

Model Curriculum

Hand Rolled Agarbatti Maker

SECTOR: HANDICRAFTS AND CARPET
SUB-SECTOR: HANDICRAFTS (AGARBATTI)
OCCUPATION: HAND ROLLED AGARBATTI MAKER
REF ID: HCS/Q7901, V2.0
NSQF LEVEL: 3



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

HANDICRAFTS AND CARPET SECTOR SKILL COUNCIL

for the

MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: 'Hand Rolled Agarbatti Maker' No. 'HCS/Q 7901 NSQF Level 3'

Date of Issuance: **January 23rd, 2018**

Valid up to: **January 22nd, 2020**

* Valid up to the next review date of the Qualification Pack



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.	HCS/Q7901		
Version No.	2.0	Version Update Date	23/01/2018
Pre-requisites to Training	Basic literacy, preferably 5th class pass		
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 • Carry out sorting, counting and weighing of perfumed agarbatti • Carry out packaging of perfumed agarbattis • Contribute to achieve quality in packaging of perfumed agarbattis • 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 		

This course encompasses 9 out of 9 NOS (National Occupational Standards) of “Hand Rolled Agarbatti Maker” Qualification Pack issued by “Handicrafts and Carpet Sector Skill Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Introduction</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> Learn about the role of Hand Rolled Agarbatti Maker in industry. Identify the minimum requirement to become a certified hand rolled agarbatti maker. Describe the work area of Hand Rolled Agarbatti Maker. Identify the opportunities available for Hand Rolled Agarbatti Maker. 	Laptop, PowerPoint & Hand-outs, posters, film clips, white board, marker, projector
2	<p>Carry out processing of raw materials</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 30:00</p> <p>Corresponding NOS Code HCS/N7901</p>	<ul style="list-style-type: none"> Take out the bamboo stick bundle of required length from the stock Sort out & segregate the unusable bamboo stick from the bundle of sticks to reduce wastage of materials & enhance productivity Mark the required tip length for coloring as per instruction (if required) Prepare the color solution Dip the sorted stick bundle in color solution covering the required tip length Dry the sorted and colored bamboo stick and store appropriately Calculate the approximate ratio in which the ingredients are to be mixed Take out and mix different ingredients uniformly Add appropriate amount of liquid (water or oil) to justify the optimum level of viscosity of the masala dough Mix the liquid with ingredients thoroughly by hand to prepare the dough Check and justify that the masala dough is uniformly mixed with right level of viscosity 	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	<p>Carry out rolling of agarbatti & post rolling operation</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 30:00</p> <p>Corresponding NOS</p>	<ul style="list-style-type: none"> Identify the appropriate rolling desk suitable for hand rolling Check and ensure that the of rolling surface of the desk does not have any permanent rugged impression Ensure that the rolling desk sits on the ground appropriately without any movement Clean the rolling desk surface from strains of dried masala that may remain from the previous rolling batch Take out the appropriate amount of masala dough from the lot as per your 	Laptop, white board, marker, projector, PPTs, Handbook, Prepared masala dough, bamboo sticks, water, flat table, PPE

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<p>dozen packets & sealing</p> <ul style="list-style-type: none"> Carry out filling of intermediately bulk packets (such as dozen packets) in bulk packets, such as corrugated flexible cartons & sealing Carry out printing of batch details etc. On the bulk packet Appropriately store bulk packets in sequential manner in dry & dust free area Take safety precautions while handling the scented agarbattis Respond appropriately incase of any major faults in the agarbatti stick and packaging materials Minimise and dispose the waste materials in the approved manner Leave work area safe and secure when work is complete Carry out the work at a rate that maintains work flow 	
7	<p>Contribute to achieve quality in packaging of perfumed agarbatti</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code HCS/N8006</p>	<ul style="list-style-type: none"> Identify and use different packaging materials as per the specifications provided Take the necessary action when materials do not confirm to quality standards Report and replace identified faulty materials and component parts which do not meet specification Ensure the packaging is not damaged before or during packing Ensure the sealing is done properly Identify modifiable defects and rework on them Carry out work safely and at a rate which maintains work flow Report to the responsible person when the work flow of other production areas disrupts work Carry out quality checks at specified intervals according to instructions Apply the allowed tolerances Identify faults and take appropriate action for rectification Maintain the required productivity and quality levels 	<p>Power point presentation, LCD projector, Computer, LCD screen, white board, marker, pointer, Personal Protective Equipment- Gloves, Glasses, Apron, Scale/Measuring Spoon, Weighing Machine, Polythene Bags For Agarbatti Packing</p>
8	<p>Working in a team</p> <p>Theory Duration (hh:mm) 10:00</p>	<ul style="list-style-type: none"> 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 	<p>Laptop, white board, marker, projector, Protective gears like goggles, mask, gloves. Cleaning tools, electricity</p>

Grand Total Course Duration: 300 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/Q7901, v2.0”

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 ingredient 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	10 th pass
4a	Domain Certification	Certified for Job Role: “Hand Rolled Agarbatti Maker” mapped to QP: “HCS/Q7901, v2.0”. Minimum accepted score is 80%
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/Q0102”. Minimum accepted % as per respective SSC guidelines is 80%.
5	Experience	<ul style="list-style-type: none"> • Total 3 Years experience, • 2 Years of sector-specific experience, • Min. 1 year of teaching experience

	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 (Carry out rolling of agarbatti & post rolling)	PC1. Identify the appropriate rolling desk suitable for hand rolling	100	3	1	2
	PC2. Check and ensure that the of rolling surface of the desk does not have any permanent rugged impression		3	1	2
	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

	emergency response training, if asked				
	PC15. Take action based on instructions in the event of fire, emergencies or accidents		8	2	6
	PC16. Follow organisation evacuation procedures		8	2	6
		TOTAL	100	30	70