



## QUALIFICATION FILE – Standalone NOS

### Fundamentals of MS Office

☒ Horizontal/Generic ☐ Vertical/Specialization

☒ Upskilling ☐ Dual/Flexi Qualification ☒ For ToT ☒ For ToA

☒ General ☒ Multi-skill (MS) ☒ Cross Sectoral (CS) ☐ Future Skills

NCrF/NSQF Level: 2.5

Submitted by:

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## Section 1: Basic Details

| 1.     | NOS-Qualification Name                                                                                             | Fundamentals of MS Office                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                       |        |                                                                    |                                                           |   |                                                                             |     |
|--------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------|--------------------------------------------------------------------|-----------------------------------------------------------|---|-----------------------------------------------------------------------------|-----|
| 2.     | Sector/s                                                                                                           | Education, Training & Research                                                                                                                                                                                                                                                                                                                                                                                |                                                                                       |        |                                                                    |                                                           |   |                                                                             |     |
| 3.     | Type of Qualification <input checked="" type="checkbox"/> New <input type="checkbox"/> Revised                     | NQR Code & version of the existing /previous qualification: <i>(change to previous, once approved)</i>                                                                                                                                                                                                                                                                                                        | Qualification Name of the existing/previous version: <i>(previous, once approved)</i> |        |                                                                    |                                                           |   |                                                                             |     |
| 4.     | National Qualification Register (NQR) Code & Version <i>(Will be issued after NSQC approval.)</i>                  | NG-2.5-ERT-04651-2025-V1-VBABSS                                                                                                                                                                                                                                                                                                                                                                               | 5. NCrF/NSQF Level: 2.5                                                               |        |                                                                    |                                                           |   |                                                                             |     |
| 6.     | Brief Description of the Standalone NOS                                                                            | The Fundamental of MS Office provides training in Word, Excel, PowerPoint, Outlook, AI Tools and Teams. It equips the students with practical skills for creating documents, managing data, folders and e-mails, making presentations and conducting online meetings efficiently for personal, academic or professional use.                                                                                  |                                                                                       |        |                                                                    |                                                           |   |                                                                             |     |
| 7.     | Eligibility Criteria for Entry for a 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>Relevant Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>8th Grade pass and pursuing continuous schooling OR 9th Grade or above pass</td> <td>NIL</td> </tr> </tbody> </table> |                                                                                       | S. No. | Academic/Skill Qualification (with Specialization - if applicable) | Relevant Experience (with Specialization - if applicable) | 1 | 8th Grade pass and pursuing continuous schooling OR 9th Grade or above pass | NIL |
| S. No. | Academic/Skill Qualification (with Specialization - if applicable)                                                 | Relevant Experience (with Specialization - if applicable)                                                                                                                                                                                                                                                                                                                                                     |                                                                                       |        |                                                                    |                                                           |   |                                                                             |     |
| 1      | 8th Grade pass and pursuing continuous schooling OR 9th Grade or above pass                                        | NIL                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                       |        |                                                                    |                                                           |   |                                                                             |     |
| 8.     | Credits Assigned to this NOS-Qualification, Subject to Assessment <i>(as per National Credit Framework (NCrF))</i> | 2.5                                                                                                                                                                                                                                                                                                                                                                                                           | 9. Common Cost Norm Category (I/II/III) <i>(wherever applicable): III</i>             |        |                                                                    |                                                           |   |                                                                             |     |
| 10.    | Any Licensing Requirements for Undertaking Training on This Qualification <i>(wherever applicable)</i>             | NO                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                       |        |                                                                    |                                                           |   |                                                                             |     |

| 11.                                        | <b>Training Duration by Modes of Training Delivery</b> ( <i>Specify Total Duration as per selected training delivery modes and as per requirement of the qualification</i> ) | <input checked="" type="checkbox"/> Offline Only <input type="checkbox"/> Online Only <input type="checkbox"/> Blended<br><table border="1" data-bbox="1025 256 1713 440"> <thead> <tr> <th>Training Delivery Mode</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th>Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td>30</td> <td>45</td> <td>75</td> </tr> <tr> <td>Online</td> <td>-</td> <td>-</td> <td>-</td> </tr> </tbody> </table> <p>(Refer Blended Learning Annexure for details)</p> | Training Delivery Mode | Theory (Hours)           | Practical (Hours)                          | Total (Hours)    | Classroom (offline) | 30                | 45                               | 75             | Online | -  | -   | -   |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------------|--------------------------------------------|------------------|---------------------|-------------------|----------------------------------|----------------|--------|----|-----|-----|
| Training Delivery Mode                     | Theory (Hours)                                                                                                                                                               | Practical (Hours)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Total (Hours)          |                          |                                            |                  |                     |                   |                                  |                |        |    |     |     |
| Classroom (offline)                        | 30                                                                                                                                                                           | 45                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 75                     |                          |                                            |                  |                     |                   |                                  |                |        |    |     |     |
| Online                                     | -                                                                                                                                                                            | -                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | -                      |                          |                                            |                  |                     |                   |                                  |                |        |    |     |     |
| 12.                                        | <b>Assessment Criteria</b>                                                                                                                                                   | <table border="1" data-bbox="1025 555 1984 667"> <thead> <tr> <th>Theory (Marks)</th> <th>Practical (Marks)</th> <th>Project (Marks)</th> <th>Viva (Marks)</th> <th>Total (Marks)</th> <th>Passing %age</th> </tr> </thead> <tbody> <tr> <td>15</td> <td>45</td> <td>20</td> <td>20</td> <td>100</td> <td>60%</td> </tr> </tbody> </table>                                                                                                                                                                                              | Theory (Marks)         | Practical (Marks)        | Project (Marks)                            | Viva (Marks)     | Total (Marks)       | Passing %age      | 15                               | 45             | 20     | 20 | 100 | 60% |
| Theory (Marks)                             | Practical (Marks)                                                                                                                                                            | Project (Marks)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Viva (Marks)           | Total (Marks)            | Passing %age                               |                  |                     |                   |                                  |                |        |    |     |     |
| 15                                         | 45                                                                                                                                                                           | 20                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 20                     | 100                      | 60%                                        |                  |                     |                   |                                  |                |        |    |     |     |
| 13.                                        | <b>Is the NOS Amenable to Persons with Disability</b>                                                                                                                        | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If “Yes”, specify applicable type of Disability: physical/Mobility, Speech Impairments                                                                                                                                                                                                                                                                                                                                                                              |                        |                          |                                            |                  |                     |                   |                                  |                |        |    |     |     |
| 14.                                        | <b>Progression Path After Attaining the Qualification, wherever applicable</b> ( <i>Please show Professional and Academic progression</i> )                                  | <table border="0" data-bbox="1025 801 2123 960"> <thead> <tr> <th>Academic Progression</th> <th>Professional Progression</th> </tr> </thead> <tbody> <tr> <td>'O' level -&gt; 'A' level -&gt; Higher education</td> <td>Office Assistant</td> </tr> <tr> <td>Or</td> <td>Project Assistant</td> </tr> <tr> <td>BCA / BSc (IT) -&gt; MCA / MSc (IT)</td> <td>Office Manager</td> </tr> </tbody> </table>                                                                                                                                 | Academic Progression   | Professional Progression | 'O' level -> 'A' level -> Higher education | Office Assistant | Or                  | Project Assistant | BCA / BSc (IT) -> MCA / MSc (IT) | Office Manager |        |    |     |     |
| Academic Progression                       | Professional Progression                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                        |                          |                                            |                  |                     |                   |                                  |                |        |    |     |     |
| 'O' level -> 'A' level -> Higher education | Office Assistant                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                        |                          |                                            |                  |                     |                   |                                  |                |        |    |     |     |
| Or                                         | Project Assistant                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                        |                          |                                            |                  |                     |                   |                                  |                |        |    |     |     |
| BCA / BSc (IT) -> MCA / MSc (IT)           | Office Manager                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                        |                          |                                            |                  |                     |                   |                                  |                |        |    |     |     |
| 15.                                        | <b>How participation of women will be encouraged?</b>                                                                                                                        | Girl students will be encouraged to participate in this NOS by providing fee concession/scholarship to them and talking to their parents about the utility of this NOS.                                                                                                                                                                                                                                                                                                                                                                 |                        |                          |                                            |                  |                     |                   |                                  |                |        |    |     |     |
| 16.                                        | <b>Other Indian languages in which the Qualification &amp; Model Curriculum are being submitted</b>                                                                          | Hindi                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                        |                          |                                            |                  |                     |                   |                                  |                |        |    |     |     |
| 17.                                        | <b>Is similar NOS available on NQR-if yes, justification for this qualification</b>                                                                                          | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   URLs of similar Qualifications:                                                                                                                                                                                                                                                                                                                                                                                                                                   |                        |                          |                                            |                  |                     |                   |                                  |                |        |    |     |     |
| 18.                                        | <b>Name and Contact Details Submitting / Awarding Body SPOC</b><br><i>(In case of CS or MS, provide details of both Lead AB &amp; Supporting ABs)</i>                        | <b>Name:</b> Dr. Radhey Shyam Gupta<br><b>Email:</b> dr_rshyam@rediffmail.com<br><b>Contact No:</b> 9312261438, 9810441765                                                                                                                                                                                                                                                                                                                                                                                                              |                        |                          |                                            |                  |                     |                   |                                  |                |        |    |     |     |

|     |                                         |                                                                       |                                  |
|-----|-----------------------------------------|-----------------------------------------------------------------------|----------------------------------|
|     |                                         | Website: <a href="http://www.vidyabharti.net">www.vidyabharti.net</a> |                                  |
| 19. | Final Approval Date by NSQC: 07-10-2025 | 20. Validity Duration:3 years                                         | 21. Next Review Date: 07-10-2028 |

## Section 2: Training Related

|    |                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                              |
|----|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | <b>Trainer's Qualification and experience in the relevant sector (in years)</b> <i>(as per NCVET guidelines)</i>        | Trained teachers of Computer Science or Information Technology with minimum 3 years teaching experience duly certified by Vidya Bharti Akhil Bhartiya Shiksha Sansthan/ any other such agency, in Computer Science or Information Technology.<br>OR<br>BTech/ MTech in Computer Science<br>OR<br>BSc / MSc in computer Science<br>Or<br>BCA/MCA                              |
| 2. | <b>Master Trainer's Qualification and experience in the relevant sector (in years)</b> <i>(as per NCVET guidelines)</i> | Trained teachers of Computer Science or Information Technology with minimum 5 years teaching experience duly certified by Vidya Bharti Akhil Bhartiya Shiksha Sansthan/ any other such agency, in Computer Science or Information Technology.<br>OR<br>BTech/ MTech in Computer Science<br>OR<br>BSc / MSc in computer Science<br>Or<br>BCA/MCA                              |
| 3. | <b>Tools and Equipment Required for the Training</b>                                                                    | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(If "Yes", details to be provided in Annexure)</i> <ol style="list-style-type: none"> <li>Hardware Requirements: Computer or Laptops, Projector or Screen, Printer with Scanner, Stable internet connection</li> <li>Software Requirements: Microsoft Office, Operating System, PDF Reader</li> </ol> |

|    |                                                                               |                                                                               |
|----|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
|    |                                                                               | 3. Training Materials: User Manuals and Guides, Practice Files and Exercises. |
| 4. | <b>In Case of Revised NOS, details of Any Upskilling Required for Trainer</b> | Not Applicable                                                                |

### Section 3: Assessment Related

|  |                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                              |
|--|-------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <b>Assessor's Qualification and experience in relevant sector (in years)</b> <i>(as per NCVET guidelines)</i>                       | Trained teachers of Computer Science or Information Technology with minimum 3 years teaching experience duly certified by <b>Vidya Bharti Akhil Bhartiya Shiksha Sansthan/ any other such agency</b> , in Computer Science or Information Technology as an <b>Assessor</b><br>OR<br>BTech/ MTech in Computer Science<br>OR<br>BSc / MSc in computer Science<br>Or<br>BCA/MCA                 |
|  | <b>Proctor's Qualification and experience in relevant sector (in years)</b> <i>(as per NCVET guidelines), (wherever applicable)</i> | Trained teachers of Computer Science or Information Technology with minimum 5 years teaching experience duly certified by <b>Vidya Bharti Akhil Bhartiya Shiksha Sansthan/ any other such agency</b> , in Computer Science or Information Technology as an <b>Assessor</b><br>OR<br>BTech/ MTech in Computer Science<br>OR<br>BSc / MSc in computer Science<br>Or<br>BCA/MCA                 |
|  | <b>Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years)</b> <i>(as per NCVET guidelines)</i>        | Trained teachers of Computer Science or Information Technology with minimum 5 years teaching experience duly certified by <b>Vidya Bharti Akhil Bhartiya Shiksha Sansthan/ any other such agency</b> , in Computer Science or Information Technology as an <b>Assessor and having</b> at least 5 years of teaching experience in Computer Science.<br>OR<br>BTech/ MTech in Computer Science |

|  |                                                             |                                                                                                                                                                                                 |
|--|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |                                                             | OR<br>BSc / MSc in computer Science<br>Or<br>BCA/MCA                                                                                                                                            |
|  | <b>Assessment Mode</b> <i>(Specify the assessment mode)</i> | <b>Offline/online</b>                                                                                                                                                                           |
|  | <b>Tools and Equipment Required for Assessment</b>          | <input type="checkbox"/> Same as for training <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(details to be provided in Annexure-if it is different for Assessment)</i> |

## Section 4: Evidence of the Need for the Standalone NOS

Provide Annexure/Supporting documents name.

|    |                                                                                                                                 |
|----|---------------------------------------------------------------------------------------------------------------------------------|
| 1. | Government /Industry initiatives/ requirement (Yes/No): Yes                                                                     |
| 2. | Number of Industry validation provided: 30                                                                                      |
| 3. | Estimated number of people to be trained: 2000                                                                                  |
| 4. | Evidence of Concurrence/Consultation with Line/State Departments (In case of regulated sectors): (Yes/No): Yes<br>If “No”, why: |

## Section 5: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

|    |                                                                                                                   |                                                            |
|----|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| 1. | <b>Annexure:</b> NCrF/NSQF level justification based on NCrF/NSQF descriptors <i>(Mandatory)</i>                  | Attached at Annexure –Evidence of level                    |
| 2. | <b>Annexure:</b> List of tools and equipment relevant for NOS <i>(Mandatory, except in case of online course)</i> | Attached at Annexure – Tools & Equipment (Lab Set- Up)     |
| 3. | <b>Annexure:</b> Performance and Assessment Criteria <i>(Mandatory)</i>                                           | Attached at Annexure – Performance and Assessment Criteria |

|    |                                                                                                                                                                       |                                                                     |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| 4. | <b>Annexure:</b> Assessment Strategy ( <i>Mandatory</i> )                                                                                                             | Attached at Annexure – Assessment Strategy                          |
| 5. | <b>Annexure:</b> Blended Learning ( <i>Mandatory, in case selected Mode of delivery is Blended Learning</i> )                                                         | Attached at Annexure – Blended Learning                             |
| 6. | <b>Annexure:</b> Acronym and Glossary ( <i>Optional</i> )                                                                                                             | Attached at Annexure- Acronym and Glossary                          |
| 7. | <b>Annexure/Supporting Document:</b> Standalone NOS- Performance Criteria Details Annexure/Document with PC-wise detailing as per NOS format (Mandatory- Public view) | Attached at Annexure - Standalone NOS- Performance Criteria details |
| 8. | <b>Supporting Document:</b> Model Curriculum ( <i>Mandatory – Public view</i> )                                                                                       | Yes                                                                 |

### 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 |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <b>Professional Theoretical Knowledge/Process</b> | The students are expected to gain foundational theoretical knowledge of Microsoft Office applications, including Word, Excel, PowerPoint, Outlook and Teams. The curriculum covers the conceptual understanding of digital documentation, data management and presentation design. It will enable the students to | <p>The program provides a structured understanding of processes typically followed in administrative and clerical tasks.</p> <p>Students are introduced to basic principles, terminology, standard procedures, and common use-cases of MS Office tools. These include document formatting, spreadsheet formulas, and creating visual presentations — all essential for supporting office functions.</p> | Level 2.5       |



|                                                                                             |                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                          |           |
|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|                                                                                             | understand how these tools can improve productivity, communication, and workflow in professional environments.                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                          |           |
| <b>Professional and Technical Skills/ Expertise/ Professional Knowledge</b>                 | Students develop hands-on expertise in using Microsoft Office tools. This includes typing and editing documents in Word, using formulas and data organization techniques in Excel and creating structured presentations in PowerPoint. Additionally, Students are trained in file management, data backup, printing, and using templates. | The qualification equips students with the ability to select and apply appropriate MS Office applications to complete specific tasks. For example, preparing meeting agenda in Word, maintaining expense reports in Excel, and delivering project updates via PowerPoint. These technical competencies demonstrate a practical command over the software | Level 2.5 |
| <b>Employment Readiness &amp; Entrepreneurship Skills &amp; Mind-set/Professional Skill</b> | The program aims to build confidence and readiness among students to take up entry-level roles in various sectors such as administration, customer service, finance, education, and retail. Students gain awareness of workplace behavior, time                                                                                           | By the end of the program, Students are capable of contributing to a professional work environment with minimal supervision. They demonstrate the ability to use office tools effectively for documentation, communication, and coordination.                                                                                                            | Level 2.5 |

|                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|                                           | management, problem-solving, and professional communication.                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |
| <b>Broad Learning Outcomes/Core Skill</b> | <p>Upon completion, Students are expected to be proficient in the following areas:</p> <ul style="list-style-type: none"> <li>• English/Hindi typing and formatting of documents</li> <li>• Creating and managing spreadsheets with functions and charts</li> <li>• Designing visually appealing presentations</li> <li>• Organizing digital files, folders, and data securely</li> </ul> <p>These core skills are essential across job roles that involve administrative or customer-facing tasks.</p> | <p>The program strengthens foundational communication, numeracy, and digital literacy skills. These are integrated into daily assignments and projects. Students develop competence in reading and understanding instructions, creating basic reports, and using technology for productivity. These broad outcomes match the expectations of Level 2, where Students are required to apply core skills in familiar contexts and demonstrate effective use of technology and communication tools.</p> | Level 2.5 |
| <b>Responsibility</b>                     | <p>Students are expected to manage tasks such as maintaining records, entering and organizing data, scheduling meetings, and communicating within a team. While supervision may be present, the student is responsible for</p>                                                                                                                                                                                                                                                                          | <p>The role requires the student to take limited but clear responsibility for their own work, ensuring reliability and quality in task completion. They are also encouraged to seek feedback and continuously improve their work process. This level of responsibility is characteristic of Level 2, where students work under supervision but</p>                                                                                                                                                   | Level 2.5 |

the accuracy, timeliness, and clarity of their output. There is also an emphasis on maintaining data confidentiality, following organizational norms, and adhering to deadlines.

are expected to make decisions within a well-defined framework.

## Annexure - 2: Tools and Equipment (lab set-up)

List of Tools and Equipment

**Batch Size:** 20 to 40

| S. No. | Tool / Equipment Name                                                                                                                                                                              | Specification                                                                                                                                                                                                                         | Quantity for specified Batch size                                  |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| 1.     | Books                                                                                                                                                                                              | The History of Microsoft Office by Ruby Ansari<br>Microsoft Office by Manish Soni<br>Microsoft Office for Windows by Vijay Kumar Yadav<br>Microsoft Office Word, Excel, OneNote Book - by Lalit Mali<br>OR<br>Any other relevant book | 30 books for a batch of 30 students<br>(one book for each student) |
| 2.     | Hardware Requirements: <ul style="list-style-type: none"> <li>Computer or Laptops</li> <li>Projector</li> <li>Printer and Scanner</li> <li>Stable Internet Connection</li> <li>Speakers</li> </ul> | Computer or Laptops: <ul style="list-style-type: none"> <li>➤ Processor: Intel i3 or higher</li> <li>➤ RAM: 4GB (8GB recommended)</li> <li>➤ Storage: 128GB SSD or higher</li> </ul> USB ports and audio capability                   | 10 to 20 sets for a batch of 20 to 40 Students                     |
| 3.     | Software Requirements: <ul style="list-style-type: none"> <li>Microsoft Office</li> <li>Operating System</li> </ul>                                                                                | <ul style="list-style-type: none"> <li>➤ Including Word, Excel, PowerPoint, Outlook</li> <li>➤ Windows 10 or later (or Mac OS if applicable)</li> </ul>                                                                               |                                                                    |

|    |                                                                                                                                       |                                                                                                                                                                           |  |
|----|---------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|    | PDF Reader                                                                                                                            |                                                                                                                                                                           |  |
| 4. | Training Materials: <ul style="list-style-type: none"> <li>• User Manuals or guide</li> <li>• Practice Files and Exercises</li> </ul> | <ul style="list-style-type: none"> <li>➤ Printed or digital guides for MS Office tools</li> </ul> Sample documents, spreadsheets, and presentations for hands-on learning |  |
| 5. | Learning Environment: <ul style="list-style-type: none"> <li>• Training room or Lab setup</li> </ul> Board and Marker/Chalk           | <ul style="list-style-type: none"> <li>➤ With proper seating, lighting</li> </ul> For explanations and quick notes during session                                         |  |

### Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Projector
2. White/Green/Black Board
3. Chalk, Duster, Marker

## Annexure - 3: Industry Validations Summary

| S. No | Organization Name        | Representative Name | Designation | Contact Address                                                                    | Contact Phone No | E-mail ID                                                          | LinkedIn Profile (if available) | Organisation Url                                                                  |
|-------|--------------------------|---------------------|-------------|------------------------------------------------------------------------------------|------------------|--------------------------------------------------------------------|---------------------------------|-----------------------------------------------------------------------------------|
| 1.    | Green Portfolio Pvt. Ltd | CA Anuj Jain        | Director    | 7/7, Ansari road, Darya Ganj, New Delhi 110002                                     | 9968937100       | <a href="mailto:anuj@greenportfolio.co">anuj@greenportfolio.co</a> |                                 | <a href="https://greenportfolio.co/">https://greenportfolio.co/</a>               |
| 2.    | Om Engineering           | Rajeev Kumar        | Proprietor  | B2/1, KH10/23, & 10/24, Shani Bazar Road, Jawahar Nagar, Industrial Area, Delhi-94 | 9810177064       | <a href="mailto:truemetco@gmail.com">truemetco@gmail.com</a>       |                                 | <a href="https://www.omengineeringwork.in/">https://www.omengineeringwork.in/</a> |

|    |                                                    |                   |            |                                                                                    |            |                                                                              |  |                                                                                               |
|----|----------------------------------------------------|-------------------|------------|------------------------------------------------------------------------------------|------------|------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------|
| 3. | Knowlvers Consulting Pvt Ltd                       | Lokesh Arora      | Director   | H-49, First Floor, Sector-63, Noida, Gautam Buddha Nagar, Uttar Pradesh, 201301    | 9818678863 | <a href="mailto:lokesh.arora@knowlvers.com">lokesh.arora@knowlvers.com</a>   |  | <a href="https://knowlvers.com/">https://knowlvers.com/</a>                                   |
| 4. | Pintu & Associates                                 | Pintu Prajapati   | Partner    | Flat No. 102, Sanjay Enclave, Jahangir Puri, Delhi-110033                          | 9899167110 | <a href="mailto:Pintu566@gmail.com">Pintu566@gmail.com</a>                   |  | NA                                                                                            |
| 5. | Aabee Cure Pvt Ltd                                 | Harsh Chauhan     | Director   | Flat no. 76-77, 1 <sup>st</sup> floor, Rohini, Sector-14, New Delhi-85             | 9558730607 | <a href="mailto:Knbm.nic@gmail.com">Knbm.nic@gmail.com</a>                   |  | <a href="https://aabeecure.com/">https://aabeecure.com/</a>                                   |
| 6. | Jain D Bansal & Company                            | Mrs. Ekta Jain    | Partner    | 7/7, Ansari road, Darya Ganj, New Delhi 110002                                     | 9899683104 | <a href="mailto:ekta.12gupta@gmail.com">ekta.12gupta@gmail.com</a>           |  | <a href="http://www.jaindbansal.com/">http://www.jaindbansal.com/</a>                         |
| 7. | Accurate Agency                                    | Rohit Sharma      | Proprietor | 14A/7, Vasundhara, Ghaziabad, Uttar Pradesh 201012                                 | 9810450888 | <a href="mailto:accuratead.agency@gmail.com">accuratead.agency@gmail.com</a> |  | NA                                                                                            |
| 8. | M/s Manoj Prakash Associates Chartered Accountants | CA Sharad Paliwal | Partner    | 102, Bhawna Super Bazar Sector 9 A V Colony Sikandra Agra - 282007                 | 9837223769 | <a href="mailto:mpaagra@gmail.com">mpaagra@gmail.com</a>                     |  | <a href="https://www.manojprakashassociates.com/">https://www.manojprakashassociates.com/</a> |
| 9. | Rockwell Testing Equipment's                       | Meena Sharma      | Proprietor | B2/1, KH10/23, & 10/24, Shani Bazar Road, Jawahar Nagar, Industrial Area, Delhi-94 | 9212028517 | <a href="mailto:accounts.rockwell@gmail.com">accounts.rockwell@gmail.com</a> |  | <a href="https://www.rockwelltestingaids.com/">https://www.rockwelltestingaids.com/</a>       |

|     |                              |                    |            |                                                                                                 |            |                                                                                    |                                                                 |    |
|-----|------------------------------|--------------------|------------|-------------------------------------------------------------------------------------------------|------------|------------------------------------------------------------------------------------|-----------------------------------------------------------------|----|
| 10. | Brio Communication Pvt Ltd   | Asha Chauhan       | Director   | 3rd floor,304 Alpha Tower-2, Sector-9, Vasundhara, Ghaziabad, Uttar Pradesh 201012              | 9810549777 | <a href="mailto:brio.ooh@gmail.com">brio.ooh@gmail.com</a>                         |                                                                 | NA |
| 11. | Agrawal Drugs Pvt. Limited   | Mr. Sumeet Agrawal | MD         | 24/6B, I.I.E., SIDCUL, Haridwar (UK), 249403                                                    | 9536384452 | <a href="http://www.adplindia.in">www.adplindia.in</a>                             | <a href="http://www.adplindia.in/">http://www.adplindia.in/</a> |    |
| 12. | HSM Packaging Pvt Ltd        | Harjinder Singh    | Director   | 1998, HSIIDC, Rai Industrial Estate, Phase-II, Dist. Sonapat Haryana 131029                     | 9810010744 | <a href="mailto:hsmpkg.act@gmail.com">hsmpkg.act@gmail.com</a>                     | <a href="https://www.hsmpkg.in/">https://www.hsmpkg.in/</a>     |    |
| 13. | Ashoka Road Carrier          | Dinesh Punjani     | Proprietor | 147A, Near GT road, Gaini Border, Ghaziabad, UP 201005                                          | 9312243717 | <a href="mailto:upgcashok@yahoo.in">upgcashok@yahoo.in</a>                         |                                                                 | NA |
| 14. | Avadh Medical Agencies       | Umang              | Partner    | E-41/5, First Floor, Design Workshop India Pvt Ltd, Okhla Industrial Area, Phase-III, New Delhi | 9811874476 | <a href="mailto:avadhmedicalagency11@gmail.com">avadhmedicalagency11@gmail.com</a> |                                                                 | NA |
| 15. | Pharmasynt Formulation Ltd   | Ramesh Chand Jain  | Director   | 18-22, Sector 6 B, SIDCUL, IIE, Haridwar, Uttarakhand                                           | 9319777674 | <a href="mailto:rcjain@pharmasynt.in">rcjain@pharmasynt.in</a>                     | <a href="https://pharmasynt.in/">https://pharmasynt.in/</a>     |    |
| 16. | United Punjab Goods Carriers | Ashok Punjani      | Proprietor | 147A, Near GT road, Gaini                                                                       | 9810679429 | <a href="mailto:upgcashok@yahoo.in">upgcashok@yahoo.in</a>                         |                                                                 | NA |

|     |                                             |                 |                   |                                                                                                                   |            |                                                                                              |  |                                                                                 |
|-----|---------------------------------------------|-----------------|-------------------|-------------------------------------------------------------------------------------------------------------------|------------|----------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------|
|     |                                             |                 |                   | Border,<br>Ghaziabad, UP<br>201005                                                                                |            |                                                                                              |  |                                                                                 |
| 17. | Parmatama<br>Ferro Alloy<br>Private Limited | Vishnu Mittal   | Director          | Vikrampur,<br>Bazpur, Udham<br>singh nagar,<br>Uttarakhand-<br>262401                                             | 7060064923 | <a href="mailto:parmatamaferro@gmail.com">parmatamaferro@gmail.com</a>                       |  | <a href="http://www.pfalloys.com/">http://www.pfalloys.com/</a>                 |
| 18. | Citicorp<br>Services India<br>Pvt. Ltd.     | Rohit Gupta     | Vice<br>President | EON IT Park,<br>Kharadi, Pune -<br>411014                                                                         | 9975190950 | <a href="mailto:Write2rohitg@gmail.com">Write2rohitg@gmail.com</a>                           |  | <a href="https://www.citigroup.com/global">https://www.citigroup.com/global</a> |
| 19. | Mars Global                                 | Nitin Chauhan   | Proprietor        | Khno.<br>102/2G/F, Gali<br>No-14,<br>Wazirabad,<br>North Delhi,<br>Delhi- 110084                                  | 8527854602 | <a href="mailto:Manish822004@gmail.com">Manish822004@gmail.com</a>                           |  | <a href="https://marsglobal.info/2/">https://marsglobal.info/2/</a>             |
| 20. | Butterfly<br>Clothing<br>Company            | Simran Kathuria | Proprietor        | Block-G, 1st and<br>2nd Floor, 233, B<br>Block Road,<br>Sector-63,<br>Noida, Gautam<br>Buddha Nagar,<br>UP-201301 | 9625547750 | <a href="mailto:butterflysimran@gmail.com">butterflysimran@gmail.com</a>                     |  | <a href="https://butterflykart.com/">https://butterflykart.com/</a>             |
| 21. | Bhoomi<br>Trading<br>Company                | Shyam Sundar    | Director          | Ground Floor, X<br>187/A-4, Kh<br>745, Gali no-8,<br>Brahmanpuri,<br>East Delhi-53                                | 8700425685 | <a href="mailto:shyamsunderr351@gmail.com">shyamsunderr351@gmail.com</a>                     |  | NA                                                                              |
| 22. | A+E<br>Construction<br>(P) Ltd              | Alok Saxena     | Director          | 1017, Kirti<br>Shikhar District<br>Centre, Janak<br>Puri                                                          | 9868118437 | <a href="mailto:aloksaxenaapluseconsulant@gmail.com">aloksaxenaapluseconsulant@gmail.com</a> |  | NA                                                                              |

|     |                                  |                |                                |                                                                        |            |                                                                                  |  |                                                                               |
|-----|----------------------------------|----------------|--------------------------------|------------------------------------------------------------------------|------------|----------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------|
| 23. | Accenture Solutions Pvt Ltd      | Rahul Gupta    | Business Architectu re Manager | Pritech Park SEZ BLOCK 7 Outer ringroad Bellandur Varthur Hobli-560103 | 9916814685 | <a href="mailto:post2rq@gmail.com">post2rq@gmail.com</a>                         |  | <a href="https://www.accenture.com/in-en">https://www.accenture.com/in-en</a> |
| 24. | Sachin Goel and Associates       | CA Sachin Goel | Proprietor                     | B-18/F-1, Dilshad Garden, Delhi-110095                                 | 9711198635 | <a href="mailto:sachingoelca@gmail.com">sachingoelca@gmail.com</a>               |  | <a href="https://casga.in/">https://casga.in/</a>                             |
| 25. | Deepak Marbles                   | Deepak Gupta   | Partner                        | LLP, 11, Naveen Park, Sahibabad, Ghaziabad                             | 9810049754 | <a href="mailto:deepakmarbles@yaaho.co.in">deepakmarbles@yaaho.co.in</a>         |  | <a href="https://dealers.jaquar.com/">https://dealers.jaquar.com/</a>         |
| 26. | Corpshire Advisory               | Rohit Chauhan  | Partner                        | LLP, LG-CS-15, Ansal Plaza, Vaishali, Ghaziabad, UP-201010             | 9718546405 | <a href="mailto:corpshireadvisory@gmail.com">corpshireadvisory@gmail.com</a>     |  | <a href="https://corpshire.com/">https://corpshire.com/</a>                   |
| 27. | Rising Softech Pvt Ltd           | Rajiv Kumar    | Director                       | XI/5015, Netaji subhash Marg, Daryaganj, Delhi-110002                  | 9212019336 | <a href="mailto:Tyagi0505@gmail.com">Tyagi0505@gmail.com</a>                     |  | <a href="http://risingsoftech.com/">http://risingsoftech.com/</a>             |
| 28. | Rising Technosoft Pvt Ltd        | Rajiv Kumar    | Director                       | A-158, Shivaji Marg, Karampura, New Delhi 110515                       | 9212019336 | <a href="mailto:Tyagi0505@gmail.com">Tyagi0505@gmail.com</a>                     |  | <a href="http://www.risingsoftech.com/">http://www.risingsoftech.com/</a>     |
| 29. | SHARP BUSINESS SOLUTIONS PVT LTD | Sharad Paliwal | Managing Director              | 102, Super Bazar, Sector 9, A V Colony, Sikandra, Agra-282007          | 9837223769 | <a href="mailto:casharadpaliwal@gmail.com">casharadpaliwal@gmail.com</a>         |  | NA                                                                            |
| 30. | Alpha Nivesh Pvt. Ltd.           | Lokesh Giri    | Director                       | 1645, kanavani, Shipra Suncity,                                        | 9220785444 | <a href="mailto:Lokesh.giri@greenportfolio.co">Lokesh.giri@greenportfolio.co</a> |  | <a href="https://alphanivesh.com/">https://alphanivesh.com/</a>               |



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|  |  |  |  | Ghaziabad, UP-201014 |  |  |  |  |
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## Annexure - 4: Training Details

### Training Projections:

| Year    | Estimated Training # of Total Candidates | Estimated training # of Women | Estimated training # of People with Disability |
|---------|------------------------------------------|-------------------------------|------------------------------------------------|
| 2025-26 | 2000                                     | 800                           | 10                                             |
| 2026-27 | 3000                                     | 1000                          | 15                                             |
| 2027-28 | 5000                                     | 2000                          | 20                                             |

Data to be provided year-wise for next 3 years.

## Annexure - 5: Blended Learning

### Blended Learning Estimated Ratio & Recommended Tools:

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 NOS                                                                             | List Recommended Tools – for all Selected Components | Offline: Online Ratio |
|--------|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-----------------------|
| 1      | <input type="checkbox"/> Theory/ Lectures - Imparting theoretical and conceptual knowledge                   | NA                                                   |                       |
| 2      | <input type="checkbox"/> Imparting Soft Skills, Life Skills and Employability Skills /Mentorship to Learners | NA                                                   |                       |
| 3      | <input type="checkbox"/> Showing Practical Demonstrations to the learners                                    | NA                                                   |                       |
| 4      | <input type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training        | NA                                                   |                       |
| 5      | <input type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice                                             | NA                                                   |                       |

|   |                                                                                                 |    |  |
|---|-------------------------------------------------------------------------------------------------|----|--|
| 6 | <input type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations             | NA |  |
| 7 | <input type="checkbox"/> On the Job Training (OJT)/ Project Work Internship/ Candidate Training | NA |  |

## Annexure - 6: Standalone NOS- Performance Criteria details

### 1. Description:

This Fundamentals of MS Office offers in-depth training on the core Microsoft Office applications — Word, Excel, PowerPoint and Outlook. Participants will learn to create documents, manage spreadsheets, deliver engaging presentations and organize emails. The course blends theory with practical tasks, helping students master both basic functions and advanced techniques, preparing them for efficient performance in academic, professional, and business environments.

### 2. Scope:

The scope covers the following:

- Basic computer operations and file management relevant to office work.
- Creating, formatting, editing, and printing documents using MS Word.
- Performing calculations, analyzing data, and generating reports using MS Excel.
- Designing impactful presentations with visual aids using MS PowerPoint.
- Composing, managing, and organizing emails, schedules, and contacts using MS Outlook.
- Collaborating in real-time using Microsoft Teams through chat, meetings, file sharing, and integration with other Office tools.
- Introduction to the integration of AI tools within Office applications to boost productivity.
- Emphasis on real-world applications, task-based learning, and adherence to standard digital communication etiquette.

### 3. Elements and Performance Criteria

To be competent, the user/individual on the job must be able to:

- PC1. Create and save professional documents using appropriate formatting fonts margins headings
- PC2. Apply consistent styles themes and templates across documents
- PC3. Insert tables images charts and hyperlinks properly
- PC4. Use headers footers page numbers and section breaks accurately.
- PC5. Prepare letters, reports, forms using advanced tools
- PC6. Format cells rows and columns for clarity and readability
- PC7. Sort filter and organize data efficiently.
- PC8. Develop professional charts and graphs to represent data visually.
- PC9. Apply conditional formatting to highlight important trends and patterns.
- PC10. Use pivot tables and basic data analysis tools to summarize data.
- PC11. Protect workbooks and worksheets with passwords and permissions.
- PC12. Create well organized slide presentations using master slides layouts and templates.
- PC13. Apply transitions and animations to enhance presentation flow.
- PC14. Schedule meetings manage appointments and set reminders through the Outlook Calendar
- PC15. Create and manage spreadsheets using basic and intermediate formulas.
- PC16. Apply multimedia elements audio video images effectively into slides.
- PC17. Design visually balanced audience appropriate presentations using color fonts and spacing.
- PC18. Prepare and deliver presentations using presenter view and presentation tools.
- PC19. Compose send and respond to professional emails using correct email etiquette.
- PC20. Manage and organize emails into folders and categories effectively.

#### **4. Knowledge and Understanding (KU):**

The individual on the job needs to know and understand:

##### **MS Word**

KU1. Understanding the purpose and capabilities of the Microsoft Office

KU2. Knowledge of common file formats (DOCX, XLSX, PPTX, PDF) and file management best practices.

KU3. Understanding how to use cloud storage and file sharing through OneDrive and SharePoint.

KU4. Knowledge of document layout principles (margins, alignment, spacing, and styles).

KU5. Understanding how to insert and format tables, images, charts, hyperlinks, and text boxes.

KU6. Awareness of advanced Word tools like mail merge, templates, and references (table of contents, bibliography).

KU7. Understanding document review processes including comments, track changes, and document protection.

KU8. Knowledge of how to prepare documents for printing, sharing, and publishing.

##### **MS Excel**

KU9. Understanding of spreadsheet structure (cells, rows, columns, worksheets).

KU10. Knowledge of basic and intermediate Excel functions (SUM, IF, VLOOKUP, COUNTIF, etc.).

KU11. Understanding data visualization techniques (charts, graphs, and conditional formatting).

KU12. Awareness of data organization tools (sorting, filtering, freezing panes, grouping data).

KU13. Understanding the use and creation of pivot tables and basic data analysis tools.

KU14. Knowledge of worksheet protection, file encryption, and data security in Excel.

KU15. Understanding slide design principles, including layout, balance, readability, and branding.

### **MS PowerPoint**

KU16. Knowledge of how to insert and manipulate multimedia elements (videos, sounds, images) in presentations.

KU17. Knowledge of audience engagement techniques when delivering presentations (storytelling, visual focus, timing).

### **MS Outlook**

KU18. Understanding professional email communication standards (tone, clarity, attachments, CC/BCC usage).

KU19. Knowledge of how to organize emails, manage calendars, schedule meetings, and create contact groups efficiently.

KU20. Knowledge of using Outlook search, filters, folder hierarchy, and attachment management features to locate information quickly.

### **MS Teams**

KU21. Basic understanding of Microsoft Teams features such as chat, channels, meetings, file sharing, and integration with other Office tools.

### **AI Tool**

KU22. Understand the basic concept of Artificial Intelligence (AI) and how AI-powered features in Microsoft Office (like Editor, Designer, Ideas) assist users in creating, editing, analyzing, and communicating more efficiently.

### **File Management**

KU23. Know and understand best practices for file naming, folder organization, version control, and the use of file management tools (such as File Explorer and cloud storage) to ensure easy retrieval, sharing, and backup of digital files.

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## **5. Generic Skills (GS):**

User/individual on the job needs to know how to:

GS1. **Communicate effectively** through written documents, emails, and presentations using appropriate language, tone, and structure.

GS2. **Organize and prioritize tasks** by managing documents, data, and communications efficiently within Microsoft Office applications.

- GS3. **Work independently** to create, edit, and finalize professional documents, spreadsheets, and presentations with minimal supervision.
- GS4. **Collaborate with team members** by sharing documents, tracking changes, and participating in digital communications via Outlook and shared drives.
- GS5. **Analyze and interpret data** using Excel functions, charts, and pivot tables to support decision-making and reporting.
- GS6. **Solve routine problems** related to document formatting, spreadsheet errors, email management, and presentation design.
- GS7. **Demonstrate attention to detail** when entering data, formatting documents, preparing reports, and reviewing communications for accuracy.
- GS8. **Adapt to new digital tools and updates** in Microsoft Office software with minimal learning time.
- GS9. **Apply critical thinking** to choose the most appropriate Office tool and features for completing specific professional tasks.
- GS10. **Maintain confidentiality and professionalism** while managing sensitive information in documents, emails, and spreadsheets.
- GS11. **Utilize collaborative digital platforms** such as Microsoft Teams to conduct virtual meetings, manage shared workspaces, and communicate in real time.
- GS12. **Leverage AI-powered features** within Microsoft Office tools to improve productivity, automate tasks, and enhance user experience.
- .....

## Annexure - 7: Assessment Criteria

Detailed PC-wise assessment criteria and assessment marks for the NOS are as follows:

| PC No. | Performance Criteria (PC)                                                                  | Theory (Marks) | Practical (Marks) | Project (Marks) | Viva (Marks) |
|--------|--------------------------------------------------------------------------------------------|----------------|-------------------|-----------------|--------------|
| PC 1   | Create and save professional documents using appropriate formatting fonts margins headings | 1              | 2                 | 1               | 1            |
| PC 2   | Apply consistent styles themes and templates across documents                              | 0              | 3                 | 1               | 1            |
| PC 3   | Insert tables images charts and hyperlinks properly                                        | 1              | 2                 | 1               | 1            |
| PC 4   | Use headers footers page numbers and section breaks accurately                             | 1              | 2                 | 1               | 1            |
| PC 5   | Prepare letters, reports, forms using advanced tools                                       | 0              | 2                 | 1               | 1            |
| PC 6   | Format cells rows and columns for clarity and readability                                  | 1              | 2                 | 1               | 1            |
| PC 7   | Sort filter and organize data efficiently                                                  | 1              | 2                 | 1               | 1            |
| PC 8   | Develop professional charts and graphs to represent data visually                          | 1              | 3                 | 1               | 1            |
| PC 9   | Apply conditional formatting to highlight important trends and patterns                    | 0              | 3                 | 1               | 1            |
| PC 10  | Use pivot tables and basic data analysis tools to summarize data                           | 1              | 2                 | 1               | 1            |
| PC 11  | Protect workbooks and worksheets with passwords and permissions                            | 0              | 2                 | 1               | 1            |
| PC 12  | Create well organized slide presentations using master slides layouts and templates        | 1              | 3                 | 1               | 1            |

|                               |                                                                                           |           |           |           |           |
|-------------------------------|-------------------------------------------------------------------------------------------|-----------|-----------|-----------|-----------|
| PC 13                         | Apply transitions and animations to enhance presentation flow                             | 1         | 3         | 1         | 1         |
| PC 14                         | Schedule meetings manage appointments and set reminders through the Outlook Calendar      | 1         | 2         | 1         | 1         |
| PC 15                         | Create and manage spreadsheets using basic and intermediate formulas                      | 1         | 2         | 1         | 1         |
| PC 16                         | Apply multimedia elements audio video images effectively into slides                      | 1         | 2         | 1         | 1         |
| PC 17                         | Design visually balanced audience appropriate presentations using color fonts and spacing | 0         | 2         | 1         | 1         |
| PC 18                         | Prepare and deliver presentations using presenter view and presentation tools             | 1         | 2         | 1         | 1         |
| PC 19                         | Compose send and respond to professional emails using correct email etiquette             | 1         | 2         | 1         | 1         |
| PC 20                         | Manage and organize emails into folders and categories effectively                        | 1         | 2         | 1         | 1         |
| <b>Total</b>                  |                                                                                           | <b>15</b> | <b>45</b> | <b>20</b> | <b>20</b> |
| <b>Total marks: 100 Marks</b> |                                                                                           |           |           |           |           |

## Annexure - 8: 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.

### 1. Assessment System Overview:

The assessment strategy is designed to evaluate learners across theoretical knowledge, practical skills, soft skills, and employability readiness through a blended methodology. It includes:

- **Written Test** to assess conceptual understanding of MS Office applications.
- **Practical Test** to measure hands-on skills in Word, Excel and PowerPoint.
- **Project Work with its Presentation** to evaluate real-world application and integration of knowledge.
- **Viva Voce (Oral Assessment)** to assess communication skills, conceptual clarity, and problem-solving approach.

| Component                       | Purpose                                                                                                    | Format                                                                                                                                                                                                                                                                                                                                                             | Marks | Weightage |
|---------------------------------|------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------|
| <b>1. Written Test (Theory)</b> | To assess conceptual understanding, terminology, and process knowledge of MS Office tools.                 | <ul style="list-style-type: none"> <li>• Multiple Choice Questions (MCQs)</li> <li>• Fill in the blanks</li> <li>• Short answer questions</li> <li>• True/False</li> </ul>                                                                                                                                                                                         | 15    | 15%       |
| <b>2. Practical Test</b>        | To evaluate hands-on skills in Word, Excel, PowerPoint, and basic digital file handling.                   | <ul style="list-style-type: none"> <li>• Tasks like:               <ul style="list-style-type: none"> <li>– Formatting documents in Word</li> <li>– Creating charts in Excel</li> <li>– Making a presentation in PowerPoint</li> </ul> </li> </ul>                                                                                                                 | 45    | 45%       |
| <b>3. Project Work</b>          | To assess integration and application of knowledge in a simulated work environment or real-world scenario. | <ul style="list-style-type: none"> <li>• Individual or group project and make its presentation for assessment</li> <li>• Examples:               <ul style="list-style-type: none"> <li>– Prepare a business report (Word)</li> <li>– Create budget tracker (Excel)</li> <li>– Present findings (PowerPoint)</li> <li>– Submit output files</li> </ul> </li> </ul> | 20    | 20%       |

|                                 |                                                                       |                                                                                                                                                                                                                |    |     |
|---------------------------------|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-----|
| <b>4. Viva Voce (Oral Test)</b> | To evaluate communication skills, confidence, and conceptual clarity. | <ul style="list-style-type: none"> <li>• One-on-one oral interview</li> <li>• Questions on process, software features, and project explanations</li> <li>• Soft skills and employability discussion</li> </ul> | 20 | 20% |
|---------------------------------|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-----|

## 2. Testing Environment:

- Offline **Mode:** Classroom or computer lab setting with appropriate hardware (desktop/laptop), installed MS Office and stable power supply.
- Online **Mode (if applicable):** Proctored virtual platforms using Google Forms, MS Teams, Zoom, or Safe Exam Browser.
- Testing **Stations:** Should be arranged with individual systems and no internet distractions unless required for cloud-based tasks.
- Accessibility: The environment must be inclusive, with accommodations for differently-abled learners.

## 3. Assessment Quality Assurance levels/Framework:

- **Quality Assurance (QA):**
  - Involvement of Sector Skill Councils (SSC) or external experts for random audits.
  - Sample-based review of assessments, marking, and feedback.
  - Training institutions should be affiliated/accredited by NCVET/NSDC, **Vidya Bharti Akhil Bhartiya Shiksha Sansthan** or any recognized body.
- **Standardization:**
  - Rubrics for practical evaluation, standardized answer keys, and scoring templates.
  - Regular upskilling of assessors and trainers.

## 4. Types of evidence or evidence-gathering protocol:

- Written test answer sheets
- Completed project reports (Word documents, Excel workbooks, PowerPoint Presentation etc.)
- Practical test outputs saved in designated folders
- Assessment checklist for each student
- Assessor's remarks and scoring sheets

## 5. Method of verification or validation:

- **Cross-verification:** Moderation of assessments by a second assessor or evaluator to eliminate bias.
- **Random Sampling:** External validation by **Vidya Bharti Akhil Bhartiya Shiksha Sansthan** or any recognized body.

- **Assessment Audit:** Periodic audits of question banks, evaluation criteria, and training delivery.
- **Candidate Feedback:** Anonymous feedback from students to validate the assessment's fairness and effectiveness.

#### 6. Method for assessment documentation, archiving, and access

- All assessment materials (answer scripts, practical files, project reports, viva rubrics) are to be documented in physical and/or digital format.

## Annexure - 9: Acronym and Glossary

### Acronym

| Acronym | Description                              |
|---------|------------------------------------------|
| AA      | Assessment Agency                        |
| AB      | Awarding Body                            |
| NCrF    | National Credit Framework                |
| NOS     | National Occupational Standard(s)        |
| NQR     | National Qualification Register          |
| NSQF    | National Skills Qualifications Framework |

### Glossary

| Term                                         | Description                                                                                                                                                                              |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>National Occupational Standards (NOS)</b> | 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. |
| <b>Qualification</b>                         | 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         |

|                           |                                                                                                                                                                                                                                        |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualification File</b> | 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. |
| <b>Sector</b>             | A grouping of professional activities on the basis of their main economic function, product, service or technology.                                                                                                                    |

NSQC Approved