

QUALIFICATION FILE

Course in Digital Accounting

☒ 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 Digital Accounting							
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/3567 Version: 1	Qualification Name of previous version: Diploma in Computer Aided Accounting						
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-03523-2025-V2-HARTRON , Version 2	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 helps to improve IT Skills and provide theoretical as well as practical knowledge of manual and computerized accounting.							
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 2 years of NTC 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 2 years of NTC 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
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1.	Grade 12th Pass or equivalent OR Pursuing 12 th OR Grade 10 Pass with 2 years of NTC 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>160</td><td>260</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)	160	260	30	30	-	480
Training Delivery Modes	Theory (Hours)	Practical (Hours)	Employability Skills	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)														
Classroom (offline)	160	260	30	30	-	480														
14.	Aligned to NCO/ISCO Code/s (if no code is available mention the same)	2411.0100																		
15.	Progression path after attaining the qualification (Please show Professional and Academic progression)	In Academic: Higher/Specialized courses in the same domain. In Professional: Associate Accountant -> Accountant -> Senior Accountant																		
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 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/ NSQF 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/ITFD T/01, V1	Core	2.5	3	30	60	0	90	40	15		30	85	28.33
2.	Introduction to Accounting with Tally	HART/AWD/AT/01, V1	Core	4	3	15	75	0	90	31	30		10	71	23.67
3.	Forms of Organization and Financial Statement Analysis	HART/AWD/FOFS/01, V1	Core	4	3	30	60	0	90	16	15		10	41	13.67
4.	Indian Financial System	HART/AWD/IFS/01, V1	Core	4	2	40	20	0	60	11	0		5	16	5.33
5.	Taxation (Income Tax & GST)	HART/AWD/ITGST/01, V1	Core	4	3	45	45	0	90	11	0		5	16	5.33
6.	Employability Skills DGT	DGT/VSQ/N0101	Non-Core	3	1	0	0	0	30	11	0		0	11	3.67
7.	OJT/ Project & Viva				1	0	0	30	30	0	0	60	0	60	20.00

S. No	NOS/Module Name	NOS/Module Code & Version (<i>if applicable</i>)	Core/ Non-Core	NCrF/ NSQF Level	Credits as per NCrF	Training Duration (Hours)				Assessment Marks					
						Th.	Pr.	OJT	Total	Th.	Pr.	OJT/Pr oject & Viva	Internal Assessm ent	Total	Weightag e (%) (<i>if applicable</i>)
Duration (in Hours) / Total Marks					16	160	260	30	480	120	60	60	60	300	100.00

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: Commerce Graduate with proficiency in domain-specific technologies offered in the qualification Certification: Certified as Trainer/Teacher 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: Commerce Graduate with proficiency in domain-specific technologies offered in the qualification Certification: Certified as Trainer/Teacher 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: Commerce Graduate with proficiency in domain-specific technologies offered in the qualification Certification: Certified as Assessor/Examiner from a reputed organization.
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2.	Proctor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	Minimum Educational Qualification: Commerce Graduate with proficiency in domain-specific technologies offered in the qualification Certification: Certified as Assessor/Examiner from a reputed organization.
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	Minimum Educational Qualification: Commerce Graduate with proficiency in domain-specific technologies offered in the qualification Certification: Certified as Assessor/Examiner/Proctor 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.
4.	Number of Industry validation provided: 31
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 able to perform all computer related office tasks, prepare account books and bills both manually and computerised. - Candidate on the job needs to have factual knowledge of office automation software, accounts and accounting software, knowledge of rules and regulations related to taxation, financial markets etc.	- 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 needs to recall and demonstrate practical skill related to basic computer and internet activities. Maintaining books of accounts and preparing financial statements and other works such as filing taxation and GST returns etc. are also routine and repetitive in narrow range of application	• 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 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.	4
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	4

		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	
Broad Learning Outcomes/Core Skill	• The candidate should possess good communication skills both verbal and written, with the required clarity in order to understand the work. He/she needs to have skill to basic arithmetic and algebraic principles, to demonstrate knowledge of the foundational mathematical concepts in computing. He/ she will be able to create and maintain effective working relationships and team environment through collaboration.	• The candidate must be able to carry out a specialized job/ work/ tasks in a familiar/ unfamiliar, predictable/ unpredictable, routine/ 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.	4
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.	Accounting Software	Tally ERP9	
6.	Banking Tools	Banking Websites and Apps to illustrate online banking services, fund transfers (NEFT, RTGS, IMPS, UPI), bill payments, and other digital transactions	
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.	Anmol Enterprises	Krishan Bisla	Proprietor	SCO 44, Sector 11, Panchkula, Haryana	9416091376	anmol11enterprises@gmail.com	
2.	UniArk Healthcare Pvt. Ltd.	Sudhir Singal	Managing Director	SCF 226, 1st Floor, Motor Market, Manimajra, Chandigarh	9779777589	uniarkhealthcare@gmail.com	
3.	Cerebral Gurus Institute of Commerce	Ankur Sharma	Proprietor	SCF 8, Sector 19D, Chandigarh	9888920421	ankur28sharma@gmail.com	
4.	Edusoft Technology	Dheeraj Kumar Gulati	Proprietor	SCF 10, Wadhawa Nagar, Dhakoli Distt. Mohali	9888686825	esoftzirakpur@gmail.com	
5.	Shera Printers	Narender Sharma	Proprietor	Near Bhagat Singh Chawk, Dadri Road, Jhajjar	9812286398	sheraprinters.jhajjar@gmail.com	
6.	A-One Computer Institute	Manisha Deswal	Director	Near Syndicate Bank, Bhagat Singh Chawk, Jhajjar, Haryana	9991112264	aonecomputer.jhajjar@gmail.com	
7.	Bharat Computers	Sajjan Kumar	Proprietor	Deswal Complex, Gali No. 2, Shop No. 602, opp. Old Bus Stand, Jhajjar	9812228799	Sajjan_bharat@rediff.com	
8.	Paras Labratories Ltd.	Jaswinder	Office Manager	Plot No. 78, Ind. Area, Phase 2 Chandigarh	9316683525	paraslabltd@gmail.com	
9.	Paras NutraMedics	Rajan Sood	Proprietor	Plot No. 317, Ind. Area, Phase-9, Mohali	9814301180	parasnutramedics@gmail.com	
10.	Bima Junction	Devender Saini	Director	Opposite Indian Bank, Sector 17, Kurukshetra	989666108	devendersaini12@gmail.com	
11.	S.B.G. Public School		Owner	Sikanderpur Majra, Gohana, Sonapat	9466347196	sbgchetan@gmail.com	
12.	India Infoline CRD	Yogesh	Owner	Near Rest House, First Floor, Sonipat Road,	9896302040	sharma_yogi27@gmail.co.in	

				Gohana			
13.	Mehta Pustak Bhandar	Yogesh Mehta	Owner	Main Bazar, Gohana, Sonapat	9812346844	yogeshmehta204@gmail.com	
14.	Zandu Tyre Club	Karan Zandu	Proprietor	Near Manav Chawk, Hissar Road, Ambala City, Haryana	9996662299	karanzandu@gmail.com	
15.	M/S Pooja Automobiles	Sanjay Kumar	Owner	Sonapat Road, Gohana, Sonapat	9812434153	poojaautomobile12@gmail.com	
16.	JLN Sr. Sec. School Gohana		Owner	JLN Sr. Sec. School Gohana, Sonapat	9466348022	jlnschoolgohana@gmail.com	
17.	VISA VIDE Abroad Pvt. Ltd.	Dr. Amit Chakrapani	Director	Near SBI Bank, Ambala Road, Pehowa	9873050000	info@visavidegmail.com	
18.	Harayana Institute of technology and Management	Ankita	Owner	Harayana Institute of technology and Management, patiala Road, Cheeka, Dist. Kaithal	9416660559	-	
19.	Charu Industries	Vishnu Aggarwal	Proprietor	#81, sec-57(Zone B), HSIIDC, Kundli	9813016125	charuindustries01@gmail.com	
20.	BSM Automative	Sanjeev Goel	Proprietor	395, Sec-53 Zone D, HSIIDC, Kundli	9711341571	bsmautomative500@gmail.com	
21.	AGTS & Co.	CA Tarun	CA	156, sec floor, Pocket F-17, Rohini, Sector 8, Delhi	558797	-	
22.	OM Industries	Seema	HR	95 New IDC Hissar Road, Rohtak	7495026822	omlocktight2@gmail.com	
23.	Globe Capital Market CRD	Mamta	Owner	Opp Raj Dharam Kanta, Sonapat Road, Gohana	9992915868	yogesh.yogi27@gmail.com	
24.	Ridhi Tax Solution	Bharti verma	Proprietor	Shyam Market Balbir Hospital, Luxmi Vihar, Barwala, Hisar	9896161130	verma.aman85@gmail.com	
25.	Sandeep Vinod Kumar & Associates	Sandeep	CA	Near SBI Bank, Main Road Barwala, Hisar	9017591428	casandeepgoyal1993@gmail.com	
26.	Ambika Enterprises	Suman Bakshi	Sales Executive	124-126, Workshop Road, Yamuna Nagar, Haryana	9017482500	info@groupambika.com	

27.	DEEPIKIRAN Enterprises LLP	Sanjeev Kumar	Partner	Basment Shop, C\o Kuldeep Sahu, Laxman Vihar, Main Railway Road, Near Cosco football Company and Jaguar Showroom, Near Railway Station, Gurugram	8170042856	Deepkiran071020@gmail.com	
28.	Guru Gobind Singh College of Management & Information Technology	Harmesh	Director	Near Vishavkarma School, Govt. Hospital Road, Pehowa, Kurukshetra	7015840830	ggsmit_pehowa1@gmail.com	
29.	Danish Tatooz House	Danish Ahmed	managing Director	SCO 6, Sector -10, Panchkula, Haryana	9779778179	danishtattoo10@gmail.com	
30.	TATSAFE Group	Ashid Ahmed	Partner	SCO 27, basement, Sector-11, Panchkula	9888823988	tatasafeofficial@gmail.com	
31.	Mittal Sales		Partner	Mittal Complex, Baba Dalip Singh Marg, Pehowa, Kurukshetra	9034357474	mittalsalespehowa@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	7800					
2025	7850					
2026	7900					

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	2572	2291	2084	157	884	819	795	66	N/A			

Version 1	2021	7012	6456	5359	189	2647	2485	2180	57	N/A			
Version 1	2022	8730	7659	5336	120	3353	3017	2326	50	N/A			
Version 1	2023	7784	709	209	0	3241	272	84	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.	40	15	30	85

	• Learn basic concepts of network and internet skills. • Learn communication over Internet. • 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.				
Introduction to Accounting with Tally	• Know Basic Accounting concepts, Kinds of Accounts, Double Entry Book Keeping, Rules of Debit and Credit • Learn to record basic accounting transactions in Journal and Ledger • Know to rectify the errors in bank reconciliation statement • State the meaning, concept of depreciation and methods of charging depreciation. meaning of Provision and Reserve • Prepare annual financial statements and cash flow statement. • Learn Tally features and advantages. • Enter accounting voucher entries including advance voucher entries, reconcile bank statements, do accrual adjustments, and also print financial statements • Familiarized with the statutory features of Tally like TCS, TDS, and Payroll etc. • Learn the GST implementation in Tally.	31	30	10	71
Forms of Organization and Financial Statement Analysis	• Understand different forms of business organizations, their features, advantages and disadvantages. • Learn to calculate commonly used ratios relating to a company's profitability, liquidity, solvency, management efficiency and return on investment.	16	15	10	41
Indian Financial System	• Describe the role and structure of the financial system. • Know the types of financial Institutions and financial markets. • Outline the participants and instruments in the financial markets. • Understand Regulatory framework • Understand financial inclusion and various govt. schemes. • Challenges and issues of financial industry in India.	11	0	5	16

Taxation (Income Tax & GST)	- Understand different types of incomes and their taxability and expenses and their deductibility. - Understand the basics of filing of Income Tax and GST electronically.	11	0	5	16
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/ Project & Viva	Learn to apply skills and knowledge practically in work/ job environment	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.
- Candidate should be submit project/OJT report when appear for Viva.

- 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.
- 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.