

Qualification Pack



Agarbatti Maker

QP Code: HCS/Q7901

Version: 4.0

NSQF Level: 3

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Qualification Pack

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HCS/Q7901: Agarbatti Maker

Brief Job Description

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.

Personal Attributes

An 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).

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [HCS/N7901: Carry out processing of raw materials](#)
2. [HCS/N7902: Carry out rolling of agarbatti & post rolling operation](#)
3. [HCS/N7903: Contribute to achieve quality in hand rolled agarbatti making](#)
4. [HCS/N8004: Carry out sorting, counting and weighing of perfumed agarbatti](#)
5. [HCS/N8005: Carry out packaging of perfumed agarbattis](#)
6. [HCS/N8006: Contribute to achieve quality in packaging of perfumed agarbattis](#)
7. [HCS/N9908: Working in a Team](#)
8. [HCS/N9912: Maintain Work Area and Tools](#)
9. [HCS/N9913: Maintain health, safety and security at workplace](#)
10. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts (Products)
Occupation	Agarbatti Making and Finishing

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Country	India
NSQF Level	3
Credits	16
Aligned to NCO/ISCO/ISIC Code	NCO-2015/8131.8800
Minimum Educational Qualification & Experience	Ability to read and write (with 5 year relevant experience OR 5th grade pass with 5 year relevant experience OR 8th grade pass with 1 year of relevant experience OR Grade 8 pass and pursuing continuous schooling in regular school with vocational subject OR Previous relevant Qualification of NSQF Level 2 with 1 year of relevant experience)
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	27/01/2025
NSQC Approval Date	27/01/2022
Version	4.0
Reference code on NQR	2022/HC/HCSSC/06736
NQR Version	1

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HCS/N7901: Carry out processing of raw materials

Description

This unit is about carrying processing of various raw materials to make them suitable for hand rolling.

Scope

The scope covers the following :

- preparing bamboo stick for rolling
- preparing agarbatti masala dough

Elements and Performance Criteria

Preparing bamboo stick for rolling

To be competent, the user/individual on the job must be able to:

- PC1.** take out the bamboo stick bundle of required length from the stock.
- PC2.** sort out & segregate the unusable bamboo stick from the bundle of sticks to reduce wastage of materials & enhance productivity.
- PC3.** mark the required tip length for colouring as per instruction (if required).
- PC4.** prepare the colour solution.
- PC5.** dip the sorted stick bundle in colour solution covering the required tip length.
- PC6.** dry the sorted and coloured bamboo stick and store appropriately.

Preparing agarbatti masala dough

To be competent, the user/individual on the job must be able to:

- PC7.** identify different ingredients for agarbatti masala.
- PC8.** check the ingredients and remove any unwanted materials.
- PC9.** calculate the approximate ratio in which the ingredients are to be mixed.
- PC10.** take out and mix different ingredients uniformly.
- PC11.** add appropriate amount of liquid (water or oil) to justify the optimum level of viscosity of the masala dough.
- PC12.** mix the liquid with ingredients thoroughly by hand to prepare the dough.
- PC13.** check and justify that the masala dough is uniformly mixed with right level of viscosity.
- PC14.** proper storage/ covering of the masala dough to avoid drying.
- PC15.** carry out operations at a rate which maintains workflow.
- PC16.** respond appropriately incase of any major faults in the bamboo stick and other ingredients.
- PC17.** minimise and dispose off the waste materials in the approved manner.
- PC18.** take safety precautions while mixing the masala ingredients.
- PC19.** leave work area safe and secure when work is complete.

Knowledge and Understanding (KU)

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The individual on the job needs to know and understand:

- KU1.** organization's policies, procedures, guidelines and standards for quality.
- KU2.** safe working practices and organisational procedures.
- KU3.** quality systems and other processes practiced in the organization.
- KU4.** types of problems with quality and how to report them to appropriate people.
- KU5.** reporting procedure in case of faults in own/ other processes.
- KU6.** who to refer problems to when they are outside the limit of your authority.
- KU7.** your organization's tools, templates and processes for related operations in production.
- KU8.** different types of ingredients for agarbatti masala.
- KU9.** function of different ingredients in agarbatti masala.
- KU10.** different grades of bamboo stick used for agarbatti rolling.
- KU11.** recipe of making the the agarbatti masala dough.
- KU12.** proportions of the ingredients to make the required amount of dough.
- KU13.** need for proper storage of prepared agarbatti masala dough.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write in the local language.
- GS2.** read measurement instructions.
- GS3.** listen effectively and orally communicate information accurately.
- GS4.** ask for clarification and advice from others.
- GS5.** follow organization rule-based decision making process.
- GS6.** take decision with systematic course of actions and/or response.
- GS7.** plan and organize your work to achieve targets and deadlines.
- GS8.** manage relationships with customers.
- GS9.** build customer relationships and use customer centric approach.
- GS10.** think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s).
- GS11.** identify immediate or temporary solutions to resolve delays.
- GS12.** analyze data and activities.
- GS13.** pass on relevant information to others.
- GS14.** apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Preparing bamboo stick for rolling</i>	10	17	-	-
PC1. take out the bamboo stick bundle of required length from the stock.	1	2	-	-
PC2. sort out & segregate the unusable bamboo stick from the bundle of sticks to reduce wastage of materials & enhance productivity.	3	4	-	-
PC3. mark the required tip length for colouring as per instruction (if required).	1	2	-	-
PC4. prepare the colour solution.	3	5	-	-
PC5. dip the sorted stick bundle in colour solution covering the required tip length.	1	2	-	-
PC6. dry the sorted and coloured bamboo stick and store appropriately.	1	2	-	-
<i>Preparing agarbatti masala dough</i>	25	48	-	-
PC7. identify different ingredients for agarbatti masala.	4	4	-	-
PC8. check the ingredients and remove any unwanted materials.	1	4	-	-
PC9. calculate the approximate ratio in which the ingredients are to be mixed.	4	6	-	-
PC10. take out and mix different ingredients uniformly.	1	2	-	-
PC11. add appropriate amount of liquid (water or oil) to justify the optimum level of viscosity of the masala dough.	2	5	-	-
PC12. mix the liquid with ingredients thoroughly by hand to prepare the dough.	1	3	-	-
PC13. check and justify that the masala dough is uniformly mixed with right level of viscosity.	2	4	-	-
PC14. proper storage/ covering of the masala dough to avoid drying.	1	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15. carry out operations at a rate which maintains workflow.	3	5	-	-
PC16. respond appropriately incase of any major faults in the bamboo stick and other ingredients.	1	2	-	-
PC17. minimise and dispose off the waste materials in the approved manner.	2	4	-	-
PC18. take safety precautions while mixing the masala ingredients.	2	3	-	-
PC19. leave work area safe and secure when work is complete.	1	3	-	-
NOS Total	35	65	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	HCS/N7901
NOS Name	Carry out processing of raw materials
Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts (Agarbatti)
Occupation	Agarbatti Making and Finishing
NSQF Level	3
Credits	4
Version	3.0
Last Reviewed Date	27/01/2022
Next Review Date	27/01/2025
NSQC Clearance Date	27/01/2022

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HCS/N7902: Carry out rolling of agarbatti & post rolling operation

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to carry out rolling of agarbatti and carry out post rolling operations by hand.

Scope

The scope covers the following :

- preparation of rolling desk & other arrangements
- rolling operation
- post rolling operation

Elements and Performance Criteria

Preparation of rolling desk & other arrangements

To be competent, the user/individual on the job must be able to:

- PC1.** identify the appropriate rolling desk suitable for hand rolling.
- PC2.** check and ensure that the of rolling surface of the desk does not have any permanent rugged impression.
- PC3.** ensure that the rolling desk sits on the ground appropriately without any movement.
- PC4.** clean the rolling desk surface from strains of dried masala that may remain from the previous rolling batch.
- PC5.** take out the appropriate amount of masala dough from the lot as per your requirement.
- PC6.** decide the the optimum tip length using your finger.
- PC7.** adjust your sitting posture for comfortable & fast activity.
- PC8.** judge the requirement of dry masala powder for outer coating.

Rolling Operation

To be competent, the user/individual on the job must be able to:

- PC9.** spread a coat of dry masala powder on your palm to avoid stickiness.
- PC10.** correctly hold bamboo stick for enhanced productivity.
- PC11.** roll the masala over the stick starting from one end (leaving the tip length) to the other end of the stick.
- PC12.** coat a layer of dry masala over the rolled stick.
- PC13.** keep the rolled agarbatti on a dust free tray/surface.

Post Rolling Operation

To be competent, the user/individual on the job must be able to:

- PC14.** carry out drying of rolled batti uniformly ensuring minimum moisture content.
- PC15.** check for any defective rolled batti and remove the same from the lot.
- PC16.** weigh the dried rolled batti and make bundles of unit weight (say 1 or half kg).
- PC17.** roll each bundle separately in paper to refrain rolled batti to catch moisture.

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- PC18.** store the rolled batti lot in a dry area avoiding direct contact with ground.
- PC19.** clean the rolling desk from any stains of masala that may create difficulty for next rolling batch.
- PC20.** dispose the waste materials in the approved manner.
- PC21.** take safety precautions while rolling.
- PC22.** carry out operations at a rate which maintains workflow.
- PC23.** leave work area safe and secure when work is complete.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organisations policies and procedures.
- KU2.** responsibilities under health, safety and environmental legislation.
- KU3.** guidelines for storage and disposal of waste materials.
- KU4.** potential hazards associated with the machines and the safety precautions that must be taken.
- KU5.** protocol to obtain more information on work related tasks.
- KU6.** contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools and/or equipment.
- KU7.** details of the job role and responsibilities.
- KU8.** work target and review mechanism with your supervisor.
- KU9.** protocol and format for reporting work related risks/ problems.
- KU10.** method of obtaining/ giving feedback related to performance.
- KU11.** importance of team work and harmonious working relationships.
- KU12.** process for offering/ obtaining work related assistance.
- KU13.** need for regular maintenance of rolling desk.
- KU14.** standard rolled batti parameters.
- KU15.** different types of defects/quality errors/issues in rolled agarbatti.
- KU16.** common hazards in the work area and workplace procedures for dealing with them.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write in local language
- GS2.** read measurement instructions.
- GS3.** listen effectively and orally communicate information accurately
- GS4.** ask for clarification and advice from others
- GS5.** follow organization rule-based decision making process
- GS6.** take decision with systematic course of actions and/or response
- GS7.** plan and organize your work to achieve targets and deadlines

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- GS8.** manage relationships with customers
- GS9.** build customer relationships and use customer centric approach
- GS10.** think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)
- GS11.** identify immediate or temporary solutions to resolve delays
- GS12.** analyze data and activities
- GS13.** pass on relevant information to others
- GS14.** apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Preparation of rolling desk & other arrangements</i>	10	20	-	-
PC1. identify the appropriate rolling desk suitable for hand rolling.	1	2	-	-
PC2. check and ensure that the of rolling surface of the desk does not have any permanent rugged impression.	1	2	-	-
PC3. ensure that the rolling desk sits on the ground appropriately without any movement.	1	2	-	-
PC4. clean the rolling desk surface from strains of dried masala that may remain from the previous rolling batch.	1	2	-	-
PC5. take out the appropriate amount of masala dough from the lot as per your requirement.	2	5	-	-
PC6. decide the the optimum tip length using your finger.	2	3	-	-
PC7. adjust your sitting posture for comfortable & fast activity.	1	2	-	-
PC8. judge the requirement of dry masala powder for outer coating.	1	2	-	-
<i>Rolling Operation</i>	8	14	-	-
PC9. spread a coat of dry masala powder on your palm to avoid stickiness.	1	2	-	-
PC10. correctly hold bamboo stick for enhanced productivity.	1	2	-	-
PC11. roll the masala over the stick starting from one end (leaving the tip length) to the other end of the stick.	4	6	-	-
PC12. coat a layer of dry masala over the rolled stick.	1	2	-	-
PC13. keep the rolled agarbatti on a dust free tray/surface.	1	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Post Rolling Operation</i>	14	34	-	-
PC14. carry out drying of rolled batti uniformly ensuring minimum moisture content.	2	5	-	-
PC15. check for any defective rolled batti and remove the same from the lot.	2	5	-	-
PC16. weigh the dried rolled batti and make bundles of unit weight (say 1 or half kg).	1	4	-	-
PC17. roll each bundle separately in paper to refrain rolled batti to catch moisture.	1	3	-	-
PC18. store the rolled batti lot in a dry area avoiding direct contact with ground.	1	3	-	-
PC19. clean the rolling desk from any stains of masala that may create difficulty for next rolling batch.	1	2	-	-
PC20. dispose the waste materials in the approved manner.	1	3	-	-
PC21. take safety precautions while rolling.	2	2	-	-
PC22. carry out operations at a rate which maintains workflow.	2	4	-	-
PC23. leave work area safe and secure when work is complete.	1	3	-	-
NOS Total	32	68	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	HCS/N7902
NOS Name	Carry out rolling of agarbatti & post rolling operation
Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts (Agarbatti)
Occupation	Agarbatti Making and Finishing
NSQF Level	3
Credits	2
Version	3.0
Last Reviewed Date	27/01/2022
Next Review Date	27/01/2025
NSQC Clearance Date	27/01/2022

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HCS/N7903: Contribute to achieve quality in hand rolled agarbatti making

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to achieve quality in hand rolled agarbatti making.

Scope

The scope covers the following :

- contribute to achieving the product quality in hand rolled agarbatti making and related operations

Elements and Performance Criteria

Contribute to achieving the product quality in hand rolled agarbatti making and related operations

To be competent, the user/individual on the job must be able to:

- PC1.** identify and use raw materials as per the specifications provided.
- PC2.** take the necessary action when materials do not conform to quality standards.
- PC3.** report and replace identified faulty materials and component parts which do not meet specification.
- PC4.** identify modifiable defects and rework on them.
- PC5.** carry out work safely and at a rate which maintains work flow.
- PC6.** report to the responsible person when the work flow of other production areas disrupts work.
- PC7.** carry out quality checks at specified intervals according to instructions.
- PC8.** apply the allowed tolerances.
- PC9.** identify faults and take appropriate action for rectification.
- PC10.** ensure standard stick length is 8-9 inches or as per the specification.
- PC11.** ensure the tip length is 45-55mm for 8 inches and 50-60mm for 9 inches or as per the specification.
- PC12.** ensure the burning time is 25-29min for 8 inches and 30-35min for 9 inches or as per the specification.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** safe working practices and organisational procedures.
- KU2.** the organisation's procedures and guidelines.
- KU3.** quality systems and machine embroidery processes practiced in the organization.
- KU4.** equipment operating procedures / manufacturers instructions.
- KU5.** types of problems with quality and how to report them to appropriate people.
- KU6.** methods to present any ideas for improvement to supervisor.
- KU7.** the importance of complying with written instructions.

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- KU8.** limits of personal responsibility.
- KU9.** reporting procedure in case of faults in own/ other processes.
- KU10.** different types of faults that are likely to be found.
- KU11.** consequences of using incorrect tools.
- KU12.** consequences of incorrect handling of tools.
- KU13.** types of faults which may occur, how they are identified and methods to deal with it.
- KU14.** different types of defects.
- KU15.** the importance of segregating rejects.
- KU16.** appropriate inspection methods that can be used.
- KU17.** different quality parameters in the industry.
- KU18.** own responsibilities at work.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write in the local language.
- GS2.** read measurement instructions.
- GS3.** listen effectively and orally communicate information accurately.
- GS4.** ask for clarification and advice from others.
- GS5.** follow organization rule-based decision making process.
- GS6.** take decision with systematic course of actions and/or response.
- GS7.** plan and organize your work to achieve targets and deadlines.
- GS8.** manage relationships with customers.
- GS9.** build customer relationships and use customer centric approach.
- GS10.** think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s).
- GS11.** identify immediate or temporary solutions to resolve delays.
- GS12.** analyze data and activities.
- GS13.** pass on relevant information to others .
- GS14.** apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Contribute to achieving the product quality in hand rolled agarbatti making and related operations</i>	32	68	-	-
PC1. identify and use raw materials as per the specifications provided.	4	8	-	-
PC2. take the necessary action when materials do not conform to quality standards.	2	6	-	-
PC3. report and replace identified faulty materials and component parts which do not meet specification.	2	6	-	-
PC4. identify modifiable defects and rework on them.	2	6	-	-
PC5. carry out work safely and at a rate which maintains work flow.	1	5	-	-
PC6. report to the responsible person when the work flow of other production areas disrupts work.	1	2	-	-
PC7. carry out quality checks at specified intervals according to instructions.	3	7	-	-
PC8. apply the allowed tolerances.	2	3	-	-
PC9. identify faults and take appropriate action for rectification.	3	7	-	-
PC10. ensure standard stick length is 8-9 inches or as per the specification.	4	6	-	-
PC11. ensure the tip length is 45-55mm for 8 inches and 50-60mm for 9 inches or as per the specification.	4	6	-	-
PC12. ensure the burning time is 25-29min for 8 inches and 30-35min for 9 inches or as per the specification.	4	6	-	-
NOS Total	32	68	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	HCS/N7903
NOS Name	Contribute to achieve quality in hand rolled agarbatti making
Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts (Agarbatti)
Occupation	Agarbatti Making and Finishing
NSQF Level	3
Credits	2
Version	3.0
Last Reviewed Date	27/01/2022
Next Review Date	27/01/2025
NSQC Clearance Date	27/01/2022

Qualification Pack

HCS/N8004: Carry out sorting, counting and weighing of perfumed agarbatti

Description

This unit is about carrying out basic operations of sorting and making of basic units by counting or weighing of finished Agarbattis as per given packaging specifications.

Scope

The scope covers the following :

- sorting of scented agarbatti
- making units by counting/ weighing for filling into packets/pouches

Elements and Performance Criteria

Sorting of Scented Agarbatti

To be competent, the user/individual on the job must be able to:

- PC1.** identify the right batch of scented agarbatti based on specifications like perfume, length of sticks, rolling process (hand rolled, machine rolled etc.)
- PC2.** check if the perfume has spread over the full length & surface of rolled masala
- PC3.** separate the appropriately scented agarbattis from partially scented agarbattis
- PC4.** carry out burning test of the lot to confirm burning consistency & burning time
- PC5.** immediately report to the supervisor in case of inconsistency in burning or out of range burning time
- PC6.** take appropriate action in case of burning inconsistency or out of range burning time as per instruction of supervisor
- PC7.** dispose the non-conforming products in appropriate manner
- PC8.** carry out work at a rate that maintains workflow

Making units by counting/ weighing for filling into packets/pouches

To be competent, the user/individual on the job must be able to:

- PC9.** understand the instruction for deciding unit amount (either weight or no. of sticks).
- PC10.** use a counting machine or manually count the required number of sticks per unit packet.
- PC11.** use a weighing machine for the required weight of sticks per unit packet.
- PC12.** use a separator block to keep each unit of counted/ weighed agarbattis.
- PC13.** carefully handle the agarbattis ensuring minimum damage of rolled surface.
- PC14.** take safety precautions while handling the scented agarbattis.
- PC15.** respond appropriately incase of any major faults in the agarbatti stick and other ingredients.
- PC16.** minimise and dispose the waste materials in the approved manner.
- PC17.** leave work area safe and secure when work is complete.

Knowledge and Understanding (KU)

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The individual on the job needs to know and understand:

- KU1.** the organizations policies, procedures, guidelines and standards for quality.
- KU2.** safe working practices and organisational procedures.
- KU3.** quality systems and other processes practiced in the organization.
- KU4.** types of problems with quality and how to report them to appropriate people.
- KU5.** reporting procedure in case of faults in own/ other processes.
- KU6.** who to refer problems to when they are outside the limit of your authority.
- KU7.** the organizations tools, templates and processes for related operations in production.
- KU8.** how the unit amount of agarbatti is decided (weight or count).
- KU9.** different types of agarbattis.
- KU10.** standard quality parameters for agarbattis.
- KU11.** different grades of agarbatti quality.
- KU12.** points for rejection.
- KU13.** need for testing burning consistency.
- KU14.** need for testing burning time.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write in the local language.
- GS2.** read measurement instructions.
- GS3.** listen effectively and orally communicate information accurately.
- GS4.** ask for clarification and advice from others.
- GS5.** follow organization rule-based decision making process.
- GS6.** take decision with systematic course of actions and/or response.
- GS7.** plan and organize your work to achieve targets and deadlines.
- GS8.** manage relationships with customers.
- GS9.** build customer relationships and use customer centric approach.
- GS10.** think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s).
- GS11.** identify immediate or temporary solutions to resolve delays.
- GS12.** analyze data and activities.
- GS13.** pass on relevant information to others.
- GS14.** apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Sorting of Scented Agarbatti</i>	22	27	-	-
PC1. identify the right batch of scented agarbatti based on specifications like perfume, length of sticks, rolling process (hand rolled, machine rolled etc.)	3	4	-	-
PC2. check if the perfume has spread over the full length & surface of rolled masala	3	4	-	-
PC3. separate the appropriately scented agarbattis from partially scented agarbattis	3	4	-	-
PC4. carry out burning test of the lot to confirm burning consistency & burning time	3	3	-	-
PC5. immediately report to the supervisor in case of inconsistency in burning or out of range burning time	3	3	-	-
PC6. take appropriate action in case of burning inconsistency or out of range burning time as per instruction of supervisor	3	3	-	-
PC7. dispose the non-conforming products in appropriate manner	2	3	-	-
PC8. carry out work at a rate that maintains workflow	2	3	-	-
<i>Making units by counting/ weighing for filling into packets/pouches</i>	22	29	-	-
PC9. understand the instruction for deciding unit amount (either weight or no. of sticks).	3	4	-	-
PC10. use a counting machine or manually count the required number of sticks per unit packet.	3	4	-	-
PC11. use a weighing machine for the required weight of sticks per unit packet.	3	3	-	-
PC12. use a separator block to keep each unit of counted/ weighed agarbattis.	3	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. carefully handle the agarbattis ensuring minimum damage of rolled surface.	2	3	-	-
PC14. take safety precautions while handling the scented agarbattis.	2	3	-	-
PC15. respond appropriately incase of any major faults in the agarbatti stick and other ingredients.	2	3	-	-
PC16. minimise and dispose the waste materials in the approved manner.	2	3	-	-
PC17. leave work area safe and secure when work is complete.	2	3	-	-
NOS Total	44	56	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	HCS/N8004
NOS Name	Carry out sorting, counting and weighing of perfumed agarbatti
Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts (Agarbatti)
Occupation	Agarbatti Making and Finishing
NSQF Level	3
Credits	1
Version	3.0
Last Reviewed Date	27/01/2022
Next Review Date	27/01/2025
NSQC Clearance Date	27/01/2022

Qualification Pack

HCS/N8005: Carry out packaging of perfumed agarbattis

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to carry out packaging of sorted & counted/weighed agarbatti units by filling in packets/ pouches.

Scope

The scope covers the following :

- filling in inner pouch
- filling in outer packet & sealing

Elements and Performance Criteria

Filling in Inner Pouch

To be competent, the user/individual on the job must be able to:

- PC1.** identify the correct lot of sorted & counted/ weighed agarbattis
- PC2.** identify the composition of unit packets/ pouches comprising of inner pouch and outer packet as per packaging instructions
- PC3.** identify the correct pouches/ packets as per the instruction
- PC4.** correctly handle the agarbattis while filling
- PC5.** carry out filling the agarbattis manually in pouches/ inner pouches
- PC6.** ensure minimum damage/ breakage of the agarbattis while filling manually

Filling in outer Packet & Sealing

To be competent, the user/individual on the job must be able to:

- PC7.** carry out sealing of pouches/ inner pouches using a sealing machine or heating arrangement
- PC8.** identify & ensure the appropriate combination of different scented agarbatti inner pouches for filling in outer packet as per instructions
- PC9.** carry out filling of inner pouches in outer packet manually
- PC10.** appropriately seal outer packet openings using cellotape or other sealing methods as per requirement
- PC11.** use the appropriate inner pouches, outer packets, cellotape etc. as per the instruction of the supervisor

Bulk Packaging

To be competent, the user/individual on the job must be able to:

- PC12.** identify the level of bulk packaging, say dozen packaging, cfc packaging etc.
- PC13.** use the appropriate packaging materials based on size of unit packets, brand etc.
- PC14.** carry out filling of unit packets/ pouches in intermediary bulk packets such as dozen packets & sealing.
- PC15.** carry out filling of intermediary bulk packets (such as dozen packets) in bulk packets, such as corrugated flexible cartons & sealing.
- PC16.** carry out printing of batch details etc. on the bulk packet.

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- PC17.** appropriately store bulk packets in sequential manner in dry & dust free area.
- PC18.** take safety precautions while handling the scented agarbattis.
- PC19.** respond appropriately incase of any major faults in the agarbatti stick and packaging materials.
- PC20.** minimise and dispose the waste materials in the approved manner.
- PC21.** leave work area safe and secure when work is complete.
- PC22.** carry out the work at a rate that maintains work flow.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** safe working practices and organisational procedures.
- KU2.** the organisation's procedures and guidelines.
- KU3.** quality systems.
- KU4.** equipment operating procedures / manufacturers instructions.
- KU5.** types of problems with quality and how to report them to appropriate people.
- KU6.** methods to present any ideas for improvement to supervisor.
- KU7.** the importance of complying with written instructions.
- KU8.** limits of personal responsibility.
- KU9.** reporting procedure in case of faults in own/ other processes.
- KU10.** different quality standards for agarbattis.
- KU11.** consequences of using incorrect packaging.
- KU12.** consequences of incorrect handling of tools.
- KU13.** types of faults which may occur, how they are identified and methods to deal with it.
- KU14.** types of sealing and how to maintain quality while sealing.
- KU15.** the importance of segregating rejects.
- KU16.** appropriate inspection methods that can be used.
- KU17.** own responsibilities at work.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write in the local language.
- GS2.** read measurement instructions.
- GS3.** listen effectively and orally communicate information accurately.
- GS4.** ask for clarification and advice from others.
- GS5.** follow organization rule-based decision making process.
- GS6.** take decision with systematic course of actions and/or response.
- GS7.** plan and organize your work to achieve targets and deadlines.
- GS8.** manage relationships with customers.

Qualification Pack

- GS9.** build customer relationships and use customer centric approach.
- GS10.** think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s).
- GS11.** identify immediate or temporary solutions to resolve delays.
- GS12.** analyze data and activities.
- GS13.** pass on relevant information to others.
- GS14.** apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Filling in Inner Pouch</i>	12	13	-	-
PC1. identify the correct lot of sorted & counted/ weighed agarbattis	2	3	-	-
PC2. identify the composition of unit packets/ pouches comprising of inner pouch and outer packet as per packaging instructions	2	2	-	-
PC3. identify the correct pouches/ packets as per the instruction	2	2	-	-
PC4. correctly handle the agarbattis while filling	2	2	-	-
PC5. carry out filling the agarbattis manually in pouches/ inner pouches	2	2	-	-
PC6. ensure minimum damage/ breakage of the agarbattis while filling manually	2	2	-	-
<i>Filling in outer Packet & Sealing</i>	10	14	-	-
PC7. carry out sealing of pouches/ inner pouches using a sealing machine or heating arrangement	2	2	-	-
PC8. identify & ensure the appropriate combination of different scented agarbatti inner pouches for filling in outer packet as per instructions	2	3	-	-
PC9. carry out filling of inner pouches in outer packet manually	2	3	-	-
PC10. appropriately seal outer packet openings using cellotape or other sealing methods as per requirement	2	3	-	-
PC11. use the appropriate inner pouches, outer packets, cellotape etc. as per the instruction of the supervisor	2	3	-	-
<i>Bulk Packaging</i>	23	28	-	-
PC12. identify the level of bulk packaging, say dozen packaging, cfc packaging etc.	3	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. use the appropriate packaging materials based on size of unit packets, brand etc.	2	2	-	-
PC14. carry out filling of unit packets/ pouches in intermediary bulk packets such as dozen packets & sealing.	2	2	-	-
PC15. carry out filling of intermediary bulk packets (such as dozen packets) in bulk packets, such as corrugated flexible cartons & sealing.	2	2	-	-
PC16. carry out printing of batch details etc. on the bulk packet.	2	2	-	-
PC17. appropriately store bulk packets in sequential manner in dry & dust free area.	2	2	-	-
PC18. take safety precautions while handling the scented agarbattis.	2	3	-	-
PC19. respond appropriately incase of any major faults in the agarbatti stick and packaging materials.	2	3	-	-
PC20. minimise and dispose the waste materials in the approved manner.	2	3	-	-
PC21. leave work area safe and secure when work is complete.	2	3	-	-
PC22. carry out the work at a rate that maintains work flow.	2	3	-	-
NOS Total	45	55	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	HCS/N8005
NOS Name	Carry out packaging of perfumed agarbattis
Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts (Agarbatti)
Occupation	Agarbatti Making and Finishing
NSQF Level	3
Credits	1
Version	3.0
Last Reviewed Date	27/01/2022
Next Review Date	27/01/2025
NSQC Clearance Date	27/01/2022

Qualification Pack

HCS/N8006: Contribute to achieve quality in packaging of perfumed agarbattis

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality while undertaking packaging of perfumed agarbattis to ensure that the packaging meets the desired specifications.

Scope

The scope covers the following :

- contribute to achieve quality in packaging of finished agarbattis

Elements and Performance Criteria

Contribute to achieve quality in packaging of finished agarbattis

To be competent, the user/individual on the job must be able to:

- PC1.** identify and use different packaging materials as per the specifications provided.
- PC2.** take the necessary action when materials do not confirm to quality standards.
- PC3.** report and replace identified faulty materials and component parts which do not meet specification.
- PC4.** ensure the packaging is not damaged before or during packing.
- PC5.** ensure the sealing is done properly.
- PC6.** identify modifiable defects and rework on them.
- PC7.** carry out work safely and at a rate which maintains work flow.
- PC8.** report to the responsible person when the work flow of other production areas disrupts work.
- PC9.** carry out quality checks at specified intervals according to instructions.
- PC10.** apply the allowed tolerances.
- PC11.** identify faults and take appropriate action for rectification.
- PC12.** maintain the required productivity and quality levels.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** safe working practices and organisational procedures.
- KU2.** the organisation's procedures and guidelines.
- KU3.** quality systems.
- KU4.** equipment operating procedures / manufacturers instructions.
- KU5.** types of problems with quality and how to report them to appropriate people.
- KU6.** methods to present any ideas for improvement to supervisor.

Qualification Pack

- KU7.** the importance of complying with written instructions.
- KU8.** limits of personal responsibility.
- KU9.** reporting procedure in case of faults in own/ other processes.
- KU10.** different quality standards for agarbattis.
- KU11.** consequences of using incorrect packaging.
- KU12.** consequences of incorrect handling of tools.
- KU13.** types of faults which may occur, how they are identified and methods to deal with it.
- KU14.** types of sealing and how to maintain quality while sealing.
- KU15.** the importance of segregating rejects.
- KU16.** appropriate inspection methods that can be used.
- KU17.** own responsibilities at work.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write in the local language.
- GS2.** read measurement instructions.
- GS3.** listen effectively and orally communicate information accurately.
- GS4.** ask for clarification and advice from others.
- GS5.** follow organization rule-based decision making process.
- GS6.** take decision with systematic course of actions and/or response.
- GS7.** plan and organize your work to achieve targets and deadlines.
- GS8.** manage relationships with customers.
- GS9.** build customer relationships and use customer centric approach.
- GS10.** think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s).
- GS11.** identify immediate or temporary solutions to resolve delays.
- GS12.** analyze data and activities.
- GS13.** pass on relevant information to others.
- GS14.** apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action.

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Contribute to achieve quality in packaging of finished agarbattis</i>	45	55	-	-
PC1. identify and use different packaging materials as per the specifications provided.	4	6	-	-
PC2. take the necessary action when materials do not confirm to quality standards.	4	6	-	-
PC3. report and replace identified faulty materials and component parts which do not meet specification.	4	6	-	-
PC4. ensure the packaging is not damaged before or during packing.	4	6	-	-
PC5. ensure the sealing is done properly.	4	6	-	-
PC6. identify modifiable defects and rework on them.	4	4	-	-
PC7. carry out work safely and at a rate which maintains work flow.	4	4	-	-
PC8. report to the responsible person when the work flow of other production areas disrupts work.	4	4	-	-
PC9. carry out quality checks at specified intervals according to instructions.	4	4	-	-
PC10. apply the allowed tolerances.	3	3	-	-
PC11. identify faults and take appropriate action for rectification.	3	3	-	-
PC12. maintain the required productivity and quality levels.	3	3	-	-
NOS Total	45	55	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	HCS/N8006
NOS Name	Contribute to achieve quality in packaging of perfumed agarbattis
Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts (Agarbatti)
Occupation	Agarbatti Making and Finishing
NSQF Level	3
Credits	1
Version	3.0
Last Reviewed Date	27/01/2022
Next Review Date	27/01/2025
NSQC Clearance Date	27/01/2022

Qualification Pack

HCS/N9908: Working in a Team

Description

This unit is about working as part of a team in the process.

Scope

The scope covers the following :

- commitment and trust
- communication
- adaptability
- creative freedom

Elements and Performance Criteria

Commitment and trust

To be competent, the user/individual on the job must be able to:

- PC1.** be accountable to one's role in the whole process
- PC2.** perform all roles with full

Communication

To be competent, the user/individual on the job must be able to:

- PC3.** report problems faced during the process
- PC4.** talk politely with other team members and colleagues
- PC5.** submit a daily report of own performance

Adaptability

To be competent, the user/individual on the job must be able to:

- PC6.** adjust in different work situations
- PC7.** give due importance to other's point of view
- PC8.** avoid conflicting situations

Creative freedom

To be competent, the user/individual on the job must be able to:

- PC9.** develop new ideas for work procedures
- PC10.** improve upon the existing techniques to increase process efficiency

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** general rules and regulations in the sector
- KU2.** procedure followed to get the final output
- KU3.** safe working practices to be adopted
- KU4.** to report the supervisor or higher authority about any grievances faced

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- KU5.** understanding the importance of the previous and next step of the process
- KU6.** process flow in the handicraft section
- KU7.** material sequence of flow
- KU8.** functions of different parts of product development
- KU9.** tools and equipment used
- KU10.** guidelines for operating the equipment
- KU11.** safety procedures to be followed as applicable

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** prepare status and progress reports
- GS2.** write memos and e-mail to co-workers, and vendors to provide them with work updates and to request appropriate information without english language errors regarding grammar or sentence construct
- GS3.** keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets
- GS4.** discuss task lists, schedules, and work-loads with co-workers
- GS5.** keep co-workers and supervisors informed about progress
- GS6.** make decisions pertaining to the concerned area of work
- GS7.** plan and organize service feedback files/documents
- GS8.** manage relationships with customers
- GS9.** build customer relationships and use customer centric approach
- GS10.** think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)
- GS11.** identify immediate or temporary solutions to resolve delays
- GS12.** use the existing data to arrive at specific data points
- GS13.** apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Commitment and trust</i>	6	14	-	-
PC1. be accountable to one's role in the whole process	3	7	-	-
PC2. perform all roles with full	3	7	-	-
<i>Communication</i>	9	21	-	-
PC3. report problems faced during the process	3	7	-	-
PC4. talk politely with other team members and colleagues	3	7	-	-
PC5. submit a daily report of own performance	3	7	-	-
<i>Adaptability</i>	9	21	-	-
PC6. adjust in different work situations	3	7	-	-
PC7. give due importance to other's point of view	3	7	-	-
PC8. avoid conflicting situations	3	7	-	-
<i>Creative freedom</i>	6	14	-	-
PC9. develop new ideas for work procedures	3	7	-	-
PC10. improve upon the existing techniques to increase process efficiency	3	7	-	-
NOS Total	30	70	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	HCS/N9908
NOS Name	Working in a Team
Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts and Carpet
Occupation	Generic Handicrafts and Carpet
NSQF Level	5
Credits	TBD
Version	2.0
Last Reviewed Date	27/01/2022
Next Review Date	27/01/2025
NSQC Clearance Date	27/01/2022

Qualification Pack

HCS/N9912: Maintain Work Area and Tools

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organize/maintain work areas and activities to ensure tools used are maintained as per norms

Scope

The scope covers the following :

- maintain the work area and tools

Elements and Performance Criteria

Maintain the work area, tools and machines

To be competent, the user/individual on the job must be able to:

- PC1.** carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations.
- PC2.** apply and follow these policies and procedures within your work practices and inculcate sustainable consumption practices
- PC3.** actively get involved in improving the performance of the organization in line with their own role and responsibilities and support adaptation to more environmentally friendly processes.
- PC4.** handle materials and tools safely and correctly
- PC5.** use materials to minimize waste
- PC6.** maintain a clean and hazard free working area
- PC7.** maintain the tools
- PC8.** carry out maintenance and/or cleaning within one's responsibility
- PC9.** report damaged tools & materials
- PC10.** work in a comfortable position with the correct posture
- PC11.** dispose of waste safely in the designated location
- PC12.** store cleaning equipment safely after use
- PC13.** carry out cleaning according to schedules and limits of responsibility

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** making conscious and sustainable decisions for achieving effective and green workplace.
- KU2.** personal hygiene and duty of care
- KU3.** safe working practices and organisational procedures
- KU4.** limits of one's own responsibility
- KU5.** ways of resolving problems within the work area
- KU6.** the production process and the specific work activities that relate to the whole process

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- KU7.** importance of effective communication with colleagues
- KU8.** the organisation's rules, codes and guidelines (including timekeeping) and organisation's quality standards
- KU9.** importance of complying with written instructions
- KU10.** work instructions and specifications, and their accurate interpretation
- KU11.** relation between work role and the overall manufacturing process
- KU12.** importance of taking action when problems are identified
- KU13.** different ways of minimising waste
- KU14.** effects of contamination on products
- KU15.** common faults that may occur while production and the methods to rectify
- KU16.** procedures of maintaining tools
- KU17.** hazards likely to be encountered when conducting routine maintenance
- KU18.** safe working practices for cleaning and the method of carrying them out

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** make conscious and sustainable decisions that help reduce, rescue, and recycle the company resources
- GS2.** identify and replace processes that create unnecessary waste
- GS3.** write and communicate orally in local language
- GS4.** read measurement instructions
- GS5.** follow organization's rule-based decision-making process
- GS6.** take decision with systematic course of actions and/or response
- GS7.** plan and organize your work to achieve targets and deadlines
- GS8.** build customer relationships and use customer centric approach
- GS9.** think through a problem, evaluate the possible solutions and suggest an optimum /best possible solution
- GS10.** identify immediate or temporary solutions to resolve delays
- GS11.** analyze data and activities
- GS12.** pass on relevant information to others
- GS13.** apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain the work area, tools and machines</i>	26	74	-	-
PC1. carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations.	2	4	-	-
PC2. apply and follow these policies and procedures within your work practices and inculcate sustainable consumption practices	2	4	-	-
PC3. actively get involved in improving the performance of the organization in line with their own role and responsibilities and support adaptation to more environmentally friendly processes.	2	6	-	-
PC4. handle materials and tools safely and correctly	2	6	-	-
PC5. use materials to minimize waste	2	6	-	-
PC6. maintain a clean and hazard free working area	2	6	-	-
PC7. maintain the tools	2	6	-	-
PC8. carry out maintenance and/or cleaning within one's responsibility	2	6	-	-
PC9. report damaged tools & materials	2	6	-	-
PC10. work in a comfortable position with the correct posture	2	6	-	-
PC11. dispose of waste safely in the designated location	2	6	-	-
PC12. store cleaning equipment safely after use	2	6	-	-
PC13. carry out cleaning according to schedules and limits of responsibility	2	6	-	-
NOS Total	26	74	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	HCS/N9912
NOS Name	Maintain Work Area and Tools
Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts and Carpet
Occupation	Generic Handicrafts and Carpet
NSQF Level	5
Credits	TBD
Version	2.0
Last Reviewed Date	30/12/2021
Next Review Date	30/12/2024
NSQC Clearance Date	30/12/2021

Qualification Pack

HCS/N9913: Maintain health, safety and security at workplace

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimise risk to self and others.

Scope

The scope covers the following :

- comply with health, safety and security requirements at work

Elements and Performance Criteria

Comply with health, safety and security requirements at work

To be competent, the user/individual on the job must be able to:

- PC1.** comply with health, safety gender and PwD (People with disability) related instructions applicable to the workplace.
- PC2.** actively participate in mock drills/ evacuation procedures; group discussions, training sensitization programs for gender and PwD awareness organized at the workplace
- PC3.** comply with health and safety related instructions applicable to the workplace
- PC4.** use and maintain personal protective equipment as per protocol
- PC5.** maintain a healthy lifestyle and guard against dependency on intoxicants
- PC6.** follow environment management system related procedures
- PC7.** store materials and tools in line with manufacturers and organisational requirements
- PC8.** safely handle and move waste and debris
- PC9.** minimize health and safety risks to self and others due to own actions
- PC10.** seek clarifications, from supervisors or other authorized personnel in case of perceived risks
- PC11.** carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned
- PC12.** report hazards and potential risks/ threats to supervisors or other authorized personnel
- PC13.** take action based on instructions in the event of fire, emergencies or accidents
- PC14.** follow organisation procedures for evacuation when required

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** knowledge about the importance of gender equality being followed in the organization and policies for reporting any harassment or inappropriate behavior
- KU2.** knowledge about how to accommodate employees with disabilities, etiquette to adhere to and proper language and terminology

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- KU3.** knowledge about how to communicate, offer help, respecting space, parking etc. for people with disabilities or special needs
- KU4.** knowledge about promoting a safe, accessible and healthy workplace for disabled employees
- KU5.** health and safety related practices applicable at the workplace
- KU6.** potential hazards, risks and threats based on nature of operations
- KU7.** organizational procedures for safe handling of tools
- KU8.** environmental management system related procedures at the workplace
- KU9.** layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points
- KU10.** potential accidents and emergencies and response to these scenarios
- KU11.** details of personnel trained in first aid, fire-fighting and emergency response
- KU12.** actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire
- KU13.** occupational health and safety risks and methods
- KU14.** personal protective equipment and method of use
- KU15.** identification, handling and storage of hazardous substances and proper disposal system for waste and by-products
- KU16.** importance of sound health, hygiene and good habits

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Write in local language.
- GS2.** Read measurement instructions.
- GS3.** Communicate orally with colleagues.
- GS4.** Follow organization rule-based decision making process.
- GS5.** Take decision with systematic course of actions and/or response.
- GS6.** Plan and organize your work to achieve targets and deadlines.
- GS7.** Manage relationships with customers.
- GS8.** Build customer relationships and use customer centric approach.
- GS9.** Think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s).
- GS10.** Identify immediate or temporary solutions to resolve delays.
- GS11.** Analyze data and activities.
- GS12.** Pass on relevant information to others.
- GS13.** Apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action.

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Comply with health, safety and security requirements at work</i>	28	72	-	-
PC1. comply with health, safety gender and PwD (People with disability) related instructions applicable to the workplace.	2	5	-	-
PC2. actively participate in mock drills/ evacuation procedures; group discussions, training sensitization programs for gender and PwD awareness organized at the workplace	2	5	-	-
PC3. comply with health and safety related instructions applicable to the workplace	2	5	-	-
PC4. use and maintain personal protective equipment as per protocol	2	5	-	-
PC5. maintain a healthy lifestyle and guard against dependency on intoxicants	2	5	-	-
PC6. follow environment management system related procedures	2	5	-	-
PC7. store materials and tools in line with manufacturers and organisational requirements	2	5	-	-
PC8. safely handle and move waste and debris	2	5	-	-
PC9. minimize health and safety risks to self and others due to own actions	2	5	-	-
PC10. seek clarifications, from supervisors or other authorized personnel in case of perceived risks	2	5	-	-
PC11. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned	2	5	-	-
PC12. report hazards and potential risks/ threats to supervisors or other authorized personnel	2	5	-	-
PC13. take action based on instructions in the event of fire, emergencies or accidents	2	6	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. follow organisation procedures for evacuation when required	2	6	-	-
NOS Total	28	72	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	HCS/N9913
NOS Name	Maintain health, safety and security at workplace
Sector	Handicrafts and Carpet
Sub-Sector	Hand Crafted Textiles, Hand Crocheted Textiles, Handicrafts (Agarbatti), Handicrafts (Bamboo)
Occupation	Traditional Hand Embroiderer, Master Hand Embroiderer, Embroidery finishing, Design Tracer, Hand Block Printer, Block Print Supervisor, Hand Embroidery, Crochet Lace Maker, Master Crochet Lace Maker, Crochet Lace Tailor, Handmade Bamboo Agarbatti Stick Maker, Semi-Mechanized Bamboo Stick Maker, Automatic Stick Making M/C Operator, Hand Rolled Agarbatti Maker, Pedal Operated Machine Agarbatti Maker, Automatic Machine Rolled Agarbatti Maker, Agarbatti Perfume Applicator, Bamboo Processor and Dyer, Bamboo Mat Weaver, Handmade Bamboo Stick Maker (for Woven Mats), Bamboo Basket Maker, Bamboo Utility Handicraft Assembler, Bamboo Utility Product Tailor, Bamboo Artwork Maker.
NSQF Level	4
Credits	TBD
Version	3.0
Last Reviewed Date	30/12/2021
Next Review Date	30/12/2024
NSQC Clearance Date	30/12/2021

Qualification Pack

DGT/VSQ/N0102: Employability Skills (60 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Career Development & Goal Setting
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Elements and Performance Criteria

Introduction to Employability Skills

To be competent, the user/individual on the job must be able to:

- PC1.** identify employability skills required for jobs in various industries
- PC2.** identify and explore learning and employability portals

Constitutional values - Citizenship

To be competent, the user/individual on the job must be able to:

- PC3.** recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.
- PC4.** follow environmentally sustainable practices

Becoming a Professional in the 21st Century

To be competent, the user/individual on the job must be able to:

- PC5.** recognize the significance of 21st Century Skills for employment
- PC6.** practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life

Basic English Skills

To be competent, the user/individual on the job must be able to:

Qualification Pack

- PC7.** use basic English for everyday conversation in different contexts, in person and over the telephone
- PC8.** read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC9.** write short messages, notes, letters, e-mails etc. in English

Career Development & Goal Setting

To be competent, the user/individual on the job must be able to:

- PC10.** understand the difference between job and career
- PC11.** prepare a career development plan with short- and long-term goals, based on aptitude

Communication Skills

To be competent, the user/individual on the job must be able to:

- PC12.** follow verbal and non-verbal communication etiquette and active listening techniques in various settings
- PC13.** work collaboratively with others in a team

Diversity & Inclusion

To be competent, the user/individual on the job must be able to:

- PC14.** communicate and behave appropriately with all genders and PwD
- PC15.** escalate any issues related to sexual harassment at workplace according to POSH Act

Financial and Legal Literacy

To be competent, the user/individual on the job must be able to:

- PC16.** select financial institutions, products and services as per requirement
- PC17.** carry out offline and online financial transactions, safely and securely
- PC18.** identify common components of salary and compute income, expenses, taxes, investments etc
- PC19.** identify relevant rights and laws and use legal aids to fight against legal exploitation

Essential Digital Skills

To be competent, the user/individual on the job must be able to:

- PC20.** operate digital devices and carry out basic internet operations securely and safely
- PC21.** use e- mail and social media platforms and virtual collaboration tools to work effectively
- PC22.** use basic features of word processor, spreadsheets, and presentations

Entrepreneurship

To be competent, the user/individual on the job must be able to:

- PC23.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC24.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC25.** identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

Customer Service

To be competent, the user/individual on the job must be able to:

- PC26.** identify different types of customers
- PC27.** identify and respond to customer requests and needs in a professional manner.

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PC28. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

To be competent, the user/individual on the job must be able to:

PC29. create a professional Curriculum vitae (Résumé)

PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively

PC31. apply to identified job openings using offline /online methods as per requirement

PC32. answer questions politely, with clarity and confidence, during recruitment and selection

PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills and different learning and employability related portals

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

KU4. Twenty first (21st) century skills and their importance

KU5. how to use English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up

KU6. importance of career development and setting long- and short-term goals

KU7. about effective communication

KU8. POSH Act

KU9. Gender sensitivity and inclusivity

KU10. different types of financial institutes, products, and services

KU11. how to compute income and expenditure

KU12. importance of maintaining safety and security in offline and online financial transactions

KU13. different legal rights and laws

KU14. different types of digital devices and the procedure to operate them safely and securely

KU15. how to create and operate an e- mail account and use applications such as word processors, spreadsheets etc.

KU16. how to identify business opportunities

KU17. types and needs of customers

KU18. how to apply for a job and prepare for an interview

KU19. apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. read and write different types of documents/instructions/correspondence

GS2. communicate effectively using appropriate language in formal and informal settings

Qualification Pack

- GS3.** behave politely and appropriately with all
- GS4.** how to work in a virtual mode
- GS5.** perform calculations efficiently
- GS6.** solve problems effectively
- GS7.** pay attention to details
- GS8.** manage time efficiently
- GS9.** maintain hygiene and sanitization to avoid infection

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values - Citizenship</i>	1	1	-	-
PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
PC4. follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	2	4	-	-
PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. understand the difference between job and career	-	-	-	-
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC13. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	2	-	-
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
PC16. select financial institutions, products and services as per requirement	-	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	3	4	-	-
PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Entrepreneurship</i>	2	3	-	-
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	1	2	-	-
PC26. identify different types of customers	-	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
PC29. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC31. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS Total	20	30	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0102
NOS Name	Employability Skills (60 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2028
NSQC Clearance Date	31/08/2023

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each Element/ PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Qualification Pack

Minimum Aggregate Passing % at QP Level : 50

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
HCS/N7901.Carry out processing of raw materials	35	65	-	-	100	10
HCS/N7902.Carry out rolling of agarbatti & post rolling operation	32	68	-	-	100	10
HCS/N7903.Contribute to achieve quality in hand rolled agarbatti making	32	68	-	-	100	10
HCS/N8004.Carry out sorting, counting and weighing of perfumed agarbatti	44	56	-	-	100	10
HCS/N8005.Carry out packaging of perfumed agarbattis	45	55	-	-	100	10
HCS/N8006.Contribute to achieve quality in packaging of perfumed agarbattis	45	55	-	-	100	10
HCS/N9908.Working in a Team	30	70	-	-	100	10
HCS/N9912.Maintain Work Area and Tools	26	74	-	-	100	10
HCS/N9913.Maintain health, safety and security at workplace	28	72	-	-	100	10
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	0	0	50	10
Total	337	613	0	0	950	100

Qualification Pack

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

Qualification Pack

Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

Qualification Pack

Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.