

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"

Date of Issuance:

Valid up to*: April 10th, 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 “Hand Rolled Agarbatti Maker”, in the “Handicrafts and Carpet” Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Hand Rolled Agarbatti Maker		
Qualification Pack Name & Reference ID. ID	HCS/Q 7901, v1.0		
Version No.	1.0	Version Update Date	29/06/17
Pre-requisites to Training	5th Standard passed		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Describe the job of hand rolled agarbatti maker and his/her responsibilities • Identify the tools and equipment used for hand rolled agarbatti making • Preparing bamboo stick for rolling • Preparing agarbatti masala dough • Preparation of rolling desk & other arrangements • Perform rolling operation for agarbatti making • Carry out drying of rolled batti uniformly ensuring minimum moisture content • Dispose the waste materials in the approved manner • Carry out operations at a rate which maintains workflow • Carry out quality checks at specified intervals according to instructions • Ensure the tip length is 45-55mm for 8 inches and 50-60mm for 9 inches or as per the specification • Ensure the burning time is 25-29min for 8 inches and 30-35min for 9 inches or as per the specification • Be accountable to one's own role in whole process of developing product • Improve upon the existing techniques to increase process efficiency • Handle materials and tools safely and correctly • Maintain a clean and hazard free working area • Work in a comfortable position with the correct posture • Maintain a healthy lifestyle and guard against dependency on intoxicants • Maintain a safe and healthy working environment • Monitor the workplace and work processes for potential risks and threats 		

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Code HCS/N 7902	<p>masala dough from the lot as per your requirement</p> <ul style="list-style-type: none"> Decide the the optimum tip length using your finger Carry out drying of rolled batti uniformly ensuring minimum moisture content Check for any defective rolled batti and remove the same from the lot Weigh the dried rolled batti and make bundles of unit weight (say 1 or half kg) Roll each bundle separately in paper to refrain rolled batti to catch moisture Store the rolled batti lot in a dry area avoiding direct contact with ground 	
4	Quality Management Theory Duration (hh:mm) 06:00 Practical Duration (hh:mm) 14:00 Corresponding NOS Code HCS/N 7903	<ul style="list-style-type: none"> Carry out quality checks at specified intervals according to instructions Apply the allowed tolerances Identify faults and take appropriate action for rectification Ensure standard stick length is 8-9 inches or as per the specification Ensure the tip length is 45-55mm for 8 inches and 50-60mm for 9 inches or as per the specification Ensure the burning time is 25-29min for 8 inches and 30-35min for 9 inches or as per the specification 	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 style="list-style-type: none"> Handle materials and tools safely and correctly Use materials to minimize waste Maintain a clean and hazard free working area Maintain the tools Carry out maintenance and/or cleaning within one's responsibility Report damaged tools & materials Work in a comfortable position with the correct posture Dispose of waste safely in the designated location Store cleaning equipment safely after use Carry out cleaning according to schedules and limits of responsibility 	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 style="list-style-type: none"> Comply with health and safety related instructions applicable to the workplace Use and maintain personal protective equipment as per protocol Carry out own activities in line with approved guidelines and procedures Maintain a healthy lifestyle and guard against dependency on intoxicants 	Laptop, white board, marker, projector, PPE for chemical work, Fire Extinguisher, First-Aid Kit

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> Differentiate between short-term, medium-term and long-term goals Discuss how to write a business plan Explain the financial planning process 	
9	<p>Digital Literacy</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code Additional</p>	<ul style="list-style-type: none"> Discuss the functions of Windows 7 or Windows 8 Discuss the functions of Microsoft Office Describe the basics of computers Know how to use internet and world wide web Understand the computer security and privacy concepts 	Computer system, internet connection, note book
10	<p>Practice Sessions</p> <p>Theory Duration (hh:mm) 00:00</p> <p>Practical Duration (hh:mm) 48:00</p> <p>Corresponding NOS Code N/A</p>	<ul style="list-style-type: none"> 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
	<p>Total Duration</p> <p>Theory Duration 70:00</p> <p>Practical Duration 180:00</p>	<p>Unique Equipment Required: 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</p>	

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

Assessable Outcome	Assessment Criteria	Total Mark (600)	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC3. Ensure that the rolling desk sits on the ground appropriately without any movement		3	1	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		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 tray/surface		3	1	2
	PC14. Carry out drying of rolled batti uniformly ensuring minimum moisture content		7	2	5
	PC15. Check for any defective rolled batti and remove the same from the lot		7	2	5
	PC16. Weigh the dried rolled batti and make bundles of unit weight (say 1 or half kg)		5	1	4
	PC17. Roll each bundle separately in paper to refrain rolled batti to catch moisture		4	1	3
	PC18. Store the rolled batti lot in a dry area avoiding direct contact with ground		4	1	3
	PC19. Clean the rolling desk from any stains of 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 Outcome	Assessment Criteria	Total Mark (600)	Out Of	Marks Allocation	
				Theory	Skills Practical
3. HCS/N 7903 (Contribute to to achieve quality in hand rolled agarbatti making)	PC1. Identify and use raw materials as per the specifications provided		12	4	8
	PC2. Take the necessary action when materials do not conform to quality standards		8	2	6
	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 team)	PC1. Be accountable to one's own role in whole process of developing product	100	12	4	8
	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		10	3	7
	PC6. Adjust in different work situations		10	3	7
	PC7. Give due importance to other's 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

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