



Please refer [Guidelines for STT/LTT/Apprenticeship/OEM Qualification File](#)

QUALIFICATION FILE

CORPORATE ACCOUNTANT

☒ 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: 5

Submitted By:

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Section 1: Basic Details

1.	Qualification Name	Corporate Accountant													
2.	Sector/s	Management & Entrepreneurship and Professional Skills													
3.	Type of Qualification: ☒ New ☐ Revised ☐ Has Electives/Options ☐ OEM	NQR Code & version of existing/previous qualification: <i>(change to previous, once approved)</i>	Qualification Name of existing/previous version: N/A												
4.	a. OEM Name b. Qualification Name <i>(Wherever applicable)</i>	N/A													
5.	National Qualification Register (NQR) Code & Version <i>(Will be issued after NSQC approval)</i>	QG-05-OA-03708-2025-V1-MU	6. NCrF/NSQF Level: 5												
7.	Award (Certificate/Diploma/Advance Diploma/Any Other) <i>(Wherever applicable specify multiple entry/exits also & provide details in annexure)</i>	Certificate													
8.	Brief Description of the Qualification	Corporate accountants specialize in business accounting and are experts at ensuring that the financial records of a company comply with financial regulations, laws, and policies. Their duties include preparing financial documents, presenting annual audits, preparing monthly budgets, monitoring expenditures, and managing the cash flow of a company.													
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>Completed UG Diploma in BBA/B.com stream.</td> <td>NA</td> </tr> <tr> <td>2.</td> <td>Previous relevant qualification of NSQF Level 4.5</td> <td>1.5-year experience</td> </tr> <tr> <td>3.</td> <td>Previous relevant qualification of NSQF Level 4</td> <td>3-year experience</td> </tr> </tbody> </table> b. Age: 18 Years		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1.	Completed UG Diploma in BBA/B.com stream.	NA	2.	Previous relevant qualification of NSQF Level 4.5	1.5-year experience	3.	Previous relevant qualification of NSQF Level 4	3-year experience
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)													
1.	Completed UG Diploma in BBA/B.com stream.	NA													
2.	Previous relevant qualification of NSQF Level 4.5	1.5-year experience													
3.	Previous relevant qualification of NSQF Level 4	3-year experience													
10.	Credits Assigned to this Qualification, Subject to Assessment <i>(as per National Credit Framework (NCrF))</i>	19	11. Common Cost Norm Category (I/II/III) <i>(wherever applicable): III</i>												
12.	Any Licensing requirements for Undertaking Training on This Qualification <i>(wherever applicable)</i>	N/A													

13.	Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)	☒ Offline ☐ Online ☐ Blended					
		Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)
		Classroom (offline)	210	300	60	0	570
		Online	0	0	0	0	0
		(Refer Blended Learning Annexure for details)					
14.	Aligned to NCO/ISCO Codes (if no code is available mention the same)	NCO-2015: 2411.0100, 2411.0101					
15.	Progression path after attaining the qualification (Please show Professional and Academic progression)	Senior Accountant → Accounts Manager					
16.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	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:					
19.	How Participation of Women will be Encouraged						
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: AR YADAV Email: dean.sdi@mewaruniversity.org Contact No.: 8882441640 Website: www.mewaruniversity.org					
23.	Final Approval Date by NSQC: 18/02/2025	24. Validity Duration: 03 years			25. Next Review Date: 17/02/2028		

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-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.	Accounting for Accountant	MU/MEP/N5701 & V1.0	Core	5	5	50	100	0	0	150	10	30	-	10	50	20
2.	Tally Software Application	MU/MEP/N5702 & V1.0	Core	5	2	20	40	0	0	60	10	30	-	10	50	15
3.	Tax Deducted at Source (TDS)	MU/MEP/N5703 & V1.0	Core	5	2	20	40	0	0	60	10	30	-	10	50	15
4.	Goods and Services Tax (GST)	MU/MEP/N5704 & V1.0	Core	5	2	20	40	0	0	60	10	30	-	10	50	15
5.	Office Automation	MU/MEP/N5705 & V1.0	Core	5	2	20	40	0	0	60	10	30	-	10	50	15
6.	Corporate Communication	MU/MEP/N5706 & V1.0	Core	5	2	20	40	0	0	60	10	30	-	10	50	10
7.	Employability Skills	DGT/VSQ/N0102	Non Core	5	2	60	0	0	0	60	50	-	-	-	50	10
8.	OJT			5	2	0	0	60	0	60						
Duration (in Hours) / Total Marks					19	210	300	60		570	110	180	-	60	350	100

Elective NOS/s:

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-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.																
2.																
Duration (in Hours) / Total Marks																

Optional NOS/s:

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-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.																
2.																
Duration (in Hours) / Total Marks																

Note: Distribution of marks are indicative only.

Assessment - Minimum Qualifying Percentage

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

Minimum Pass Percentage –Aggregate at qualification level: 60% (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

Minimum Pass Percentage –NOS/Module-wise: %(Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module 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	Specialization	Relevant Industry Experience		Training Experience		Remarks			
				Years	Specialization	Years	Specialization				
		Qualified or Partly qualified CA/CS Professional or Master's Degree holder in relevant field.	Accounting & Finance	3	Accounting & Finance	2	Teaching				
		Trainer Certification									
		Domain Certification			Platform Certification						
		Certified for Job Role: "Corporate Accountant" mapped to QP "MU/Q5706 version1.0" Minimum accepted score is 80%.			Recommended that the Trainer is certified for the Job Role: "Trainer" mapped to the Qualification Pack: "MEP/Q2601". Minimum accepted score as per MEPSC guidelines is 80%.						
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks			
				Years	Specialization	Years	Specialization				
		Qualified or Partly qualified CA/CS Professional or Master's Degree holder in relevant field.	Accounting & Finance	3	Accounting & Finance	2	Teaching				
		Trainer Certification									
		Domain Certification			Platform Certification						
		Certified for Job Role: "Corporate Accountant" mapped to QP "MU/Q5706 version1.0" Minimum accepted score is 80%.			Recommended that the Trainer is certified for the Job Role: "Trainer" mapped to the Qualification Pack: "MEP/Q2601". Minimum accepted score as per MEPSC guidelines is 80%.						
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) <i>(as per NCVET guidelines)</i>	Samme as Trainer Qualification in Section 3: Training Related
2.	Proctor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	NA
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	NA
4.	Assessment Mode <i>(Specify the assessment mode)</i>	<i>Online Computer Based Test (CBT) or offline OMR based</i>
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): Yes
2.	Latest Market Research Reports or any other source (not older than 2years) (Yes/No): Yes
3.	Government /Industry initiatives/ requirement (Yes/No): No
4.	Number of Industry validation provided: 20
5.	Estimated nos. of persons to be trained and employed: 1000
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: Yes If "No", why:

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>	Evidence of Level
2.	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	Tools and Equipment (Lab Set-Up)
3.	Annexure: Detailed Assessment Criteria <i>(Mandatory)</i>	Detailed Assessment Criteria
4.	Annexure: Assessment Strategy <i>(Mandatory)</i>	Assessment Strategy
5.	Annexure: Blended Learning <i>(Mandatory, in case selected Mode of delivery is "Blended Learning")</i>	N/A
6.	Annexure: Multiple Entry-Exit Details <i>(Mandatory, in case qualification has multiple Entry-Exit)</i>	N/A
7.	Annexure: Acronym and Glossary <i>(Optional)</i>	
8.	Supporting Document: Model Curriculum <i>(Mandatory – Public view)</i>	Yes
9.	Supporting Document: Career Progression <i>(Mandatory - Public view)</i>	Occupational Map
10.	Supporting Document: Occupational Map <i>(Mandatory)</i>	Occupational Map
11.	Supporting Document: Assessment SOP <i>(Mandatory)</i>	Assessment SOP
12.	Any other document you wish to submit:	

Annexure: 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	The Corporate Accountant will be responsible for preparing financial documents, presenting annual audits, preparing monthly budgets, monitoring expenditures, and managing the cash flow of a company.	Theoretical and practical skills of the individual is applied to work in predictable and familiar context. The evolving nature of the business and technology environment demands dealing with new scenarios and adapting solutions in the context of the target industry quickly which makes the process adaptive and non-routine. Thus, the qualification is NSQF Level 5	5
Professional and Technical Skills/ Expertise/ Professional Knowledge	Knowledge facts, concepts and principles that need to be known and/or understood in order to accomplish a task or to solve a problem	knowledge learnt through formal education to accomplish the defined objectives and continuously updates his/her knowledge and acquires new relevant information through multiple channels and assimilates these. Therefore, the syllabus is justifiable as level 5 of NSQF.	5
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	Decision Making, Plan and Organize, Customer Centricity, Problem Solving, Analytical Thinking, Critical Thinking.	The Corporate Accountant syllabus covers a The individual is called upon to understand the business context, the technology environment, the defined vision/mission/goals of the company and implement the defined solutions, which justifies its classification as level 5 of the NSQF.	
Broad Learning Outcomes/Core Skill	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment.	Deeps skills in understanding concepts, problems and documents of varied nature, assimilating and communicating globally across the organization boundaries to achieve desired Therefore, the syllabus is justifiable as level 5 of NSQF.	5
Responsibility	Completely responsible for the output. Effective team work and safety of self and colleagues. Responsible for self-learning goals	The individual understands the responsibilities of the role and fully owns it. He/she continuously learns on the job and, taking guidance where needed and guiding the team and coaching to achieve the outcomes.	5

Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size:30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1.	Personal computer	Latest Configuration	30 Nos.
2.	Internet connection	download speed of 50.02 Mbps and a upload speed of 50 Mbps	1 No.
3.	Tally Software		30 Nos.
4.	Collaboration tools	Google Drive or Slack	As required
5.	Documentation tools,	Microsoft Word or Google Docs	As required

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Chair
2. Table
3. Personal Computer
4. Projection Equipment
5. Power Point Presentation and software
6. Facilitator's Guide
7. Participant's Handbook

Annexure: 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.	Bhiwadi Integrated Industrial Association	Parveen Lamba	President	J-1410-1412 Rampura Mundana, Industrial Area, Bhiwadi-301019, Dist-Alwar(raj)	9983000600	info@bjja.jn	
2.	IMT Industrial Association	Manoj Tyagi	General Secretary	Plot No. 395-A, Sector-8, IMT Manesar Gurgaon-122052	1244207841		
3.	Skill Mantra Industrial Association	Siddharth MS	Head of Enrolment	Plot No. 395-A, Sector-8, IMT Manesar Gurgaon-122052	8604305811	siddharth@skillmantra.in	
4.	Skill Base India Pvt. Ltd.	Aarti Chauhan	Director	D-44, Near Center Market, Bhiwadi	9783651529	Aartichauhan44543@gmail.com	
5.	Smarto System Pvt. Ltd.	Ravi	Director	C-34, Bhagat Singh Chock Neerman	8607954855	Ravi357677@gmail.com	
6.	Brim Entertainment and Empowerment Development Pvt. Ltd.	Khushi Verma	Director	R-32, Ramesh Chock Rewadi	7240572405	Khushiverma34566@gmail.com	
7.	Brim Entertainment Pvt. Ltd.	Reena	Director	Bhagat Sing Colony, Alwar, Rajasthan- 301019	7240172401	Reena4456@gmail.com	
8.	Brim Industries	Arush Mishra	Director	A-27, Bhagat Singh Colony, Bhiwadi	9828592750	Ayush3467898@gmail.com	
9.	Early Childhood Technical & Vocational Society	Shahrukh	Director	Marg Jwala Nagar, Delhi- 110032	8742800800	Shahrukh235@gmail.com	
10.	Kamal Wires Industries	Neha	Director	Rampur Mundana, Bhiwadi, Alwar, Raj- 31019	8679775543	Neha763565@gmail.com	

11.	Minerals Industries Association	Deepak Chauhan	Director	Kadipuri, Narnaul, Haryana-123001	7276853289	Deepakchauhan998@gmail.com	
12.	Sarv Rishi Water Conservation & Research Institute Pvt. Ltd	Preeti Yadav	Director	C-202D, Som bazar Rd, Jeewan Park, Pankha Rd, New Delhi-59	9354448361	preeti.yadav@gmail.com	
13.	Harijan Sevak Sangh	Laxmi Das	Chairman	KingsWay Camp, Delhi-110009	9968279250	sankar_sanyal@yahoo.co.in	
14.	Industrial & Entrepreneurship Development Association	Sanjay Chauhan	Director	C-37, second flr, Ganesh Nagar, Pandav Nagar Complex, East Delhi-110092	8740800800		
15.	Harijan Sevak Sangh	Laxmi Das	Chairman	KingsWay Camp, Delhi-110009	9968279250	sankar_sanyal@yahoo.co.in	
16.	Sevak	A.R Yadav	Director	Little Angel's Public School Building, B-455, ST-30, Mahavir Enclave Part-II, Near Sec-2 Dwarka, New Delhi-110059	9868503349	sevakindia@gmail.com	
17.	Mahatma Gandhi Private Industrial Training Institute	Tarun Kapoor	Director	Vill.Bhambholi, NH-73, Jagadhir-Ambala Road, Yamuna Nagar-133103	9911400028	mesmgiti@gmail.com	
18.	Indian Skilled Databank	Manju Rani	Director	C-202/Djeevan park, Pankha Road, New Delhi-110059	9911400028	manjuahlwt@gmail.com	
19.	Yazaki			Plot No.A 120-121, RJICO Industrial Area, bhiwadi Phase-I, Dist-Alwar, Raj-301019	2066315000		
20.	Rhythm Vocational Training College	Abhishek Kumar	Director	FF-13/A, Mangal Bazar Road, Near Dena Bank, Laxmi	9212150600	info@refngo.in	

				Nagar, 110092	Delhi-			
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Annexure: 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
2025	100	100				
2026	300	300				
2027	600	600				

Data to be provided year-wise for next 3 years

Training, Assessment, Certification, and Placement Data for previous versions of qualifications: N/A

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed

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: N/A

- 1.
- 2.

Content availability for previous versions of qualifications:

☐ Participant Handbook ☐ Facilitator Guide ☐ Digital Content ☐ Qualification Handbook ☐ Any Other:

Languages in which Content is available: English/ Hindi

Annexure: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools: N/A

Refer NCVET “Guidelines for Blended Learning for Vocational Education, Training & Skilling” available on:

<https://ncvet.gov.in/sites/default/files/Guidelines%20for%20Blended%20Learning%20for%20Vocational%20Education,%20Training%20&%20Skilling.pdf>

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline: Online Ratio
1	☐ Theory/ Lectures - Imparting theoretical and conceptual knowledge		
2	☐ Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners		
3	☐ Showing Practical Demonstrations to the learners		
4	☐ Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training		
5	☐ Tutorials/ Assignments/ Drill/ Practice		
6	☐ Proctored Monitoring/ Assessment/ Evaluation/ Examinations		
7	☐ On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training		

Annexure: 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	Project Marks	Viva Marks
MU/MEP/N5701 Accounting for Accountant	PC 1 Apply the double-entry accounting system to accurately record various financial transactions.				
	PC 2 Prepare accurate income statements, balance sheets, and cash flow statements in accordance with accounting principles.				
	PC 3 Create and analyze journal entries, ensuring the proper recording of transactions in the general ledger.				
	PC 4 Reconciling bank statements and subsidiary ledgers, identifying and rectifying discrepancies in a timely manner.				
	PC 5 Apply Adjusting Entries and Closing Procedures.				
	PC 6 Gain proficiency in using financial ratios to evaluate a company's performance and financial health.				
	PC 7 Proficiently use accounting software's for efficient and accurate financial record-keeping.				
	Total Marks	10	30		10
MU/MEP/N5702 Tally Software Application	PC 1 Accurately record day-to-day financial transactions in Tally software, demonstrating proficiency in journal entries, ledger maintenance, and general accounting practices.				
	PC 2 Navigate Tally software efficiently to ensure compliance and accurate financial reporting for Goods and Services Tax (GST) and Tax Deducted at Source (TDS).				
	PC 3 Effectively manage payroll processes within Tally software, including salary computation, deductions, and compliance with statutory requirements, ensuring accurate and timely payroll transactions.				
	PC 4 Demonstrate proficiency in utilizing Tally software for effective inventory management, including recording stock transactions, tracking inventory levels, and generating reports for better decision-making in the context of business operations.				
	PC 5 Generate and interpret various financial reports using Tally software, including profit and loss statements, balance sheets, and cash flow statements, providing insights into the financial health of the organization.				

	PC 6	Accurately file GST returns, demonstrating a comprehensive understanding of the GST framework, compliance requirements, and the seamless integration of data for filing returns.				
	PC 7					
	Total Marks		10	30		10
MU/MEP/N5703 Tax Deducted at Source (TDS)	PC 1	Understand the concept of deducting a certain percentage of income at the source before making payments.				
	PC 2	Identify the types of payments and transactions where TDS is applicable.				
	PC 3	List and categorize the different TDS rates applicable to various types of payments.				
	PC 4	Analyze how TDS rates may change over time and stay updated on the latest rate amendments.				
	PC 5	Outline the procedure for deducting TDS from payments.				
	PC 6	Identify the consequences of delayed TDS payments and the applicable interest rates.				
	PC 7	Outline the different forms used for filing TDS returns based on the type of deductor and the nature of transactions.				
	PC 8	Explain the consequences of non-compliance or errors in TDS return filing.				
	PC 9	Demonstrate the process of creating and submitting an e-TDS return.				
	PC 10	Identify the digital signature requirements and the importance of authentication in e-TDS filing.				
	Total Marks		10	30		10
MU/MEP/N5704 Goods and Services Tax (GST)	PC 1	Identify the different types of indirect taxes in India, including Goods and Services Tax (GST), Central Excise, Service Tax, and State VAT.				
	PC 2	Demonstrate the process of matching and reconciling ITC with supplier invoices.				
	PC 3	Identify situations where ITC cannot be claimed and the consequences of non-compliance.				
	PC 4	Outline the criteria and procedures for GST registration.				
	PC 5	Understand the obligations of a registered taxpayer under GST.				
	PC 6	Identify the consequences of non-compliance with GST regulations.				

	PC 7 Identify different types of GST returns, such as GSTR-1, GSTR-3B, and GSTR-9.				
	PC 8 Understand the details required for accurate GST return filing, including sales data, purchases, and ITC reconciliation.				
	PC 9 Demonstrate the process of filing GST returns electronically.				
	PC 10 Understand the conditions and requirements for generating e-way bills.				
	PC 11 Outline the significance and benefits of e-invoicing in the GST system.				
	PC 12 Demonstrate the process of generating e-way bills and creating e-invoices.				
	Total Marks	10	30		10
• MU/MEP/N5705 Office Automation	PC 1 Demonstrate the ability to categorize and arrange data logically.				
	PC 2 Create organized and structured reports for conveying information efficiently.				
	PC 3 Identify appropriate tools and techniques for data visualization and reporting.				
	PC 4 Proficiently use spreadsheet software (e.g., Microsoft Excel, Google Sheets) to create MIS reports.				
	PC 5 Develop MIS dashboards to present key performance indicators (KPIs) visually.				
	PC 6 Develop effective written communication skills for professional emails and documents.				
	PC 7 Demonstrate the ability to draft various documents such as memos, reports, and proposals.				
	PC 8 Apply appropriate language and tone for different communication purposes.				
	PC 9 Create visually appealing and engaging presentations using tools like Microsoft PowerPoint or Google Slides.				
	PC 10 Effectively communicate complex ideas to diverse audiences through presentations.				
	PC 11 Demonstrate proficiency in using G-Suite applications, including Google Docs, Sheets, Slides, and Forms.				
	PC 12 Utilize collaboration features within G-Suite for team communication and document sharing.				

	PC 13 Implement security and privacy best practices when working with digital tools.				
	Total Marks	10	30		10
• MU/MEP/N5706 Corporate Communication	PC 1 Develop effective verbal and written communication skills for professional contexts.				
	PC 2 Demonstrate active listening and empathy in interpersonal communication.				
	PC 3 Apply assertiveness and conflict resolution techniques in workplace interactions.				
	PC 4 Exhibit professionalism in communication through appropriate language and tone.				
	PC 5 Identify and prioritize tasks based on urgency and importance.				
	PC 6 Develop strategies for effective time allocation and task completion.				
	PC 7 Utilize tools and techniques for setting goals, planning, and organizing work.				
	PC 8 Demonstrate the ability to manage time efficiently in a dynamic work environment.				
	PC 9 Develop clear and concise presentation content.				
	PC 10 Demonstrate effective public speaking skills, including vocal modulation and body language.				
	PC 11 Utilize visual aids to enhance the impact of presentations.				
	PC 12 Manage stage fright and handle questions and feedback confidently.				
	PC 13 Adapt presentation style to different audiences and contexts.				
	PC 14 Demonstrate proper etiquette in meetings, interactions with colleagues, and workplace events.				
	PC 15 Develop effective email communication skills, including appropriate subject lines and clear messaging.				
	PC 16 Apply confidentiality and privacy principles when communicating through email.				
	Total Marks	10	30		10
• DGT/VSQ/N0102 Employability Skills	PC 1 Introduction to Employability Skills	2			
	PC 2 Constitutional values – Citizenship	2			
	PC 3 Becoming a Professional in the 21st Century	6			

	PC 4 Basic English Skills	6			
	PC 5 Career Development & Goal Setting	3			
	PC 6 Communication Skills	4			
	PC 7 Diversity and Inclusion	2			
	PC 8 Financial and Legal Literacy	5			
	PC 9 Essential Digital Skills	8			
	PC 10 Entrepreneurship	4			
	PC 11 Customer Service	3			
	PC 12 Getting ready for apprenticeship & Jobs	5			
	Total Marks	50			
Grand Total		110	180	-	60
		750			

Note: Distribution of marks are indicative in nature not fixed.

Annexure: 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:

- Batches assigned to the assessment agencies for conducting the assessment on SIP or email
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC
- Assessment agency deploys the ToA certified Assessor for executing the assessment
- SSC monitors the assessment process & records

2. Testing Environment:

- Check the Assessment location, date and time
- If the batch size is more than 30, then there should be 2 Assessors.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) are verified by the other SME
- Questions are mapped to the specified assessment criteria
- Assessor must be ToA certified & trainer must be ToT Certified

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding

5. Method of verification or validation:

- Surprise visit to the assessment location

6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored

On the Job:

1. Each module (which covers the job profile of Automotive Service Assistant Technician) will be assessed separately.
2. The candidate must score 60% in each module to successfully complete the OJT.
3. Tools of Assessment that will be used for assessing whether the candidate is having desired skills and etiquette of dealing with customers, understanding needs & requirements, assessing the customer and perform Soft Skills effectively:
 - Videos of Trainees during OJT
4. Assessment of each Module will ensure that the candidate is able to:
 - Effective engagement with the customers
 - Understand the working of various tools and equipment

Annexure: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

Glossary

Term	Description
National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf