

## Qualification



# MIS Data Analyst - Financial Services

Qf Code: BSC/Q6101

Qf Version: 1.0

NSQF Level: 4

Banking, Financial Services & Insurance (BFSI) Sector Skill Council of India ||  
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## Qualification

### BSC/Q6101: MIS Data Analyst - Financial Services

#### Brief Job Description

The job requires the individual to gather, assimilate, evaluate, analyze, and process an organization's data to produce meaningful and useful information based on which the management can take decisions to ensure future growth of the organization.

#### Personal Attributes

The individual at work should have analytical, problem-solving and good logical skills with an ability to perform under pressure.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [BSC/N6101: Perform data analysis using MS Excel](#)
2. [BSC/N9903: Maintain data integrity using digital tools](#)
3. [BSC/N9904: Communicate effectively and maintain inclusivity at the workplace](#)
4. [SSC/N9003: Maintain a healthy, safe and secure working environment](#)
5. [SGJ/N1702: Optimize resource utilization at workplace](#)

## Qualification

### Qualification (Qf) Parameters

<b>Sector</b>	BFSI
<b>Sub-Sector</b>	BFSI Processing, Broking, Fund Investment & Services, Lending, Payments
<b>Occupation</b>	Operations - Finance & Accounting, Operations - Insurance, Operations - Trade & Investment Banking, Branch Operations - Broking, Backoffice Operations, Branch Operations - NBFC, Branch Operations - Banking, Payment Operations
<b>Country</b>	India
<b>NSQF Level</b>	3
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/NIL
<b>Minimum Educational Qualification &amp; Experience</b>	Class 12th Pass + 6 months relevant work experience OR Class 10th Pass + ITI (2 years after Class 10th ) OR Class 10th Pass and pursuing continuous regular schooling OR 3 year Diploma ( after 10th) OR Previous relevantQualification of NSQF level 3 + 2 years relevant work experience
<b>Minimum Level of Education for Training in School</b>	10 <sup>th</sup> pass
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 years
<b>Last Reviewed On</b>	30/06/2022
<b>Next Review Date</b>	30/06/2025
<b>NSQC Approval Date</b>	30/06/2022
<b>Version</b>	1.0

## Qualification

# BSC/N6101: Perform data analysis using MS Excel

### Description

This OS unit is about collecting the data, analyzing it, and generating reports as required by the management.

### Scope

The scope covers the following

- Collect and analyze the data
- Assist management in business analysis

### Elements and Performance Criteria

#### *Collect and analyze the data*

To be competent, the user/individual on the job must be able to:

- PC1. collect data from various departments and systems
- PC2. categorize the data based on its characteristics, application and management hierarchy
- PC3. provide support and maintenance to existing management information systems
- PC4. organize the data in the specified formats
- PC5. perform various excel functions and formulas to create meaningful information
- PC6. prepare various charts and tables to analyze the information as required by the management
- PC7. produce daily, weekly and monthly MIS reports
- PC8. analyze the data through extensive usage of MS Excel (Aggregate function, Vlookup & Hlookup, Pivot table, Index, Dashboards), VBA, Dashboard Reports, Macros, etc.
- PC9. perform data analysis for generating reports
- PC10. generate both periodic and ad hoc reports as needed in the specified format
- PC11. prepare presentations, graphs and analytical reports as required by the management
- PC12. maintain thorough understanding of information and data sources
- PC13. identify the opportunities of automating the reports, snapshots and dashboards using advanced formulae, Macros, VB and other techniques
- PC14. automate and schedule report generation

#### *Assist management in business analysis*

To be competent, the user/individual on the job must be able to:

- PC15. report on operational metrics, conduct data and business analysis, and present summary of findings to management in a clear, concise, convincing, and actionable format
- PC16. assist in volume forecast and capacity planning as needed
- PC17. generate income and expenditure budget reports to equip management to take decisions in time
- PC18. prepare cost, variance and profitability factors and value driver reports, as required by the management
- PC19. generate and distribute management reports in accurate and timely manner
- PC20. provide recommendations to update current MIS to improve reporting efficiency and consistency
- PC21. provide strong reporting and analytical information support to management team
- PC22. analyze business information to identify process improvements for increasing business efficiency and effectiveness
- PC23. maintain a status on all projects and proactively communicate with management
- PC24. prepare and update monthly KPI data to support management in taking operational decisions
- PC25. generate and maintain day to day sales data and update the management

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PC26. develop and execute data-based experiments to increase efficiency of decision making based on the results

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. data collection techniques
- KU2. basic MS excel concepts
- KU3. MS- Excel formulae and functions like Vlookup, Hlookup, cell referencing, etc.
- KU4. dashboard creation process
- KU5. procedure to follow automated steps
- KU6. analyze the data using various tools in MS-Excel
- KU7. process to automate the process of reporting
- KU8. working procedure of recording the VBA coding
- KU9. procedure to prepare various report as per the requirements
- KU10. procedure to create formats for various reports

### Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1. read and interpret instructions, procedures, and information at the workplace
- GS2. write summary and reports
- GS3. communicate effectively with the superior and various departments
- GS4. complete tasks efficiently and accurately within stipulated time
- GS5. analyze and organize the data
- GS6. take decisions in a time bound manner
- GS7. improve and modify own work practices

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Collect and analyze the data</i>	20	30	-	-
PC1. collect data from various departments and systems	-	-	-	-
PC2. categorize the data based on its characteristics, application and management hierarchy	-	-	-	-
PC3. provide support and maintenance to existing management information systems	-	-	-	-
PC4. organize the data in the specified formats	-	-	-	-

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<b>PC5.</b> perform various excel functions and formulas to create meaningful information	-	-	-	-
<b>PC6.</b> prepare various charts and tables to analyze the information as required by the management	-	-	-	-
<b>PC7.</b> produce daily, weekly and monthly MIS reports	-	-		
<b>PC8.</b> analyze the data through extensive usage of MS Excel (Aggregate function, Vlookup & Hlookup, Pivot table, Index, Dashboards), VBA, Dashboard Reports, Macros, etc.	-	-		
<b>PC9.</b> perform data analysis for generating reports	-	-		
<b>PC10.</b> generate both periodic and ad hoc reports as needed in the specified format	-	-		
<b>PC11.</b> prepare presentations, graphs and analytical reports as required by the management	-	-		
<b>PC12.</b> maintain thorough understanding of information and data sources	-	-		
<b>PC13.</b> identify the opportunities of automating the reports, snapshots and dashboards using advanced formulae, Macros, VB and other techniques	-	-		
<b>PC14.</b> automate and schedule report generation	-	-		
<b>Assist management in business analysis</b>	<b>20</b>	<b>30</b>	-	-
<b>PC15.</b> report on operational metrics, conduct data and business analysis, and present summary of findings to management in a clear, concise, convincing, and actionable format	-	-	-	-
<b>PC16.</b> assist in volume forecast and capacity planning as needed	-	-	-	-
<b>PC17.</b> generate income and expenditure budget reports to equip management to take decisions in time	-	-	-	-

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<b>PC18.</b> prepare cost, variance and profitability factors and value driver reports, as required by the management	-	-	-	-
<b>PC19.</b> generate and distribute management reports in accurate and timely manner	-	-	-	-
<b>PC20.</b> provide recommendations to update current MIS to improve reporting efficiency and consistency	-	-	-	-
<b>PC21.</b> provide strong reporting and analytical information support to management team	-	-	-	-
<b>PC22.</b> analyze business information to identify process improvements for increasing business efficiency and effectiveness	-	-	-	-
<b>PC23.</b> maintain a status on all projects and proactively communicate with management	-	-	-	-
<b>PC24.</b> prepare and update monthly KPI data to support management in taking operational decisions	-	-	-	-
<b>PC25.</b> generate and maintain day to day sales data and update the management	-	-	-	-
<b>PC26.</b> develop and execute data-based experiments to increase efficiency of decision making based on the results	-	-	-	-
<b>NOS Total</b>	<b>40</b>	<b>60</b>	-	-



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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	BSC/N6101
<b>NOS Name</b>	Perform data analysis using MS Excel
<b>Sector</b>	BFSI
<b>Sub-Sector</b>	BFSI Processing, Broking, Fund Investment & Services, Lending, Payments
<b>Occupation</b>	Operations - Finance & Accounting, Operations - Insurance, Operations - Trade & Investment Banking, Branch Operations - Broking, Backoffice Operations, Branch Operations - NBFC, Branch Operations - Banking, Payment Operations
<b>NSQF Level</b>	4
<b>Credits</b>	
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	30/06/2022
<b>Next Review Date</b>	30/06/2025
<b>NSQC Clearance Date</b>	30/06/2022

## Qualification

### BSC/N9903: Maintain data integrity using digital tools

#### Description

This OS unit is about maintaining data integrity, privacy, and security using digital tools.

#### Scope

The scope covers the following

- Maintain data integrity
- Maintain data privacy and security

#### Elements and Performance Criteria

##### *Maintain data integrity*

To be competent, the user/individual on the job must be able to:

- PC1.** use digital technology for data capturing, data processing, and data retrieval as per organizational policy to maintain data integrity
- PC2.** check the accuracy and validity of the loaded data
- PC3.** verify all exceptions and questionable data items
- PC4.** ensure database is complete and accurate at all times

##### *Maintain data privacy and security*

To be competent, the user/individual on the job must be able to:

- PC5.** comply with the processes and protocols laid down, for ensuring data privacy and security
- PC6.** secure digital and paper documents
- PC7.** manage data access, data acquisition, and data utilization as per the SOP
- PC8.** dispose of digital data and paper records securely
- PC9.** configure data and disseminate relevant information to others, as required

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** usage of digital technology to capture data
- KU2.** ways to check data for accuracy and validity
- KU3.** procedure to generate reports for data analysis
- KU4.** significance of complete and accurate database
- KU5.** organizational processes and protocols for data privacy and security
- KU6.** methods to secure digital and paper documents
- KU7.** organizational SOP for disposing of the digital and paper records
- KU8.** organization SOP on dissemination of data

#### Generic Skills (GS)

User/individual on the job needs to know how to:

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- GS1. read organizational SOPs, policies, instructions, and guidelines
- GS2. communicate accurate information
- GS3. plan and organize the work to achieve targets and deadlines
- GS4. apply problem solving approaches in different situations

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain data integrity</i>	<b>14</b>	<b>16</b>	-	-
PC1. use digital technology for data capturing, data processing, and data retrieval as per organizational policy to maintain data integrity	4	4	-	-
PC2. check the accuracy and validity of the loaded data	4	4	-	-
PC3. verify all exceptions and questionable data items	3	4	-	-
PC4. ensure database is complete and accurate at all times	3	4	-	-
<i>Maintain data privacy and security</i>	<b>15</b>	<b>25</b>	-	-
PC5. comply with the processes and protocols laid down, for ensuring data privacy and security	3	5	-	-
PC6. secure digital and paper documents	3	5	-	-
PC7. manage data access, data acquisition, and data utilization as per the SOP	3	5	-	-
PC8. dispose of digital data and paper records securely	3	5	-	-
PC9. configure data and disseminate relevant information to others, as required	3	5	-	-
<b>NOS Total</b>	<b>29</b>	<b>41</b>	-	-

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	BSC/N9903
<b>NOS Name</b>	Maintain data integrity using digital tools
<b>Sector</b>	BFSI
<b>Sub-Sector</b>	BFSI
<b>Occupation</b>	Generic
<b>NSQF Level</b>	4
<b>Credits</b>	
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	30/06/2022
<b>Next Review Date</b>	30/06/2025
<b>NSQC Clearance Date</b>	30/06/2022

## Qualification

# BSC/N9904: Communicate effectively and maintain inclusivity at the workplace

### Description

This NOS unit is about communicating effectively with customers, and colleagues, and maintaining ethical behaviour and inclusivity at the workplace.

### Scope

The scope covers the following

- Communicate effectively with customers and colleagues
- Maintain ethical behaviour and inclusivity

### Elements and Performance Criteria

#### *Communicate effectively with customers and colleagues*

To be competent, the user/individual on the job must be able to:

- PC1. interact with the customers and colleagues in a polite and professional manner
- PC2. listen actively to the issues or requirements and respond timely and appropriately
- PC3. address customer queries considering the difference in technical knowledge of the customer and yourself
- PC4. seek and incorporate regular feedback as per organization's SOP
- PC5. escalate any negative feedback to the reporting authority
- PC6. pass on essential information to the colleagues timely
- PC7. maintain clarity, honesty and transparency while communicating with the customers and colleagues

#### *Maintain ethical behavior and inclusivity*

To be competent, the user/individual on the job must be able to:

- PC8. follow professional etiquette in day-to-day processes and dealings with customers and colleagues
- PC9. ensure not to defame the competitors
- PC10. follow organizational policies and other do's and don'ts while interacting with Persons with Disability (e.g. make eye contact and clear facial expression while talking to Persons with Hearing Impairment, don't hang or lean on a person's wheelchair)
- PC11. maintain empathy, respect, and a collaborative attitude towards Persons with Disability
- PC12. follow gender and age sensitive practices at the workplace

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. organizational code of ethics and professional conduct
- KU2. active listening techniques

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- KU3. methods of effective communication with customers and colleagues
- KU4. complaint and conflict handling policy and procedures
- KU5. procedure to collect constructive feedback
- KU6. ways to maintain clarity and transparency in customer service and at workplace
- KU7. significance of helping colleagues with specific issues and problems
- KU8. organizational policies on gender and age sensitivity
- KU9. organizational policy with regards to PwD

### Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1. read and understand organizational SOPs, policies and procedure documents
- GS2. interact effectively with customers and colleagues
- GS3. solve problems as and when required
- GS4. improve work processes by incorporating customer's feedback
- GS5. fill up documentation pertaining to interactions and customer feedback

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Communicate effectively with customers and colleagues</i>	<b>20</b>	<b>30</b>	-	-
<b>PC1.</b> interact with the customers and colleagues in a polite and professional manner	3	4	-	-
<b>PC2.</b> listen actively to the issues or requirements and respond timely and appropriately	3	4	-	-
<b>PC3.</b> address customer queries considering the difference in technical knowledge of the customer and yourself	3	4	-	-
<b>PC4.</b> seek and incorporate regular feedback as per organization's SOP	2	5	-	-
<b>PC5.</b> escalate any negative feedback to the reporting authority	3	4	-	-
<b>PC6.</b> pass on essential information to the colleagues timely	3	4	-	-
<b>PC7.</b> maintain clarity, honesty and transparency while communicating with the customers and colleagues	3	5	-	-
<i>Maintain ethical behaviour and inclusivity</i>	<b>16</b>	<b>25</b>	-	-

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<b>PC8.</b> follow professional etiquette in day-to-day processes and dealings with customers and colleagues	3	5	-	-
<b>PC9.</b> ensure not to defame the competitors	3	5	-	-
<b>PC10.</b> follow organizational policies and other do's and don'ts while interacting with Persons with Disability (e.g. make eye contact and clear facial expression while talking to Persons with Hearing Impairment, don't hang or lean on a person's wheelchair)	4	5	-	-
<b>PC11.</b> maintain empathy, respect, and a collaborative attitude towards Persons with Disability	3	5	-	-
<b>PC12.</b> follow gender and age sensitive practices at the workplace	3	5	-	-
<b>NOS Total</b>	<b>36</b>	<b>55</b>	-	-

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	BSC/N9904
<b>NOS Name</b>	Communicate effectively and maintain inclusivity at the workplace
<b>Sector</b>	BFSI
<b>Sub-Sector</b>	BFSI
<b>Occupation</b>	Generic
<b>NSQF Level</b>	4
<b>Credits</b>	
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	30/06/2022
<b>Next Review Date</b>	30/06/2025
<b>NSQC Clearance Date</b>	30/06/2022



## Qualification

# SSC/N9003: Maintain a healthy, safe and secure working environment

### Description

This unit is about monitoring your working environment and making sure it meets requirements for health, safety and security

### Scope

The scope covers the following

- Ensure compliance
- Follow safety procedure

### Elements and Performance Criteria

#### *Ensure compliance*

To be competent, the user/individual on the job must be able to:

- PC1.** comply with the organization's current health, safety and security policies and procedures
- PC2.** report any identified breaches in health, safety, and security policies and procedures to the designated person
- PC3.** identify and correct any hazards that you can deal with safely, competently and within the limits of your authority
- PC4.** report any hazards that you are not competent to deal with to the relevant person in line with organizational procedures and warn other people who may be affected

#### *Follow safety procedure*

To be competent, the user/individual on the job must be able to:

- PC5.** follow the organization's emergency procedures promptly, calmly, and efficiently
- PC6.** identify and recommend opportunities for improving health, safety, and security to the designated person
- PC7.** complete any health and safety records legibly and accurately

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** legislative requirements and organization's procedures for health, safety and security and your role and responsibilities in relation to this
- KU2.** what is meant by a hazard, including the different types of health and safety hazards that can be found in the workplace
- KU3.** how and when to report hazards
- KU4.** limits of your responsibility for dealing with hazards
- KU5.** the organization's emergency procedures for different emergency situations and the importance of following these
- KU6.** the importance of maintaining high standards of health, safety and security

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- KU7.** implications that any non-compliance with health, safety and security may have on individuals and the organization
- KU8.** types of breaches in health, safety and security and how and when to report these
- KU9.** evacuation procedures for workers and visitors
- KU10.** how to summon medical assistance and the emergency services, where necessary
- KU11.** how to use the health, safety and accident reporting procedures and the importance of these
- KU12.** government agencies in the areas of safety, health and security and their norms and services

### Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** complete accurate, well written work with attention to detail
- GS2.** read instructions, guidelines, procedures, rules and service level agreements
- GS3.** listen effectively and orally communicate information accurately
- GS4.** make decisions on suitable courses of action
- GS5.** plan and organize your work to meet health, safety and security requirements
- GS6.** build and maintain positive and effective relationships with colleagues and customers
- GS7.** apply problem solving approaches in different situations
- GS8.** analyze data and activities
- GS9.** apply balanced judgments to different situations
- GS10.** check that the work is complete and free from errors
- GS11.** work effectively in a team environment
- GS12.** identify and refer anomalies
- GS13.** help reach agreements with colleagues
- GS14.** keep up to date with changes, procedures and practices in the job role

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure compliance</i>	20	40	-	-
<b>PC1.</b> comply with the organization's current health, safety and security policies and procedures	10	10	-	-
<b>PC2.</b> report any identified breaches in health, safety, and security policies and procedures to the designated person	-	10	-	-
<b>PC3.</b> identify and correct any hazards that you can deal with safely, competently and within the limits of your authority	10	10	-	-
<b>PC4.</b> report any hazards that you are not competent to deal with to the relevant person in line with organizational procedures and warn other people who may be affected	-	10	-	-
<i>Follow safety procedure</i>	10	30	-	-
<b>PC5.</b> follow the organization's emergency procedures promptly, calmly, and efficiently	10	10	-	-
<b>PC6.</b> identify and recommend opportunities for improving health, safety, and security to the designated person	-	10	-	-
<b>PC7.</b> complete any health and safety records legibly and accurately	-	10	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	SSC/N9003
<b>NOS Name</b>	Maintain a healthy, safe and secure working environment
<b>Sector</b>	IT-ITeS
<b>Sub-Sector</b>	IT Services, Business Process Management, Engineering R&D, SoftwareProduct Development, IT Support Services, Software Products, Future Skills
<b>Occupation</b>	Generic
<b>NSQF Level</b>	4
<b>Credits</b>	
<b>Version</b>	4.0
<b>Last Reviewed Date</b>	30/06/2022
<b>Next Review Date</b>	30/06/2025
<b>NSQC Clearance Date</b>	30/06/2022

## Qualification

### SGJ/N1702: Optimize resource utilization at workplace

#### Description

This unit is about adopting sustainable practices and optimizing use of resources, especially material, energy and waste, in day-to-day operations at work

#### Scope

The scope covers the following

- Material conservation practices
- Energy/electricity conservation practices
- Effective waste management/recycling practices

#### Elements and Performance Criteria

##### *Material conservation practices*

To be competent, the user/individual on the job must be able to:

- PC1.** identify ways to optimize usage of material including water in various tasks/activities/processes
- PC2.** check for spills/leakages in various tasks/activities/processes
- PC3.** plug spills/leakages and escalate to appropriate authority if unable to rectify
- PC4.** carry out routine cleaning of tools, machines and equipment

##### *Energy/electricity conservation practices*

To be competent, the user/individual on the job must be able to:

- PC5.** identify ways to optimize usage of electricity/energy in various tasks/activities/processes
- PC6.** check if the equipment/machine is functioning normally before commencing work and rectify wherever required
- PC7.** report malfunctioning (fumes/sparks/emission/vibration/noise) and lapse in maintenance of equipment
- PC8.** ensure electrical equipment and appliances are properly connected and turned off when not in use

##### *Effective waste management/recycling practices*

To be competent, the user/individual on the job must be able to:

- PC9.** identify recyclable and non-recyclable, and hazardous waste generated
- PC10.** segregate waste into different categories
- PC11.** dispose non-recyclable waste appropriately
- PC12.** deposit recyclable and reusable material at identified location
- PC13.** follow processes specified for disposal of hazardous waste

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** potential hazards, risks and threats based on the nature of work
- KU2.** layout of the workstation and electrical and thermal equipment used
- KU3.** organizations procedures for minimizing waste
- KU4.** efficient and inefficient utilization of material and water

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- KU5. ways of efficiently managing material and water in the process
- KU6. basics of electricity and prevalent energy efficient devices
- KU7. ways to recognize common electrical problems
- KU8. common practices of conserving electricity
- KU9. usage of different colours of dustbins
- KU10. categorization of waste into dry, wet, recyclable, non-recyclable and items of single-use plastics
- KU11. waste management and methods of waste disposal
- KU12. common sources of pollution and ways to minimize it

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1. record data on waste disposal at workplace
- GS2. complete statutory documents relevant to safety and hygiene
- GS3. read Standard Operating Practices (SOP) documents
- GS4. communicate with colleagues on the significance of greening of jobs
- GS5. make timely decisions for efficient utilization of resources
- GS6. complete tasks efficiently and accurately within stipulated time
- GS7. work with supervisors/team members to carry out work related tasks
- GS8. identify cause and effect of greening of jobs

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Material conservation practices</i>	4	8	-	-
<b>PC1.</b> identify ways to optimize usage of material including water in various tasks/activities/processes	1	2	-	-
<b>PC2.</b> check for spills/leakages in various tasks/activities/processes	1	2	-	-
<b>PC3.</b> plug spills/leakages and escalate to appropriate authority if unable to rectify	1	2	-	-
<b>PC4.</b> carry out routine cleaning of tools, machines and equipment	1	2	-	-
<i>Energy/electricity conservation practices</i>	4	8	-	-
<b>PC5.</b> identify ways to optimize usage of electricity/energy in various tasks/activities/processes	1	2	-	-
<b>PC6.</b> check if the equipment/machine is functioning normally before commencing work and rectify wherever required	1	2	-	-

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<b>PC7.</b> report malfunctioning (fumes/sparks/emission/vibration/noise) and lapse in maintenance of equipment	1	2	-	-
<b>PC8.</b> ensure electrical equipment and appliances are properly connected and turned off when not in use	1	2	-	-
<i>Effective waste management/recycling practices</i>	<b>5</b>	<b>10</b>	-	-
<b>PC9.</b> identify recyclable and non-recyclable, and hazardous waste generated	1	2	-	-
<b>PC10.</b> segregate waste into different categories	1	2	-	-
<b>PC11.</b> dispose non-recyclable waste appropriately	1	2	-	-
<b>PC12.</b> deposit recyclable and reusable material at identified location	1	2	-	-
<b>PC13.</b> follow processes specified for disposal of hazardous waste	1	2	-	-
<b>NOS Total</b>	<b>13</b>	<b>26</b>	-	-

## Qualification

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	SGJ/N1702
<b>NOS Name</b>	Optimize resource utilization at workplace
<b>Sector</b>	Green Jobs
<b>Sub-Sector</b>	Other Green Jobs
<b>Occupation</b>	Resource Optimization
<b>NSQF Level</b>	3
<b>Credits</b>	
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	30/06/2022
<b>Next Review Date</b>	30/06/2025
<b>NSQC Clearance Date</b>	30/06/2022



## Qualification

### Assessment Guidelines and Assessment Weightage

#### Assessment Guidelines

1. Criteria for assessment for each Qualification 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 the proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on the 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 the 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 these criteria.
6. To pass the Qualification assessment, every trainee should score a minimum of 50% of % aggregate marks to successfully clear the assessment.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification.

**Recommended Pass % aggregate for Qf: 50**

## Qualification

### Assessment Weightage

#### Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
BSC/N6101. Perform data analysis using MS Excel	40	60	-	-	100	40
BSC/N9903. Maintain data integrity using digital tools	29	41	-	-	70	15
BSC/N9904. Communicate effectively and maintain inclusivity at the workplace	36	55	-	-	91	15
SSC/N9003. Maintain a healthy, safe and secure working environment	30	70	-	-	100	15
SGJ/N1702. Optimize resource utilization at workplace	13	26	-	-	39	15
<b>Total</b>	<b>118</b>	<b>252</b>	<b>-</b>	<b>-</b>	<b>400</b>	<b>100</b>

## Qualification

### Acronyms

<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework
<b>Qf</b>	Qualifications
<b>TVET</b>	Technical and Vocational Education and Training
<b>SOP</b>	Standard Operating Practices
<b>PwD</b>	Persons with Disability
<b>MIS</b>	Management Information Systems
<b>MS</b>	Microsoft
<b>VBA</b>	Visual Basic for Applications
<b>MIS</b>	Management Information System
<b>KPI</b>	Key performance indicators

## Qualification

### Glossary

<b>Sector</b>	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications(Qf)</b>	Qf comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qf is assigned a unique qualifications code.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	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.

## Qualification

<b>Knowledge and Understanding (KU)</b>	Knowledge and Understanding (KU) are statements that together specify the technical, generic, professional and organisational specific knowledge that an individual need in order to perform to the required standard.
<b>Organisational Context</b>	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment 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.
<b>Electives</b>	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 Qf for each specialized job role. Trainees must select at least one elective for the successful completion of a Qf with Electives.
<b>Options</b>	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a Qf. It is not mandatory to select any of the options to complete a Qf with Options.