

Revised Application Documentation: Revision made by NSDA_25 May 2015

QUALIFICATION FILE – CONTACT DETAILS OF SUBMITTING BODY

Name and address of submitting body:

Textile Sector Skill Council

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List of documents submitted in support of the Qualifications File

1. Career Map/Progression of Card Puncher (Automatic machine)- [Annexure 1](#)
2. QP TSC/Q7401– [Annexure 2](#)
3. NSDC report on Human Resource and Skill Requirements in Textiles Sector – [Annexure 3](#)
4. Protocol for Accreditation of Assessment Agencies and Assessment Framework – [Annexure 4](#)
5. Format for EOI for AA Accreditation from TSC - [Annexure 5](#)
6. Assessment Manual – Card Puncher (Automatic machine) - [Annexure 6](#)

QUALIFICATION FILE SECTION 1

SUMMARY

Qualification Title	QP TSC/Q7401- Card Puncher (Automatic machine)
Body/bodies which will assess candidates	<ul style="list-style-type: none"> • The Assessors Guilds • Cindrel Infotech Private Limited • Intouch Financial Services Pvt Ltd • PVR Skill Central Pvt Ltd
Body/bodies which will award the certificate for the qualification:	Textile Sector Skill Council (Textile SSC)
Body which will accredit providers to offer the qualification.	Textile Sector Skill Council (Textile SSC)
Occupation(s) to which the qualification gives access	Card Puncher (Automatic machine)
Proposed level of the qualification in the NSQF.	Level – 3
Anticipated volume of training/learning required to complete the qualification.	300 hours
Entry requirements / recommendations.	8 th Standard pass, preferably
Minimum age	18 Years
Progression from the qualification.	Jacquard Harness Builder, Textile Designer-Handloom Jacquard (Vertical) (Annexure 1)
Planned arrangements for RPL.	<p>Textile SSC is working along with Handloom industry for skill profiling of the existing work force in the industry. Arrangements and process guidelines are under development.</p> <p>The process and guidelines will be same as NSDC guidelines on RPL.</p>
International comparability where known.	<p>Attempt was made to understand the international standards followed under this qualification pack. The principles of the European, Australian and Canadian NOSs were followed but there was no exact qualification pack found for Card Puncher (Automatic machine). It is important to note that most of these countries who have defined NOS do not have a very large handloom industry.</p> <p>However, numeracy, literacy and basic science levels have been considered during the preparation of NOS in order to match with the existing Indian industry requirements. It is also to be noted that a section of this industry having fulfilled the stringent export norms, justifies the standardisation of such a qualification pack</p> <p>The source of this comparison has been based on the desk research and TSC would undertake evaluation of the same through other suggested modes.</p>

Formal structure of the qualification			
Title of unit or other component (include any identification code used)	Mandatory/ Optional	Estimated size (learning hours)	Level
TSC/N7401 Punch cards according to the jacquard design using automatic card punching machine	Mandatory	200	3
TSC/N9005 Maintain work area, tools and machines in handloom sector	Mandatory	20	3
TSC/N9006 Working in a team in handloom sector	Mandatory	20	3
TSC/N9007 Maintain health, safety and security at workplace in handloom sector	Mandatory	40	3
TSC/N9008 Comply with work place requirements in handloom sector	Mandatory	20	3

Please attach any document giving further detail about the structure of the qualification – e.g. a Curriculum or Qualification Pack.

Give details of the document here:

1. QP TSC/Q7401 – [Annexure 2](#)

SECTION 1

ASSESSMENT

Body or Bodies which will carry out assessment:

- The Assessors Guilds
- Cindrel Infotech Private Limited
- Intouch Financial Services Pvt Ltd
- PVR Skill Central Pvt Ltd

Will the assessment body be responsible for RPL assessment?

Yes, the assessment body shall be responsible for RPL assessment.

In RPL, the candidate has acquired the skills and knowledge while working and requires assessment and certification only. RPL is the acknowledgement of skills and knowledge obtained through:

- formal training
- work experience
- life experiences

The focus of RPL is the competence gained from these experiences; not how, when or where the learning occurred.

Process or steps in RPL assessments

1. Offering RPL to potential candidates
2. Providing information to the candidate
3. Self-assessment
4. Evidence collation
5. Assessment and making the decision
6. Feedback to the candidate
7. Documentation of outcomes

Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, consistent and fair and show that these are in line with the requirements of the NSQF:

- a) The emphasis is on 'learning-by-doing' and practical demonstration of skills and knowledge based on the performance criteria.
- b) The assessment manual are developed by Subject Matter Experts (SME) available with the Assessment Agency as per the performance and assessment criteria mentioned in the Qualification Packs.
- c) The assessments manual are also checked for the various outcome based parameters such as quality, time taken, precision, tools & equipment requirement, etc.
- d) The assessments are designed so as to assess maximum parts during the practical hands on work. Duties and responsibility of a packing checker are also assessed. The technical limitations at the training centres are taken care in theory and viva.
- e) The assessment agencies are instructed to hire assessors with integrity, reliability and fairness. Each assessor shall sign a document with its assessment agency by which they commit themselves to comply with the rules of confidentiality and conflict of interest independence from commercial and other interests that would compromise impartiality of the assessments.
- f) The assessment agencies are instructed to Ideally have assessor with right mix of industry experience, academia and these are detailed in Assessment Agency Protocol
- g) The assessors selected by Assessment Agencies are scrutinized and made to undergo

training and introduction to Assessment Framework, competency based assessments, assessors guide etc.

h) The assessors are provided with assessor's manual developed by the Subject Matter Expert of the assessment agency or by TSC as per the assessment framework. The assessment guides are developed to ensure the maximum possible consistency / transparency in the assessment by different assessors and elaborate on the following

1. Qualification Pack Structure
2. Guidance for the assessor to conduct theory, practical and viva assessments
3. Guidance for trainees to be given by assessor before the start of the assessments.
4. Guidance on assessments process, practical brief with steps of operations practical observation checklist Attendance Sheet and mark sheet
5. Viva guidance for uniformity and consistency across the batch.
6. Guidance on assessment evidence collection

The assessment results are backed by evidences collected by assessors

1. The assessor needs to collect a copy of the attendance for the training done under the scheme. The attendance sheets are signed and stamped by the in charge /Head of the Training Centre.
2. The assessor needs to verify the authenticity of the candidate by checking the photo ID card issued by the institute as well as any one Photo ID card issued by the Central/Government. The same needs to be mentioned in the attendance sheet. In case of suspicion, the assessor should authenticate and cross verify trainee's credentials in the enrolment form.
3. The assessor needs to take a photograph of all the students along with the centre name/ banner at the back as evidence.
4. The assessor needs to carry a camera to click photograph of the trainees working on the job and giving theory exam as evidence.
5. The assessor also needs to carry a photo ID card.
6. The assessor also needs to take the photographs as evidence from appropriate angles/ sides of the final work piece/job submitted by the trainee.
7. The details on assessment framework are elaborated in TSC Protocol for Accreditation of Assessment Agencies and Assessment Framework.

All accredited Assessment Agency follow the "TSC Protocol for Accreditation of Assessment Agencies and Assessment Framework". Each NOS in the Qualification Pack (QP) will be assigned a relative weightage for assessment based on the criticality of the NOS. Therein each Performance Criteria in the NOS will be assigned marks for or practical based on relative importance, criticality of function and training infrastructure.

Please attach any documents giving further information about assessment and/or RPL.

1. Protocol for Accreditation of Assessment Agencies and Assessment Framework – [Annexure 4](#)
2. Format for EOI for AA Accreditation from TSC - [Annexure 5](#)

ASSESSMENT EVIDENCE

Complete a grid for each grouping of NOS, assessment unit or other component as listed in the entry on the structure of the qualification on page 1.

<u>ASSESSMENT CRITERIA</u>
Job Role: Card Puncher (Automatic machine)
Qualification Pack: TSC/Q7401
Sector Skill Council: Textile Sector Skill Council

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 Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion.
5. To pass the Qualification Pack, every trainee should score a minimum of 50% in aggregate.
6. The marks are allocated PC wise, however, every NOS will carry a weightage in the total marks allocated to the specific QP.

Generic Assessable outcomes (NOS)	Assessment Criteria	Total Marks	Out of	Theory	Practical Skills
TSC/N7401 Punch cards according to the jacquard design using automatic card punching	PC1. select the type of punching card material according to the requirement and availability of the material in consultation with the jacquard designer		20	6	14
	PC2. identify the different size of cards according to the number of hooks required for that particular jacquard design		20	6	14

machine	PC3. identify specific commercial software under the guidance of the jacquard designer for jacquard card punching in accordance with the industry standards and specifications	200	20	6	14	
	PC4. select the relevant option from the software menu for setup and operation of card punching		20	6	14	
	PC5. number the cards serially according to the jacquard design under the supervision of the designer		10	3	7	
	PC6. insert the card in the punching machine one after the another		10	3	7	
	PC7. keep the punched cards serially in order		10	3	7	
	PC8. store the punched cards in clean and dry place		10	3	7	
	PC9. ensure the machine works in a proper condition by suitably lubricating and cleaning		20	6	14	
	PC10. lace the punched cards according to the serial number using needle and twine thread manually or in a lacing machine		20	6	14	
	PC11. use lacing hooks to hold the punched cards together in a lace for a particular jacquard design		15	5	10	
	PC12. select the type of lacing hook according to the length of the card to be punched		15	4	11	
	PC13. assort all the punched cards and handover to the jacquard weaver for weaving		10	3	7	
			Total	200	60	140
	TSC/N9005 Maintain work area and tools in handloom sector		PC1. handle materials and tools safely and correctly	50	5	2
PC2. use correct lifting and handling procedures		3	1		2	
PC3. use materials in a manner to minimize waste		3	1		2	
PC4. maintain a clean and hazard free working area		3	1		2	
PC5. maintain the tools and equipment used for winding		5	2		3	
PC6. carry out maintenance and/or cleaning within one's responsibility		5	2		3	
PC7. identify damaged tools and materials and take action according to the standards followed		5	2		3	
PC8. ensure that the correct tools and yarn required are in place		3	1		2	
PC9. work in the correct posture		3	1		2	
PC10. use cleaning equipment and methods appropriate for the work to be carried out		3	1		2	
PC11. dispose of waste safely in the designated location		4	2		2	
PC12. store cleaning equipment safely after use		3	1		2	

	PC13. carry out cleaning according to schedule and limits of responsibility		5	2	3
		Total	50	19	31
TSC/N9006 Working in a team in handloom sector	PC1. perform own duties effectively	50	5	2	3
	PC2. take responsibility for own actions		5	2	3
	PC3. be accountable towards the job role and assigned duties		5	2	3
	PC4. take initiative and innovate the existing methods		3	1	2
	PC5. focus on self-learning and improvement		5	2	3
	PC6. co-ordinate with all team members and colleagues		5	2	3
	PC7. communicate politely		5	2	3
	PC8. avoid conflicts and miscommunication		5	2	3
	PC9. know the organizational standards		5	2	3
	PC10. implement them in your performance		5	2	3
	PC11. motivate others to follow them		2	1	1
		Total	50	20	30
TSC/N9007 Maintain health, safety and security at work place in handloom sector	PC1. comply with health and safety related instructions applicable to the workplace	100	6	2	4
	PC2. use and maintain personal protective equipment as per protocol		6	2	4
	PC3. carry out own activities in line with approved guidelines and procedures		4	1	3
	PC4. maintain a healthy lifestyle and guard against dependency on intoxicants		4	1	3
	PC5. follow environment management system related procedures		4	1	3
	PC6. store materials and tools in line with manufacturer's and Cooperative Society/NGO/SHG requirements		4	2	2
	PC7. safely handle and move waste and debris		4	2	2
	PC8. minimize health and safety risks to self and others due to own actions		6	2	4
	PC9. monitor the work place and work processes for potential risks and threats		6	2	4
	PC10. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		6	2	4
	PC11. participate in mock drills/ evacuation procedures organized at the workplace		4	2	2
	PC12. undertake first aid, fire-fighting and emergency response training, if asked to do so		6	2	4
	PC13. take action based on instructions in the event of fire, emergencies or accidents		6	2	4

	PC14. follow Cooperative Society/NGO/SHG procedures for evacuation when required		4	1	3
	PC15. identify different kinds of possible hazards (environmental, personal, ergonomic and chemical) of the industry		4	1	3
	PC16. recognize other possible security issues existing in the workplace		4	1	3
	PC17. plan the safety techniques		5	2	3
	PC18. recognize different measures to curb the hazards		4	1	3
	PC19. implement the programs		5	2	3
	PC20. communicate the safety plans to everyone		4	1	3
	PC21. attach disciplinary rules with the implementation		4	1	3
		Total	100	33	67
TSC/N9008 Comply with work place requirements in handloom sector	PC1. be accountable to one's own role in the whole process	50	6	2	4
	PC2. perform all roles with full responsibility		5	1	4
	PC3. be effective and efficient at workplace		4	2	2
	PC4. properly communicate about work place policies		5	2	3
	PC5. talk politely with other team members and colleagues		5	2	3
	PC6. submit daily report of own performance		6	2	4
	PC7. adjust in different work situations		5	2	3
	PC8. give due importance to others' point of view		5	2	3
	PC9. avoid conflicting situations		5	2	3
	PC10. improve upon the existing techniques to increase process efficiency		4	2	2
		Total	50	19	31

Means of assessment 1

On-the-Job Observation

Means of assessment 2

Verbal/Viva Exam.

Pass/Fail

Practical Tests: 50% marks will be pass

Theoretical Tests: 50% marks will be pass

SECTION 2

EVIDENCE OF NEED

What evidence is there that the qualification is needed?

Please refer to the attached list of job roles and occupations as per the attachment and their career paths as per [Annexure 1](#), which have been derived through extensive interactions with stakeholders including handloom cluster core actors through 2 workshops, emails, one-on-one discussions and interactions with representatives from different Cluster/Associations / Organizations all over the country who participated in the validation process to make the Qualification Packs viable to the current industry requirements.

List of micro industries (48) involved in the Validation process for the QP

Organization	State	Organization	State	Organization	State
Jothi Silks	Tamil Nadu	Salem District Textiles Designers And Handloom Jacquard Punchers Welfare Association	Tamil Nadu	Lakshmi Narayan Designer	Tamil Nadu
Sri Sarashwathi	Tamil Nadu	Pallavanam Silks	Tamil Nadu	TKR Card Puncher	Tamil Nadu
Kanchi G.Mani	Tamil Nadu	Surya Designs	Tamil Nadu	Sri Bhuvaneshwari Designs	Tamil Nadu
V.S.M.S Textile Designers	Tamil Nadu	V.R.V. Designs	Tamil Nadu	Sri Hari Designers	Tamil Nadu
K.R.D Card Punching	Tamil Nadu	Perarignar Anna Handloom Silk Park Ltd.	Tamil Nadu	Amudhasurabhi	Tamil Nadu
M.M.G Silks	Tamil Nadu	Om Shakti Designer	Tamil Nadu	Sowdeshwari Textile Designs	Tamil Nadu
Mona Silks	Tamil Nadu	Maheshwara Designer	Tamil Nadu	K.Jayanthi Designer	Tamil Nadu

T.G.Babu Designer Silks	Tamil Nadu	V.S.Designs	Tamil Nadu	G.Vijayan	Tamil Nadu
V.S.K.S.K Designers	Tamil Nadu	Raaja Ganapathy Textile Designer	Tamil Nadu	C.Srinivasan	Tamil Nadu
Sangeetha Textile Designers	Tamil Nadu	Sri Kumatehi Amman Designer	Tamil Nadu	Ravi. S	Tamil Nadu
V.Rudramoorthi(SME)	Tamil Nadu	Vijayakumar (SME)	Tamil Nadu	N.Pichandi	Tamil Nadu
M. Murugan	Tamil Nadu	Vijayakumar	Tamil Nadu	P.Venkatesan	Tamil Nadu
M.S.Janarthanan	Tamil Nadu	R.Seenuvasam	Tamil Nadu	V.Rudramoorthi	Tamil Nadu
K.Dorairaj	Tamil Nadu	A.Sivaperumal	Tamil Nadu		
R.Senthilkumaran	Tamil Nadu	M.Ravi	Tamil Nadu		
J.Damodharan	Tamil Nadu	P.M.Thiragarajan	Tamil Nadu		
S.Prabhu	Tamil Nadu	G.T.Manivannan	Tamil Nadu		
P.S.BalaMurugan	Tamil Nadu	S.DuraiMurugan	Tamil Nadu		
K.R.Parthasarathy	Tamil Nadu				

What is the estimated uptake of this qualification and what is the basis of this estimate?

The incremental human resource requirement between 2008 and 2022 is 0.7 million people under Handloom Sector. This estimate has been drawn on basis of the NSDC report on Human Resource and Skill Requirements in Textiles Sector. [Annexure 3](#)

What steps were taken to ensure that the qualification(s) does/do not duplicate already existing or planned qualifications in the NSQF?

QPs for Job Roles of various related SSC's were studied to ensure that there is no duplicity

What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated?

The Qualification Pack has been developed based on stakeholder engagement through workshops held at various handloom clusters and one on one discussions with core cluster stakeholders. The inputs and feedbacks given by them were incorporated while drafting the QP. The QP would be revised in six months (19th October, 2016) or before in case of any critical or necessary inputs received

Please attach any documents giving further information about any of the topics above.

Give details of the document(s) here:

NSDC report on Human Resource and Skill Requirements in Textiles Sector – [Annexure 3](#)

SECTION 3

SUMMARY EVIDENCE OF LEVEL

Summary of Direct Evidence:

Justify the NSQF level allocated to the QP by building upon the five descriptors of NSQF. Explain the reasons for allocating the level to the QP.

Generic NOS is/are linked to the overall authority attached to the job role.

Title/Name of qualification/component: Card Puncher			Level: 3
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
Process	Card Puncher (Automatic machine) punches customized cards based on the designs created by the designer where they have limited choice.	Follows level 3	3
Professional knowledge	Card Puncher (Automatic machine) uses basic knowledge of computer jacquard designing and card punching software and understand the concept of weaving.	Follows level 3	3
Professional skill	Card Puncher (Automatic machine) identifies the type of punching card, operates and maintain the card punching machine and lace the punched cards together according to the design. The work is repetitive and limited.	Follows level 3	3
Core skill	Card Puncher (Automatic machine) communicates with minimum required clarity, skill of basic arithmetic and understanding of social and natural environment.	Follows level 3	3
Responsibility	Card Puncher (Automatic machine) works under instructions from the Jacquard Designer. He is responsible for maintaining the quality as per requirement.	Follows level 3	3

OTHER EVIDENCE OF LEVEL: NA

SECTION 4

EVIDENCE OF RECOGNITION OR PROGRESSION

What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?

Please refer to attached career path as per [Annexure 1](#) which clearly defines the career path. While designing the national occupational standards, occupational mapping was done on a large sample size and validated across the country. The career progression for roles in each occupation was also analysed and decided, based on industry validation across the country. The current challenges faced by the industry, at large, was also kept in mind

Please attach any documents giving further information about any of the topics above.

Give details of the document(s) here:

1. Career Path of Card Puncher - [Annexure 1](#)
2. TSC/Q7401- [Annexure 2](#)
3. Skill gap report for textile sector – “NSDC report on Human Resource and Skill Requirements in Textiles Sector” - [Annexure 3](#)
4. Protocol-for-Accreditation-of-Assessment-Agencies-and-Assessment-Framework- [Annexure 4](#)
5. Format for EOI for AA Accreditation from TSC - [Annexure 5](#)
6. Assessment Manual – Card Puncher (Automatic machine) - [Annexure 6](#)

Annexure 1

The career progression would be as follows:



Occupational Map_TSC.pdf

Annexure 2

QP Name – Card Puncher (Automatic machine)

QP reference ID- TSC/Q7401 (click on the icon to view the QP)



Card Puncher (Automatic machine).pdf

Annexure 3

Click the link - NSDC report on Human Resource and Skill Requirements in Textiles Sector.



**NSDC report on
Human Resource and**

Annexure 4

Click on the icon to view – Protocol-for-Accreditation-of-Assessment-Agencies-and-Assessment-Framework



Protocol-for-Accreditation-of-Assessment-

Annexure 5

Click on the icon to view – Format for EOI for AA Accreditation from TSC



Adobe Acrobat
Document

Annexure 6

Click on the icon to view – Assessment Manual – Card Puncher



Assessment Criteria
- Card Puncher (Aut