

## 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 submitting body:

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@hcsc.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

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### SUMMARY

<b>Qualification Title</b>	- Handrolled agarbatti maker
<b>Qualification Code-</b>	HCS/Q 7901
<b>Nature and purpose of the Qualification-</b>	Qualification pack, To get people employed in the agarbatti industry
<b>Body/bodies which will award the qualification-</b>	Handicrafts and carpet sector skill council(HCSSC)
<b>Body which will accredit providers to offer courses leading to the qualification-</b>	Handicrafts and carpet sector skill council(HCSSC)
<b>Occupation(s) to which the qualification gives access-</b>	Handrolled agarbatti making
<b>Licensing requirements-</b>	N/A
<b>Anticipated volume of training/learning required to complete the qualification-</b>	290
<b>Entry requirements and/or recommendations-</b>	5 <sup>th</sup> class
<b>Progression from the qualification-</b>	Pedal Operated Machine Rolled Agarbatti Maker
<b>Planned arrangements for the Recognition of Prior learning (RPL)-.</b>	A 3 days RPL program has been devised to certify the trainers
<b>International comparability where known-</b>	not yet established
<b>Date of planned review of the qualification.-</b>	2018

Formal structure of qualification pack

<b>Title of component &amp; identification code</b>	<b>Mandatory/optional</b>	<b>Estimated size/learning hours</b>	<b>level</b>
HCS/N 7901 Carry out processing of raw materials	Mandatory	54	3
HCS/N 7902 Carry out rolling of agarbatti & post rolling operation	Mandatory	46	3
HCS/N 7903 Contribute to achieve quality in hand rolled agarbatti making	Mandatory	20	3
HCS/N 9908 Working in a team	Mandatory	16	3
HCS/N 9912 Maintain work area and tools	Mandatory	16	3
HCS/N 9913 Maintain health, safety and security at workplace	Mandatory	40	3

Add boxes as required for alignment.

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.

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## **SECTION 1** **ASSESSMENT**

### **Body/Bodies which will carry out assessment:**

Assessment will be carried out by the assessment agency affiliated to HCSSC.

### **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. We have devised a 3 day program to certify the trainees who have previous experience in the same

### **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: Hand Rolled Agarbatti Maker**

**Qualification Pack: HCS/Q 7901**

**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 7901 (Carry out processing of raw materials)	PC1. Take out the bamboo stick bundle of required length from the stock	<b>100</b>	3	1	2
	PC2. Sort out & segregate the unusable bamboo stick from the bundle of sticks to reduce wastage of materials & enhance productivity		7	3	4
	PC3. Mark the required tip length for colouring as per instruction (if required)		3	1	2
	PC4. Prepare the colour solution		8	3	5
	PC5. Dip the sorted stick bundle in colour solution covering the required tip length		3	1	2
	PC6. Dry the sorted and coloured bamboo stick and store appropriately		3	1	2

PC7. Identify different ingredients for agarbatti masala		8	4	4
PC8. Check the ingredients and remove any unwanted materials		5	1	4



	PC9. Calculate the approximate ratio in which the ingredients are to be mixed		10	4	6
	PC10. Take out and mix different ingredients uniformly		3	1	2
	PC11. Add appropriate amount of liquid (water or oil) to justify the optimum level of viscosity of the masala dough		7	2	5
	PC12. Mix the liquid with ingredients thoroughly by hand to prepare the dough		4	1	3
	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
		<b>TOTAL</b>	<b>100</b>	<b>35</b>	<b>65</b>
2. HCS/N 7902 (Carry out rolling of agarbatti & post rolling)	PC1. Identify the appropriate rolling desk suitable for hand rolling	<b>100</b>	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		3	1	2

| your palm to avoid stickiness | | | |





	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
		<b>TOTAL</b>	<b>100</b>	<b>32</b>	<b>68</b>
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
		<b>TOTAL</b>		<b>32</b>	<b>68</b>
4. HCS/N9908 (Working in a team)	PC1. Be accountable to one's own role in whole process of developing product	<b>100</b>	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
			<b>TOTAL</b>	<b>100</b>	<b>29</b>
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		12	4	8
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### SECTION 2

#### EVIDENCE OF LEVEL

Title/Name of qualification/component: <b>Handrolled agarbatti maker</b>		Level: 3	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Process	<p>The Hand Rolled Agarbatti Maker carries out processes that are repeated on regular basis with little application of understanding and requiring more practice in the hand rolling of agarbattis to make raw agarbattis. The examples for the same include tasks such as</p> <ul style="list-style-type: none"> <li>• carry out processing of raw materials</li> <li>• carry out rolling of agarbatti and post rolling</li> </ul>	It is level 3 as the Hand Rolled Agarbatti Maker needs previous practice in rolling agarbattis.	3
Professional knowledge	<p>The Hand Rolled Agarbatti Maker needs basic knowledge of raw materials used in making hand rolled agarbattis, tools and their application.</p> <ul style="list-style-type: none"> <li>• preparing agarbatti masala dough</li> <li>• preparing bamboo stick for rolling</li> <li>• roll the masala over the stick starting from one end (leaving the tip length) to the other end of the stick</li> <li>• coat a layer of dry masala over the rolled stick</li> </ul>	Basic facts and principles applied in the trade are not needed, therefore it is level 3.	3
Professional skill	The skills required for the job involve limited service skill used in limited context. It requires the selection and application of the correct tools used in the various steps of making the	It is level 3 as the skill of differentiating between bad and good quality is required	3

	<p>bamboo sticks.</p> <ul style="list-style-type: none"> <li>• sort out &amp; segregate the unusable bamboo stick from the bundle of sticks to reduce wastage of materials &amp; enhance productivity</li> <li>• check the ingredients and remove any unwanted materials correctly Hold bamboo stick for enhanced productivity</li> </ul>		
Core skill	<p>The Hand Rolled Agarbatti Maker needs to receive and transmit written and oral messages, basic arithmetic personal financing understanding of hygiene and environment</p> <p>These are required for the following tasks:</p> <ul style="list-style-type: none"> <li>• mark the required tip length for colouring as per instruction (if required)</li> <li>• add appropriate amount of liquid (water or oil) to justify the optimum level of viscosity of the masala dough</li> </ul> <p>weigh the dried rolled agarbatti and make bundles of unit weight (say 1 or half kg)</p>	Basic written and oral communication skills required.	3
Responsibility	<p>The Hand Rolled Agarbatti Maker is closely supervised for rolling of agarbatti masala on to the appropriate bamboo sticks and does not take up any additional responsibility.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• carry out operations at a rate which maintains workflow</li> <li>• respond appropriately in case of any major faults in the bamboo stick and other ingredients.</li> </ul>	Responsible only for his own work and learning therefore level 3.	3

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## 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 800,000 Hand Rolled Agarbatti Makers are engaged; of which the estimated uptake would be 560,000 of this qualification. The numbers have been estimated based on industry consultations, analysis of existing reports such as Skills Gap analysis Report

**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

Please attach any documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

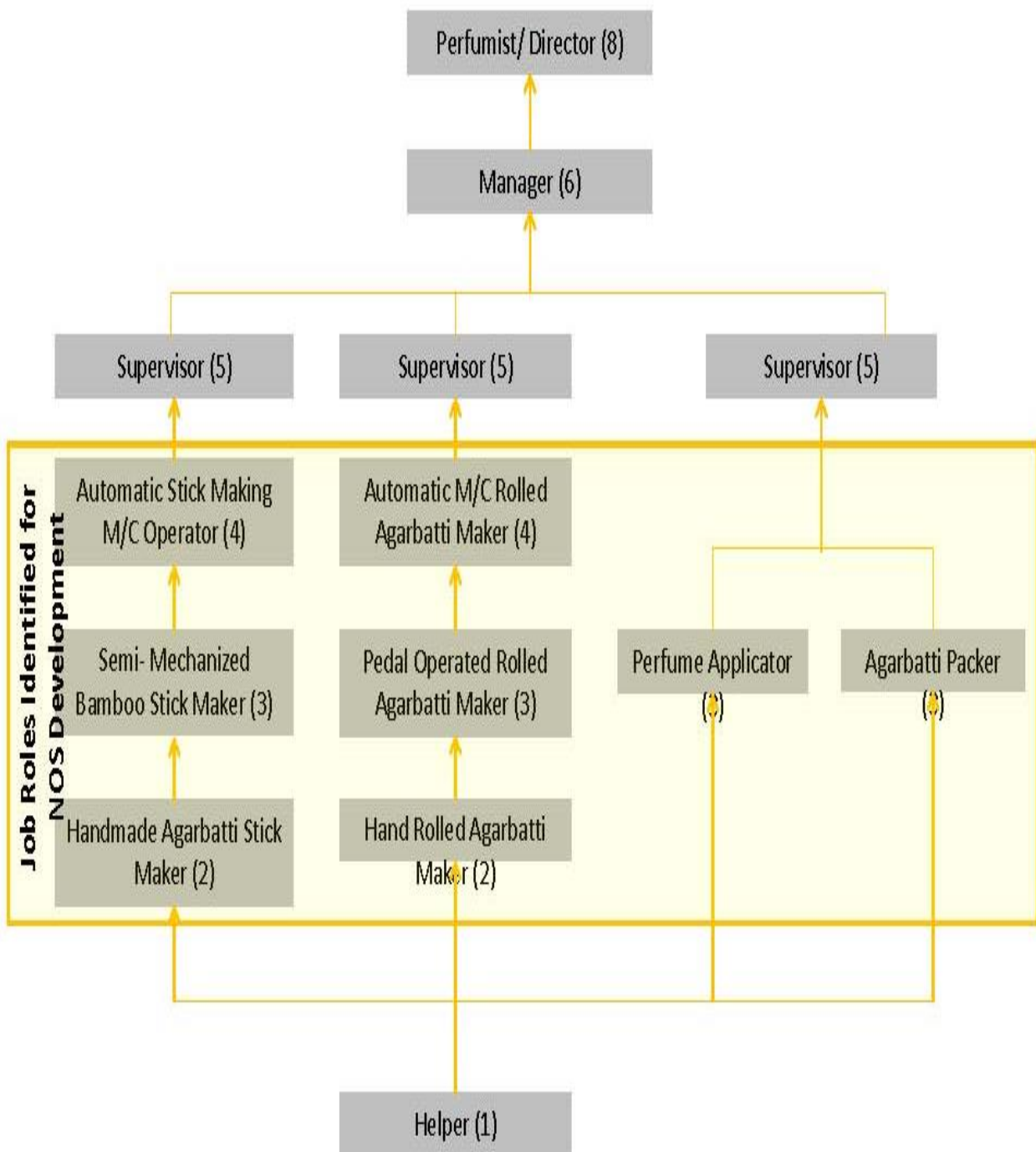
**SECTION 4**  
**EVIDENCE OF PROGRESSION**

**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 Pedal Operated Machine Rolled Agarbatti Maker



# 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