







## **Model Curriculum**

### Hand Rolled Agarbatti Maker

**SECTOR: HANDICRAFTS AND CARPET** 

**SUB-SECTOR: Handicrafts (Agarbatti)** 

**OCCUPATION: Hand Rolled Agarbatti Maker** 

REF ID: HCS/Q 7901, V1.0

**NSQF LEVEL: 3** 















### Certificate

# COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

HANDICRAFTS AND CARPET SECTOR SKILL COUNCIL

for

**SKILLING CONTENT: PARTICIPANT HANDBOOK** 

Complying to National Occupational Standards of

Job Role/ Qualification Pack: "Hand Rolled Agarbatti Maker" QP No."HCS/Q 7901, NSQF Level 3"

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Date of Issuance:
Valid up to \*: April 10<sup>th</sup>, 2018
\*Valid up to the next review date of the Qualification Pack or the
'Valid up to' date mentioned above (whichever is earlier)

Authorised Signatory
( Handicrafts and Carpet Sector Skill Council)









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## Hand Rolled Agarbatti Maker

#### **CURRICULUM / SYLLABUS**

This program is aimed at training candidates for the job of a "<u>Hand Rolled Agarbatti Maker</u>", in the "<u>Handicrafts and Carpet</u>" Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Hand Rolled Agarba	Hand Rolled Agarbatti Maker			
Qualification Pack Name & Reference ID. ID	HCS/Q 7901, v1.0	HCS/Q 7901, v1.0			
Version No.	1.0	Version Update Date	29/06/17		
Pre-requisites to Training	5th Standard passed				
Training Outcomes	1.0 Version Update Date 29/06/17		atti maker and his/her or hand rolled agarbatti ments aggreen suring minimum moisture dimanner as workflow intervals according to thes and 50-60mm for 9 anches and 30-35min for 9 are process of developing rease process efficiency or ease process efficiency or ease process efficiency or ease against dependency on ament		

Hand Rolled Agarbatti Maker









This course encompasses <u>6</u> out of <u>6</u> National Occupational Standards (NOS) of "<u>Hand Rolled Agarbatti Maker</u>" Qualification Pack issued by "<u>Handicrafts and Carpet Sector Skill Council</u>".

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	Introduction to trade  Theory Duration (hh:mm) 04:00 Practical Duration (hh:mm) 04:00  Corresponding NOS Code Bridge Module	<ul> <li>Learn about the role of Hand Rolled Agarbatti Maker in industry.</li> <li>Identify the minimum requirement to become a certified hand rolled agarbatti maker.</li> <li>Describe the work area of Hand Rolled Agarbatti Maker.</li> <li>Identify the opportunities available for Hand Rolled Agarbatti Maker.</li> </ul>	Laptop, PowerPoint & Hand-outs, posters, film clips, white board, marker, projector
2	Raw Material Preparation  Theory Duration (hh:mm) 14:00 Practical Duration (hh:mm) 40:00  Corresponding NOS Code HCS/N7901	<ul> <li>Take out the bamboo stick bundle of required length from the stock</li> <li>Sort out &amp; segregate the unusable bamboo stick from the bundle of sticks to reduce wastage of materials &amp; enhance productivity</li> <li>Mark the required tip length for coloring as per instruction (if required)</li> <li>Prepare the color solution</li> <li>Dip the sorted stick bundle in color solution covering the required tip length</li> <li>Dry the sorted and colored bamboo stick and store appropriately</li> <li>Calculate the approximate ratio in which the ingredients are to be mixed</li> <li>Take out and mix different ingredients uniformly</li> <li>Add appropriate amount of liquid (water or oil) to justify the optimum level of viscosity of the masala dough</li> <li>Mix the liquid with ingredients thoroughly by hand to prepare the dough</li> <li>Check and justify that the masala dough is uniformly mixed with right level of viscosity</li> </ul>	Laptop, white board, marker, projector, PPTs, Handbook, Weighing machine, Bamboo, charcoal, Jigatu, Sandal Wood, Saw dust, Wax paper, Mortar & Pestle, Grinders, Scale/Measuring Spoon, Extruders, Jar
3	Performing Rolling Operation  Theory Duration (hh:mm) 14:00  Practical Duration (hh:mm) 32:00  Corresponding NOS	<ul> <li>Identify the appropriate rolling desk suitable for hand rolling</li> <li>Check and ensure that the of rolling surface of the desk does not have any permanent rugged impression</li> <li>Ensure that the rolling desk sits on the ground appropriately without any movement</li> <li>Clean the rolling desk surface from strains of dried masala that may remain from the previous rolling batch</li> <li>Take out the appropriate amount of</li> </ul>	Laptop, white board, marker, projector, PPTs, Handbook, Prepared masala dough, bamboo sticks, water, flat table, PPE









Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Code HCS/N 7902	<ul> <li>masala dough from the lot as per your requirement</li> <li>Decide the the optimum tip length using your finger</li> <li>Carry out drying of rolled batti uniformly ensuring minimum moisture content</li> <li>Check for any defective rolled batti and remove the same from the lot</li> <li>Weigh the dried rolled batti and make bundles of unit weight (say 1 or half kg)</li> <li>Roll each bundle separately in paper to refrain rolled batti to catch moisture</li> <li>Store the rolled batti lot in a dry area avoiding direct contact with ground</li> </ul>	
4	Quality Management Theory Duration (hh:mm) 06:00 Practical Duration (hh:mm) 14:00 Corresponding NOS Code HCS/N 7903	<ul> <li>Carry out quality checks at specified intervals according to instructions</li> <li>Apply the allowed tolerances</li> <li>Identify faults and take appropriate action for rectification</li> <li>Ensure standard stick length is 8-9 inches or as per the specification</li> <li>Ensure the tip length is 45-55mm for 8 inches and 50-60mm for 9 inches or as per the specification</li> <li>Ensure the burning time is 25-29min for 8 inches and 30-35min for 9 inches or as per the specification</li> </ul>	Laptop, white board, marker, projector, Inspection sheet for agarbatti quality
5	Work Area Management  Theory Duration (hh:mm) 08:00  Practical Duration (hh:mm) 08:00  Corresponding NOS Code HCS/N9912	<ul> <li>Handle materials and tools safely and correctly</li> <li>Use materials to minimize waste</li> <li>Maintain a clean and hazard free working area</li> <li>Maintain the tools</li> <li>Carry out maintenance and/or cleaning within one's responsibility</li> <li>Report damaged tools &amp; materials</li> <li>Work in a comfortable position with the correct posture</li> <li>Dispose of waste safely in the designated location</li> <li>Store cleaning equipment safely after use</li> <li>Carry out cleaning according to schedules and limits of responsibility</li> </ul>	Laptop, white board, marker, projector, Protective gears like goggles, mask, gloves. Cleaning tools, electricity tester, accident report sheet
6	Importance of Safety, Health & Hygiene  Theory Duration (hh:mm) 16:00	<ul> <li>Comply with health and safety related instructions applicable to the workplace</li> <li>Use and maintain personal protective equipment as per protocol</li> <li>Carry out own activities in line with approved guidelines and procedures</li> <li>Maintain a healthy lifestyle and guard against dependency on intoxicants</li> </ul>	Laptop, white board, marker, projector, PPE for chemical work, Fire Extinguisher, First- Aid Kit









Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Practical Duration (hh:mm) 24:00  Corresponding NOS Code HCS/N9913	<ul> <li>Follow environment management system related procedures</li> <li>Report hazards and potential risks/ threats to supervisors or other authorized personnel</li> <li>Participate in mock drills/ evacuation procedures organized at the workplace</li> <li>Undertake first aid, fire-fighting and emergency response training, if asked to do so</li> <li>Take action based on instructions in the event of fire, emergencies or accidents</li> </ul>	
7	Team Work  Theory Duration (hh:mm) 08:00  Practical Duration (hh:mm) 08:00  Corresponding NOS Code HCS/N9908	Be accountable to one's own role in whole process of developing product Perform all roles with full responsibility Be effective and efficient at workplace Properly communicate about organization policies Talk politely with other team members and colleagues Adjust in different work situations Give due importance to others' point of view Avoid conflicting situations Develop new ideas for work procedures	Laptop, white board, marker, Projector, PPTs
8	Entrepreneurship and Softskills  Theory Duration (hh:mm) 40:00  Practical Duration (hh:mm) 00:00  Corresponding NOS Code Additional	<ul> <li>Explain the meaning of health</li> <li>List common health issues</li> <li>Discuss tips to prevent common health issues</li> <li>Explain the meaning of hygiene</li> <li>Understand the purpose of Swacch Bharat Abhiyan</li> <li>Recall the functions of basic computer keys</li> <li>Discuss the main applications of MS Office</li> <li>Discuss the benefits of Microsoft Outlook</li> <li>Discuss the different types of ecommerce</li> <li>List the benefits of e-commerce for retailers and customers</li> <li>Discuss how the Digital India campaign will help boost e-commerce in India</li> <li>Explain how you will sell a product or service on an e-commerce platform</li> <li>Discuss the need for CRM</li> <li>Discuss the heefits of CRM</li> <li>Discuss the heef for networking</li> <li>Discuss the benefits of networking</li> <li>Understand the importance of setting goals</li> </ul>	Handbook, White board, marker, computer system, projector, PPTs









Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul> <li>Differentiate between short-term, medium-term and long-term goals</li> <li>Discuss how to write a business plan</li> <li>Explain the financial planning process</li> </ul>	
9	Theory Duration (hh:mm) 20:00  Practical Duration (hh:mm) 00:00  Corresponding NOS Code	<ul> <li>Discuss the functions of Windows 7 or Windows 8</li> <li>Discuss the functions of Microsoft Office</li> <li>Describe the basics of computers</li> <li>Know how to use internet and world wide web</li> <li>Understand the computer security and privacy concepts</li> </ul>	Computer system, internet connection, note book
	Additional		
10	Practice Sessions  Theory Duration (hh:mm) 00:00  Practical Duration (hh:mm) 48:00  Corresponding NOS Code N/A	6 Practice sessions under trainer guidance on making different type of agarbattis.	Laptop, white board, marker, projector, PPTs, Handbook, Weighing machine, Bamboo, charcoal, Jigatu, Sandal Wood, Saw dust, Wax paper, Mortar & Pestle, Grinders, Scale/Measuring Spoon, Extruders, Jar, PPE for chemical work, Fire Extinguisher, First-Aid Kit
	Total Duration Theory Duration 70:00 Practical Duration 180:00	Unique Equipment Required: Laptop, white board, marker, projector, PPTs, Handbook, Weighing machine, Bamboo, charcoal, Jigatu, Sandal Wood, Sav dust, Wax paper, Mortar & Pestle, Grinders, Scale/Measuring Spoon, Extruders, Jar, PPE for chemical work, Fire Extinguisher, First-Aid Kit	

Grand Total Course Duration: 250 Hours, 0 Minutes

(This syllabus/ curriculum has been approved by Handicrafts and Carpet Sector Skill Council)









## Trainer Prerequisites for Job role: "Hand Rolled Agarbatti Maker" mapped to Qualification Pack: "HCS/Q 7901, v1.0"

Sr. No.	Area	Details
1	Description	A Hand Rolled Agarbatti Maker is the one who produces agarbatti (perfumed or un-perfumed depending on ingredients) by rolling agarbatti masala dough over bamboo stick manually using hand. The major ingredients for hand rolled agarbatti are bamboo stick and agarbatti masala.
2	Personal Attributes	A Hand Rolled Agarbatti Maker should have good eyesight, hand-eye coordination and vision (including near vision, distance vision, colour vision, peripheral vision, depth perception and ability to change focus).
3	Minimum Educational Qualifications	Preferable Class V Pass (Primary Education)
4a	Domain Certification	Certified for Job Role: "Hand Rolled Agarbatti Maker" mapped to QP: "HCS/Q 7901, v1.0". Minimum accepted score is 70%
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "SSC/Q1402". Minimum accepted % as per respective SSC guidelines is 60%.
5	Experience	Minimum 3 years of experience in undertaking hand rolled agarbatti production supervision as well as training/conducting/assisting training or workshops in the handicrafts sector.









#### **Annexure: Assessment Criteria**

Assessment Criteria	
Job Role	Hand Rolled Agarbatti Maker
Qualification Pack	HCS/Q 7901, v1.0
Sector Skill Council	Handicrafts and Carpet

Sr. No.	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 each PC.
2	Each NOS will assessed both for theoretical knowledge and practical
3	The assessment will be based on knowledge bank of questions created by the SSC.
4	Individual assessment agencies will create unique question papers for theory and skill practical part for each candidate at each examination/training centre
5	To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS
6	In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack









Accessible		Total	04	Marks A	Allocation
Assessable Outcome	Assessment Criteria	Mark (600)	Out Of	Theory	Skills Practical
1. HCS/N 7901	PC1. Take out the bamboo stick bundle of		3	1	2
(Carry out	required length from the stock		3		2
processing of	PC2. Sort out & segregate the unusable bamboo				
raw materials)	stick from the bundle of sticks to reduce wastage		7	3	4
	of materials & enhance productivity				
	PC3. Mark the required tip length for colouring as		3	1	2
	per instruction (if required)	-			
	PC4. Prepare the colour solution	100	8	3	5
	PC5. Dip the sorted stick bundle in colour solution		3	1	2
	covering the required tip length				
	PC6. Dry the sorted and coloured bamboo stick		3	1	2
	and store appropriately				
	PC7. Identify different ingredients for agarbatti		8	4	4
	masala				
	PC8. Check the ingredients and remove any		5	1	4
	unwanted materials				
	PC9. Calculate the approximate ratio in which the		10	4	6
	ingredients are to be mixed				
	PC10. Take out and mix different ingredients		3	1	2
	uniformly				
	PC11. Add appropriate amount of liquid (water or		_	2	_
	oil) to justify the optimum level of viscosity of the		7	2	5
	masala dough				
	PC12. Mix the liquid with ingredients thoroughly		4	1	3
	by hand to prepare the dough				
	PC13. Check and justify that the masala dough is uniformly mixed with right level of viscosity		6	2	4
	PC14. Proper storage/ covering of the masala				
	dough to avoid drying		4	1	3
	PC15. Carry out operations at a rate which				
	maintains workflow		8	3	5
	PC16. Respond appropriately incase of any major				
	faults in the bamboo stick and other ingredients.		3	1	2
	PC17. Minimise and dispose the waste materials				
	in the approved manner		6	2	4
	PC18. Take safety precautions while mixing the				
	masala ingredients		5	2	3
	PC19. Leave work area safe and secure when		_		_
	work is complete		4	1	3
	·	TOTAL	100	35	65
2. HCS/N 7902	PC1. Identify the appropriate rolling desk suitable		3	1	2
(Carry out	for hand rolling			_	_
rolling of	PC2. Check and ensure that the of rolling surface	100	_	_	_
agarbatti & post	of the desk does not have any permanent rugged		3	1	2
rolling)	impression				









Assessable		Total	Out	Marks A	Allocation
Outcome	Assessment Criteria	Mark (600)	Of	Theory	Skills Practical
	PC3. Ensure that the rolling desk sits on the	T.	3	1	2
	ground appropriately without any movement		J	т	2
	PC4. Clean the rolling desk surface from strains of				
	dried masala that may remain from the previous rolling batch		3	1	2
	PC5. Take out the appropriate amount of masala dough from the lot as per your requirement		7	2	5
	PC6. Decide the the optimum tip length using your finger		5	2	3
	PC7. Adjust your sitting posture for comfortable & fast activity		3	1	2
	PC8. Judge the requirement of dry masala powder for outer coating.		3	1	2
	PC9. Spread a coat of dry masala powder on your palm to avoid stickiness		3	1	2
	PC10. Correctly Hold bamboo stick for enhanced productivity	1	3	1	2
	PC11. Roll the masala over the stick starting from one end (leaving the tip length) to the other end of the stick		10	4	6
	PC12. Coat a layer of dry masala over the rolled stick		3	1	2
	PC13. Keep the rolled agarbatti on a dust free		3	1	2
	PC14. Carry out drying of rolled batti uniformly		7	2	5
	ensuring minimum moisture content  PC15. Check for any defective rolled batti and		7	2	5
	remove the same from the lot PC16. Weigh the dried rolled batti and make		5	1	4
	bundles of unit weight (say 1 or half kg) PC17. Roll each bundle separately in paper to		4	1	3
	refrain rolled batti to catch moisture PC18. Store the rolled batti lot in a dry area				3
	avoiding direct contact with ground PC19. Clean the rolling desk from any stains of		4	1	3
	masala that may create difficulty for next rolling batch		3	1	2
	PC20. Dispose the waste materials in the approved manner		4	1	3
	PC21. Take safety precautions while rolling		4	2	2
	PC22. Carry out operations at a rate which maintains workflow		6	2	4
	PC23. Leave work area safe and secure when work is complete		4	1	3
	·	TOTAL	100	32	68









Assessable		Total	otal Out	Marks A	Allocation
Outcome	Assessment Criteria	Mark (600)	Of	Theory	Skills Practical
3. HCS/N 7903	PC1. Identify and use raw materials as per the	<u> </u>	12	4	8
(Contribute to	specifications provided		12	4	0
to achieve	PC2. Take the necessary action when materials		8	2	6
quality in hand	do not conform to quality standards				
rolled agarbatti making)	PC3. Report and replace identified faulty materials and component parts which do not meet specification		8	2	6
	PC4. Identify modifiable defects and rework on them		8	2	6
	PC5. Carry out work safely and at a rate which maintains work flow		6	1	5
	PC6. Report to the responsible person when the work flow of other production areas disrupts work		3	1	2
	PC7. Carry out quality checks at specified intervals according to instructions		10	3	7
	PC8. Apply the allowed tolerances		5	2	3
	PC9. Identify faults and take appropriate action for rectification		10	3	7
	PC10. Ensure standard stick length is 8-9 inches or as per the specification		10	4	6
	PC11. Ensure the tip length is 45-55mm for 8 inches and 50-60mm for 9 inches or as per the specification		10	4	6
	PC12. Ensure the burning time is 25-29min for 8 inches and 30-35min for 9 inches or as per the specification		10	4	6
		TOTAL		32	68
4. HCS/N9908 (Working in a	PC1. Be accountable to one's own role in whole process of developing product		12	4	8
team)	PC2. Perform all roles with full responsibility		10	3	7
	PC3. Be effective and efficient at workplace		10	3	7
	PC4. Properly communicate about organization's policies		8	4	4
	PC5. Talk politely with other team members and colleagues	100	10	3	7
	PC6. Adjust in different work situations		10	3	7
	PC7. Give due importance to others point of view		10	3	7
	PC8. Avoid conflicting situations		10	2	8
	PC9. Develop new ideas for work procedures		8	2	6
	PC10.Improve upon the existing techniques to increase process efficiency		12	2	10
		TOTAL	100	29	71









Assessable Outcome	Assessment Criteria	Total Mark (600)	Out Of	Marks Allocation	
				Theory	Skills Practical
5. HCS/N 9912	PC1. Handle materials and tools safely and		8	2	6
(Maintain work	correctly		0	۷	U
area and tools)	PC2. Use materials to minimize waste		10	3	7
	PC3. Maintain a clean and hazard free working area		10	3	7
	PC4. Maintain the tools used for stick making		8	2	6
	PC5. Carry out maintenance and/or cleaning		10	3	7
	within ones responsibility	100	12	4	0
	PC6. Report damaged tools and materials		12	4	8
	PC7. Work in a comfortable position with correct posture		10	3	7
	PC8. Dispose of waste safely in designated				
	location		12	4	8
	PC9. Store tools safely after use		10	3	7
	PC10. Carry out cleaning according to schedules and limits of responsibility		10	3	7
	and mind or responding	TOTAL	100	30	70
6. HCS/N 9913	PC1. Comply with health and safety related		8	2	6
(Maintain	instructions applicable to the workplace				
health, safety	PC2. Use and maintain personal protective		_	2	-
and security at	equipment as per protocol		8	2	6
workplace)	PC3. Carry out own activities in line with	100	8	2	6
	approved guidelines and procedures				
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		8	2	6
	PC5. Follow environment management system				
	related procedures		6	2	4
	PC6. Store materials and tools in line with		_	2	2
	manufacturer's and organizational		5	2	3
	requirements PC7. Safely handle and move waste and debris		4	1	3
	PC8. Minimize health and safety risks to self		4	Т	3
	and others due to own actions		6	2	4
	PC9. Seek clarifications from supervisors or		4	1	2
	other authorized personnel in case of perceived risks		4	1	3
	PC10. Monitor the workplace and work		4	1	2
	processes for potential risks and threats		4	1	3
	PC11. Carry out periodic walk-through to keep				
	work area free from hazards and obstructions, if assigned		5	2	3
	PC12. Report hazards and potential risks/				
	threats to supervisors or other authorized		7	3	4
	personnel			-	
	p 0.00				









Assessable Outcome	Assessment Criteria	Total Mark (600)	Out Of	Marks Allocation	
				Theory	Skills Practical
	procedures organized at the workplace				
	PC14. Undertake first aid, fire fighting and emergency response training, if asked		6	2	4
	PC15. Take action based on instructions in the event of fire, emergencies or accidents		8	2	6
	PC16. Follow organization evacuation procedures		8	2	6
		TOTAL	100	30	70