

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

NSDA Reference

To be added by NSDA

CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Name and address of submitted-

HCSSC,
Handicrafts and Carpet Sector Skill Council,
EPCH House,
Pocket 6 & 7, Sector C,
Vasant Kunj,
New Delhi-110070

Name and contact details of individual dealing with the submission

Name: Ms. Anupama Giri

Position in the organisation: CEO

Address if different from above: NO

Tel number(s); 011-2613983491

E-mail address: ceo@hcssc.in

List of documents submitted in support of the Qualifications File

1. Career Progression of Agarbatti Sub-Sector
2. Qualification Pack
3. Minutes of the meeting of GC Consultation meeting
4. NSDC Human Resource & Skills Requirement in Handloom & Handicraft Sector
5. List of QP/NOS validating companies

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

SUMMARY

Qualification Title-	Agarbatti packer
Qualification Code-	HCS/Q 8002
Nature and purpose of the qualification-	Qualification pack, To prepare people to work in the agarbatti sector
Body/bodies which will award the qualification-	Handicrafts and carpet sector skill council(HCSSC)
Body which will accredit providers to offer courses leading to the qualification-	Handicrafts and carpet sector skill council(HCSSC)
Body/bodies which will carry out assessment of learners-	Handicrafts and carpet sector skill council(HCSSC)
Occupation(s) to which the qualification gives access-	Agarbatti making
Licensing requirements-	N/A
Level of the qualification in the NSQF-	3
Anticipated volume of training/learning required to complete the qualification-	260
Entry requirements and/or recommendations-	5 th class
Progression from the qualification-	supervisor
Planned arrangements for the Recognition of Prior learning (RPL)-	A 3-day RPL program has been devised to certify the trainees.
Date of planned review of the qualification-	2018

Formal structure of the qualification

Title of component & identification code	Mandatory/optional	Estimated size(learning hours)	level
HCS/N 8004 Carry out sorting, counting and weighing of perfumed agarbatti	Mandatory	60	3
HCS/N 8005 Carry out packaging of perfumed agarbattis	Mandatory	70	3
HCS/N 8006 Contribute to achieve quality in packaging of perfumed agarbatti	Mandatory	50	3
HCS/N 9908 Working in a team	Mandatory	30	3
HCS/N 9912 Maintain work area, tools and materials	Mandatory	30	3
HCS/N 9913 Maintain health, safety and security at workplace	Mandatory	30	3

Please attach any document giving further detail about the structure of the qualification – eg a Curriculum Document or a Qualification Pack.

Qualification pack attached in annexure.

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

SECTION 1 **ASSESSMENT**

Body/Bodies which will carry out assessment:-

The assessment bodies affiliated to the handicrafts & carpet sector skill council will carry out the assessment.

How will RPL assessment be managed and who will carry it out?-

RPL will be based on the same approved Qualification Pack and Assessment Criteria mentioned in the Qualification Pack. The process of RPL assessment is going to be managed by the Assessment agency affiliated by the HCSSC.

Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.

The assessment is managed by the assessment agency using the question bank approved by the sector skill council which has both the theory and practical questions ,the questions are then divided into many different sets so that all students don't get the same questions once the assessment is done the result is compiled and sent to the sector skill council .The NSQF level 2 and 3 qualifications has a passing marks of 50% and NSQF level 4 and above has 70% as passing marks.

ASSESSMENT EVIDENCE

Complete a grid for each component as listed in "Formal structure of the the qualification" in the Summary.

NOTE: this grid can be replaced by any part of the qualification documentation which shows the same information – ie Learning Outcomes to be assessed, assessment criteria and the means of assessment.

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Agarbatti Packer

Qualification Pack: HCS/Q 8002

Sector Skill Council : Handicrafts & Carpet

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 be 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 center
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

ASSESSMENT CRITERIA

		Total Marks (600)	Out of	Marks Allocation	
				Theory	Skills Practical
1. HCS/N 8004 (Carry out sorting, counting and weighing of perfumed agarbatti)	PC1. Identify the right batch of scented Agarbatti based on specifications like perfume, length of sticks, rolling process (hand rolled, machine rolled etc.)	100	7	3	4
	PC2. Check if the perfume has spread over the full length & surface of rolled masala		7	3	4
	PC3. Separate the appropriately scented Agarbattis from partially scented Agarbattis		7	3	4
	PC4. Carry out burning test of the lot to confirm burning consistency & burning time		6	3	3
	PC5. Immediately report to the Supervisor in case of inconsistency in burning or out of range burning time		6	3	3
	PC6. Take appropriate action in case of burning inconsistency or out of range		6	3	3



	burning time as per instruction of Supervisor				
	PC7. Dispose the non-conforming products in appropriate manner		5	2	3
	PC8. Carry out work at a rate that maintains workflow		5	2	3
	PC9. Understand the instruction for deciding unit amount (either weight or no. of sticks)		7	3	4
	PC10. Use a counting machine or manually count the required number of sticks per unit packet		7	3	4
	PC11. Use a weighing machine for the required weight of sticks per unit packet		6	3	3
	PC12. Use a separator block to keep each unit of counted/ weighed Agarbattis		6	3	3
	PC13. Carefully handle the Agarbattis ensuring minimum damage of rolled surface		5	2	3
	PC14. Take safety precautions while handling the scented Agarbattis		5	2	3
	PC15. Respond appropriately incase of any major faults in the Agarbatti stick and other ingredients		5	2	3
	PC16. Minimise and dispose the waste materials in the approved manner		5	2	3
	PC17. Leave work area safe and secure when work is complete		5	2	3
		TOTAL	100	44	56
2. HCS/N 8005 (Carry out packaging of perfumed agarbattis)	PC1. Identify the correct lot of sorted & counted/ weighed Agarbattis	100	7	3	4
	PC2. Identify the composition of unit packets/ pouches comprising of inner pouch and outer packet as per Packaging instructions		7	3	4
	PC3. Identify the correct pouches/ packets as per the instruction		7	3	4
	PC4. Correctly handle the Agarbattis while filling		6	3	3
	PC5. Carry out filling the Agarbattis manually in pouches/ inner pouches		6	3	3
	PC6. Ensure minimum damage/ breakage of the Agarbattis while filling		6	3	3

| manually | | | | |



	PC7. Carry out sealing of pouches/ inner pouches using a sealing machine or heating arrangement		5	2	3
	PC8. Identify & ensure the appropriate combination of different scented Agarbatti inner pouches for filling in outer packet as per instructions		5	2	3
	PC9. Carry out filling of inner pouches in outer packet manually		7	3	4
	PC10. Appropriately seal outer packet openings using cellotape or other sealing methods as per requirement		7	3	4
	PC11. Use the appropriate inner pouches, outer packets, cellotape etc. as per the instruction of Supervisor		6	3	3
	PC16. Carry out printing of batch details etc. on the bulk packet		6	3	3
	PC17. Appropriately store bulk packets in sequential manner in dry & dust free area		5	2	3
	PC18. Take safety precautions while handling the scented Agarbatti		5	2	3
	PC19. Respond appropriately in case of any major faults in the Agarbatti stick and packaging materials		5	2	3
	PC20. Minimise and dispose the waste materials in the approved manner		5	2	3
	PC21. Leave work area safe and secure when work is complete		5	2	3
		TOTAL	100	44	56
3. HCS/N 8006 (Contribute to achieve quality in packaging of perfumed agarbattis)	PC1. Identify and use different packaging materials as per the specifications provided	100	10	4	6
	PC2. Take the necessary action when materials do not confirm to quality standards		10	4	6
	PC3. Report and replace identified faulty materials and component parts which do not meet specification		10	4	6
	PC4. Ensure the packaging is not damaged before or during packing		10	4	6
	PC5. Ensure the sealing is done properly		10	4	6
	PC6. Identify modifiable defects and rework on them		8	4	4

	PC7. Carry out work safely and at a		8	4	4
--	-------------------------------------	--	---	---	---



	rate which maintains work flow				
	PC8. Report to the responsible person when the work flow of other production areas disrupts work		8	4	4
	PC9. Carry out quality checks at specified intervals according to instructions		8	4	4
	PC10. Apply the allowed tolerances		6	3	3
	PC11. Identify faults and take appropriate action for rectification		6	3	3
	PC12. Maintain the required productivity and quality levels		6	3	3
		TOTAL	100	45	55
4. HCS/N 9908 (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 organisation'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 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
5. HCS/N 9912 (Maintain work area and tools)	PC1. Handle materials and tools safely and correctly	100	8	2	6
	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 within one's responsibility		10	3	7

	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
	TOTAL		100	30	70
6. HCS/N 9913 (Maintain health, safety and security at workplace)	PC1. Comply with health and safety related instructions applicable to the workplace	100	8	2	6
	PC2. Use and maintain personal protective equipment as per protocol		8	2	6
	PC3. Carry out own activities in line with approved guidelines and procedures		8	2	6
	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 manufacturer's and organisational requirements		5	2	3
	PC7. Safely handle and move waste and debris		4	1	3
	PC8. Minimize health and safety risks to self and others due to own actions		6	2	4
	PC9. Seek clarifications from supervisors or other authorized personnel in case of perceived risks		4	1	3
	PC10. Monitor the workplace and work 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 personnel		7	3	4
	PC13. Participate in mock drills/ evacuation procedures organised at the workplace		5	2	3
	PC14. Undertake first aid, fire fighting		6	2	4

	and 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

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

Evidence of level

Title/Name of qualification/component: Agarbatti packer		Level: 3	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Process	<p>The Agarbatti Packer carries out a job which requires limited range of activities which are predictable and are carried out in a routine which in this case are around packaging of perfumed agarbattis. The examples for the same include tasks carried out to do the following</p> <ul style="list-style-type: none"> • sorting of Scented Agarbattis • filling in Inner Pouch • filling in outer Packet & Sealing 	<p>The Qualification is level 3 since all work is as per routine and there is no need for a clear choice.</p>	3

Professional
knowledge

The Agarbatti Packer needs basic facts, process and principle applied in trade of employment which in this case is the complete packaging of perfumed agarbattis.

- about different types of Agarbattis
- about the points for rejection
- knowledge about different combination of scented Agarbattis in an unit outer packet (for assorted Agarbattis)
- knowledge about different types of Packaging used (both inner and outer)

It is level 3 as the agarbatti packer needs understanding of packaging the agarbattis.

3

Professional skill	<p>The skills required for the job involve recall and demonstration of practical skill, which is routine and repetitive with narrow range of application.</p> <p>Examples:</p> <ul style="list-style-type: none"> • identify the right batch of scented Agarbatti based on specifications like perfume, length of sticks, rolling process (hand rolled, machine rolled etc.) • carry out filling the Agarbattis manually in pouches/ inner pouches • ensure minimum damage/ breakage of the Agarbattis while filling manually • carry out sealing of pouches/ inner pouches using a sealing machine or heating arrangement 	Factual Knowledge of Field of knowledge of study is not required for this level, therefore it is level 3.	3
Core skill	<p>The Agarbatti Perfume Applicator requires communication skills written and oral, with minimum required clarity, skill of basic arithmetic and algebraic principles including understanding of basic financial transactions.</p> <p>These are required for the following tasks:</p> <ul style="list-style-type: none"> • understand the instruction for deciding unit amount (either weight or no. of sticks) • use a weighing machine for the required weight of sticks per unit packet • identify and use different packaging materials as per the specifications provided • apply the allowed tolerances <p>use a counting machine or manually count the required number of sticks per unit packet</p>	Basic oral and written communication skills are required with not much clarity.	3

Responsibility	<p>The Agarbatti Perfume Applicator works largely on instructions from supervisor and laid down procedures. The Agarbatti Perfume Applicator also has some responsibility for work including for delivery on time and as per schedules standards, but beyond that is not accountable</p> <ul style="list-style-type: none"> • Examples carry out the work at a rate that maintains work flow • respond appropriately in case of any major faults in the Agarbatti stick and packaging materials • carry out quality checks at specified intervals according to instructions 	Given the limited scope of responsibility for own learning and work this will be at level 3	3

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

SECTION 3

EVIDENCE OF NEED

What evidence is there that the qualification is needed?

While collecting data from the companies for the occupational map, we also took feedback from industry, which was collected with respect to roles for which qualification packs development, was to be prioritized. This was largely based on volume of people required, quantitative and qualitative shortfall which the Industry feels they face. Governing council of HCSSC gave final approval and endorsement for the same.

What is the estimated uptake of this qualification and what is the basis of this estimate?

It is estimated that currently 39,000 Agarbatti Packer are engaged; of which the estimated uptake would be 27,300 of this qualification. The numbers have been estimated based on industry consultations, analysis of existing reports such as Skills Gap analysis Reports.

What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF?

NSDC list of Approved and Under-Development QPs was checked prior to commissioning the work

What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated?

Agencies have been appointed by the SSC to interact with training providers to gather feedback in implementation.

Monitoring of results of assessments

Employer feedback will be sought post-placement

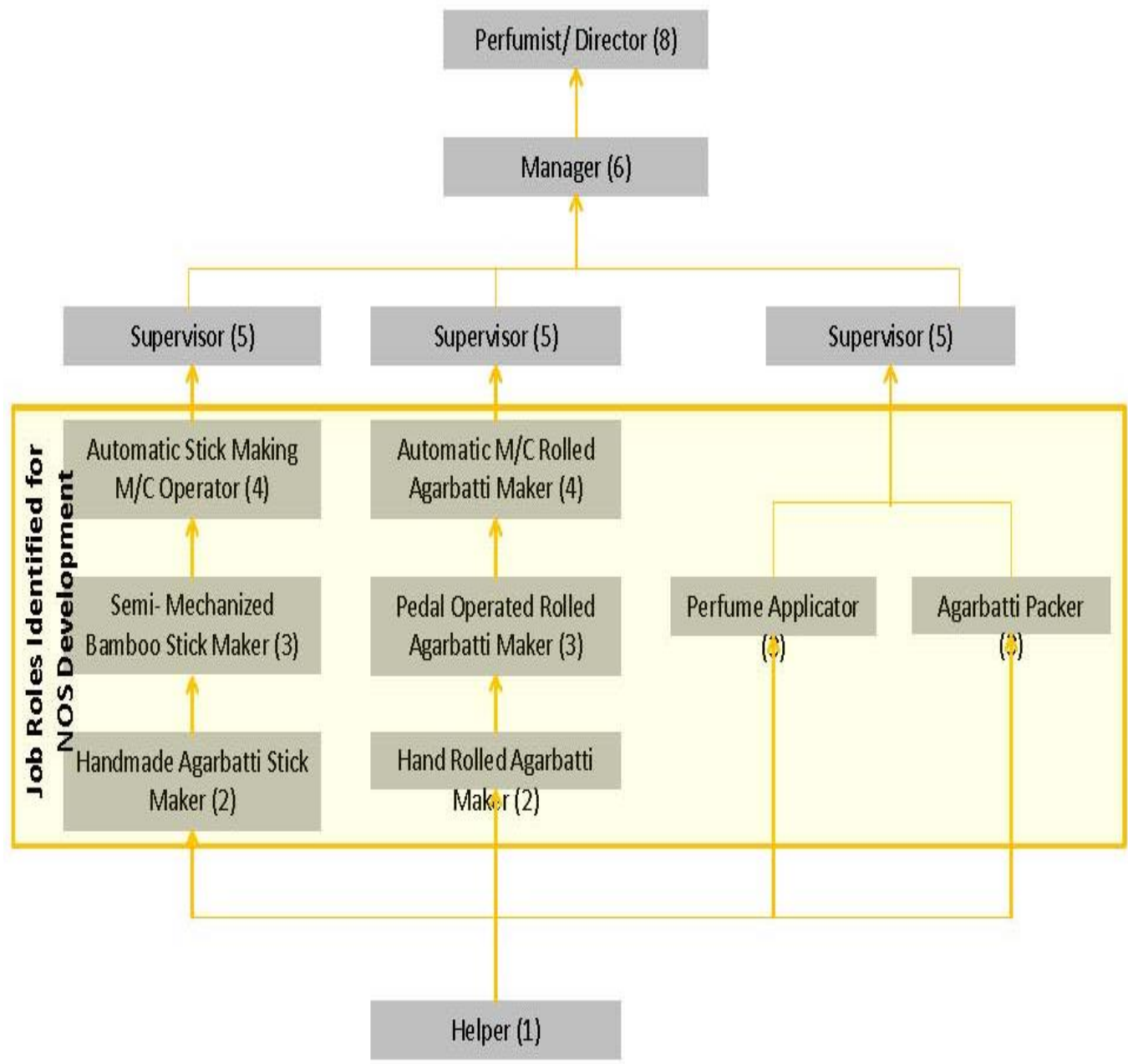
A formal review is scheduled in two year time i.e. 2018

SECTION 4
EVIDENCE OF PROGRESSION

What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?

1. Vertical mobility options have been articulated in the occupational map
2. Vertical mobility option is of a Supervisor.

Agarbatti Subsector: Detailed Career progression



List of companies validating the QP

S. No	Name of Organisation	Contact Person	Employee Size
1	Tripura Bamboo Mission	Mr. V. George Jenner, IFS	Large
2	Sree Balaji Udyog	Mr. Subash Ch. Banik	Large
3	Udayan	Mr. Sankar Banik	Large
4	Sahaj, Gujrat	Mr. Jabeen Jambhughldawala	Large
5	Banik Agro Forest Products Pvt Ltd, Tripura	Mr. Bhaskar Banik	Large
6	M/s Sashi Kiran Industries, Tripura	Mr. Nantu Bhattacharjee	Large
7	East West Perfumery Co., Bangalore	Mr. Vijay Kumar	Large
8	Moksh Agarbatti Co., Bangalore	Mr. K. K. Rao	Large
9	Omkar Parimal Mandir, Bangalore	Mr. S. G. Ashwin	Large
10	Sandesh Agarbathi Co., Bangalore	Mr. Murthi	Large
11	Parimal Mandir, Bangalore	Mr. S. G. Vijay	Large
12	Sri Rathnam Agarbathi Co., Bangalore	Mr. Jayanth	Large
13	Sri Vijayalakshmi Agarbathi Works, Bangalore	Mr. K. R. Srinag	Large
14	Darshan International, Bangalore	Mr. T.S. Ashok	Large

15	Padma Perfumary Works, Bangalore	Mr. D.R. Rajesh	Large
16	Raj Fragrance, Bangalore	Mr. B. Manjunath	Large
17	Rajalakshmi Perfumery Works, Bangalore	Mr. Rao	Large
18	Biswas Domestic Products, Tripura	Mr. Suman Biswas	Medium
19	M/s Omkar Agarbatti Industry, West Tripura	Mr. Rajesh Bhowmik	Medium
20	M/S Banshi Agarbatti Industry, West Tripura	Mr. Uddhave Chaturvedi	Medium
21	FOCUS, Tripura	Mr. Biplab Pal	Medium
22	Nisha Bamboo Industries, Tripura	Mr. Ramkrishna Dhar	Medium
23	North East Fragrance, Tripura	Mr. Amal Sen	Medium
24	Parivartan, Jharkhand	Mr. Sudeep Saha	Medium
25	National Rural Development Council (NRDC), Sonapur, Odisha	Mr. P. K. Mohapatra	Medium
26	Orissa Palli Bikash Pratisthan	Mr. Ojha	Medium
27	Ranga SHG, Tripura	Mrs. Sukla Malakar	Medium
28	Ananth Agarbathi Co., Bangalore	Mr. A. Ashwin	Medium
29	Patil Parimal Works, Bangalore	Mr. Somshekar P. Patil	Medium
30	Pooja Fragrance, Bangalore	Mr. E. R. Manjunatha Gupta	Medium
31	Sri Balakrishna Perfumery Works, Bangalore	Mr. K. R. Ravi	Medium
32	Saraswati Agarbatti Industry, West Tripura	Mr. Mridul Paul	Small
33	Palpara Agarbatti Producer Group, Tripura	Mrs Gayetri Paul	Small

34	Gobinda Dhupakathi Cluster, Odisha	Mr. Jangyasen Jena	Small
35	Anchalika Agarbatti Mahasangha, Cuttack	Ms. Minakshi Behera	Small
36	Ashirbad Agarbatti Producer Group, Tripura	Mrs. Namita Saha	Small
37	Karunamoyee SHG, West Tripura	Mrs. Anima Roy	Small
38	Barnali Agarbatti Producer Group, Tripura	Mrs. Ruma Majumdar(Sarkar)	Small
39	Anabik SHG, Tripura	Mrs. Renubala Rudra Paul	Small
40	Shibam Self Help Group, West Tripura	Mrs. Rinku Ghosh (Gope)	Small
41	North Ganganagar Craft Producer Group, North Tripura	Mr. Sita Nandi	Small
42	Karbongpara Agarbatti SHG, Tripura	Mrs. Mali Karbong	Small
43	Kha Baksha Agarbatti SHG, Tripura	Mrs. Manju Debbarma	Small
44	Sarbajoyee Women SHG, West Tripura	Mrs. Parashmani Roy	Small
45	Sree Radharani SHG, West Tripura	Mrs. Sima Roy	Small
46	Omkar SHG, West Tripura	Mrs. Aparajita Nath (Bhowmik)	Small
47	Udayan Agarbatti Producer Group, Tripura	Mrs. Shipra Bhattacharjee	Small