



QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR HANDICRAFTS AND CARPET SECTOR

What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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Introduction

Qualifications Pack- Automatic Machine Rolled Agarbatti Maker

SECTOR: HANDICRAFTS AND CARPET

SUB-SECTOR: Handicrafts (Agarbatti)

OCCUPATION: Automatic Machine Rolled Agarbatti Maker

REFERENCE ID: HCS/Q 7903

ALIGNED TO: NCO-2004/8229.20

Brief Job Description: An Automatic Machine Rolled Agarbatti Maker is the one who produces agarbatti (perfumed or un-perfumed depending on ingredients) using an Automatic Rolling Machine based on extrusion technology. The major ingredient for machine rolled agarbatti are bamboo stick and agarbatti masala.

Personal Attributes: An Automatic Machine Rolled Agarbatti Maker should have good eyesight, hand-eye coordination and vision (including near vision, distance vision, colour vision, peripheral vision, depth perception and ability to change focus).



Job Details	Qualifications Pack Code	HCS/Q 7903		
	Job Role	AUTOMATIC MACHINE ROLLED AGARBATTI MAKER		
	Credits(NSQF)	TBD	Version number	1.0
	Sector	Handicrafts & Carpet	Drafted on	19/06/15
	Sub-sector	Handicrafts (Agarbatti)	Last reviewed on	29/06/15
	Occupation	Automatic Machine Rolled Agarbatti Maker	Next review date	29/06/17

Job Role	Automatic Machine Rolled Agarbatti Maker
Role Description	To prepare the raw materials and process them in an Automatic Rolling machine to get agarbatti as the final product.
NSQF level	4
Minimum Educational Qualifications	Preferably 5 th standard
Maximum Educational Qualifications	Not Applicable
Training (Suggested but not mandatory)	Training in machine rolled agarbatti making using Automatic Agarbatti Rolling Machine and quality appraisal.
Minimum Job Entry Age	18 years
Experience	Not Applicable
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> HCS/N 7907 (Carry out processing of raw materials for feeding the automatic rolling machine) HCS/N 7908 (Carry out rolling of agarbatti & post rolling operation using the automatic rolling machine) HCS/N 7909 (Contribute to achieve quality in agarbatti rolling using automatic rolling machine) HCS/N 9908 (Working in a team) HCS/N 9912 (Maintain work area & tools) HCS/N 9913 (Maintain health, safety and security at workplace) <p>Optional: N/A</p>
Performance Criteria	As described in the relevant OS units



Glossary of Key Terms

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses 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.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-functions	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
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 they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria 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 Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an OS unit, which can be denoted with either an 'O' or 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

Definitions



	appropriate OS they are looking for.
Scope	Scope is the 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 the quality of performance required.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization 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	Core Skills or Generic Skills are a group of skills that are key to learning and working 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.
Helpdesk	Helpdesk is an entity to which the customers will report their IT problems. IT Service Helpdesk Attendant is responsible for managing the helpdesk.
Keywords /Terms	Description
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
UGC	University Grants Commission
MHRD	Ministry of Human Resource Development
MoLE	Ministry of Labor and Employment
NVQF	National Vocational Qualifications Framework
HCSSC	Handicrafts and Carpet Sector Skill Council
TBD	To Be Determined
NSDC	National Skill Development Corporation
M/C	Machine

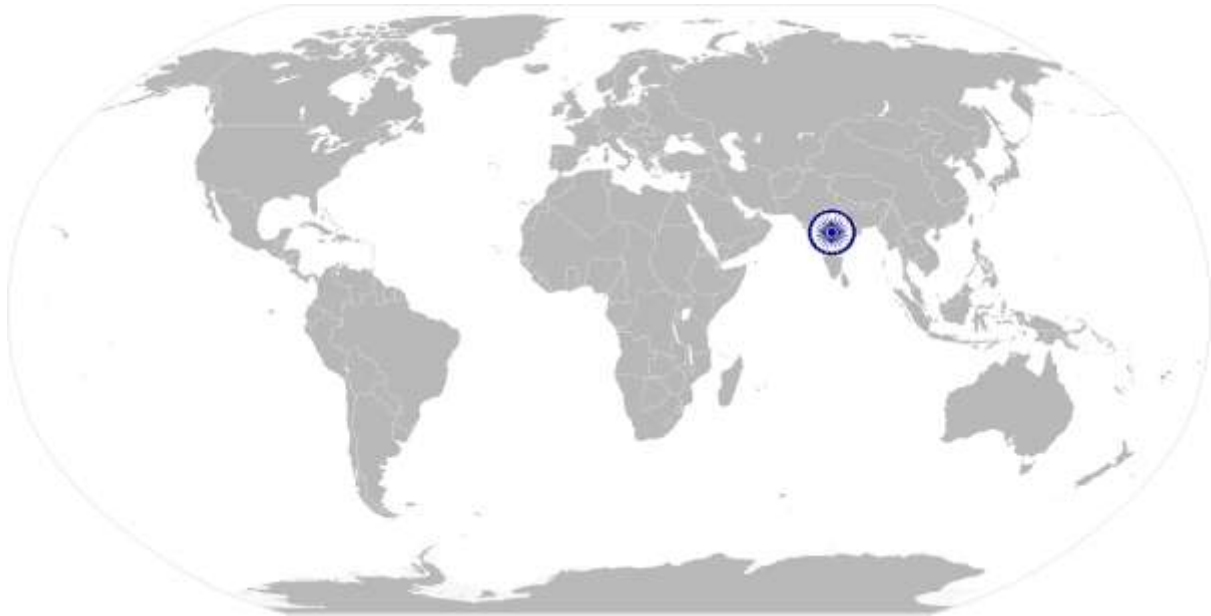
Acronyms



HCS/N 7907

Carry out processing of raw materials for feeding the automatic rolling m/c

National Occupational Standard



Overview

This unit is about processing of raw materials for agarbatti namely bamboo stick and agarbatti masala before processing them in the Automatic Agarbatti Rolling Machine.



HCS/N 7907

Carry out processing of raw materials for feeding the automatic rolling m/c

National Occupational Standard	Unit Code	HCS/N 7907
	Unit Title (Task)	Carry out processing of raw materials for feeding the automatic rolling machine
	Description	This unit is about carrying out basic operations of processing of various raw materials before using them in the Automatic Agarbatti Rolling Machine.
	Scope	Basic operations to be undertaken by the Automatic Machine Rolled Agarbatti Maker are: <ul style="list-style-type: none"> • preparing bamboo stick for rolling • preparing agarbatti masala dough
	Performance Criteria (PC) w.r.t. the Scope	
	Preparing bamboo stick for rolling	To be competent, the user/individual must be able to: <ul style="list-style-type: none"> PC1. sort and select the sticks as per the given instructions PC2. identify the premade bamboo sticks which cannot be used for machine rolling PC3. separately store the selected sticks and ensure that are dry PC4. ensure that the sticks are as per the quality required for loading
	Preparing agarbatti masala dough	<ul style="list-style-type: none"> PC5. identify different ingredients for agarbatti masala for machine loading PC6. check the ingredients and remove any unwanted materials PC7. calculate the approximate ratio in which the ingredients are to be mixed PC8. take out and mix different ingredients uniformly PC9. add appropriate amount of liquid (water or oil) to justify the optimum level of viscosity of the masala dough PC10. mix the liquid with ingredients thoroughly by hand or machine to prepare the dough PC11. ensure that the viscosity is as per the quality required for machine loading PC12. proper storage/ covering of the masala dough to refrain it from drying PC13. carry out operations at a rate which maintains workflow PC14. respond appropriately incase of any major faults in the bamboo stick and other ingredients. PC15. minimise and dispose the waste materials in the approved manner PC16. take safety precautions while mixing the masala ingredients PC17. leave work area safe and secure when work is complete
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual needs to know and understand: <ul style="list-style-type: none"> KA1. the organization's policies, procedures, guidelines and standards for quality KA2. safe working practices and organisational procedures KA3. quality systems and other processes practiced in the organization KA4. types of problems with quality and how to report them to appropriate people KA5. reporting procedure in case of faults in own/ other processes KA6. who to refer problems to when they are outside the limit of your authority KA7. the organization's tools, templates and processes for related operations in production
	B. Technical	The user/individual needs to know and understand: <ul style="list-style-type: none"> KB1. different ingredients for agarbatti masala



HCS/N 7907

Carry out processing of raw materials for feeding the automatic rolling m/c

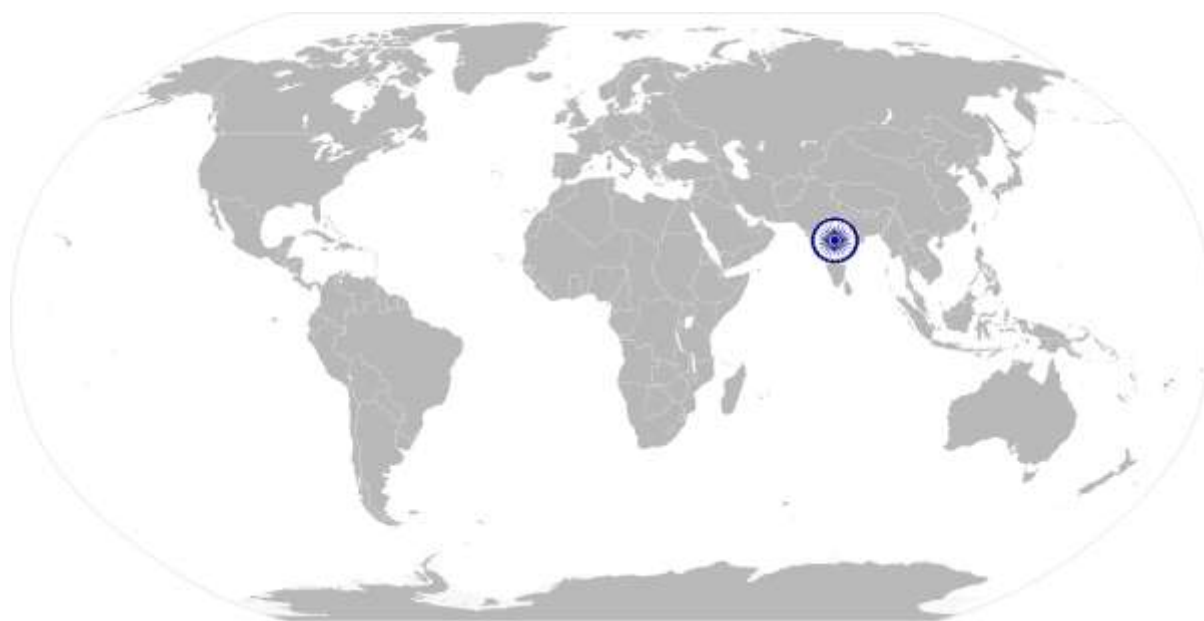
<p>Knowledge</p>	<p>KB2. functions of different ingredients in agarbatti masala KB3. recipe of making agarbatti dough KB4. quality of bamboo stick that is suitable for feeding in automatic rolling machines KB5. basis on which different ingredients are to be mixed KB6. need for proper storage of prepared agarbatti masala dough</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills The user/individual on the job needs to know and understand how to: SA1. write in local language</p> <p>Reading Skills The user/individual on the job needs to know and understand how to: SA2. read measurement instructions.</p> <p>Oral Communication (Listening and Speaking skills) The user/individual on the job needs to know and understand how to: SA3. listen effectively and orally communicate information accurately SA4. ask for clarification and advice from others</p>
<p>B. Professional Skills</p>	<p>Decision Making The user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response</p> <p>Plan and Organize User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines</p> <p>Customer Centricity The user/individual on the job needs to know and understand how to: SB4. manage relationships with customers SB5. build customer relationships and use customer centric approach</p> <p>Problem Solving User/individual needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB7. identify immediate or temporary solutions to resolve delays</p> <p>Analytical Thinking User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others</p> <p>Critical Thinking User/individual need to know and understand how to: SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action</p>



HCS/N 7907 Carry out processing of raw materials for feeding the automatic rolling m/c

NOS Version Control

NOS Code	HCS/N 7907		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Agarbatti)	Last reviewed on	29/06/15
Occupation	Automatic Machine Rolled Agarbatti Maker	Next review date	29/06/17

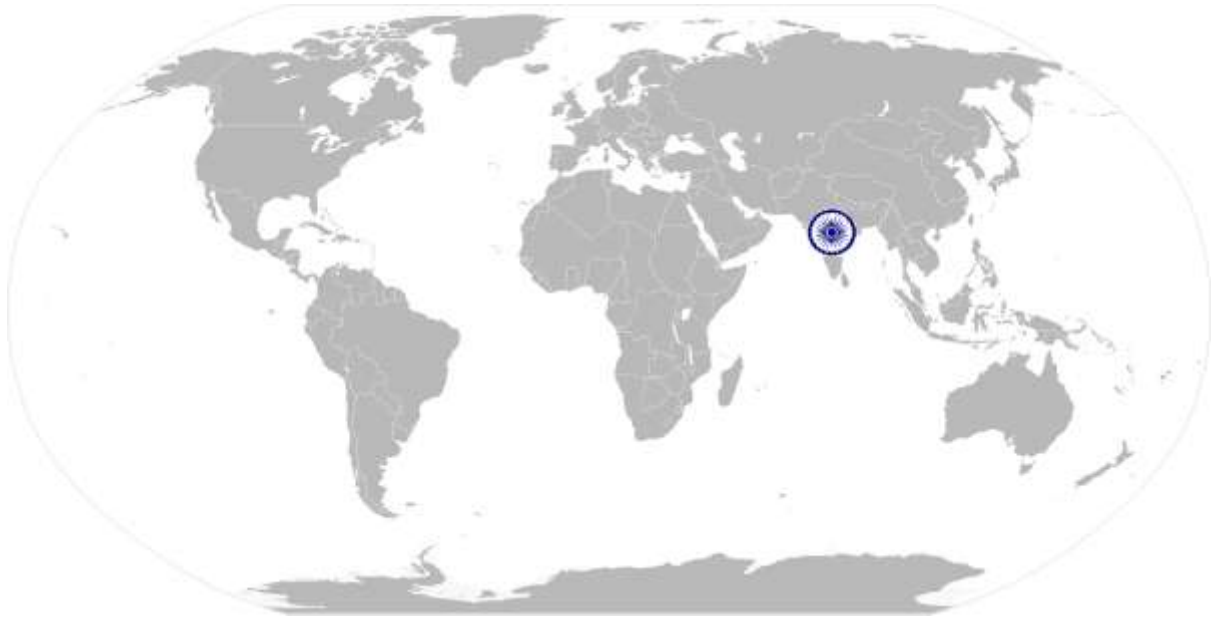




HCS/N 7908

Carry out rolling of agarbatti & post rolling operation using automatic rolling machine

National Occupational Standard



Overview

This unit is about rolling of agarbatti masala on the bamboo stick and post rolling operations using Automatic Agarbatti Rolling machine.



HCS/N 7908

Carry out rolling of agarbatti & post rolling operation using automatic rolling machine

National Occupational Standard	Unit Code	HCS/N 7908
	Unit Title (Task)	Carry out rolling of agarbatti & post rolling operation using automatic rolling machine
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to carry out rolling of agarbatti using Automatic Agarbatti Rolling Machine.
	Scope	The basic operations to be undertaken by the Automatic Machine Rolled Agarbatti Maker are as follows: <ul style="list-style-type: none"> • preparation of rolling machine & loading of masala dough • rolling operation • post rolling operation
	Performance Criteria (PC) w.r.t. the Scope	
	Preparation of rolling machine & loading of masala dough	To be competent on the job, the user/individual must be able to: <ul style="list-style-type: none"> PC1. identify different parts of rolling machine PC2. check and ensure that different parts of the machine are working properly PC3. maintainance rolling machine by greasing PC4. compactly load the masala dough into the feed hopper to minimize air gap PC5. adjust the tip length decider to required level PC6. adjust the nozzle and rocket for smooth rolling PC7. test the sensor effectiveness by using dummy PC8. take appropriate action in case of failure of sensor
	Rolling Operation	<ul style="list-style-type: none"> PC9. correctly hold/place the bamboo sticks for uninterrupted operation PC10. appropriately operate the machine to produce rolled agarbatti PC11. reload the spilled masala into the cylinder to minimize wastage PC12. stop operation and report to the supervisor in case of disfunction of the machine
	Post Rolling Operation	<ul style="list-style-type: none"> PC13. ensuring uniformity and minimum moisture content of rolled agarbatti PC14. check for any defective rolled agarbatti and remove the same from the lot PC15. weigh the dried rolled agarbatti and make bundles of unit weight (say 1 or half kg) PC16. roll each bundle separately in paper to avoid seeping in of moisture PC17. store the rolled batti lot in a dry area avoiding direct contact with ground PC18. clean the machine from any stains of masala that may create difficulty for next rolling batch PC19. dispose the waste materials in the approved manner PC20. take safety precautions while operating the machine PC21. carry out operations at a rate which maintains workflow PC22. leave work area safe and secure when work is complete
	Knowledge and Understanding (K)	
	A. Organizational	The user/individual needs to know and understand: <ul style="list-style-type: none"> KA1. the organisation's policies and procedures



HCS/N 7908

Carry out rolling of agarbatti & post rolling operation using automatic rolling machine

<p>Context (Knowledge of the company/ organization and its processes)</p>	<p>KA2. responsibilities under health, safety and environmental legislation KA3. guidelines for storage and disposal of waste materials KA4. potential hazards associated with the machines and the safety precautions that must be taken KA5. protocol to obtain more information on work related tasks KA6. contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools and/or equipment KA7. details of the job role and responsibilities KA8. work target and review mechanism with supervisor KA9. protocol and format for reporting work related risks/ problems KA10. method of obtaining/ giving feedback related to performance KA11. importance of team work and harmonious working relationships KA12. process for offering/ obtaining work related assistance</p>
<p>B. Technical Knowledge</p>	<p>The user/individual needs to know and understand: KB1. different parts of machine KB2. function of sensor KB3. consequences of improper loading of masala into the cylinder KB4. need for regular maintenance of machine KB5. different types of defects/quality errors/issues in rolled agarbatti KB6. common hazards in the work area and workplace procedures for dealing with them</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills The user/individual on the job needs to know and understand how to: SA1. write in local language</p> <p>Reading Skills The user/individual on the job needs to know and understand how to: SA2. read measurement instructions.</p> <p>Oral Communication (Listening and Speaking skills) The user/individual on the job needs to know and understand how to: SA3. listen effectively and orally communicate information accurately SA4. ask for clarification and advice from others</p>
<p>B. Professional Skills</p>	<p>Decision Making The user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response</p> <p>Plan and Organize User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines</p> <p>Customer Centricity The user/individual on the job needs to know and understand how to: SB4. manage relationships with customers</p>



HCS/N 7908

Carry out rolling of agarbatti & post rolling operation using automatic rolling machine

	SB5. build customer relationships and use customer centric approach
	Problem Solving
	User/individual needs to know and understand how to:
	SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)
	SB7. identify immediate or temporary solutions to resolve delays
	Analytical Thinking
	User/individual needs to know and understand how to:
SB8. analyze data and activities	
SB9. pass on relevant information to others	
Critical Thinking	
User/individual need to know and understand how to:	
SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action	

NOS Version Control

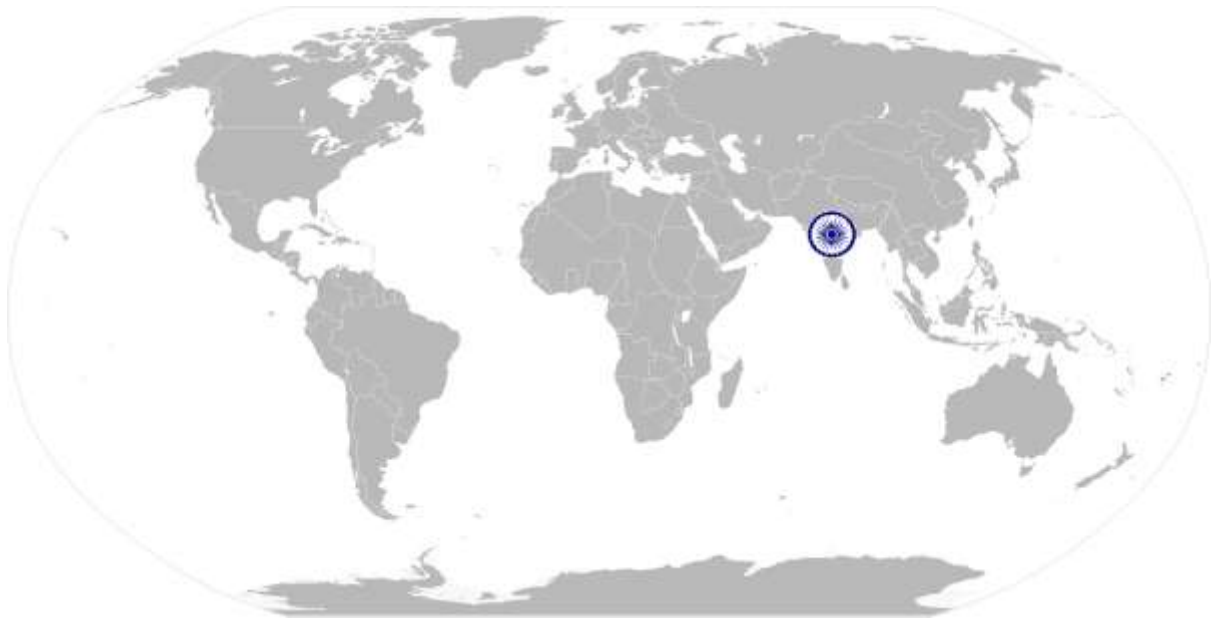
NOS Code	HCS/N 7908		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Agarbatti)	Last reviewed on	29/06/15
Occupation	Automatic Machine Rolled Agarbatti Maker	Next review date	29/06/17



HCS/N 7909

Contribute to achieve quality in agarbatti rolling using automatic rolling machine

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & abilities required to achieve quality in Machine Rolled Agarbatti Making



HCS/N 7909

Contribute to achieve quality in agarbatti rolling using automatic rolling machine

National Occupational Standard

Unit Code	HCS/N 7909
Unit Title (Task)	Contribute to achieve quality in agarbatti rolling using automatic rolling machine
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality while undertaking rolling of agarbatti using rolling machine to ensure that the product meets the desired specifications.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> contribute to achieving the quality in machine rolled agarbatti making related operations
Performance Criteria (PC) w.r.t the Scope	
Elements	Performance Criteria
Contribute to achieve the product quality in machine rolled agarbatti making	To be competent, the user/individual on the job must be able to: <p>PC1. identify and use raw materials as per the specifications provided</p> <p>PC2. take the necessary action when materials do not conform to quality standards</p> <p>PC3. report and replace identified faulty materials and component parts which do not meet specification</p> <p>PC4. ensure that the specification sheets are comprehended correctly</p> <p>PC5. carry out work safely and at a rate which maintains work flow</p> <p>PC6. report to the responsible person when the work flow of other production areas disrupts work</p> <p>PC7. carry out quality checks at specified intervals according to instructions</p> <p>PC8. ensure that the machine parameters are set as per specifications</p> <p>PC9. identify faults and take appropriate action for rectification</p> <p>PC10. maintain the required productivity and quality levels</p> <p>PC11. ensure standard sizes are maintained i.e. 1.3 mm, 1.5 mm, 1.8 mm, 2 mm</p> <p>PC12. ensure that the length mentioned in the specifications are 8, 9 or 10 inches</p> <p>PC13. ensure that the moisture is less than 10%</p>
Knowledge and Understanding (K) w.r.t. the Scope	
Elements	Knowledge and Understanding
A. Organisational Context (Knowledge of the company / organisation and its processes)	The user/individual on the job needs to know and understand: <p>KA1. safe working practices and organisational procedures</p> <p>KA2. the organisation's procedures and guidelines</p> <p>KA3. quality systems and processes followed in the organisation</p> <p>KA4. equipment operating procedures / manufacturer's instructions</p> <p>KA5. types of problems with quality and how to report them to appropriate people</p> <p>KA6. methods to present any ideas for improvement to supervisor</p> <p>KA7. the importance of complying with written instructions</p> <p>KA8. limits of personal responsibility</p> <p>KA9. reporting procedure in case of faults in own/ other processes</p>



HCS/N 7909

Contribute to achieve quality in agarbatti rolling using automatic rolling machine

B. Technical / Domain Knowledge	The user/individual on the job needs to know and understand: KB1. different types of faults that are likely to be found KB2. consequences of using incorrect tools KB3. the importance of segregating rejects KB4. appropriate inspection methods that can be used KB5. own responsibilities at work KB6. different quality parameters in the industry
Skills (S) w.r.t the Scope	
Elements	Skills
A. Core Skills/ Generic Skills	<p>Writing Skills</p> <p>The user/individual on the job needs to know and understand how to: SA1. write in local language</p> <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to: SA2. read measurement instructions.</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to: SA3. listen effectively and orally communicate information accurately SA4. ask for clarification and advice from others</p>
B. Professional Skills	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response</p> <p>Plan and Organize</p> <p>User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines</p> <p>Customer Centricity</p> <p>The user/individual on the job needs to know and understand how to: SB4. manage relationships with customers SB5. build customer relationships and use customer centric approach</p> <p>Problem Solving</p> <p>User/individual needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB7. identify immediate or temporary solutions to resolve delays</p> <p>Analytical Thinking</p> <p>User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others</p> <p>Critical Thinking</p> <p>User/individual need to know and understand how to: SB10. apply, analyze, and evaluate the information gathered from observation,</p>



HCS/N 7909 Contribute to achieve quality in agarbatti rolling using automatic rolling machine

	experience, reasoning, or communication, as a guide to thought and action
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NOS Version Control

NOS Code	HCS/N 7909		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Agarbatti)	Last reviewed on	29/06/15
Occupation	Automatic Machine Rolled Agarbatti Maker	Next review date	29/06/17

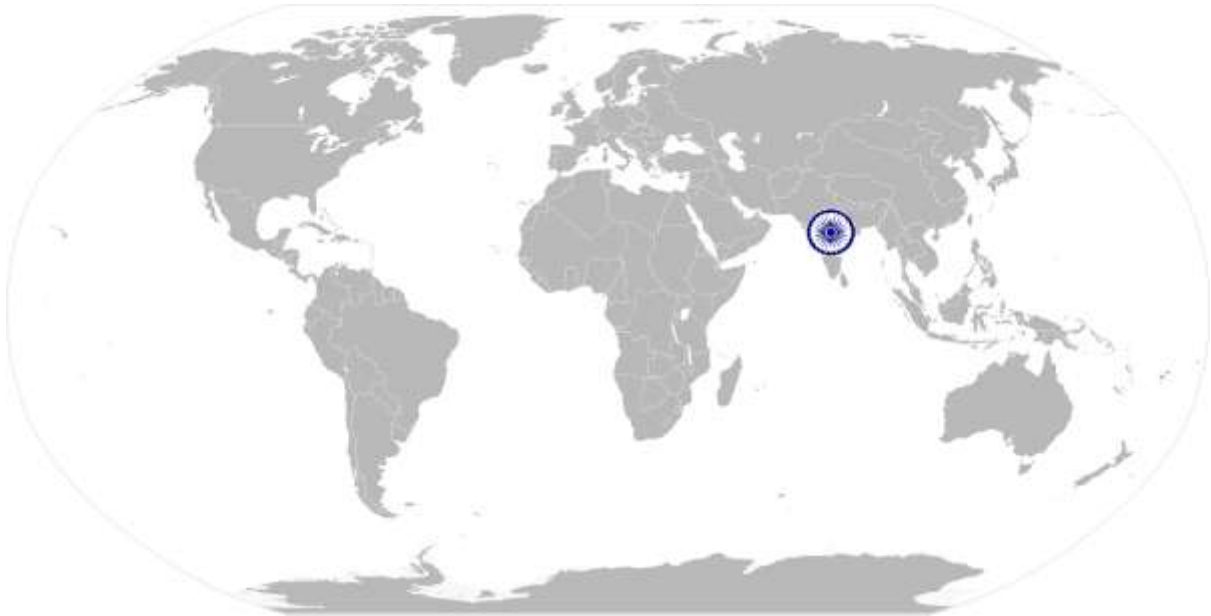




HCS/N 9908

Working in a team

National Occupational Standard



Overview

This unit is about working as part of a team within the organization.



HCS/N 9908

Working in a team

National Occupational Standard	Unit Code	HCS/N9908
	Unit Title (Task)	Working in a team
	Description	This unit is about working as a team member within the organisation
	Scope	<ul style="list-style-type: none"> ▪ Commitment and trust ▪ Communication ▪ Adaptability ▪ Creative freedom
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Commitment and trust	PC1. be accountable to one's own role in whole process of developing product PC2. perform all roles with full responsibility PC3. be effective and efficient at workplace
	Communication	PC4. properly communicate about organization policies PC5. talk politely with other team members and colleagues
	Adaptability	PC6. adjust in different work situations PC7. give due importance to others' point of view PC8. avoid conflicting situations
	Creative freedom	PC9. develop new ideas for work procedures PC10. improve upon the existing techniques to increase process efficiency
Knowledge and Understanding (K)		
A. Organizational Context	KA1. general rules and regulations in a paper mache sector KA2. procedure followed to get the final output KA3. safe working practices to be adopted KA4. reporting to the supervisor or higher authority about any grievances faced	
B. Technical Knowledge	KB1. understanding the importance of the previous and next step of the process KB2. process flow in a paper mache section KB3. material sequence of flow KB4. functions of different parts of product development KB5. tools and equipments used KB6. guidelines for operating the equipment KB7. safety procedures to be followed as applicable	
Skills (S)		
A. Core Skills/ Generic Skills	Writing Skills	
	The user/individual on the job needs to know and understand: SA1. write letters, memos, applications regarding team needs and performance in simple language SA2. write daily work report	
	Reading Skills	
	The user/individual on the job needs to know and understand: SA3. comprehend written instructions SA4. read any application sent by other colleagues and team members	
Oral Communication (Listening and Speaking skills)		



HCS/N 9908

Working in a team

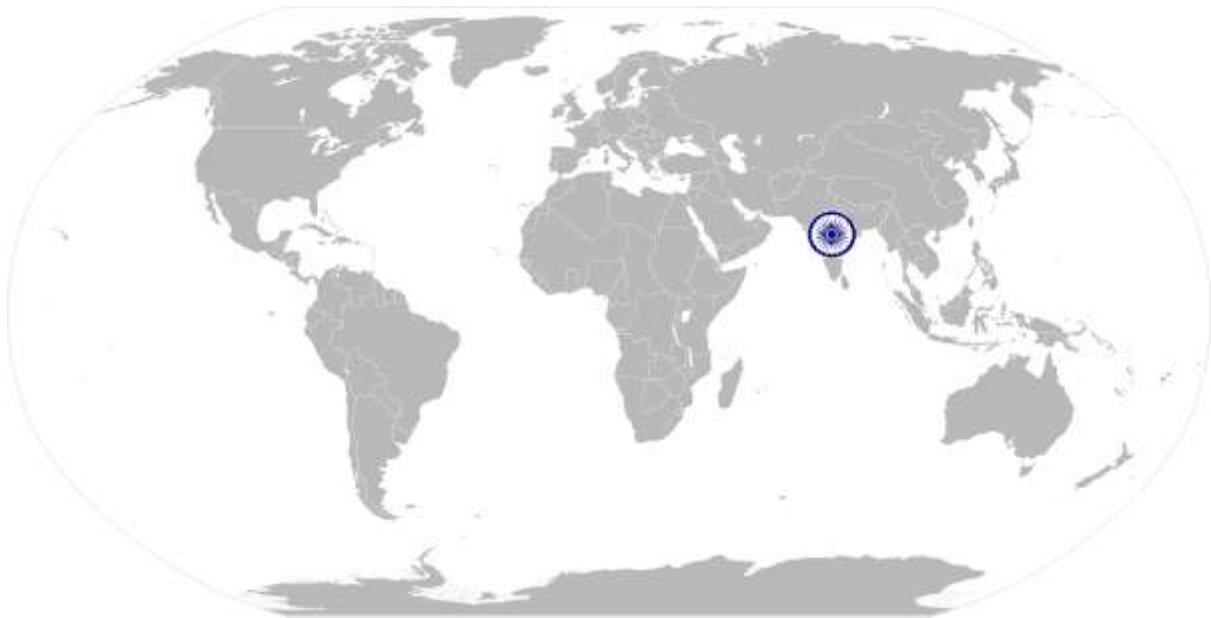
	The user/individual on the job needs to know and understand: SA5. communicate with superior, colleagues and juniors appropriately SA6. talk to team members to convey information effectively
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. make decisions in relation to the concerned scope of work
	Plan and Organize
	The user/individual on the job needs to know and understand: SB2. plan and organize the work to achieve shared objectives of the team
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB3. manage relationships with customers who may be in need of supports to maintain productivity and performance SB4. build with customer a relationship of trust and cooperation in achieving team goal
	Problem Solving
	The user/individual on the job needs to know and understand: SB5. apply problem-solving approaches to resolve conflicts SB6. seek clarification to problems when in doubt
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB7. identify root cause of problem split to utmost level of circumstances, personality etc
Critical Thinking	
The user/individual on the job needs to know and understand how to: SB8. critically evaluate various approaches of building team and sustaining team performance.	

NOS Version Control

NOS Code	HCS/N9908		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Agarbatti)	Last reviewed on	29/06/15
Occupation	Automatic Machine Rolled Agarbatti Maker	Next review date	29/06/17



National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/maintain work areas and machines used are maintained as per norms.



HCS/N 9912

Maintain work area and tools

National Occupational Standard

Unit Code	HCS/N 9912
Unit Title (Task)	Maintain work area and tools
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/ maintain work areas and machines used for machine rolled agarbatti production.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> maintain the work area and tools
Performance Criteria (PC) w.r.t the Scope	
Elements	Performance Criteria
Maintain the work area, tools and machines	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. handle materials and tools safely and correctly PC2. reuse materials to minimize waste PC3. maintain a clean and hazard free working area PC4. maintain the tools used for machine rolled agarbattis PC5. carry out maintenance and/or cleaning within one's responsibility PC6. report damaged tools & materials PC7. work in a comfortable position with the correct posture PC8. dispose off waste safely in the designated location PC9. store tools safely after use PC10. carry out cleaning according to schedules and limits of responsibility
Knowledge and Understanding (K) w.r.t the Scope	
Elements	Knowledge and Understanding
A. Organisational Context (Knowledge of the company / organisation and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. personal hygiene and duty of care KA2. safe working practices and organisational procedures KA3. limits of your own responsibility KA4. ways to resolve problems within the work area KA5. the production process and the specific work activities that relate to the whole process KA6. the importance of effective communication with colleagues KA7. the lines of communication, authority and reporting procedures KA8. the organisation's rules, codes and guidelines (including timekeeping) KA9. the organisation's quality standards KA10. the importance of complying with written instructions
B. Technical / Domain Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. work instructions and specifications accurately KB2. method to make use of the information detailed in specifications and instructions KB3. relation between work role and the overall manufacturing process KB4. the importance of taking action when problems are identified KB5. different ways of minimising waste KB6. effects of contamination on products KB7. common faults in machine rolled agarbattis KB8. machine maintenance procedures



HCS/N 9912 Maintain work area and tools

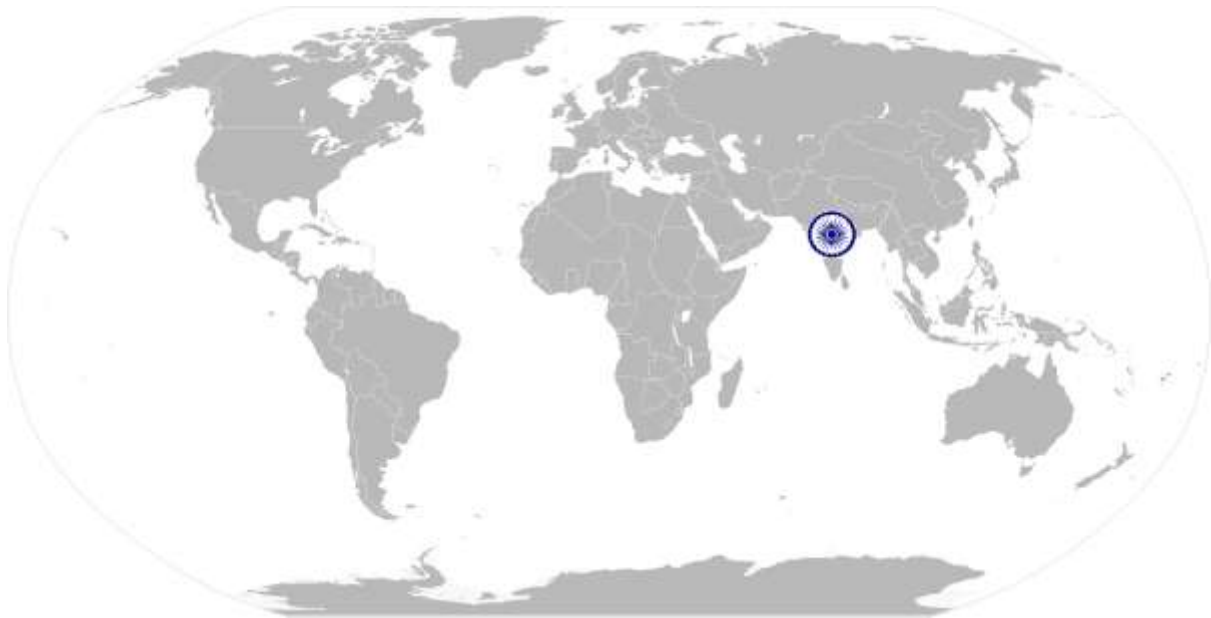
	KB9. hazards likely to be encountered when conducting routine maintenance KB10. safe working practices for cleaning
Skills (S) w.r.t the Scope	
Elements	Skills
A. Core Skills/ Generic Skills	Writing Skills The user/individual on the job needs to know and understand how to: SA1. write in local language
	Reading Skills The user/individual on the job needs to know and understand how to: SA2. read measurement instructions.
	Oral Communication (Listening and Speaking skills) The user/individual on the job needs to know and understand how to: SA3. listen effectively and orally communicate information accurately SA4. ask for clarification and advice from others
	B. Professional Skills
	Decision Making The The user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response
	Plan and Organize User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	Customer Centricity The user/individual on the job needs to know and understand how to: SB4. manage relationships with customers SB5. build customer relationships and use customer centric approach
	Problem Solving User/individual needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB7. identify immediate or temporary solutions to resolve delays
	Analytical Thinking User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others
	Critical Thinking User/individual need to know and understand how to: SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action



HCS/N 9912 Maintain work area and tools

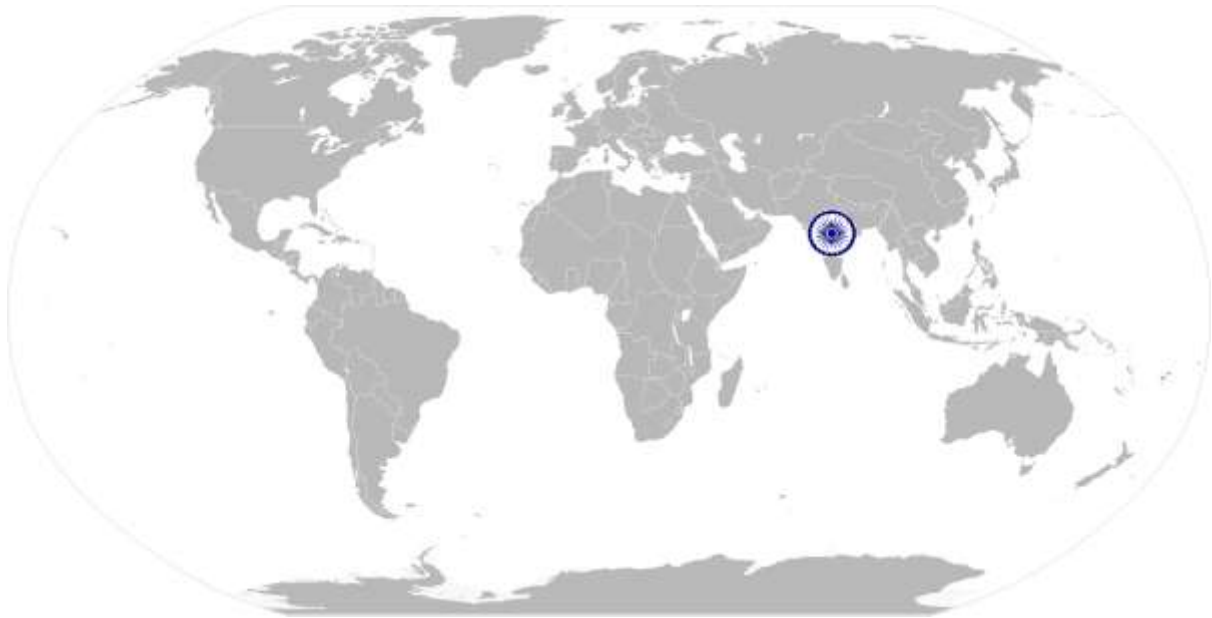
NOS Version Control

NOS Code		HCS/N 9912	
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Agarbatti)	Last reviewed on	29/06/15
Occupation	Automatic Machine Rolled Agarbatti Maker	Next review date	29/06/16





National Occupational Standard



Overview

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.



HCS/N 9913

Maintain health, safety and security at workplace

National Occupational Standard	Unit Code	HCS/N 9913
	Unit Title (Task)	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	This unit/task covers the following: <ul style="list-style-type: none"> comply with health, safety and security requirements at work
	Performance Criteria (PC) w.r.t the Scope	
	Elements	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 and safety related instructions applicable to the workplace PC2. use and maintain personal protective equipment as per protocol PC3. carry out own activities in line with approved guidelines and procedures PC4. maintain a healthy lifestyle and guard against dependency on intoxicants PC5. follow environment management system related procedures PC6. store materials and tools in line with manufacturer's and organisational requirements PC7. safely handle and move waste and debris PC8. minimize health and safety risks to self and others due to own actions PC9. seek clarifications, from supervisors or other authorized personnel in case of perceived risks PC10. monitor the workplace and work processes for potential risks and threats 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. participate in mock drills/ evacuation procedures organized at the workplace PC14. undertake first aid, fire-fighting and emergency response training, if asked to do so PC15. take action based on instructions in the event of fire, emergencies or accidents PC16. follow organisation procedures for evacuation when required
	Knowledge and Understanding (K) w.r.t the Scope	
	Elements	Knowledge and Understanding
	A. Organisational Context	The user/individual on the job needs to know and understand:
(Knowledge of the company / organisation and its processes)	KA1. health and safety related practices applicable at the workplace KA2. potential hazards, risks and threats based on nature of operations KA3. organizational procedures for safe handling of tools KA4. potential risks due to own actions and methods to minimize these KA5. environmental management system related procedures at the workplace	



HCS/N 9913

Maintain health, safety and security at workplace

	<p>KA6. layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points</p> <p>KA7. potential accidents and emergencies and response to these scenarios</p> <p>KA8. reporting protocol and documentation required</p> <p>KA9. details of personnel trained in first aid, fire-fighting and emergency response</p> <p>KA10. actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>
B. Technical / Domain Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. occupational health and safety risks and methods</p> <p>KB2. personal protective equipment and method of use</p> <p>KB3. identification, handling and storage of hazardous substances</p> <p>KB4. proper disposal system for waste and by-products</p> <p>KB5. signage related to health and safety and their meaning</p> <p>KB6. importance of sound health, hygiene and good habits</p> <p>KB7. ill-effects of alcohol, tobacco and drugs</p>
Skills (S) w.r.t the Scope	
Elements	Skills
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. write in local language
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. read measurement instructions.
	Oral Communication (Listening and Speaking skills)
The user/individual on the job needs to know and understand how to: SA3. listen effectively and orally communicate information accurately SA4. ask for clarification and advice from others	
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response
	Plan and Organize
	User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB4. manage relationships with customers SB5. build customer relationships and use customer centric approach
	Problem Solving
User/individual needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)	



HCS/N 9913 Maintain health, safety and security at workplace

	SB7. identify immediate or temporary solutions to resolve delays
	Analytical Thinking
	User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others
	Critical Thinking
	User/individual need to know and understand how to: SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

NOS Version Control

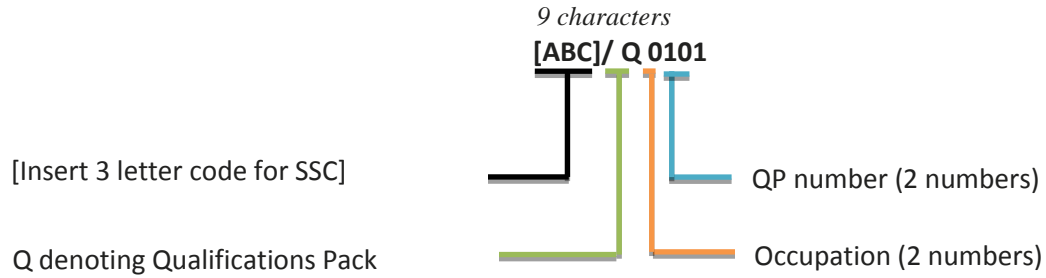
NOS Code	HCS/N 9913		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Agarbatti)	Last reviewed on	29/06/15
Occupation	Automatic Machine Rolled Agarbatti Maker	Next review date	29/06/17



Annexure

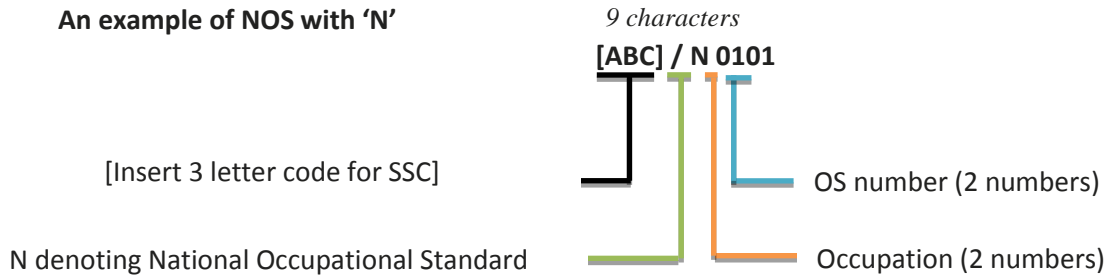
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



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The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
Ceramics	01 – 10
Fashion Jewellery	11 - 13
Stoneware	14 - 19
Glassware	20 - 27
Metalware crafts	28 - 37
Leather crafts	38 - 43
Paper Mache	44 - 49
Carpets & rugs	50 – 59
Horn bone & shell craft	60 – 65
Wood ware, dolls & toys	66 – 71
Hand printed, Embroidered / knitted & crocheted textiles	72 – 77
Agarbatti	78 – 82
Paper crafts	83 – 86
NER crafts	87 – 92
Miscellaneous crafts	93 - 95
Generic Occupation	96 – 99

Sequence	Description	Example
Three letters	Handicraft and Carper Sector Skill Council	HCS
Slash	/	/
Next letter	Whether QP or NOS	Q
Next two numbers	Occupation code	01
Next two numbers	OS number	01



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Automatic Machine Rolled Agarbatti Maker

Qualification Pack: HCS/Q 7903

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 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

		Marks Allocation			
		Total Marks (600)	Out of	Theory	Skills practical
1. HCS/N 7907 (Carry out processing of raw materials for feeding automatic rolling M/C)	PC1. Sort and select the sticks as per the given instructions	100	3	2	1
	PC2. Identify the premade bamboo sticks which cannot be used for machine rolling		7	3	4
	PC3. Separately store the selected sticks and ensure that are dry		3	2	1
	PC4. Ensure that the sticks are as per the quality required for loading		8	4	4
	PC5. Identify different ingredients for agarbatti masala for machine loading		8	4	4
	PC6. Check the ingredients and remove any unwanted materials		5	2	3
	PC7. Calculate the approximate ratio in which the ingredients are to be mixed		12	5	7
	PC8. Take out and mix different ingredients uniformly		3	2	1
	PC9. Add appropriate amount of liquid (water or oil) to justify the optimum		7	3	4



	level of viscosity of the masala dough				
	PC10. Mix the liquid with ingredients thoroughly by hand or machine to prepare the dough		4	2	2
	PC11. Ensure that the viscosity is as per the quality required for machine loading		8	4	4
	PC12. Proper storage/ covering of the masala dough to refrain it from drying		4	2	2
	PC13. Carry out operations at a rate which maintains workflow		10	4	6
	PC14. Respond appropriately incase of any major faults in the bamboo stick and other ingredients.		3	2	1
	PC15. Minimise and dispose the waste materials in the approved manner		6	3	3
	PC16. Take safety precautions while mixing the masala ingredients		5	2	3
	PC17. Leave work area safe and secure when work is complete		4	2	2
		TOTAL	100	48	52
2. HCS/N 7908 (Carry out rolling of agarbatti & post rolling operation using the automatic rolling M/C)	PC1. Identify different parts of rolling machine		10	5	5
	PC2. Check and ensure that different parts of the machine are working properly		4	2	2
	PC3. Regularly maintain the rolling machine by greasing		3	1	2
	PC4. Compactly load the masala dough into the cylinder minimizing air gap		5	1	4
	PC5. Adjust the tip length decider to required level		3	1	2
	PC6. Adjust the nozzle and rocket for smooth rolling		3	1	2
	PC7. Test the sensor effectiveness by using dummy				
	PC8. Take appropriate action in case of failure of sensor				
	PC9. Correctly Hold/Place the bamboo sticks for uninterrupted operation		4	1	3
	PC10. Appropriately operate the machine to produce rolled agarbatti		12	6	6
	PC11. Reload the spilled masala into the cylinder to minimize wastage		3	1	2
	PC12. Stop operation and report to the supervisor in case of disfunction of the		5	4	1
	100				



	machine				
	PC13. Ensuring uniformity and minimum moisture content of rolled agarbatti		6	3	3
	PC14. Check for any defective rolled agarbatti and remove the same from the lot		5	2	3
	PC15. Weigh the dried rolled agarbatti and make bundles of unit weight (say 1 or half kg)		3	1	2
	PC16. Roll each bundle separately in paper to avoid seeping in of moisture		6	1	5
	PC17. Store the rolled batti lot in a dry area avoiding direct contact with ground		7	2	5
	PC18. Clean the machine from any stains of masala that may create difficulty for next rolling batch		5	2	3
	PC19. Dispose the waste materials in the approved manner		4	1	3
	PC20. Take safety precautions while operating the machine		5	2	3
	PC21. Carry out operations at a rate which maintains workflow		3	1	2
	PC22. Leave work area safe and secure when work is complete		4	2	2
		TOTAL	100	40	60
3. HCS/N 7909 (Contribute to achieve quality in agarbatti rolling using automatic rolling machine)	PC1. Identify and use raw materials as per the specifications provided	100	10	4	6
	PC2. Take the necessary action when materials do not conform to quality standards		8	4	4
	PC3. Report and replace identified faulty materials and component parts which do not meet specification		6	3	3
	PC4. Ensure that the specification sheets are comprehended correctly		8	4	4
	PC5. Carry out work safely and at a rate which maintains work flow		8	4	4
	PC6. Report to the responsible person when the work flow of other production areas disrupts work		6	3	3
	PC7. Carry out quality checks at specified intervals according to instructions		8	4	4
	PC8. Ensure that the machine		10	4	6



	parameters are set as per specifications				
	PC9. Identify faults and take appropriate action for rectification		6	3	3
	PC10. Maintain the required productivity and quality levels		8	4	4
	PC11. Ensure standard sizes are maintained i.e. 1.3 mm, 1.5 mm, 1.8 mm, 2 mm		9	4	5
	PC12. Ensure that the length mentioned in the specifications are 8, 9 or 10 inches		7	3	4
	PC13. Ensure that the moisture is less than 10%		6	3	3
	TOTAL		100	47	53
4. HCS/N9908 (Working in a team)	PC1. Be accountable to one's own role in whole process of developing product	100	12	4	8
	PC2. Perform all roles with full responsibility		10	3	7
	PC3. Be effective and efficient at workplace		10	3	7
	PC4. Properly communicate about organisation's policies		8	4	4
	PC5. Talk politely with other team members and colleagues		10	3	7
	PC6. Adjust in different work situations		10	3	7
	PC7. Give due importance to others' point of view		10	3	7
	PC8. Avoid conflicting situations		10	2	8
	PC9. Develop new ideas for work procedures		8	2	6
	PC10. Improve upon the existing techniques to increase process efficiency		12	2	10
	TOTAL			100	29
4. HCS/N 9912 (Maintain work area and tools)	PC1. Handle materials and tools safely and correctly	100	8	2	6
	PC2. Use materials to minimize waste		10	3	7
	PC3. Maintain a clean and hazard free working area		10	3	7
	PC4. Maintain the tools used for stick making		8	2	6
	PC5. Carry out maintenance and/or cleaning within one's responsibility		10	3	7
	PC6. Report damaged tools and materials		12	4	8



	PC7. Work in a comfortable position with correct posture		10	3	7
	PC8. Dispose of waste safely in designated location		12	4	8
	PC9. Store tools safely after use		10	3	7
	PC10. Carry out cleaning according to schedules and limits of responsibility		10	3	7
		TOTAL	100	30	70
5. HCS/N 9913 (Maintain health, safety and security at workplace)	PC1. Comply with health and safety related instructions applicable to the workplace	100	8	2	6
	PC2. Use and maintain personal protective equipment as per protocol		8	2	6
	PC3. Carry out own activities in line with approved guidelines and procedures		8	2	6
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		8	2	6
	PC5. Follow environment management system related procedures		6	2	4
	PC6. Store materials and tools in line with manufacturer's and organisational requirements		5	2	3
	PC7. Safely handle and move waste and debris		4	1	3
	PC8. Minimize health and safety risks to self and others due to own actions		6	2	4
	PC9. Seek clarifications from supervisors or other authorized personnel in case of perceived risks		4	1	3
	PC10. Monitor the workplace and work processes for potential risks and threats		4	1	3
	PC11. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		5	2	3
	PC12. Report hazards and potential risks/ threats to supervisors or other authorized personnel		7	3	4
	PC13. Participate in mock drills/ evacuation procedures organised at the workplace		5	2	3
	PC14. Undertake first aid, fire fighting and emergency response training, if asked		6	2	4



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