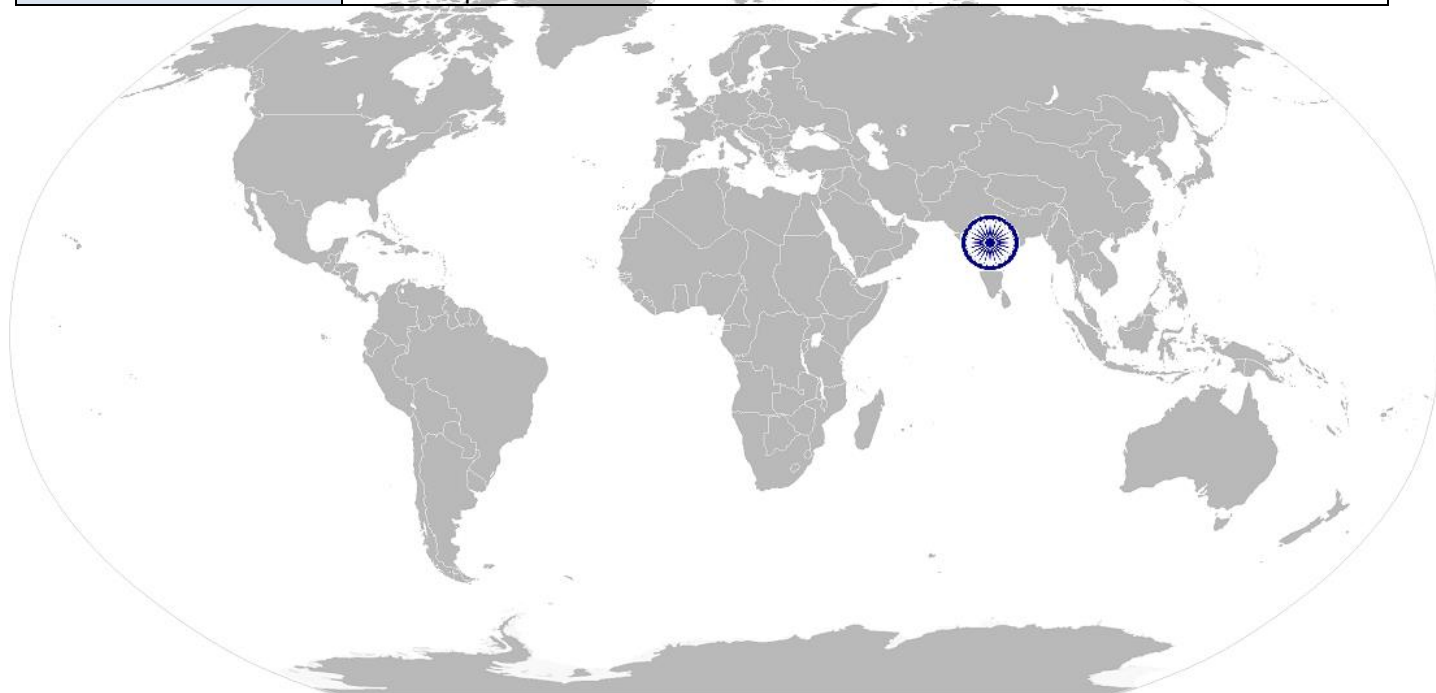
Manage overall operations of compost yard

Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company /organization and its processes)	The user/individual on the job needs to know and understand: KA1. Resource requirements of the organization. KA2. Financial performance of the organization. KA3. Methods to upkeep employee productivity and morale.
B. Technical Knowledge	The individual on the job needs to know and understand the following aspects: KB1. Relevant manufacturing standards and procedures followed in the industry. KB2. Use of financial statements such as income statement, balance sheet, profit and loss statements, etc. KB3. Grievance management processes and tools in the organization. KB4. Significance of performance monitoring against established benchmarks.
Skills	
A. Core Skills / Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. Populate legal formats. SA2. Maintain various records. SA3. Compose e-mails, letters, and other official documents.
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA4. Read and understand statutory documents. SA5. Read reports related to own business. SA6. Read and understand financial reports. SA7. Maintain knowledge on the evolving trends and latest developments in waste management technologies in India
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA8. Discuss tasks, schedules, and other aspects of business operations with supervisors and other employees. SA9. Answer the queries raised by various employees pertaining to daily operations. SA10. Effectively communicate with various employees and make them aware of work expectations, targets, policies, and processes. SA11. Attentively listen with full attention the queries and grievances raised by employees.
	Decision Making
	The user/individual on the job needs to know and understand how to : SB1. Follow organization rule-based decision making process. SB2. Take decisions with systematic course of actions and / or response.
B. Professional Skills	Plan and Organize
	The user/individual on the job needs to know and understand how to : SB3. Delegate tasks to relevant supervisors depending on desired operation. SB4. Plan realistic goals for employees to achieve production and sales targets. SB5. Understand goals, objectives, and resource availability of the organization. SB6. Plan, organize, and mobilize team to work towards achieving organizational goals. SB7. Coordinate with multidisciplinary stakeholders.

SGJ/ N6506

Manage overall operations of compost yard

	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB8. Understand requirements of the customer and respond as per their needs.
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB9. Break the problem into smaller issues and tasks to arrive at a solution. SB10. Make use of experience to find solutions to problems.
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB11. Use basic analytical tools to devise solutions to problems encountered.
	Critical Thinking
The user/individual on the job needs to know and understand how to: SB12. Use reasoning skills to identify and resolve problems. SB13. Make judgements on day to day basis on situations pertaining to various aspects of business.	



SGJ/ N6506

Manage overall operations of compost yard

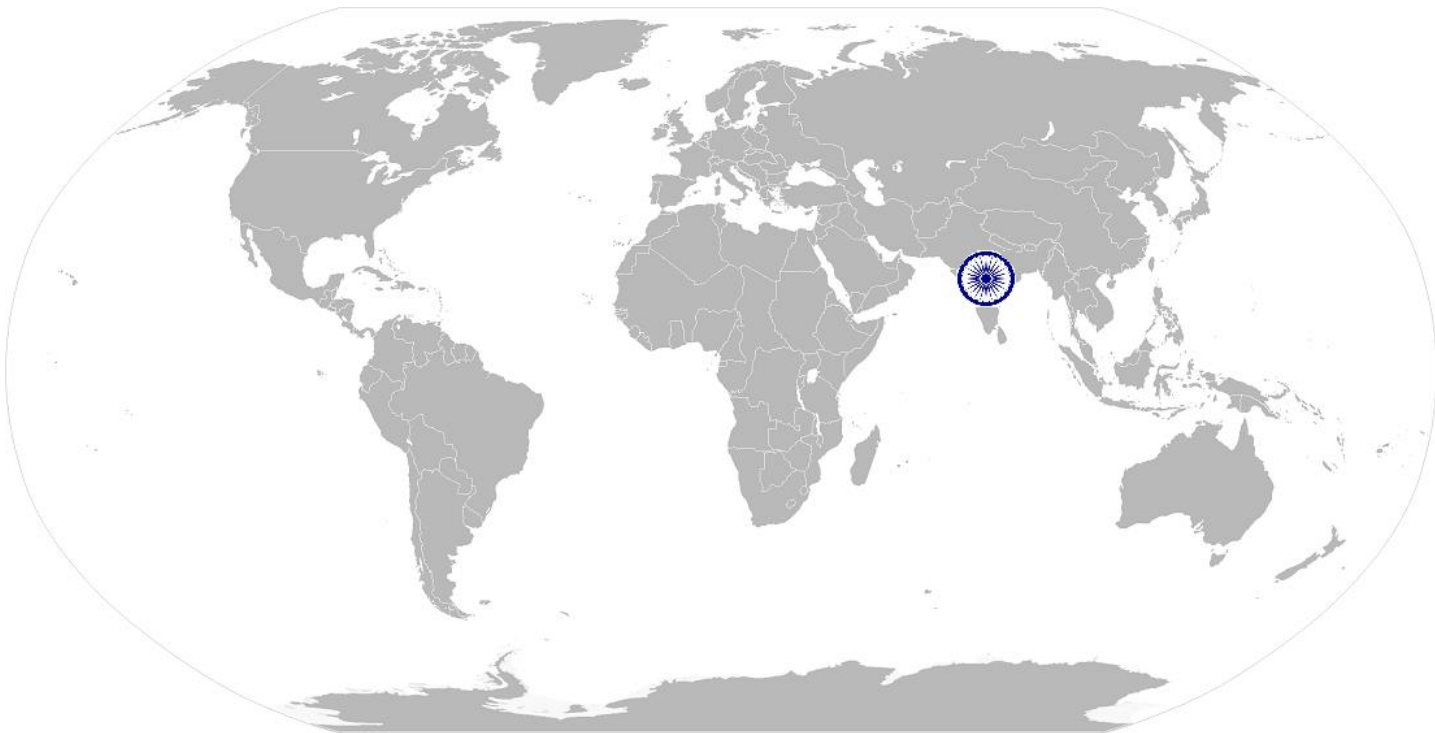
NOS Version Control

NOS Code	SGJ/N6506		
Credits (NSQF)	TBD	Version number	1.0
Industry Sector	Green Jobs	Drafted on	07/02/2017
Industry Sub-sector	Waste Management	Last reviewed on	27/03/2018
Occupation	Operation Management	Next review date	07/02/2020



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National Occupational Standard



Overview

This unit is about management of overall operations of the dry waste collection center.

SGJ/ N6507

Manage overall operations of dry waste collection center

National Occupational Standard

Unit Code	SGJ / N6507
Unit Title (Task)	Manage overall operations of dry waste collection center
Description	This unit is about management of overall operations of the dry waste collection center
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Ensure continuity in daily operations • Oversee plastic waste management operations • Oversee paper waste management operations • Oversee other waste management operations • Monitor the financial performance of the business • Manage human resources
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Ensure continuity in daily operations	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. examine daily reports on a periodic basis. PC2. identify and address issues (if any) with transport vehicles. PC3. conduct regular meetings with various plant supervisors. PC4. identify technical challenges encountered in daily operations. PC5. devise remediation measures for technical challenges encountered in daily operations, in coordination with the supervisors</p>
Oversee plastic waste management operations	<p>To be competent, the user/ individual must be able to:</p> <p>PC6. identify various categories of plastic waste being handled. PC7. ensure the availability of machinery, manpower and other resources for requisite treatment / pre-processing of plastic waste. PC8. coordinate with concerned supervisors to ensure timely and accurate segregation of plastic waste into various identified categories. PC9. examine daily material summary reports.</p>
Oversee paper waste management operations	<p>To be competent, the user/ individual must be able to:</p> <p>PC10. identify various categories of paper waste being handled. PC11. ensure the availability of machinery, manpower and other resources for requisite treatment / pre-processing of paper waste. PC12. coordinate with concerned supervisors to ensure timely and accurate segregation of paper waste into various identified categories.</p>
Oversee other waste management operations	<p>To be competent, the user/ individual must be able to:</p> <p>PC13. identify various categories of other waste being handled. PC14. ensure the availability of machinery, manpower and other resources for requisite treatment / pre-processing of other waste. PC15. coordinate with concerned supervisors to ensure timely and accurate segregation of other waste into various identified categories. PC16. ensure the disposal / utilization of such materials in a responsible manner.</p>
Monitor the financial performance of the business	<p>To be competent, the user/ individual must be able to:</p> <p>PC17. examine the company's financial statements on a regular basis. PC18. identify various challenges faced pertaining to finance. PC19. identify potential contingencies applicable to the business.</p>

SGJ/ N6507

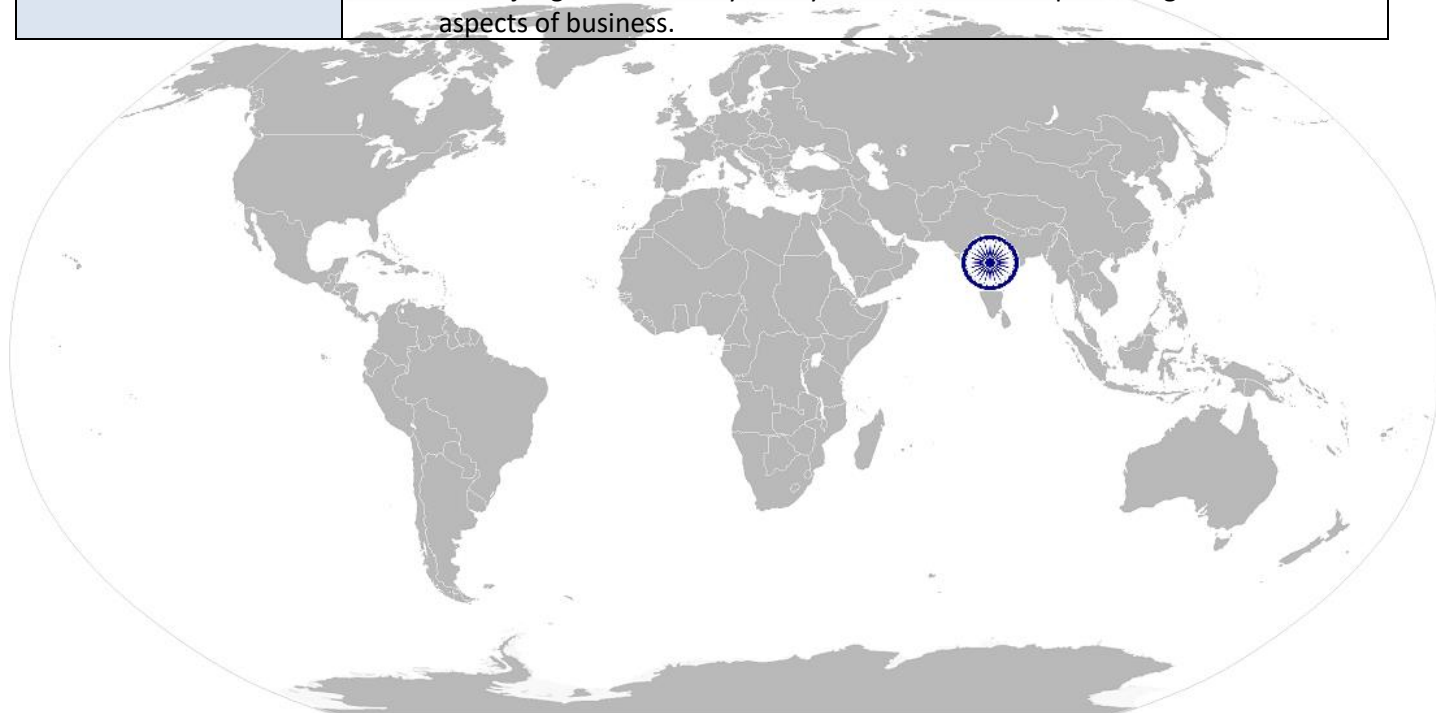
Manage overall operations of dry waste collection center

Manage human resources	To be competent, the user/ individual must be able to: PC20. establish an accessible platform for employees to express their grievances and concerns. PC21. interact with employees on a regular basis to discuss their grievances and concerns.
Knowledge and Understanding (K)	
C. Organizational Context (Knowledge of the company /organization and its processes)	The user/individual on the job needs to know and understand: KA1. Resource requirements of the organization. KA2. Financial performance of the organization. KA3. Methods to upkeep employee productivity and morale
D. Technical Knowledge	The individual on the job needs to know and understand the following aspects: KB1. Use of financial statements such as income statement, balance sheet, profit and loss statements, etc. KB2. Grievance management processes and tools in the organization
Skills	
A. Core Skills / Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. Populate legal formats. SA2. Maintain various records. SA3. Compose e-mails, letters, and other official documents.
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA4. Read and understand statutory documents. SA5. Read reports related to own business. SA6. Read and understand financial reports. SA7. Maintain knowledge on the evolving trends and latest developments in waste management technologies in India
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA8. Discuss tasks, schedules, and other aspects of business operations with supervisors and other employees. SA9. Answer the queries raised by various employees pertaining to daily operations. SA10. Effectively communicate with various employees and make them aware of work expectations, targets, policies, and processes. SA11. Attentively listen with full attention the queries and grievances raised by Employees.
	Decision Making
The user/individual on the job needs to know and understand how to : SB1. Follow organization rule-based decision making process. SB2. Take decisions with systematic course of actions and / or response.	Plan and Organize
The user/individual on the job needs to know and understand how to : SB3. Delegate tasks to relevant supervisors depending on desired operation. SB4. Plan realistic goals for employees to achieve production and sales targets. SB5. Understand goals, objectives, and resource availability of the organization. SB6. Plan, organize, and mobilize team to work towards achieving organizational goals. SB7. Coordinate with multidisciplinary stakeholders.	

SGJ/ N6507

Manage overall operations of dry waste collection center

	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB8. Understand requirements of the customer and respond as per their needs.
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB9. Break the problem into smaller issues and tasks to arrive at a solution. SB10. Make use of experience to find solutions to problems.
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB11. Use basic analytical tools to devise solutions to problems encountered.
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB12. Use reasoning skills to identify and resolve problems. SB13. Make judgements on day to day basis on situations pertaining to various aspects of business.



SGJ/ N6507

Manage overall operations of dry waste collection center

NOS Version Control

NOS Code	SGJ/N6507		
Credits (NSQF)	TBD	Version number	1.0
Industry Sector	Green Jobs	Drafted on	07/02/2017
Industry Sub-sector	Waste Management	Last reviewed on	27/03/2018
Occupation	Operation Management	Next review date	07/02/2020



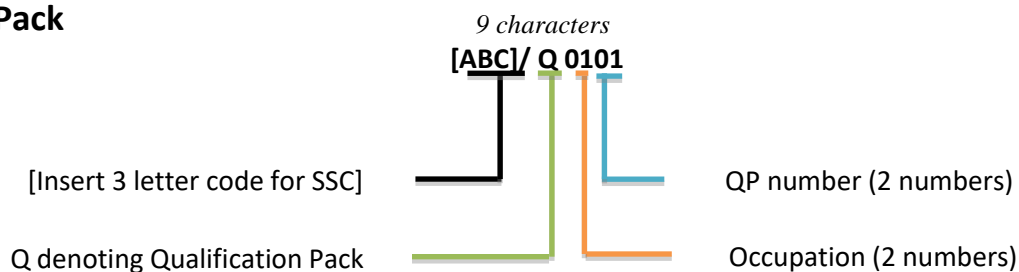
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Qualification Pack for “Manager- Waste Management”

Annexure

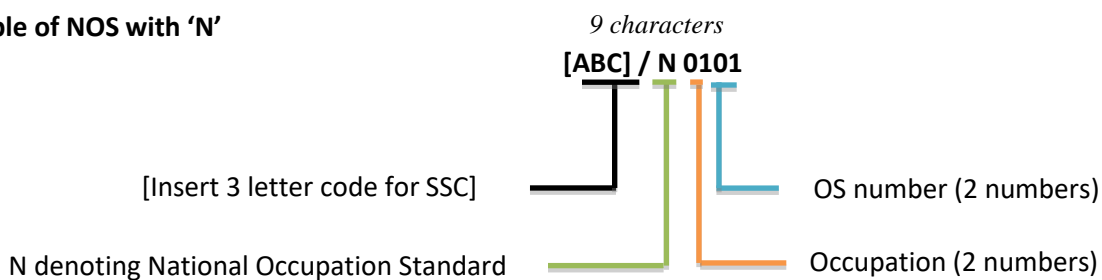
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with ‘N’



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Qualification Pack for “Manager- Waste Management”

The following acronyms/codes have been used in the nomenclature above:

Sub-sector		Range of Occupation numbers
Renewable Energy (01-35)	Solar Photovoltaic	01-05
	Solar Thermal	06-10
	Wind	11-15
	Hydro	16-20
	Biomass	21-25
	Geothermal	26-30
	All Renewables (Cross-cutting/ Enabling Activities)	31-35
Green Transportation (36 - 40)	Alternative Fuel Transportation	36-40
	Bio-fuels and Farming	40-45
	Other Green Transportation	46-50
Green Construction (51- 60)	Green Buildings	51-55
	Energy Efficiency	56-60
Waste Management (61- 65)	Waste Management	61-65
Water Management (66-70)	Water and Wastewater Management	66-70
Co- Generation (71 - 75)	Co-generation	71-75
Other Green Jobs (76- 99)	Carbon Sinks	76-80
	Environmental Compliance and Sustainability Planning	81-85
	Other Green Jobs	85-99

Sequence	Description	Example
Three letters	Industry name	SGJ
Slash	/	/
Next letter	Whether QP or NOS	N
Next two numbers	Occupation code	01
Next two numbers	OS number	01

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Qualification Pack for “Manager- Waste Management”

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Manager- Waste Management (Electives: Biomass Depot/Compost Yard/Dry Waste Center)

Qualification Pack SGJ/Q6501

Sector Skill Council Green Jobs

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion.
6. To pass the Qualification Pack, every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
7. In case of *unsuccessful completion*, the trainee may seek reassessment on the Qualification Pack

Compulsory NOS		Marks Allocation			
Total Marks: 150		Total Mark	Out Of	Theory	Skills Practical
Assessment outcomes	Assessment Criteria for outcomes				
SGJ/N6501: Carry out market analysis	PC1.identify the existing demand for the product in given market.	30	3	1	2
	PC2.conduct secondary research to gather information on market determinants such as volume of sales, economic growth rate, per capita income, etc.		4	2	2
	PC3.conduct primary research through interactions and surveys to understand the positioning of customers.		4	1	3
	PC4.project the growth in demand through appropriate statistical tools.		4	1	3
	PC5.identify various segments of customers and their respective needs in the given market.		3	1	2
	PC6.develop profiles of resulting market segments.		4	2	2
	PC7.identify competitors in the market and assess their respective sales strategies.		4	1	3
	PC8.select target segments based on demand forecasting and market segmentation.		4	1	3
		TOTAL	30	10	20
SGJ/N6502: Formulate an operational plan	PC1.identify key resources required for the facility.	30	3	1	2
	PC2.identify key suppliers of different waste streams, based on the market analysis conducted.		3	1	2
	PC3.identify key technical activities associated with business and production operations.		3	1	2
	PC4. identify market prices of different components of the facility.		4	2	2
	PC5. prepare a medium / long term sales forecast.		3	1	2
	PC6. create an expenses budget indicating various fixed and variable costs likely to be encountered.		4	1	3

Qualification Pack for “Manager- Waste Management”

	PC7.ensure development of long term cash flow statement.		3	1	2
	PC8.prepare a cost – benefit analysis.		4	2	2
	PC9.develop a loan repayment plan, if applicable.		3	1	2
		TOTAL	30	11	19
SGJ/N6503: Ensure compliances with applicable statutory laws, policies and procedures	PC1. outline the functioning of local corporations/authorities that have a bearing on the business process	30	5	2	3
	PC2. build and maintain relationships with key persons to ensure smooth functioning of business		5	2	3
	PC3. acquire permissions and compliances as per legal requirements		5	2	3
	PC4. complete business registration and associated legal formalities		5	2	3
	PC5. update self with knowledge and understanding of the relevant rules and policies		5	2	3
	PC6. update self with information pertaining to compliances, laws, policies, and procedures		5	2	3
		TOTAL	30	12	18
SGJ/N6504: Ensure health and safety at workplace	PC1.acquire knowledge of ways and means to handle emergency situations like fire, natural disasters, riots etc.	60	5	2	3
	PC2.monitor the workplace and work processes for potential risks and threats.		4	1	3
	PC3.ensure and comply with workplace hygiene, sanitation and job specific safety procedures.		5	2	3
	PC4.ensure no accidents and damages take place at the workplace.		5	2	3
	PC5.ensure proper hygiene and protection from dust and other infections.		6	2	4
	PC6.organise and attend fire drills and workplace safety workshops.		7	2	5
	PC7.ensure that Personal Protective Equipments requirement are identified and made available at work place at all time.		5	2	3
	PC8.demonstrate safe and accepted practices for personal protection.		6	2	4
	PC9.carry out periodic walk-through inspections to keep work area free from hazards and obstructions.		5	2	3
	PC10.identify corrective actions for hazards such as illness, accidents, fires or any other natural calamity.		6	2	4
	PC11.identify and recommend opportunities for improving health and safety at the workplace.		6	2	4
		TOTAL	60	21	39

Qualification Pack for “Manager- Waste Management”

ELECTIVES					
Elective 1: Biomass Depot					
Total Marks: 50		Marks Allocation			
Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Theory	Skills Practical
SGJ/N6505: Manage overall operations of biomass depot	PC1. identify the various suppliers for biomass procurement.	50	5	2	3
	PC2. ensure biomass supply is channelized from identified suppliers.		6	2	4
	PC3. ensure proper sorting, densification and appropriate storage of biomass.		6	2	4
	PC4. conduct regular meetings with various supervisors.		5	2	3
	PC5. identify technical challenges encountered in daily operations.		6	2	4
	PC6. monitor financial performance of the business.		5	2	3
	PC7. organize resources for efficient business marketing of agri-biomass.		6	2	4
	PC8. communicate the value proposition and pricing of the products to the marketing team.		5	2	3
	PC9. work closely with marketing managers, distributors, key customers and representatives in solving customer problems and developing service programs.		6	2	4
		TOTAL	50	18	32

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Qualification Pack for “Manager- Waste Management”

ELECTIVES					
Elective 2: Compost Yard					
Total Marks: 75			Marks Allocation		
Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Theory	Skills Practical
SGJ/N6506: Manage overall operations of compost yard	PC1.examine compost yard production process records regularly.	75	4	2	2
	PC2.conduct periodic meetings with various supervisors.		4	1	3
	PC3.identify technical challenges encountered in daily operations.		4	1	3
	PC4.devise remediation measures for technical challenges encountered in daily operations, in coordination with the supervisors.		4	2	2
	PC5.examine the company’s financial statements on a regular basis.		4	2	2
	PC6.examine the credit and debt position of the business on a regular basis.		3	1	2
	PC7.examine inventory reports and assess resource use and requirements.		3	1	2
	PC8.coordinate with finance team to identify various challenges faced.		4	2	2
	PC9.identify potential contingencies applicable to the business.		3	1	2
	PC10.establish an accessible platform for employees to express their grievances and concerns.		3	1	2
	PC11.interact with employees on a regular basis to discuss their grievances and concerns.		3	1	2
	PC12.establish Key Performance Indicators (KPIs) for various departments.		4	2	2
	PC13.monitor the performance of various departments against the established KPIs.		4	1	3
	PC14.conduct meetings with concerned departments on a regular basis for discussions on performance around KPIs.		3	1	2
	PC15.analyze performance of competitors and discuss / implement some of industry best practices.		4	1	3
	PC16.foster a hospitable, friendly, and productive work environment.		5	2	3
	PC17.organize resources for efficient marketing of products.		3	1	2
	PC18.evaluate the effectiveness of marketing campaigns to identify avenues for enhancing market share and profitability.		4	2	2
	PC19.communicate the value proposition of the products to the marketing team.		4	1	3
	PC20.work closely with marketing team, distributors, key customers and representatives in solving customer problems and developing service programs.		5	2	3
		TOTAL	75	28	47

Qualification Pack for “Manager- Waste Management”

ELECTIVES					
Elective 3: Dry Waste Center					
Total Marks: 75		Marks Allocation			
Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Theory	Skills Practical
SGJ/N6507: Manage overall operations of dry waste collection center	PC1. examine daily reports on a periodic basis.	75	4	1	3
	PC2.identify and address issues (if any) with transport vehicles.		3	1	2
	PC3.conduct regular meetings with various plant supervisors.		4	1	3
	PC4.identify technical challenges encountered in daily operations.		4	1	3
	PC5.devise remediation measures for technical challenges encountered in daily operations, in coordination with the supervisors		4	1	3
	PC6.identify various categories of plastic waste being handled.		3	1	2
	PC7.ensure the availability of machinery, manpower and other resources for requisite treatment / pre-processing of plastic waste.		3	1	2
	PC8.coordinate with concerned supervisors to ensure timely and accurate segregation of plastic waste into various identified categories		3	1	2
	PC9.examine daily material summary reports.		4	2	2
	PC10.identify various categories of paper waste being handled.		3	1	2
	PC11.ensure the availability of machinery, manpower and other resources for requisite treatment / pre-processing of paper waste.		3	1	2
	PC12.coordinate with concerned supervisors to ensure timely and accurate segregation of paper waste into various identified categories.		3	1	2
	PC13.identify various categories of other waste being handled.		3	1	2
	PC14.ensure the availability of machinery, manpower and other resources for requisite treatment / pre-processing of other waste.		4	1	3
	PC15.coordinate with concerned supervisors to ensure timely and accurate segregation of other waste into various identified categories.		3	1	2
	PC16.ensure the disposal / utilization of such materials in a responsible manner.		4	2	2
	PC17.examine the company’s financial statements on a regular basis.		4	2	2
	PC18.identify various challenges faced pertaining to finance.		4	1	3
	PC19.identify potential contingencies applicable to the business.		4	2	2
	PC20.establish an accessible platform for employees to express their grievances and concerns.		4	1	3
	PC21.interact with employees on a regular basis to discuss their grievances and concerns.		4	1	3
	TOTAL	75	25	50	

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