



Participant Handbook

Sector
Handicrafts and Carpet

Sub-Sector
Handicrafts (Agarbatti)

Occupation
Agarbatti Packer

Reference ID: **HCS/Q 8002, Version 1.0**
NSQF level: 3



Agarbatti Packer

Published by:

All Rights Reserved,
First Edition, March 2016

Printed in India at

Copyright © 2016

Handicrafts & Carpet Sector Skill Council (HCSSC)

C/o EPCH, Plot No. 3, Pocket 6 & 7, Sector C, Vasant Kunj, New Delhi – 110070

Phone: +91-11-26139834 - Fax: +91-11-26135519

Website: www.hcssc.in

Email: hcssc@hcssc.in, manager@hcssc.in

Disclaimer

The information contained herein has been obtained from sources reliable to Handicrafts & Carpet Sector Skill Council (HCSSC). Handicrafts & Carpet Sector Skill Council (HCSSC) disclaims all warranties to the accuracy, completeness or adequacy of such information. Handicrafts & Carpet Sector Skill Council (HCSSC) shall have no liability for errors, omissions, or inadequacies, in the information contained herein, or for interpretations thereof. Every effort has been made to trace the owners of the copyright material included in the book. The publishers would be grateful for any omissions brought to their notice for acknowledgements in future editions of the book. No entity in Handicrafts & Carpet Sector Skill Council (HCSSC) shall be responsible for any loss whatsoever, sustained by any person who relies on this material. The material in this publication is copyrighted. No parts of this publication may be reproduced, stored or distributed in any form or by any means either on paper or electronic media, unless authorized by the Handicrafts & Carpet Sector Skill Council (HCSSC).





Shri Narendra Modi
Prime Minister of India

“ Skilling is building a better India. If we have to move India towards development then Skill Development should be our mission. ”



**COMPLIANCE TO
QUALIFICATION PACK – NATIONAL OCCUPATIONAL
STANDARDS**

is hereby issued by the

HANDICRAFTS & CARPET SECTOR SKILL COUNCIL

for

SKILLING CONTENT : PARTICIPANT HANDBOOK

Complying to National Occupational Standards of

Job Role/ Qualification Pack: "Agarbatti Packer" QP No. "HCSSC/Q 8002, NSQF Level 3"

Date of Issuance:

Valid till: 31st April 2028.

*Valid up to the next revision of the Qualification Pack only.

*Valid up to the next revision of above Job Role/Qualification Pack.

Authorized Signatory

(Handicrafts and Carpet Sector Skill Council)

Acknowledgements

Handicrafts & Carpet Sector Skill Council (HCSSC) would like to express its gratitude to all the individuals and institutions who contributed in different ways towards the preparation of this “Participant Manual”. Without their contribution it could not have been completed. Special thanks are extended to those who collaborated in the preparation of its different modules. Sincere appreciation is also extended to all who provided peer review for these modules.

The preparation of this manual would not have been possible without the Handicraft Industry’s support. Industry feedback has been extremely encouraging from inception to conclusion and it is with their input that we have tried to bridge the skill gaps existing today in the Industry.

This participant manual is dedicated to the aspiring youth who desire to achieve special skills which will be a lifelong asset for their future endeavours.

About this book

This book is designed for up grading the knowledge and basic skills to take up the job of 'Agarbatti Packer' in 'Handicrafts' sector. All the activities carried out by the packer are covered in this course. Upon successful completion of this course the candidate will be eligible to work as Agarbatti Packer.

This Participant Handbook is designed to enable training for the specific Qualification Pack (QP). Each National Occupational (NOS) is covered across Unit/s.

Key Learning Objectives for the specific NOS mark the beginning of the Unit/s for that NOS.

- Carry out sorting, counting and weighing of perfumed agarbatti
- Carry out packaging of perfumed agarbattis
- Contribute to achieve quality in packaging of perfumed agarbattis
- Working in a team
- Maintain work area & tools
- Maintain health, safety and security at workplace

The symbols used in this book are described below.

Symbols Used

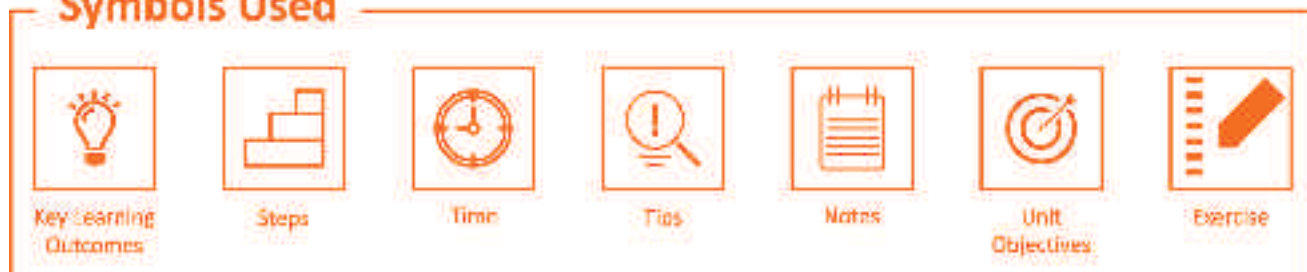


Table of Content

S. No.	Modules and Units	Page No.
1.	Introduction and Orientation	1
	Unit 1.1 - Incense or Agarbatti	3
	Unit 1.2 - Roles and Responsibilities of an Incense Packer	12
2.	Ingredients used in Agarbatti	15
	Unit 2.1 - Ingredients used in Agarbatti	17
3.	Sorting, Counting and Weighing (HCS/N 8004)	27
	Unit 3.1 - Sorting, Counting and Weighing	29
4.	Packing of Agarbattis (HCS/N 8005)	41
	Unit 4.1 - Packing of Agarbattis	43
5.	Product Quality (HCS/N 8006)	51
	Unit 5.1 – Product Quality	53
6.	Working in a Team (HCS/N 9908)	59
	Unit 6.1 – Team Work	61
7.	Maintenance of Work Area & Tools (HCS/N 9912)	65
	Unit 7.1 – Maintenance of Work Area & Tools	67
8.	Safety at Workplace (HCS/N 9913)	73
	Unit 8.1 – Safety at Workplace	75
9.	Soft Skills And Communication Skills	83
	Unit 9.1 - Introduction to the Soft Skills	85
	Unit 9.2 - Effective Communication	87
	Unit 9.3 - Grooming and Hygiene	91
	Unit 9.4 - Interpersonal Skill Development	101
	Unit 9.5 - Social Interaction	112
	Unit 9.6 - Group Interaction	116
	Unit 9.7 - Time Management	119
	Unit 9.8 - Resume Preparation	122
	Unit 9.9 - Interview Preparation	127
10.	IT Skills	131
	Unit 10.1 - Introduction to Computer	133
	Unit 10.2 - Basic Computer Knowledge	135
	Unit 10.3 - Components of Computer	138
	Unit 10.4 - Concept of Operating System	140
	Unit 10.5 - MS Word	149
	Unit 10.6 - MS PowerPoint	159
	Unit 10.7 - MS Excel	168
	Unit 10.8 - Internet Concepts	184



Table of Content

S. No.	Modules and Units	Page No.
11.	Employability & Entrepreneurship Skills	193
	Unit 11.1 – Personal Strengths & Value Systems	197
	Unit 11.2 – Digital Literacy: A Recap	214
	Unit 11.3 – Money Matters	219
	Unit 11.4 – Preparing for Employment & Self Employment	228
	Unit 11.5 – Understanding Entrepreneurship	237
	Unit 11.6 – Preparing to be an Entrepreneur	256





1. Introduction

Unit 1.1-What is an Incense/Agarbatti



Key Learning Outcomes

At the end of the module, you will be able to:

1. Explain the revolution and history of agarbatti.
2. Paraphrase the agarbatti industry in India.
3. Explain the importance of agarbatti.
4. Describe the characteristics of agarbatti.
5. Identify the problems faced during agarbatti packaging.
6. Explain the roles and responsibilities of an agarbatti packer.
7. Understand the job and personal attributes of an agarbatti packer.