

OJT Syllabus for Homemade Agarbatti Artisan

Course Name	Homemade Agarbatti Artisan
Sector	HANDICRAFTS & CARPETS
Course Code	HAC/2024/HAAR/291
Level	3
Occupation	Homemade Agarbatti Artisan
Job Description	Homemade Agarbatti Artisan is responsible for producing a variety of perfumed incense Sticks and allied products. The manufacturing process can involve various operations, including rolling, applying perfumes, and packing. Also involved in either specific parts of the manufacturing process or the entire production cycle, depending on the needs of the operation.
Course Duration	Total Duration 300 Hrs (ES-60)
Trainees' Entry Qualification	Grade 10 OR Grade 8 pass and pursuing continuous schooling in regular school with vocational subject OR 8th grade pass with 2 yrs relevant experience OR Previous relevant Qualification of NSQF Level 2 with one yr experience OR Previous relevant Qualification of NSQF Level 2.5 with 6 months experience
Trainers Qualification	<ul style="list-style-type: none"> • B. Sc. Home Science with 2 years of relevant work experience • Graduate with 10+2 in Sc. with 2 yrs of relevant work experience • Diploma in Home Science with 5 years of relevant work experience

Structure of Course:

Module No.	Module name	Outcome	Total (Hrs) OJT
1	Introduction to Agarbatti and Market Survey	Describe various techniques of agarbatti making along with conduct market surveys to assess consumer preferences, market trends and potential competitors in the agarbatti industry.	30
2	Sourcing Raw materials	Identify and the key raw materials involved in agarbatti production.	30
3	Hand Rolling & post rolling of agarbatti	Demonstrate hand rolling techniques, ensuring proper ingredient mixture, creating well-formed agarbatti sticks, and covering post-rolling procedures including drying and quality control.	60

4	Sorting, packaging and Storage of homemade agarbatti	Organize the procedure of Sorting, Packaging, and Storage of Homemade Agarbatti.	60
5	Work Area Maintenance	Maintain a clean and organized workspace for homemade agarbatti production.	30
6	Documentation, Record Keeping & Value chain Management in Homemade Agarbatti	Maintain accurate and organized records related to sourcing, production, quality control and inventory management.	30
7	Employability Skill	As per guided curriculum	60
TOTAL:			300 Hrs

SYLLABUS:

S.N.	Topics	Total Unit Hours (OJT)
Agarbatti 01: Introduction to Agarbatti and Market Survey		
1	<p>Define agarbatti (incense sticks) and its historical significance.</p> <p>Explain the cultural and religious importance of agarbatti.</p> <p>Discuss the various types and fragrances of agarbatti available.</p> <p>List the essential ingredients for making agarbatti: Bamboo sticks, charcoal powder, gum powder, fragrance oils.</p> <p>Manage the supply chain by sourcing raw materials and maintaining inventory.</p> <p>Analyze factors influencing demand, such as cultural events, festivals, and religious ceremonies.</p> <p>Consider seasonal variations in demand and adjust production accordingly.</p> <p>Monitor market trends, including emerging fragrance preferences and demand for eco-friendly products.</p> <p>Use historical data and market research to forecast demand and plan production accordingly.</p>	30
Agarbatti 02: Sourcing Raw materials		
2	Raw materials required for Agarbatti making , Hand-made Agarbatti and its sourcing through put the year, Processing of raw materials, Preparation of Powder (Mix) for Agarbatti making, Selection of proper sticks and their quality	30
Agarbatti 03: Hand Rolling & post rolling of agarbatti		
3	Rolling of agarbatti of required thickness, Ability to roll the scented masala dough onto sticks for obtaining required thickness, Drying, Counting and Packing of finished goods. post rolling operation & Contribute to achieve quality in homemade agarbatti making, Knows the various equipments and raw materials required for <i>Agarbatti</i> making (Quality and proportion).	60

S.N.	Topics	Total Unit Hours (OJT)
Agarbatti 04: Sorting, packaging and Storage of homemade agarbatti		
4	Sorting, counting and weighing of perfumed agarbatti, Packaging of perfumed agarbattis and maintaining quality in homemade agarbatti making	60
Agarbatti 05: Work Area Maintenance		
5	Maintain work area and tools, Maintain health, safety and security at workplace	30
Agarbatti 06: Documentation, Record Keeping & Value chain Management in Homemade Agarbatti		
6	Documentation, Record Keeping & Value chain Management in Homemade Agarbatti making unit for entrepreneurship in India	30

Module No. 7: Employability Skills (60 Hrs)

Key Learning Outcomes

Introduction to Employability Skills

Duration: 1.5 Hours

After completing this programme, participants will be able to:

1. Discuss the Employability Skills required for jobs in various industries
2. List different learning and employability related GOI and private portals and their usage

Constitutional values - Citizenship

Duration: 1.5 Hours

3. Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen
4. Show how to practice different environmentally sustainable practices.

Becoming a Professional in the 21st Century

Duration: 2.5 Hours

5. Discuss importance of relevant 21st century skills.
6. Exhibit 21st century skills like Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life.
7. Describe the benefits of continuous learning.

Basic English Skills

Duration: 10 Hours

8. Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone
9. Read and interpret text written in basic English
10. Write a short note/paragraph / letter/e -mail using basic English

Career Development & Goal Setting

Duration: 2 Hours

11. Create a career development plan with well-defined short- and long-term goals

Communication Skills

Duration: 5 Hours

12. Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette.
13. Explain the importance of active listening for effective communication
14. Discuss the significance of working collaboratively with others in a team

Diversity & Inclusion

Duration: 2.5 Hours

15. Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD
16. Discuss the significance of escalating sexual harassment issues as per POSH act.

Financial and Legal Literacy

Duration: 5 Hours

17. Outline the importance of selecting the right financial institution, product, and service
18. Demonstrate how to carry out offline and online financial transactions, safely and securely
19. List the common components of salary and compute income, expenditure, taxes, investments etc.
20. Discuss the legal rights, laws, and aids

Essential Digital Skills

Duration: 10 Hours

21. Describe the role of digital technology in today's life
22. Demonstrate how to operate digital devices and use the associated applications and features, safely and securely
23. Discuss the significance of displaying responsible online behavior while browsing, using various social media platforms, e-mails, etc., safely and securely
24. Create sample word documents, excel sheets and presentations using basic features
25. utilize virtual collaboration tools to work effectively

Entrepreneurship

Duration: 7 Hours

26. Explain the types of entrepreneurship and enterprises
27. Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan
28. Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement
29. Create a sample business plan, for the selected business opportunity

Customer Service

Duration: 5 Hours

30. Describe the significance of analyzing different types and needs of customers
31. Explain the significance of identifying customer needs and responding to them in a professional manner.
32. Discuss the significance of maintaining hygiene and dressing appropriately

Getting Ready for apprenticeship & Jobs

Duration: 8 Hours

33. Create a professional Curriculum Vitae (CV)
34. Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively
35. Discuss the significance of maintaining hygiene and confidence during an interview
36. Perform a mock interview
37. List the steps for searching and registering for apprenticeship opportunities

List of Tools, Equipment & materials needed for 30 Trainees (Practical)

LIST OF GENERAL TOOLS & EQUIPMENTS: (For Batch of 30 Candidates)			
S No.	Name of the Tool & Equipment	Specification	Quantity
1.	Laptop & LCD Projector,	Standard & available size	01 each
2.	White board, Marker,	Minimum 5'X4'	01-02 each
3.	Record book, Balanced Feed Chart,	Standard & available size	02-03 each
4.	Public address system	-Do-	01 No

S No.	Name of the Equipment	Specification	Quantity
1.	Shaded working area	Space:20ftX25ft	one
2.	Large Dekchi	pcs	3
3.	Large container for mixing the raw materials	pcs	3
4	First aid kit	-Do-	02-03 each
5	Wt. Balance,	-Do-	2
6	Small utensils like bucket, glasses, ladle etc	pcs	01-02 each

Marks Distribution

Outcome	Outcome Code	Total Th marks	Total Pr marks	Total OJT marks
Describe various techniques of agarbatti making along with conduct market surveys to assess consumer preferences, market trends and potential competitors in the agarbatti industry.	HAC/1506/OC1	0	0	140
Identify and the key raw materials involved in agarbatti production.	HAC/1506/OC2	0	0	150
Demonstrate hand rolling techniques, ensuring proper ingredient mixture, creating well-formed agarbatti sticks, and covering post-rolling procedures including drying and quality control.	HAC/1506/OC3	0	0	180
Organize the procedure of Sorting, Packaging, and Storage of Homemade Agarbatti.	HAC/1506/OC4	0	0	180
Maintain a clean and organized workspace for homemade agarbatti production.	HAC/1506/OC5	0	0	150
Maintain accurate and organized records related to sourcing, production, quality control and inventory management.	HAC/1506/OC6	0	0	150
Employability Skills – 60 Hrs	DGT/VSQ/N0102	50	0	0