

QUALIFICATION FILE

Course in Computer Application

☒ 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 ☐ OEM

NCrF/NSQF Level: 4

Submitted By:

Haryana State Electronics Development Corporation Ltd. (HARTRON)

SCO 111-113, Sector - 17/B, Chandigarh-160017

0172-2562456, 2562231

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Section 1: Basic Details

1.	Qualification Name	Course in Computer Application							
2.	Sector/s	IT-ITeS							
3.	Type of Qualification: ☐ New ☒ Revised ☐ Has Electives/Options ☐ OEM ☐ Rationalized	NQR Code & version of previous qualification: (change to previous, once approved) NQR Code: 2019/ITES/HART/3565 Version: 1	Qualification Name of previous version: Diploma in Computer Application						
4.	a. OEM Name b. Qualification Name (Wherever applicable)	N/A							
5.	National Qualification Register (NQR) Code &Version (Will be issued after NSQC approval)	QG-04-IT-03522-2025-V2-HARTRON , Version 2.0	6. NCrf/NSQF Level: 4						
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other) (Wherever applicable specify multiple entry/exits also & provide details in annexure)	Certificate							
8.	Brief Description of the Qualification	The course provides knowledge of computer applications in depth. The course imparts scientific, practical and technical knowledge to its learners about various computer tools that are used in day to day life.							
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Grade 12th Pass or equivalent OR Pursuing 12th OR Grade 10 Pass with 1 years of NTC plus 1 year NAC OR Previous relevant qualification of NSQF Level 3.5 with 1.5 years of relevant experience</td> <td>N/A</td> </tr> </tbody> </table>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1.	Grade 12th Pass or equivalent OR Pursuing 12 th OR Grade 10 Pass with 1 years of NTC plus 1 year NAC OR Previous relevant qualification of NSQF Level 3.5 with 1.5 years of relevant experience	N/A
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)							
1.	Grade 12th Pass or equivalent OR Pursuing 12 th OR Grade 10 Pass with 1 years of NTC plus 1 year NAC OR Previous relevant qualification of NSQF Level 3.5 with 1.5 years of relevant experience	N/A							
		b. Age: N/A							

10.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	16	11. Common Cost Norm Category (I/II/III) (wherever applicable): <i>Category II</i>																		
12.	Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)	N/A																			
13.	Training Duration by Modes of Training Delivery (Specify <i>Total Duration</i> as per selected training delivery modes and as per requirement of the qualification)	☒ Offline ☐ Online ☐ Blended <table border="1"> <thead> <tr> <th>Training Delivery Modes</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th>Employability Skills</th> <th>OJT Mandatory (Hours)</th> <th>OJT Recommended (Hours)</th> <th>Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td>135</td> <td>285</td> <td>30</td> <td>30</td> <td></td> <td>480</td> </tr> </tbody> </table> <i>(Refer Blended Learning Annexure for details)</i>						Training Delivery Modes	Theory (Hours)	Practical (Hours)	Employability Skills	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	135	285	30	30		480
Training Delivery Modes	Theory (Hours)	Practical (Hours)	Employability Skills	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)															
Classroom (offline)	135	285	30	30		480															
14.	Aligned to NCO/ISCO Code/s (if no code is available mention the same)	2512.0100, 2356.9900																			
15.	Progression path after attaining the qualification (Please show Professional and Academic progression)	<i>In Academic: Higher/Specialized courses in the same domain.</i> <i>In Professional: Computer Programmer -> Sr. Programmer</i>																			
16.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	Yes, Hindi																			
17.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	☐ Yes ☒ No URLs of similar Qualifications:																			
18.	Is the Job Role Amenable to Persons with Disability	☒ Yes ☐ No If "Yes", specify applicable type of Disability: <i>Any disable person who is able to operate computer</i>																			
19.	How Participation of Women will be Encouraged	N/A																			
20.	Are Greening/ Environment Sustainability Aspects Covered (Specify the NOS/Module which covers it)	☐ Yes ☒ No																			
21.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools ☒ Yes ☐ No Colleges ☒ Yes ☐ No																			
22.	Name and Contact Details of Submitting / Awarding Body SPOC (In case of CS or MS, provide details of both Lead AB & Supporting ABs)	Name: Rajesh Deswal Email: hartron.awarding@gmail.com Contact No.: 97797-06237, 0172-2562456 Website: hartron.org.in																			
23.	Final Approval Date by NSQC: 18.02.2025	24. Validity Duration: 3 years			25. Next Review Date: 18.02.2028																

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/NS QF Level	Credits as per NCrF	Training Duration (Hours)				Assessment Marks					
						Th.	Pr.	OJT	Total	Th.	Pr.	OJT/Project & Viva	Internal Assessment	Total	Weightage (%) (if applicable)
1.	IT Foundation and Digital Tools	HART/AWD /ITFDT/01, V1	Core	2.5	3	30	60		90	40	15		30	85	28.33
2.	Basics of Web Page Designing	HART/AWD /WPD/01, V1	Core	4	3	30	60		90	25	15		15	55	18.33
3.	Foundations of Programming and SQL Database Management (OOPs & SQL Concepts)	HART/AWD /ADP/01, V1	Core	4	8	75	165		240	44	30		15	89	29.67
4.	Employability Skills DGT	DGT/VSQ/ N0101	Non-Core	3	1	0	0	0	30	11	0		0	11	3.67
5.	OJT/ Project & Viva				1	0	0	30	30	0	0	60	0	60	20.00
Duration (in Hours) / Total Marks					16	135	285	30	480	120	60	60	60	60	60

Assessment - Minimum Qualifying Percentage

Please specify **any one** of the following:

Minimum Pass Percentage – Aggregate at qualification level: 50 % (Every Trainee should score specified minimum aggregate passing percentage at qualification level 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)	Minimum Educational Qualification: Graduate (Computer Science/ IT) with proficiency in domain-specific technologies offered in the qualification Certification: Certified as Trainer/Teacher in IT domain from a reputed organization. Experience: Preferably 1 year
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Minimum Educational Qualification: Graduate (Computer Science/ IT) with proficiency in domain-specific technologies offered in the qualification Certification: Certified as Trainer/Teacher in IT domain from a reputed organization. Experience: Minimum 3 years in the relevant field
3.	Tools and Equipment Required for Training	☒ Yes ☐ No (If "Yes", details to be provided in Annexure)
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	N/A

Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Minimum Educational Qualification: Graduate (Computer Science/ IT) with proficiency in domain-specific technologies offered in the qualification Certification: Certified as Assessor/Examiner in IT domain from a reputed organization.
2.	Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Minimum Educational Qualification: Graduate (Computer Science/ IT) with proficiency in domain-specific technologies offered in the qualification Certification: Certified as Assessor/Examiner in IT domain from a reputed organization.
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Minimum Educational Qualification: Graduate (Computer Science/ IT) with proficiency in domain-specific technologies offered in the qualification Certification: Certified as Assessor/Examiner/Proctor in IT domain from a reputed organization. Experience: Minimum 3 years in the relevant field.

4.	Assessment Mode <i>(Specify the assessment mode)</i>	Online Mode
5.	Tools and Equipment Required for Assessment	☒ Same as for training ☐ Yes ☐ No <i>(details to be provided in Annexure-if it is different for Assessment)</i>

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	Latest Skill Gap Study (not older than 2 years) (Yes/No) : No
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): No
3.	Government /Industry initiatives/ requirement (Yes/No) : The course is running successfully from number of years and is also considered for the recruitment in public and private sectors. The requirement of the job roles defined in the qualification are posted on placement websites like www.indeed.co.in , www.placementindia.com , www.naukari.com justifies the need of the qualification.
4.	Number of Industry validation provided: 20
5.	Estimated nos. of persons to be trained and employed: Mentioned at Annexure - 4
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: This course is being run by Hartron after getting the approval from the State Government.

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 <i>(Mandatory)</i>	Annexure 1 - 'Evidence of Level'
2.	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	Annexure 2 - 'Tools & Equipment'
3.	Annexure: Industry Validations Summary	Annexure 3 - 'Industry Validations Summary'
4.	Annexure: Training & Employment Details	Annexure 4- 'Training & Employment Details'
5.	Annexure: Detailed Assessment Criteria <i>(Mandatory)</i>	Annexure 5- 'Detailed Assessment Criteria'
6.	Annexure: Assessment Strategy <i>(Mandatory)</i>	Annexure 6- 'Assessment Strategy'

7.	Supporting Document: Model Curriculum (<i>Mandatory – Public view</i>)	Available
8.	Supporting Document: Occupational Map (<i>Mandatory</i>)	Available
9.	Supporting Document: Assessment SOP (<i>Mandatory</i>)	Available

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	- Candidate is required to install and maintain operating system, create documentation, apply formulas and functions, make presentations, handle database and web sites. - Possesses specialized operational knowledge of creating documents, using spreadsheet, HTML tags, and programming languages.	- Possesses specialized knowledge of procedures employed in both routine and non-routine contexts. - Possesses specialized operational knowledge and understanding of the work. - Has complete knowledge of concept of time required for delivery; and Quality for a range of issues. - Has knowledge of collecting and interpreting the available information, drawing conclusions & communicating the same.	4
Professional and Technical Skills/ Expertise/ Professional Knowledge	Candidate on the job needs to have factual knowledge of computer hardware, software, operating systems, creating documents, spreadsheets, presentations, database handling, and web designing tools like HTML, CSS and JavaScript, and programming languages like C, C++ and Visual Basics.	- Possesses specialized professional and technical skills; displays clarity of professional knowledge and technical skills in broad range of activities/ tasks. - Can apply the required knowledge for successfully implementing or applying techniques/ processes in a specific field/ job role. - The ability to gain, and where relevant apply a range of knowledge, skills and understanding - Can clearly identify the relevant tools; and	4

		has advanced knowledge of materials in most routine/ non routine contexts. • Possesses the required operational skills for the work/ job. Skill to deliver job/ work with the required precision and in the estimated timelines. • Capabilities of carrying out a choice of processes and procedures within the range of familiar / unfamiliar contexts.	
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	• Introduction to Employability Skills • Constitutional values - Citizenship • Becoming a Professional in the 21st Century • Basic English Skills • Career Development & Goal Setting • Communication Skills • Diversity & Inclusion • Financial and Legal Literacy • Essential Digital Skills • Entrepreneurship • Customer Service • Getting Ready for Apprenticeship & Jobs	• Have much broader Employability Skills including understanding of career planning, digital skills, financial and legal literacy. • Good Communication skills, both oral and written. • Initiative and Leadership Abilities. • Advanced literacy and Numeracy skills • Has good skills for self-employment and entrepreneurship skills/ entrepreneurial Mind-set which may potentially create job for more persons (say 3 to 5). • Skills for accurate workshop/ mathematical calculation and estimations, and understanding of arithmetic and algebraic principles. • Can comfortably use most of the basic digital tools, has clear understanding of Financial and Digital literacy, Aadhaar and Mobile, uses digital payments etc. with proficiency • Good understanding of Constitutional values & Citizenship, inclusion and Diversity. • Very Good understanding of social political and work environment	4
Broad Learning Outcomes/Core Skill	• He/she needs to have skill to basic arithmetic and algebraic principles, to demonstrate knowledge of the	• The candidate must be able to carry out a specialized job/ work/ tasks in a familiar/ unfamiliar, predictable/ unpredictable, routine/	4

	foundational mathematical concepts in computing. He/ she will be able to create and maintain effective working relationships and team environment through collaboration.	non-routine, situation of multiple options/ choices. Focus on range of application of standard and non-standard procedures and somewhat complex operations in production/ services. Able to identify the problems and a wider possible range of solutions with pros and cons in production/ services.	
Responsibility	Candidate is independently responsible to perform all the tasks as per requirements of the job, hence is responsible for own work and learning.	- Takes complete responsibility for delivery and quality of own work and output as also the subordinates. - Shares responsibility for the group tasks. - Can perform all non-standard procedures and non-routine tasks with confidence.	4

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

List of Tools and Equipment

Batch Size:

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1.	Computer /laptop	latest configuration	1:1
2.	Stationaries such as Notepad, Pen etc.	As per requirement/batch size	1:1
3.	Internet connectivity	with good speed	-
4.	IT Foundation & Digital tools	MS office/ open office, & typing software, Web Browser, Search Engines, Cloud Storage (Google Drive, One Drive), Social Media and Networking platforms, Antivirus Software	
5.	Web Designing Tools	Text Editor like Sublime Text, Notepad++, Web Browsers: Google Chrome, Mozilla Firefox	

6.	Programming and SQL tools	C/ C++ Compiler, Code::Blocks or Dev-C++ IDE, Visual Studio, Database Management System (DBMS) (e.g., MySQL, PostgreSQL, Microsoft SQL Server (Express Edition), Oracle (Express Edition), SQLite) or any online SQL Editor	
7.	Printer and Scanner		2

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. White/Black board , Marker and Duster
2. Reference books, Notepad, Pen/Pencil
3. other basic infrastructure

Annexure 3: Industry Validations Summary

Provide the summary information of all the industry validations in table. This is not required for OEM qualifications.

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1.	RGCM Narnaul	Naveen Kumar	Director	Rajiv Gandhi Computer Sakshrta Mission, Narnaul	7206712138	mrkumar035@gmail.com	
2.	MK Aggarwal & Associates	Mukesh Aggarwal	Prop	SCO - 1, F.F., Sector 11, Panchkula	9814736200	ca_mukeshaggarwal@yahoo.com	
3.	Shri Ram Hospital & Child Care Centre Assandh	Shri Ram Sharma	MD	Shri Ram Hospital & Child Care Centre Assandh	7027870005	shriramhospital@gmail.com	
4.	ARMY DECORATORS	ROHIT MEHRA	Prop	104-106 DEEP PLAZA OPP DIST COURT GURGAON	9717953888	armydecorators@yahoo.com	
5.	Communex	Sanjay Kumar	Managing Partner	Scf-31,top Floor, phase-6 Mohali (PB) - 160055 Near CNG petrol pump Contact: 7340-757575,9592-993911	9780027196	communex31@gmail.com	
6.	Zed-King Group of Institutions	Pooja	Director	Zed King groups of Institutions, Kaithal, Haryana	9416111612	zedkingacademy@gmail.com	
7.	Vikas Motors	Anil	Owner	Mugal Pura, Old Sabzi Mandi Gohara, Sonipat	9812500181	anilmehta1979@gmail.com	
8.	Jawahar Lal Nehru Senior Secondary School, Gohana	Sachin	Owner	Jawahar Lal Nehru Senior Secondary School, Gohana	9466635000	jlnschoolgohana@gmail.com	

9.	Sharma Computers	Vikas	Owner		9728571022	vikassharma1022@gmail.com	
10.	Friends Communication	Vivek Jain	Managing Partner	SCF 31, 1st Floor, Phase 6, Sector 56, Mohali	9814302109	friendscommunications@gmail.com	
11.	Edusoft Technology	Dheeraj Kumar Gulati	Prop	SCF-10, Ground Floor, Wadhawa Nagar, Near Sector-19 Panchkula Opposite City Court, Zirakpur, Highway, Dhakoli, Panchkula, Punjab, 140603	9888686825	esoftzirakpur@gmail.com	
12.	D.N. Agencies	Subhash Chander	Prop	Khevat No. 1 1225/1617, M/S D.N. Agencies, Hisar Road, Near Sharda Palace, Sirsa, Haryana - 125055	9354210827	dnagencies.742@gmail.com	
13.	Envoke Associates	Vivek Jain	Managing Director	#721, Phase 3B1, Sector 60, Mohali	9814302109	envokeassociates@gmail.com	
14.	Gauravi Industries	Pushpinder Kumar	M.D.	Jora PG, Niamatpura, Rajpura (PB)	9041920011	gauravi.industries@gmail.com	
15.	Haryana Institute Of Information Technology	Ankit Zandu	Owner	Aggarsain Chowk, Near Ambala-Hissar Fly Over, Ambala City, Haryana	9996669962	info@hiitambala.com	
16.	Pannu Associates	Kuldeep Pannu	Managing Director	Cabin No. 2, Basement, New Chaudhary complex, Rally Sector - 12 A, Panchkula - 134112	7696950777	pannuassociatespkl@gmail.com	
17.	Shree Balaji Institute	Navneet Singh	Managing Director	Shree Balaji Institute Panchkula, HKCL	9501448764	sbipanchkula@gmail.com	

	Panchkula			Authorized Learning Centre			
18.	Sanvi Associates	Meenu Jain	Managing Partner	33A, Near Sheesh Mahal, Udyog Nagar, Hisar-125001	7717343469	sanviassociate@gmail.com	
19.	Kulyash Raj	Kulyash Raj	Manager	VPO-Ismaillabad, Distt - Kurukshetra	9896131343	sunnyahuja.in@gmail.com	
20.	Sunil Associates	Sunil	Prop	VPO-Ismaillabad, Distt - Kurukshetra	9729252932	sunilkumaracc56@gmail.com	

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	12500				N/A	
2025	13000				N/A	
2026	13500				N/A	

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
Version 1	2020	6040	5312	4807	152	1580	1458	1379	53	N/A			
Version 1	2021	14018	12932	10951	293	4593	4270	3808	93	N/A			
Version 1	2022	13892	12108	9395	160	4580	4118	3358	64	N/A			
Version 1	2023	12351	1074	444	0	4501	353	128	0	N/A			

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

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

Qualification was implemented through fee based model. No sponsored training/ scheme was conducted.

Content availability for previous versions of qualifications:

☐ Participant Handbook ☐ Facilitator Guide ☐ Digital Content ☐ Qualification Handbook ☒ Any Other: Reference books are recommended in addition with the class notes provided by Faculties

Languages in which Content is available: English, Hindi

Annexure 5: 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	Internal Marks	Total
IT Foundation and Digital Tools	- Understand the meaning, characteristics and applications of Computer. - Know the history, generation and classification of Computers. - Know the various components of Computer. - Understanding the concept of input and output devices of Computers and how computer works. - Understand the concept of Data and Information and number conversion. - Learn the basic concepts of operating system. - Understand the settings and working of Windows. - Identify and fix peripherals mishaps and malfunctions. - Learn to create and manipulate document. - Learn to apply formula and functions in spreadsheet. - Using various tools of word processor and spreadsheet. - Know to present information visually & effectively using digital presentation - Know the correct posture while typing. - Learn to type with accuracy and speed. - Learn basic concepts of network and internet skills. - Learn communication over Internet.	40	15	30	85

	- Learn to register for an email account, navigate an email interface, compose, send and receive messages, and upload and download attachments. - Recognize the various security and privacy issues on internet and safety measures - Understand cloud and cloud storage.				
Basics of Web Page Designing	- Create web pages using HTML and CSS. - Learn and apply JavaScript to write object oriented web applications. - Validate a web page.	25	15	15	55
Foundations of Programming and SQL Database Management	- Understand the concept of database and database management system. - Learn SQL commands to create database and tables. - Learn to retrieve and manipulate data using SQL query commands. - Learn joining tables, creating stored procedures and triggers - Understand the concepts of structured programming language through C. - Learn to write programs using control flow statements, Functions and Arrays etc. - Understand how C++ improves C with object-oriented features. - Learn to implement major object-oriented concepts in C++ - Design, formulate, and construct applications with VB.NET - Develop GUI application using Form Controls and its events. - Apply object oriented concepts in GUI Application. - Use data access controls to store and retrieve data in database.	44	30	15	89
Employability Skills, DGT	- Learn communication and employability skills to get job ready in the industry. - Learn secured offline/online financial transaction.	11	0	0	11
OJT	Work in actual/ virtual workplace under guidance or supervision.	0	0	0	60
Grand Total		120	60	60	300

Annexure 6: 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.

Mention the detailed assessment strategy in the provided template.

1. Assessment System Overview:

- Online Exam Request: After completion of training/course concerned Hartron Skill Centres sends examination request through Franchise Management System (FMS) Portal.
- Request Verification: Online examination request is Approve/disapprove (as the case may be) by Awarding Division, Hartron and prepare final list of candidate to appear in the Examination.
- Assessment Division, Hartron prepare the exam Schedule as per the final list and same is intimated to concern Hartron Skill Centre (HSC), where exam is to be conducted.
- Assessment Division deploy Assessors to execute assessment.
- Awarding Division monitors the assessment process and records.

2. Testing Environment:

- The exam is conducted online at concerned Hartron Skill Centre by the deputed Assessors.
- Assessment is done in a transparent manner, under CCTV surveillance.
- Authenticity of learner is duly checked by Assessors and their attendance is marked accordingly.
- Online examination of candidate is followed by Viva which is taken by Assessors of Hartron.
- Candidate should submit project/OJT report when appear for Viva.
- Result is stored securely for declaration and publication through FMS portal.

3. Assessment Quality Assurance levels/Framework:

- SMEs of Assessment Division create the Question Bank which is further vetted by Awarding Division.
- Questions in the question bank are of different difficulty levels and reviewed periodically.
- Exam is conducted online and questions of different difficulty levels are picked randomly from vetted question bank.
- No unfair activity is allowed.

4. Types of evidence or evidence-gathering protocol:

- Attendance of Assessors as well as students is being taken as standardized procedure.

- Whole exam is conducted under CCTV surveillance and recording of the same is taken as evidence.

5. Method of verification or validation:

- Surprise checks during conduct of assessment at respective Hartron Skill Centre

6. Method for assessment documentation, archiving, and access

- The required assessment documents are stored in a safe manner for a certain period of time.
- Assessment results are stored on physical files as well as on the FMS portal.

NSQC Approved