

QUALIFICATION FILE

Agarbatti Maker

☒ Short Term Training (STT) ☐ Long Term Training (LTT) ☐ Apprenticeship

☐ Upskilling ☐ Dual/Flexi Qualification ☐ For ToT ☐ For ToA

☒ General ☐ Multi-skill (MS) ☐ Cross Sectoral (CS) ☐ Future Skills

NCrF/NSQF Level: **NSQF Level 3**

Submitted By:

Handicrafts and Carpet Sector Skill Council-HCSSC

Tel number(s): 011-26139834

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Section1: Basic Details

1.	Qualification Name	Agarbatti Maker	
2.	Sector/s	Handicrafts and Carpet Sector Skill Council	
3.	Type of Qualification ☐ New ☒ Revised ☐ Has Electives/Options	NQR Code & version of the existing /previous qualification: <i>(change to previous, once approved)</i> Previous NQR Code: 2022/HC/HCSSC/06736 Version of qualification: 4.0	Qualification Name of the existing version: <i>(previous, once approved)</i> Agarbatti Maker
4.	National Qualification Register (NQR) Code & Version <i>(Will be issued after NSQC approval)</i>	NQR Code: QG-03-HC-04002-2025-V2-HCSSC Version of qualification: 5.0	5. NCrF/NSQF Level: <i>NSQF Level 3</i>
6.	Award (Certificate/Diploma/ Advanced Diploma/Any Other) <i>(Wherever applicable specify multiple entry/exits also & provide details in annexure)</i>	NA	
7.	Brief Description of the Qualification	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.	

8. Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience <table border="1"> <tr> <th data-bbox="1048 240 1155 357">S. No.</th><th data-bbox="1155 240 1688 357">Academic/Skill Qualification (with Specialization - if applicable)</th><th data-bbox="1688 240 2051 357">Relevant Experience (with Specialization - if applicable)</th></tr> <tr> <td data-bbox="1048 357 1155 400">1</td><td data-bbox="1155 357 1688 400">10th Grade Pass</td><td data-bbox="1688 357 2051 400"></td></tr> <tr> <td data-bbox="1048 400 1155 477">2</td><td data-bbox="1155 400 1688 477">8th grade pass</td><td data-bbox="1688 400 2051 477">1 year relevant experience</td></tr> <tr> <td data-bbox="1048 477 1155 553">3</td><td data-bbox="1155 477 1688 553">5th Grade pass</td><td data-bbox="1688 477 2051 553">2.5 year relevant experience</td></tr> <tr> <td data-bbox="1048 553 1155 630">4</td><td data-bbox="1155 553 1688 630">Ability to read and write</td><td data-bbox="1688 553 2051 630">5 year relevant experience</td></tr> <tr> <td data-bbox="1048 630 1155 707">5</td><td data-bbox="1155 630 1688 707">Previous relevant Qualification of NSQF Level 2.5</td><td data-bbox="1688 630 2051 707">1.5 Year relevant experience</td></tr> </table>						S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Relevant Experience (with Specialization - if applicable)	1	10th Grade Pass		2	8th grade pass	1 year relevant experience	3	5th Grade pass	2.5 year relevant experience	4	Ability to read and write	5 year relevant experience	5	Previous relevant Qualification of NSQF Level 2.5	1.5 Year relevant experience
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Relevant Experience (with Specialization - if applicable)																						
1	10th Grade Pass																							
2	8th grade pass	1 year relevant experience																						
3	5th Grade pass	2.5 year relevant experience																						
4	Ability to read and write	5 year relevant experience																						
5	Previous relevant Qualification of NSQF Level 2.5	1.5 Year relevant experience																						
9. Credits Assigned to this Qualification (as per National Credit Framework (NCrF))	13	10. Common Cost Norm Category (I/II/III) (wherever applicable): II																						
11. Any Licensing Requirements for Undertaking Training on This Qualification (wherever applicable)	NA																							
12. Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)	☒ Offline Only ☐ Online Only ☐ Blended <table border="1"> <tr> <th data-bbox="1010 970 1290 1123">Training Delivery Modes</th><th data-bbox="1290 970 1420 1123">Theory (Hours)</th><th data-bbox="1420 970 1581 1123">Practical (Hours)</th><th data-bbox="1581 970 1776 1123">OJT Mandatory (Hours)</th><th data-bbox="1776 970 1973 1123">OJT Recommended (Hours)</th><th data-bbox="1973 970 2103 1123">Total (Hours)</th></tr> <tr> <td data-bbox="1010 1123 1290 1382">Classroom (offline)</td><td data-bbox="1290 1123 1420 1382">120 (Including 20 hrs. of ES module)</td><td data-bbox="1420 1123 1581 1382">270 (Including 10 hrs. of ES module)</td><td data-bbox="1581 1123 1776 1382"></td><td data-bbox="1776 1123 1973 1382"></td><td data-bbox="1973 1123 2103 1382">390</td></tr> </table>						Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	120 (Including 20 hrs. of ES module)	270 (Including 10 hrs. of ES module)			390						
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		Online					
		(Refer Blended Learning Annexure for details)					
13.	Aligned to NCO/ISCO Code/s (if code is not available, then mention the same)	NCO-2015/8131.8800					
14.	Progression Path After Attaining the Qualification (Please show Professional and Academic progression) (wherever applicable)	Vertical Progression: Merchandiser (Level 4.5)					
15.	Other Indian Languages in which the Qualification & Model Curriculum are being Submitted	Hindi					
16.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	☐ Yes ☒ No URLs of similar Qualifications:					
17.	Is the Job Role Amenable to Persons with Disability	☒ Yes ☐ No If "Yes", specify applicable type of Disability: applicable to all types of disability except vision Impairment, mental health conditions, intellectual disability or (limited to physical disability where hands are used).					
18.	How participation of women will be encouraged?	Handicrafts and Carpet Sector has around 40 to 50% of Women Artisan.					
19.	Are Greening/ Environment Sustainability Aspects Covered (Specify the NOS/Module which covers it), wherever applicable	☒ Yes ☐ No					
20.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools ☒ Yes ☐ No Colleges ☒ Yes ☐ No					
21.	Name and Contact Details of Submitting / Awarding Body SPOC (In case of CS or MS, provide details of both Lead AB & Supporting ABs)	Name: Mr. Krishan Kumar Email: ceo@hcsc.in Contact No.: 011-26139834 Website: www.hcsc.in					
22.	Final Approval Date by NSQC: 30/04/2025	23. Validity Duration: 3 Years			24. Next Review Date: 30/04/2028		

Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer curriculum document.

Th.-Theory **Pr.-Practical** **OJT-On the Job** **Man.-Mandatory** **Training** **Rec.-Recommended** **Proj.-Project**

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core / Non-Core	NCrF/ NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Pr oj.	Viva	Total	Weightage (%) (if applicable)
1.	Raw material preparation using discarded flowers	HCS/N7911 NOS Version 1.0	Core	3	2	20:00	40:00	NA	00:00	60:00	28	72	-	-	100	
2.	Carry out the process of Rolling and Shaping of Agarbatti	HCS/N7912 NOS Version 1.0	Core	3	3	20:00	70:00	NA	00:00	90:00	32	68	-	-	100	

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core / Non-Core	NCrF/ NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Pr oj.	Viva	Total	Weightage (%) (if applicable)
3.	Process of making Fragrance	HCS/N7914 NOS Version 1.0	Core	3	2	10:00	50:00	NA	00:00	60:00	34	66	-	-	100	
4.	Carry out the process of Quality control and Sustainable packaging	HCS/N7913 NOS Version 1.0	Core	3	1	10:00	20:00	NA	00:00	30:00	28	72	-	-	100	
5.	Entrepreneurship skills for Agarbatti maker	HCS/N7910 NOS Version 1.0	Core	3	1	10:00	20:00	NA	00:00	30:00	28	72	-	-	100	
6.	Working in a team	HCS/N9908 NOS Version 1.0	Non-core	3	1	10:00	20:00	NA	00:00	30:00	29	71	-	-	100	
7.	Maintain work area and	HCS/N99	Non-	3	1	10:00	20:00	NA	00:00	30:00	26	74	-	-	100	

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core / Non-Core	NCrF/ NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
	tools	12 NOS Version 3.0	core				0		0							
8.	Maintaining workplace health and safety	HCS/N9945 NOS Version 1.0	Non-core	3	1	10:00	20:00	NA	00:00	30:00	30	70	-	-	100	
9.	Employability & Entrepreneurship Skills	DGT/VSQ/N0101 NOS Version 1.0	Non-core	2	1	20:00	10:00	NA	00:00	30:00	20	30	-	-	50	
Duration (in Hours) / Total Marks					13	120	270	NA	00:00	390	255	595	-	-	850	

Assessment - Minimum Qualifying Percentage

Please specify any one of the following:

Minimum Pass Percentage – Aggregate at qualification level: 70 % (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

Minimum Pass Percentage – NOS/Module-wise: 50 % (Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module to successfully clear the assessment.)

Section 3: Training Related

1.	Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	12 th grade pass with 2 years' experience in the relevant sector and 1 year of teaching experience
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Graduate with 3 years' experience in the relevant sector and 4 years of teaching experience
3.	Tools and Equipment Required for the Training	☒ Yes ☐ No (If "Yes", details to be provided in Annexure)
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	NA

Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	12 TH Grade pass/ Graduate with Basic IT skills in the experience of producing agarbatti by rolling agarbatti masala dough over bamboo stick manually using hand
2.	Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines) wherever	12 TH Grade pass/ Graduate with Basic IT skills in the experience of producing agarbatti by rolling agarbatti masala dough over bamboo stick

	<i>applicable</i>	manually using hand
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines) wherever applicable	12 TH Grade pass/ Graduate with Basic IT skills in the experience of producing agarbatti by rolling agarbatti masala dough over bamboo stick manually using hand
4.	Assessment Mode (Specify the assessment mode)	Blended
5.	Tools and Equipment Required for Assessment	☒ Same as for training ☒ Yes ☐ No (details to be provided in Annexure-if it is different for Assessment)

Section 5: Evidence of Need for the Qualification

Provide Annexure/Supporting documents name.

1.	Latest Skill Gap Study (not older than 2 years) (Yes/No): Yes
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): Yes
3.	Government /Industry initiatives/ requirement (Yes/No): Yes
4.	Number of Industry validation provided: 30
5.	Estimated nos. of persons to be trained and employed: 750 approx.
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments If "No", why: Yes

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	Annexure: NCrf/NSQF level justification based on NCrf level/NSQF descriptors (Mandatory)	Annexure 1
2.	Annexure: List of tools and equipment relevant for qualification (Mandatory, except in case of online course)	Annexure 2
3.	Annexure: Detailed Assessment Criteria (Mandatory)	Annexure 6
4.	Annexure: Assessment Strategy (Not Mandatory)	Annexure 7
5.	Annexure: Blended Learning (Mandatory, in case selected Mode of delivery is Blended Learning)	Blended learning called a “flipped classroom”, “hybrid learning” or “mixed learning,” is an approach that mixes instructor-led classroom training with online content, which could be in the form of on-demand videos that learners review outside of class. The live instruction can be face-to-face or online (via a live virtual classroom or even two-way video), or there might be no live lecture at all. Blended learning represents a learning model that combines both formal (traditional classroom) and non-formal (online) methodologies. (Annexure 5)
6.	Annexure: Multiple Entry-Exit Details (Mandatory, in case qualification has multiple Entry-Exit)	The Multiple entry and exit criteria would help in fragmenting an entire program into smaller units with due acknowledgement being given to each unit of learning. The credit transfer mechanism will also enable a student to enter, exit and re-enter the educational ecosystem both general and vocational at any point of time.
7.	Annexure: Acronym and Glossary (Optional)	(Annexure 8)
8.	Supporting Document: Model Curriculum (Mandatory – Public view)	Model Curriculum attached separately
9.	Supporting Document: Career Progression	NA

	(Optional - Public view)	
10.	Any other document you wish to submit:	

Annexure 1: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
Professional Theoretical Knowledge/Process	The Agarbatti Maker carries out processes that are repeated on regular basis with little application of understanding and requiring more practice in the rolling of agarbattis to make raw agarbattis. The examples for the same include tasks such as • carry out processing of raw materials • carry out the process of rolling and shaping of agarbatti	It is level 3 as the Agarbatti Maker needs previous practice in rolling agarbattis.	3
Professional and Technical Skills/ Expertise/ Professional Knowledge	The Agarbatti Maker needs basic knowledge of raw materials used is making agarbattis, tools and their application. • Preparing the discarded flowers for making masala	Basic facts and principles applied in the trade are not needed, therefore it is level 3.	3

	• preparing agarbatti masala dough • preparing bamboo stick for rolling • roll the masala over the stick starting from one end (leaving the tip length) to the other end of the stick • coat a layer of dry masala over the rolled stick		
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	The skills required for the job involve limited service skill used in limited context. It requires the selection and application of the correct tools used in the various steps of making the bamboo sticks. • sort out & segregate the unusable bamboo stick from the bundle of sticks to reduce wastage of materials & enhance productivity • check the ingredients and remove any unwanted materials • correctly Hold bamboo stick for enhanced productivity	It is level 3 as the skill of differentiating between bad and good quality is required.	3
Broad Learning Outcomes/Core Skill	The Agarbatti Maker needs to receive and transmit written and oral messages, basic arithmetic personal financing understanding of hygiene and	Basic written and oral communication skills required.	3

	environment These are required for the following tasks: mark the required tip length for colouring as per instruction (if required) add appropriate amount of liquid (water or oil) to justify the optimum level of viscosity of the masala dough weigh the dried rolled agarbatti and make bundles of unit weight (say 1 or half kg)		
Responsibility	The Agarbatti Maker is closely supervised for rolling of agarbatti masala on to the appropriate bamboo sticks and does not take up any additional responsibility. Examples: • carry out operations at a rate which maintains workflow • respond appropriately in case of any major faults in the bamboo stick and other ingredients.	Responsible for own work and learning therefore at level 3	3

Annexure 2: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment
Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	Discarded flowers	Discarded flowers are used in agarbatti making to reduce waste and promote sustainability. They provide a natural, eco-friendly alternative and offering organic fragrances from flowers	5 kg
2	Bamboo Sticks	Bamboo sticks are the primary material used for making agarbatti. They serve as the core of the incense stick.	5 Bundles
3	Masala dough	Masala dough is the mixture that is prepared and wrapped around the bamboo stick	6 Packets
4	Joss powder	Joss powder is a plant-based adhesive that is used to bind the ingredients together and provide a smooth texture to the agarbatti.	4 Packets
5	Essential oils	Fragrant oils or essential oils are added to the agarbatti mixture to provide the desired aroma.	10 Bottles
6	Mixing bowls	Bowls or containers are used for mixing and blending various ingredients to create the incense mixture	4 Eqpt Nos
7	Weighing scale	A weighing scale is essential for measuring precise quantities of different ingredients	1 Eqpt Nos
8	Drying racks	After the agarbatti are dipped or coated in the mixture, they need to be dried. Drying racks provide a place for the agarbatti to air dry.	1 Eqpt Nos

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. White Board
2. Marker/Pen
3. Duster
4. First-aid
5. PPE Kit

Annexure 3: Industry Validations Summary

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1	Anabik SHG	Renubala Rudra Paul	Proprietor	West Ratacherre, Emrapassa, Kumarghat, Unakoti, Tripura-799290 (Tripura)	8732039023		
2	Ananth Agarbatthi Co.	A. Ashwin	Partner	Premnagar Mansion Door No.-1,2,3, 1st Main Road. 4th Cross, Chamarajpat, Bandalore-560018 (KR)	9845444674	ananth_naveen@yahoo.in	
3	Anchalika Agarbatti Mahasangha	Minakshi Behera	Secretary	Jagannathpur, PO Balabhadrapur, Vis-Kalapathar, Block-Banki, Cuttack (Odisha)	9937345429		
4	Acharya Exports	Raghavendra Tantry	Proprietor	32,Sangeet Sagar, Laxmi Narayan Lane, Matunga Mumbai-400019	9820728234	info@acharyaexports.com	
5	Banshi Agarbatti Industry	Uddhave Chaturvedi	Proprietor	Gour Gobinda Ashram Para, Hapania, West Tripura (Tripura)	9862122375		
6	Barnali Agarbatti Producer Group	Ruma Majumdar (Sarkar)	President	Kalkalia (Manipuri Para), Bishalgarh, Sepahijala, Tripura - 799102 (Tripura)	8415950709		
7	Biswas Domestic Products	Suman Biswas	Proprietor	Gour Gobinda Ashram Para,	9856423939		

				Hapania, West Tripura-799120 (Tripura)			
8	East West Perfumery Co.	Mr. Vijay Kumar	Proprietor	73, J.C. Industry Layout, Yalechenahalli, Off. Kanakapura Road, Bangalore-560062	080-26665836	eastwestbathi@hotmail.com	
9	Focus Forum of Community Puliftment & Services	Biplab Pal	Office Secretary	Officetilla (Pal Para), Bishalgarh, West Tripura (Tripura)	9612172880	focuss.ngo@gmail.com	
10	Macrobian Technologies	Ms. Savita Rana	Director	Plot 11, Lane-2, Doon Hills Colony, Dehradun	8630083886	macrobiantec@gmail.com	
11	Gobinda Dhupakathi Cluster	Langgaseni Jena	Secretary	Govindpur, Dhenkanal, Odisha-759001	9437728852		
12	Goloka Seva Trust	Madhusudhan B N	Secretary	#148/25, Industry Suburb, Yeshwantpur, Bangalore-560022 (KR)	6366004470		
13	Ryon Agritech	Ms. Shilpi	Manager	Dehradun, Uttarakhand	881372470	shilpising0826@gmail.com	
14	Spectro Analytical India	Mr. Sushil Rana	MD	Doon hills, Uttarakhand	9411112694	sales@saidn.com	
15	Kha Baksa Agarbatti SHG	Mrs. Manju Debbarma	President	Rupacherra, Teliamura, Khowai, Tripura-799205 (Tripura)	8731983400		
16	Karbongpara Agarbatti SHG	Mali Karbong	Secretary	Karbongpara, Teliamura, Khowai Tripura-799205 (Tripura)	897451505017		
17	Karunamoyee	Mrs. Anima Roy	Secretary	Ballabhpur, Amtali,	9863064905		

	SHG			West Tripura-799205 (Tripura)			
18	National Rural Development Council (NRDC)	P.K. Mahapatra	Member Secretary (NRDH, Sonapur)	Hastashilpa Vikas Kendra, Bolangir Rood, sonapur, Subamapur-767017 (Odisha)	9437151893	info@nrdcorissa.com	
19	Nisha Bamboo Industries	Ram Krishna Dhar	Proprietor	Nabanagar, Sidhai Mohanpur, West Tripura (Tripura)	9436127516		
20	North East Fragrance	Mr. Amal Sen	Proprietor	Kamrangabari, Kailashaha, Unakoti – 799279 Tripura	9436463616		
21	North Ganganagar Craft Producer Group	Sita Nandi	Secretary	North Ganganagar, Dharmanagar, North Tripura-799253 (Tripura)	8794951904		
22	Omkar Agarbatti Industry	Rajesh Bhowmik	Proprietor	Viveknagar, Amtali, Hapania, West Tripura (Tripura)	9862060425		
23	Omkar Self Help Group	Mrs. Aparajita Nath (Bhomik)	President	Shib Bari, Amtali, West Tripura-799130 (Tripura)	8974515017		
24	Orissa Palli Bikash Pratisthan (OPBP)	Crissa Pali Bikash Pratisthar	Secretary	Bananalipur, P.S.- Balipatana, Dist.- Khurda-752103 (Odisha)	98794221017	opdp@rediffmail.com	
25	Parivartan	Sudeep Saha	Secretary	PO-Ghat Sila, Panchyat-Kasida, Near-Charch Road, East Singbhum, Jharkhand-832303	07739703114		
26	Patil Parimala Works	Somshekar P Parimala Works	Proprietor	No.-82 1St Main Road P.B. No.-1824 8th Cross Chamaraibet,	080-26603713		

				Bangalore-560018. (KR)			
27	Palpara Agarbatti Producer Group	Gayetri Paul	Secretary	Offictilla (Palpara), Bishalgarh, Sepahijala, Tripura- 799102 (Tripura)	9089626015		
28	Pooja Fragrance	E.R. Manjunatha Gupta	Proprietor	#211, 7th Cross, 1st Main, Chamaraipet, Bangalore-560018 (KR)	91-80- 26800076	poojafragrance@yahoo.co.in	
29	Ranga SHG	Sukla Malakar	President	Sunaimuri, Kumarghat, Unakoti Tripura-799264	8575537340		
30	Saraswati Agarbatti Industry	Mr. Mridul Paul	Proprietor	Office Tilla (Pal Para), bishalgarh, west Tripura-799102 (Tripura)	9089437390		
31	Sarbajoyee Women SHG	Mrs. Parashmani Roy	Secretary	North Ballabhpur, Amtali, West Tripura-799130 (Tripura)	8794031024		
32	Shibam Self Help Group	Mrs. Rinku Ghosh (Gope)	Secretary	Vivek Nagar, Amtali, West Tripura- 799130 (Tripura)	9862743201		
33	Shree Radharani SHG	Ms. Mali Karbong	Secretary	Kismatkuri, Ishan Chanranagar, West Tripura-799130 (Tripura)	8974515017		
34	Sri Bakakrishna Perfumery Works	K.R. Ravi	Partner	P.B. No.-1805 No.- 214, 4th Main Road, Chamarajpat, Bangalore-560018	080-26603927	danka@Vsnl.com	
35	Udayan Agarbatti Producer Group	Mrs. Shipra Bhattacharjee	Secretary	Tuichindrai, Howaibari, Teliamura, Khowai Tripura -799205	8729821098		

			(Tripura)			
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Annexure 4: Training & Employment Details

Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2024-25	2000	Self-employment	Approx. 60%	Self-employment	N/A	N/A
2025-26	5000	Self-employment	Approx. 60%	Self-employment	N/A	N/A
2026-27	8000	Self-employment	Approx. 60%	Self-employment	N/A	N/A

Data to be provided year-wise for next 3 years.

Training, Assessment, Certification, and Placement Data for previous versions of qualifications:

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed
4.0	2021-2022	79	79	79	Self-employed	More than 60%	More than 60%	More than 60%	Self-employed	NA	NA	NA	NA
4.0	2022-2023	201	201	201	Self-employed	More than 60%	More than 60%	More than 60%	Self-employed	NA	NA	NA	NA
4.0	2023-2024	900	432	432	Self-employed	More than 60%	More than 60%	More than 60%	Self-employed	NA	NA	NA	NA

Applicable for revised qualifications only, data to be provided for past 3 years.

List Schemes in which the previous version of Qualification was implemented:

1. Skill India Mission
2. National Handicrafts Development Program,
3. PM Vishwakarma,
4. Samarth
5. National Urban Livelihood Mission-NULM

6. Sankalp
7. One District One Product
8. National Rural Livelihood Mission-DDU-GKY
9. SFURTI-Ministry of Micro Small and Medium Enterprises

Content availability for previous versions of qualifications:

☐ Participant Handbook ☐ Facilitator Guide ☐ Digital Content ☐ Qualification Handbook ☐ Any Other:

Languages in which Content is available:

Annexure 5: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

Refer NCVET “Guidelines for Blended Learning for Vocational Education, Training & Skilling” available on:

<https://ncvet.gov.in/sites/default/files/Guidelines%20for%20Blended%20Learning%20for%20Vocational%20Education,%20Training%20&%20Skilling.pdf>

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline : Online Ratio
1	☒ Theory/ Lectures - Imparting theoretical and conceptual knowledge	• Qualification/ Syllabus • Books/ e-books • Presentations	• Without use of appropriate tech tools 80% Offline and only upto 20% online otherwise. • Online Instructor led teaching, can be one-to-one or one to many or many-to-many: up to 80% to 100% online
2	☒ Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	• Presentations • E-Content/ Curated digital content	• Without use of appropriate tech tools, 80% Offline and only upto 20% online otherwise. 100% virtual while working in virtual teams / virtual collaboration

3	☒ Showing Practical Demonstrations to the learners	Projector, laptop various tools and equipment	For all skills, where a physical product is created, at least 50% shall be on practical demonstrations and site visits
4	☒ Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	Projector, laptop various tools and equipment	100% offline without the use of any technology tools.
5	☒ Tutorials/ Assignments/ Drill/ Practice	Learning Management system	70% offline and upto 30% online where a physical product is created as part of skilling
6	☐ Proctored Monitoring/ Assessment/ Evaluation/ Examinations		
7	☐ On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training		

Annexure 6: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
HCS/N7911: Raw material preparation using discarded flowers	Raw Material Selection	8	24	-	-
	PC1. Ensure proper sourcing of discarded flowers from temples, ensuring that they are free from any toxic materials or pollutants.	2	6	-	-
	PC2. Inspect flowers for freshness and separate usable flowers from any decayed or contaminated ones.	2	6	-	-
	PC3. Choose high-quality bamboo sticks, charcoal powder, and natural adhesives to complement the flower powder.	2	6	-	-

	PC4. Ensure that the selected materials meet industry standards for fragrance retention and quality.	2	6	-	-
	Use of Discarded Flowers for Making Agarbatti	8	24	-	-
	PC5. Dry the selected flowers in sunlight or controlled drying equipment to remove all moisture content without affecting the aroma.	2	6	-	-
	PC6. Grind the dried flowers into a fine powder suitable for mixing with other Agarbatti ingredients.	2	6	-	-
	PC7. Ensure that the flower powder is uniform in texture and free from large particles or impurities.	2	6	-	-
	PC8. Properly dispose of any non-usable flower waste in an environmentally responsible manner.	2	6	-	-
	Mixing of Ingredients	12	24	-	-
	PC9. Accurately measure and mix the flower powder with other ingredients like charcoal powder, jigat (adhesive), and fragrance oils.	3	6	-	-
	PC10. Maintain a proper ratio of flower powder to other materials to ensure a balanced aroma in the final product.	3	6	-	-
	PC11. Adjust the mixture as needed to create a dough that adheres well to the bamboo sticks.	3	6	-	-
	PC12. Continuously check the consistency of the mixture to ensure it is smooth and easy to apply to the sticks without being too dry or too sticky.	3	6	-	-
	Total Marks	28	72	-	-
HCS/N7912: Carry out the process of Rolling and Shaping of Agarbatti	Hand Rolling or Machine Rolling	8	20	-	-
	PC1. Apply the prepared incense dough or paste evenly onto bamboo sticks by hand, ensuring the mixture adheres smoothly along the stick without lumps.	2	4	-	-
	PC2. Ensure uniformity in the thickness and even distribution of the paste along the entire length of each stick.	2	4	-	-
	PC3. Operate Agarbatti rolling machines correctly, adjusting	2	4	-	-

	settings to ensure uniform coating of the dough on bamboo sticks.				
	PC4. Monitor machine operations for consistent rolling, ensuring the machine doesn't cause excessive breakage or uneven application of the paste.	2	4	-	-
	Size and Weight Consistency	12	24	-	-
	PC5. Ensure that the length of each rolled Agarbatti is consistent, following specified product standards (e.g., 8-inch or 9-inch sticks).	3	6	-	-
	PC6. Regularly measure the thickness of the incense sticks to ensure that they fall within acceptable tolerance levels.	3	6	-	-
	PC7. Check the weight of the incense sticks after rolling, ensuring uniformity across batches. Adjust the dough application if weight inconsistencies are detected.	3	6	-	-
	PC8. Make adjustments during the rolling process to maintain consistent weight and size across all sticks in a batch.	3	6	-	-
	Proper Drying Techniques	12	24	-	-
	PC9. Arrange rolled Agarbatti sticks on drying racks in a well-ventilated space, ensuring even airflow around each stick for uniform drying.	3	6	-	-
	PC10. Monitor temperature and humidity levels in the drying area to prevent moisture retention or cracking due to rapid drying.	3	6	-	-
	PC11. Ensure that the Agarbatti sticks are dried for the recommended duration, depending on the climate and the type of dough mixture used.	3	6	-	-
	PC12. Regularly inspect the sticks during the drying process to ensure they do not crack, bend, or break due to improper drying techniques.	3	6	-	-
	Total Marks	32	68	-	-
HCS/N7914:	Selection and Preparation of Raw Materials	10	18	-	-
Process of	PC1. Select appropriate natural and synthetic ingredients such	3	6	-	-

making Fragrance	as essential oils, Rose, Sandalwood, Jasmine and Lavender for the desired scent profile (Musk, Amber, Citrus, Ocean Breeze, Lavender and Peach Blossom).				
	PC2. Ensure all materials meet quality standards and comply with safety and regulatory guidelines.	3	6	-	-
	PC3. Measure and prepare ingredients according to the formulation recipe.	3	6	-	-
	Formulation, Mixing, and Aging	12	24	-	-
	PC4. Accurately blend ingredients in correct ratios, ensuring uniform mixing.	2	6	-	-
	PC5. Ensure the mixture is prepared in a contamination-free environment.	2	6	-	-
	PC6. Store the scent mixture in dark, airtight containers for aging, allowing the fragrance to mature.	2	6	-	-
	PC7. Monitor the aging process to ensure the fragrance's balance and harmony.	2	6	-	-
	Filtration, Quality Control, and Testing	12	24	-	-
	PC8. Filter the scent solution to remove impurities and achieve a clear product.	2	6	-	-
	PC9. Conduct quality control checks to ensure the scent matches the intended profile and chemical properties.	2	6	-	-
	PC10. Ensure compliance with safety standards and conduct necessary allergen and dermatological tests.	2	6	-	-
	PC11. Ensure even and consistent application of the fragrance solution to the Agarbatti sticks, either through dipping or spraying, to achieve uniform scent distribution.	2	6	-	-
	Total Marks	34	66	-	-
HCS/N7913: Carry out the process of Quality control and Sustainable	Quality Standards of Agarbatti	12	24	-	-
	PC1. Inspect the Agarbatti for uniform thickness, length, and weight, ensuring adherence to prescribed product standards.	2	3	-	-
	PC2. Check for smooth and even application of incense dough on the sticks, without visible cracks, lumps, or uneven patches.	2	3	-	-

packaging	PC3. Conduct tests to verify the burning time of each batch of Agarbatti, ensuring consistency and quality in combustion.	2	3	-	-
	PC4. Conduct sensory evaluations (sight, smell) to ensure that the Agarbatti meets aesthetic and olfactory expectations for consumers.	2	3	-	-
	PC5. Measure the stick length and diameter using appropriate tools (e.g., rulers) to ensure conformity to specified dimensions.	2	3	-	-
	PC6. Inspect for any foreign materials or contaminants that may compromise product quality and safety.	2	3	-	-
	Sustainable Packaging	8	24	-	-
	PC7. Use eco-friendly and biodegradable packaging materials, such as recycled paper, cardboard, or cloth bags, to package Agarbatti sticks.	2	6	-	-
	PC8. Ensure the packaging provides adequate protection to maintain the fragrance and quality of the Agarbatti during storage and transportation.	2	6	-	-
	PC9. Label the packages with product details, including size, weight, fragrance, and eco-friendly certifications, ensuring clarity for consumers.	2	6	-	-
	PC10. Verify that labels contain accurate information about the product's environmental impact, including certifications such as "biodegradable" or "recyclable."	2	6	-	-
	Documentation and Record Keeping	8	24	-	-
	PC11. Create and maintain comprehensive records of all quality control inspections, including date, batch number, inspector name, and inspection results to ensure traceability and accountability.	2	6	-	-
	PC12. Document the sourcing and specifications of sustainable packaging materials used, including supplier details and eco-certifications.	2	6	-	-
	PC13. Maintain records of packaging processes, including the methods used, materials applied, and any changes made	2	6	-	-

	during the packaging phase to ensure consistency and compliance with sustainability standards.				
	PC14. Keep a log of consumer feedback regarding packaging to inform ongoing improvements and adjustments to packaging strategies.	2	6	-	-
	Total Marks	28	72	-	-
HCS/N7910: Entrepreneurship skills for Agarbatti maker	Entrepreneurial Mindset	6	18	-	-
	PC1. Identify new opportunities in the market.	2	6	-	-
	PC2. Exhibit risk-taking behavior when exploring innovative products.	2	6	-	-
	PC3. Ensure a steady supply of raw materials from reliable sources.	2	6	-	-
	Business Planning	4	12	-	-
	PC4. Create a comprehensive business plan outlining production, sales, and financial goals.	2	6	-	-
	PC5. Research competitors and position the business effectively in the market.	2	6	-	-
	Marketing and Branding	6	18	-	-
	PC6. Build a recognizable brand identity with quality products and good packaging.	2	6	-	-
	PC7. Maintain accurate records of transactions, profits, and expenses.	2	6	-	-
	PC8. Engage with customers through promotions, loyalty programs, and exceptional service.	2	6	-	-
	Legal Compliance	12	24	-	-
	PC9. Adhere to local, state, and national laws regarding business operations.	3	6	-	-
	PC10. Understand the legal formalities required to start and operate an Agarbatti business, including registration, certifications, and licenses.	3	6	-	-
	PC11. Stay updated on the compliance requirements related to	3	6	-	-

	labor laws, intellectual property, and taxation.				
	PC12. Understand environmental and safety regulations specific to the incense stick-making sector.	3	6	-	-
	Total Marks	28	72	-	-
HCS/N9908: Working in a Team	Commitment and trust	6	14	-	-
	PC1. be accountable to one's role in the whole process	4	8	-	-
	PC2. perform all roles with full	3	7	-	-
	Communication	10	18	-	-
	PC3. report problems faced during the process	3	7	-	-
	PC4. talk politely with other team members and colleagues	4	4	-	-
	PC5. submit a daily report of own performance	3	7	-	-
	Adaptability	8	22	-	-
	PC6. adjust in different work situations	3	7	-	-
	PC7. give due importance to other's point of view	3	7	-	-
	PC8. avoid conflicting situations	2	8	-	-
	Creative Freedom	4	16	-	-
	PC9. develop new ideas for work procedures	2	6	-	-
	PC10. improve upon the existing techniques to increase process efficiency	3	10	-	-
	Total Marks	29	71	-	-
HCS/N9912: Maintain work area and tools	Maintain the work area, tools and machines	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	-	-
HCS/N9945: Maintaining workplace health and safety	Comply with health, safety, and security requirements at work	30	70	-	-
	PC1. Comply with health and safety related instructions applicable to the workplace.	2	6	-	-
	PC2. Use and maintain personal protective equipment as per protocol.	2	6	-	-
	PC3. Carry out own activities in line with approved guidelines and procedures	2	6	-	-
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants.	2	6	-	-
	PC5. Follow environment management system related procedures	2	4	-	-
	PC6. Store materials and tools in line with manufactures and organizational requirements	2	3	-	-
	PC7. Safely handle and move waste and debris.	1	3	-	-
	PC8. Minimize health and safety risks to self and other due to own actions.	2	4	-	-
	PC9. Seeks clarifications from supervisors or other authorized personnel in case of perceived risks	1	3	-	-

	PC10. Monitor the workplace and work processes for potential risks and threats.	1	3	-	-
	PC11. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned	2	3	-	-
	PC12. Report hazards and potential risks/threats to supervisors or other authorized personnel	3	4	-	-
	PC13. Participate in mock drills/ evacuation procedures organized at the workplace	2	3	-	-
	PC14. Undertake first aid, fire-fighting and emergency response training, if asked to do so	2	4	-	-
	PC15. Take action based on instructions in the event of fire, emergencies or accidents	2	6	-	-
	PC16. Follow organization procedures for evacuation when required	2	6	-	-
	Total Marks	30	70	-	-
DGT/VSQ/N0101 Employability Skills (30 Hours)	Introduction to Employability Skills	1	1	-	-
	PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
	Constitutional values – Citizenship	1	1	-	-
	PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
	Becoming a Professional in the 21st Century	1	3	-	-
	PC3. explain 21st Century Skills such as Self Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
	Basic English Skills	2	3	-	-
	PC4. speak with others using some basic English phrases or sentences	-	-	-	-
	Communication Skills	1	1	-	-
	PC5. follow good manners while communicating with others	-	-	-	-

PC6. work with others in a team	-	-	-	-
Diversity & Inclusion	1	1	-	-
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
Financial and Legal Literacy	3	4	-	-
PC9. use various financial products and services safely and securely	-	-	-	-
PC10. calculate income, expenses, savings etc.	-	-	-	-
PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
Essential Digital Skills	4	6	-	-
PC12. operate digital devices and use its features and applications securely and safely	-	-	-	-
PC13. use internet and social media platforms securely and safely	-	-	-	-
Entrepreneurship	3	5	-	-
PC14. identify and assess opportunities for potential business	-	-	-	-
PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
Customer Service	2	2	-	-
PC16. identify different types of customers	-	-	-	-
PC17. identify customer needs and address them appropriately	-	-	-	-
PC18. follow appropriate hygiene and grooming standards	-	-	-	-
Getting ready for apprenticeship & Jobs	1	3	-	-
PC19. create a basic biodata	-	-	-	-
PC20. search for suitable jobs and apply	-	-	-	-
PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
Total Marks	20	30	-	-
Grand Total	255	595		

Annexure 7: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

<1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on SIP or email
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC
- Assessment agency deploys the ToA certified Assessor for executing the assessment
- SSC monitors the assessment process & records

2. Testing Environment:

- Check the Assessment location, date and time
- If the batch size is more than 30, then there should be 2 Assessors.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.
-

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) are verified by the other SME
- Questions are mapped to the specified assessment criteria
- Assessor must be ToA certified & trainer must be ToT Certified
-

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding
-

5. Method of verification or validation:

- Surprise visit to the assessment location

- ...
6. Method for assessment documentation, archiving, and access
- Hard copies of the documents are stored
 -

On the Job:

1. Each module (which covers the job profile of Agarbatti Maker) will be assessed separately.
2. The candidate must score 60% in each module to successfully complete the OJT.
3. Tools of Assessment that will be used for assessing whether the candidate is having desired skills and etiquette of dealing with customers, understanding needs & requirements, assessing the customer and perform Soft Skills effectively:
 - Videos of Trainees during OJT
 -
4. Assessment of each Module will ensure that the candidate is able to:
 - Effective engagement with the customers
 - Understand the working of various tools and equipment.....>

Annexure 8: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

Glossary

Term	Description
National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf