

QUALIFICATION FILE

Certificate Course in Computer Basics and Accounting

☒ Short Term Training (STT) ☐ Long Term Training (LTT) ☐ Apprenticeship

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

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

NCrF/NSQF Level: 3

Submitted By:

Haryana State Electronics Development Corporation Ltd. (HARTRON)

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

0172-2562456, 2562231

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Section 1: Basic Details

1.	Qualification Name	Certificate Course in Computer Basics and Accounting							
2.	Sector/s	IT-ITeS							
3.	Type of Qualification: ☐ New ☒ Revised ☐ Has Electives/Options ☐ OEM	NQR Code & version of previous qualification: (change to previous, once approved) NQR Code: 2019/ITES/HART/3571 Version: 1	Qualification Name of previous version: Certificate Course in Computer Basics and Accounting						
4.	a. OEM Name b. Qualification Name (Wherever applicable)	N/A							
5.	National Qualification Register (NQR) Code &Version (Will be issued after NSQC approval)	QG-03-IT-03520-2025-V2-HARTRON	6. NCrf/NSQF Level: 3						
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other (Wherever applicable specify multiple entry/exits also & provide details in annexure)	Certificate							
8.	Brief Description of the Qualification	The course helps to develop skills in basics of computers and accounting to automate and integrate all business operations.							
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Grade 10 Pass OR Pursuing 10th OR Grade 8 Pass with 2 year NTC/NAC OR Previous relevant qualification of NSQF level 2.5 with 1.5 years of relevant experience</td> <td>N/A</td> </tr> </tbody> </table> b. Age: N/A		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1.	Grade 10 Pass OR Pursuing 10 th OR Grade 8 Pass with 2 year NTC/NAC OR Previous relevant qualification of NSQF level 2.5 with 1.5 years of relevant experience	N/A
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)							
1.	Grade 10 Pass OR Pursuing 10 th OR Grade 8 Pass with 2 year NTC/NAC OR Previous relevant qualification of NSQF level 2.5 with 1.5 years of relevant experience	N/A							

10.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	10	11. Common Cost Norm Category (I/II/III) (wherever applicable): <i>Category II</i>																			
12.	Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)	N/A																				
13.	Training Duration by Modes of Training Delivery (Specify <i>Total Duration</i> as per selected training delivery modes and as per requirement of the qualification)	☒ Offline ☐ Online ☐ Blended <table border="1"> <thead> <tr> <th>Training Delivery Modes</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th>Employability Skills</th> <th>OJT Mandatory (Hours)</th> <th>OJT Recommended (Hours)</th> <th>Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td>75</td> <td>165</td> <td>30</td> <td>30</td> <td></td> <td>300</td> </tr> </tbody> </table> <i>(Refer Blended Learning Annexure for details)</i>							Training Delivery Modes	Theory (Hours)	Practical (Hours)	Employability Skills	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	75	165	30	30		300
Training Delivery Modes	Theory (Hours)	Practical (Hours)	Employability Skills	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)																
Classroom (offline)	75	165	30	30		300																
14.	Aligned to NCO/ISCO Code/s (if no code is available mention the same)	2015/4311.9900																				
15.	Progression path after attaining the qualification (Please show Professional and Academic progression)	Accountant																				
16.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	No																				
17.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	☐ Yes ☒ No URLs of similar Qualifications:																				
18.	Is the Job Role Amenable to Persons with Disability	☒ Yes ☐ No If "Yes", specify applicable type of Disability: <i>Any disable person who is able operate computer</i>																				
19.	How Participation of Women will be Encouraged	N/A																				
20.	Are Greening/ Environment Sustainability Aspects Covered (Specify the NOS/Module which covers it)	☐ Yes ☒ No																				
21.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools ☒ Yes ☐ No Colleges ☒ Yes ☐ No																				
22.	Name and Contact Details of Submitting / Awarding Body SPOC (In case of CS or MS, provide details of both Lead AB & Supporting ABs)	Name: Rajesh Deswal Email: hartron.awarding@gmail.com Contact No.: 97797-06237, 0172-2562456 Website: https://www.hartron.org.in/																				
23.	Final Approval Date by NSQC: 18.02.2025	24. Validity Duration: 3 years			25. Next Review Date: 18.02.2028																	

Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer curriculum document.

Th.-Theory **Pr.**-Practical **OJT**-On the Job **Man.**-Mandatory Training **Rec.**-Recommended **Proj.**-Project

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)				Assessment Marks					
						Th.	Pr.	OJT	Total	Th.	Pr.	OJT/Project & Viva	Internal Assessment	Total	Weightage (%) (if applicable)
1.	IT Foundation and Digital Tools	HART/AWD/ITFDT/01, V1	Core	2.5	3	30	60	0	90	33	20		20	73	36.5
2.	Introduction to Accounting with Tally	HART/AWD/AST/01, V1	Core	3	3.5	30	75	0	105	29	20		15	64	32
3.	Indian Banking System	HART/AWD/IBS/01, V1	Core	3	1.5	15	30	0	45	9	0		5	14	7
4.	Employability Skills DGT	DGT/VSQ/N0101	Non-Core	2	1	0	0	0	30	9	0		0	9	4.5
5.	OJT/ Project & Viva	N/A			1	0	0	30	30	0	0	40	0	40	20
Duration (in Hours) / Total Marks					10	75	165	30	300	80	40	40	40	200	100

Assessment - Minimum Qualifying Percentage

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

Minimum Pass Percentage – Aggregate at qualification level: 50 % (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

Section 3: Training Related

1.	Trainer's Qualification and experience in the relevant sector (in years) <i>(as per NCVET guidelines)</i>	Minimum Educational Qualification: Commerce Graduate with proficiency in domain-specific technologies offered in the qualification Certification: Certified as Trainer/Teacher from a reputed organization. Experience: Preferably 1 year
2.	Master Trainer's Qualification and experience in the relevant sector (in years) <i>(as per NCVET guidelines)</i>	Minimum Educational Qualification: Commerce Graduate with proficiency in domain-specific technologies offered in the qualification Certification: Certified as Trainer/Teacher from a reputed organization. Experience: Minimum 3 years in the relevant field.
3.	Tools and Equipment Required for Training	☒ Yes ☐ No <i>(If "Yes", details to be provided in Annexure)</i>
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	N/A

Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	Minimum Educational Qualification: Commerce Graduate with proficiency in domain-specific technologies offered in the qualification Certification: Certified as Assessor/Examiner from a reputed organization.
2.	Proctor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	Minimum Educational Qualification: Commerce Graduate with proficiency in domain-specific technologies offered in the qualification Certification: Certified as Assessor/Examiner from a reputed organization.
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	Minimum Educational Qualification: Commerce Graduate with proficiency in domain-specific technologies offered in the qualification Certification: Certified as Assessor/Examiner/Proctor from a reputed organization. Experience: Minimum 3 years in the relevant field
4.	Assessment Mode <i>(Specify the assessment mode)</i>	Online Mode
5.	Tools and Equipment Required for Assessment	☒ Same as for training ☐ Yes ☐ No <i>(details to be provided in Annexure-if it is different for Assessment)</i>

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	Latest Skill Gap Study (not older than 2 years) (Yes/No): No
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): No
3.	Government /Industry initiatives/ requirement (Yes/No): Yes, The course is running successfully from number of years and is also considered for the recruitment in various organised and un-organised sectors. The requirement of the job roles defined in the qualification are posted on placement websites like www.indeed.co.in , www.placementindia.com , www.naukari.com justifies the need of the qualification.
4.	Number of Industry validation provided: 23
5.	Estimated nos. of persons to be trained and employed: 4000 candidates to be trained per year. Details mentioned at Annexure - 4
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: This course is being run by Hartron after getting the approval from the State Government.

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	Annexure: NCrf/NSQF level justification based on NCrf level/NSQF descriptors <i>(Mandatory)</i>	Annexure 1 - 'Evidence of Level'
2.	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	Annexure 2 - 'Tools & Equipment'
3.	Annexure: Industry Validations Summary	Annexure 3 - 'Industry Validations Summary'
4.	Annexure: Training & Employment Details	Annexure 4- 'Training & Employment Details'
5.	Annexure: Detailed Assessment Criteria <i>(Mandatory)</i>	Annexure 5- 'Assessment Criteria'
6.	Annexure: Assessment Strategy <i>(Mandatory)</i>	Annexure 6- 'Assessment Strategy'
7.	Supporting Document: Model Curriculum <i>(Mandatory – Public view)</i>	Available
8.	Supporting Document: Occupational Map <i>(Mandatory)</i>	Available
9.	Supporting Document: Assessment SOP <i>(Mandatory)</i>	Available

Annexure 1: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
Professional Theoretical Knowledge/Process	- Candidate is expected to maintain financial records both manually and using Tally and is also expected to perform other office task using office automation tools. - All these task performed by the learner is routine & predictable with limited range of activities.	- Possesses knowledge involving a defined range of standard procedures employed in routine contexts. - Understands the basic concept of timely delivery and Quality. - Can interpret the available information & communicate the same. - Basic knowledge of collecting and organizing information for problem identification and solution. - Uses limited discretion and judgement over a range of known responses to familiar problems.	3
Professional and Technical Skills/ Expertise/ Professional Knowledge	Knowledge of various applications such as office automation, accounting concepts and functionalities of Tally will help learner to get employment in related field	- A range of skills and technical capabilities of carrying out a choice of processes and procedures within the range of familiar contexts. - The ability to gain, and where relevant apply a range of knowledge, skills and understanding. - Has the required skills for Identification of the problem and issues within the range of familiar contexts and generate possible solution. - Skills to identify the relevant tools and materials in given context. - Possesses operational knowledge and understanding of the work/ job. - Skill to deliver job/work with reasonable precision.	3
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	Candidates is able to use computer and financial software to prepare documents, record financial transactions and generate business	- Working as a member of a team/ within a team. Display Personal Motivation, Positive Attitude & Passion for Work. - Good skills in written and oral communication	3

	reports. Developed Employability Skills including , communication skills and Constitutional values - Citizenship	with some clarity, basic knowledge of Language to support such communication. - Intermediate literacy and Numeracy skills. - Skills for workshop calculations and basic of arithmetic and algebraic principles. - Have broader Employability Skills including self-employment and mini entrepreneurship skills creating Job for more than 1 person. - Can use digital tools, has basic Financial and Digital literacy, Aadhaar and Mobile, digital payments etc with some proficiency. - Basic understanding of social political natural and work environment. - Basic understanding of Constitutional values & Citizenship, inclusion and Diversity	
Broad Learning Outcomes/Core Skill	Candidates can communicate orally or can also conduct written communication through email etc. which requires competency and clarity. They can perform basic arithmetic and algebraic calculations and similar job by applying safe working practices	- The candidate must be able to carry out job/ work/ tasks/small project/assignments in a familiar, predictable, routine, situation of clear choice. - Able to identify/ anticipate the problems and possible range of solutions in production/ services - Tasks are mostly performed by own and require little instructions and supervision.	3
Responsibility	- Candidate can work efficiently as a team member and is responsible for own work within defined limit. - Able to plan and carry out responsibilities with directions.	- Takes responsibility for delivery and quality of own work and tangible output. - Able to assist in the planning of the routine and predictable tasks within a specific field.	3

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

List of Tools and Equipment

Batch Size:

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1.	Computer /laptop	latest configuration	1:1
2.	Stationaries such as Notepad, Pen etc.	As per requirement/batch size	1:1
3.	Internet connectivity	with good speed	-
4.	IT Foundation & Digital tools	MS office/ open office, & typing software, Web Browser, Search Engines, Cloud Storage (Google Drive, One Drive), Social Media and Networking platforms, Antivirus Software	
5.	Accounting Software	Tally ERP9	
6.	Banking Tools	Banking Websites and Apps to illustrate online banking services, fund transfers (NEFT, RTGS, IMPS, UPI), bill payments, and other digital transactions	
7.	Printer and Scanner		2

Classroom Aids

The aids required to conduct sessions in the classroom are:

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

Annexure 3: Industry Validations Summary

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

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1.	India Infoline CRD	Yogesh	Owner	Near Rest House, First Floor, Sonipat Road, Gohana	9896302040	sharma_yogi27@gmail.co.in	
2.	Edymax Lifesciences Pvt. Ltd.	Sahil Singal	Managing Director	SCF 226, Second Floor, Moto Market, Manimajra, Chandigarh	8529143997	edymaxgroup@gmail.com	
3.	Cerebral Gurus Institute of Commerce	Ankur Sharma	Proprietor	SCF 8 , Sector 19D, Chandigarh	9888920421	ankur28sharma@gmail.com	
4.	GUHLA Printing Press		Owner	SCF 38, Grain Market, Cheeka , Kaithal	9416130563, 9467040400	guhlapress@gmail.com	
5.	M/S. Subhash Book Depot	Subhash Chand	Proprietor	Cinema Road, Cheeka, Kaithal	9896097923		
6.	Edusoft Technology	Dheeraj Kumar Gulati	Proprietor	SCF 10, Wadhawa Nagar, Dhakoli Distt. Mohali	9888686825	esoftzirakpur@gmail.com	
7.	Bharat Computers	Sajjan Kumar	Proprietor	Deswal Complex, Gali No. 2, Shop No. 602, Opp. OLD Bus Stand, Jhajjar	9812228799	sajjan_bharat@rediffmail.com	
8.	Shera Printers	Narender Sharma	Proprietor	Near Bhagat Singh Chawk, Dadri Road, Jhajjar	9812286398	sheraprinters.jhajjar@gmail.com	
9.	Paras Laboratories Ltd.	Jaswinder	Office Manager	Plot No. 78, Ind. Area, Phase 2 Chandigarh	9316683525	paraslabltd@gmail.com	
10.	Paras NutraMedics	Rajan Sood	Proprietor	Plot No. 317, Ind. Area, Phase-9, Mohali	9814301180	parasnutramedics@gmail.com	
11.	Aggarwal Mushroom Farms	Robin Garg	Owner	Aggarwal Mushroom Farms, VPO Ismailabad, Kurukshetra	7015541177	aggarwal.ismailabad@gmail.com	

12.	Do Bhai Printing Press		Owner	Main Bazar, Gohana, Sonapat	9996418402	dobhaipress@gmail.com	
13.	M/S Pooja Automobiles	Sanjay Kumar	Owner	Sonapat Road, Gohana, Sonapat	9812434153	poojaautomobile12@gmail.com	
14.	S.B.G. Public School		Owner	Sikanderpur Majra, Gohana, Sonapat	9466347196	sbgchetan@gmail.com	
15.	Creative Lab	Manisha	Proprietor	#12, Vill Khudda, Khurd, Near Power House, Ambala Cantt.	8199977727	creativelabengineers@gmail.com	
16.	Mehta Pustak Bhandar	Yogesh Mehta	Owner	Main Bazar, Gohana, Sonapat	9812346844	yogeshmehta204@gmail.com	
17.	JLN Sr. Sec. School Gohana		Owner	JLN Sr. Sec. School Gohana, Sonapat	9466348022	jlnschoolgohana@gmail.com	
18.	DEEPKIRAN Enterprises LLP	Sanjeev Kumar	Partner	Basment Shop, C/o Kuldeep Sahu, Laxman Vihar, Main Railway Road, Near Cosco football Company and Jaguar Showroom, Near Railway Station, Gurugram	8170042856	Deepkiran071020@gmail.com	
19.	Guru Gobind Singh College of Management & Information Technology	Harmesh	Director	Near Vishavkarma School, Govt. Hospital Road, Pehowa, Kurukshetra	9354499789	ggsmi@siffy.com	
20.	TATSAFE Group	Ashid Ahmed	Partner	SCO 27, basement, Sector-11, Panchkula	9888823988	tatasafeofficial@gmail.com	
21.	Pyramid Computers	Sandeep Makkar	Proprietor	DSS 49, Huda Complex, Old Bus stand, Sirsa	9215575236		
22.	Sandha & Company	Naveen Pathak	Manager	#99/277/2, gali no. -4, Atul Kataria Marg, Gurugram	9311970030	sandha23@yahoo.co.uk	
23.	VISA VIDE Abroad Pvt. Ltd.	Dr. Amit Chakrapani	Director	Near SBI Bank, Ambala Road, Pehowa	9873050000	info@visavidegmail.com	

Annexure 4: Training & Employment Details

Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2025	4000		N/A		N/A	
2026	4500		N/A		N/A	
2027	5000		N/A		N/A	

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

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed
Version 1	2020	728	469	391	8	138	101	97	1	N/A			
Version 1	2021	2392	1601	1350	21	763	550	498	9	N/A			
Version 1	2022	2992	2145	1524	33	954	712	596	9	N/A			
Version 1	2023	3750	1672	804	6	1256	576	306	0	N/A			

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

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

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

Content availability for previous versions of qualifications:

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

Languages in which Content is available: English, Hindi

Annexure 5: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Internal Marks	Total
IT Foundation and Digital Tools NOS Code: HART/AWD/ITFDT /01, V1	PC1. Define Computer and its characteristics. PC2. Explain advantages and disadvantages of Computer. PC3. Explain the history and generation of Computer. PC4. Classify computers on the basis of size and data handling. PC5. Describe the basic applications of computer. PC6. Describe and identify the various components of computer. PC7. Define computer memory and types of computer memory. PC8. Explain computer hardware & software, input & output devices, types of software and differentiate between them. PC9. Explain input and output devices and their types. PC10. Explain the Concepts of data and information and their difference. PC11. Explain the number systems and conversion between them. PC12. Define Machine Language & Programming languages and describe language translators (Compiler, Assembler and Interpreter). PC13. Explain IECT and its applications. PC14. Define operating system and types of operating system. PC15. Explain the functions of operating system. PC16. Explain advantages and disadvantages of GUI. PC17. Explain the difference between GUI and CUI. PC18. Define windows, its features and its components. PC19. Define and use file, folders, various icons & Window Accessories options. PC20. Create/ delete/ rename/ move/ hide and organize files and folders. PC21. Identify and use various options in control panel such as add/ remove devices, programs, fonts, user account etc. PC22. Personalize Window desktop and improve performance of computer using utility tools. PC23. Identify the common computer issues and solve them. PC24. Use the basic functionality of MS Word to open, save, close and print at document. PC25. Use formatting and page layout features in MS Word.	33	20	20	73

	PC26. Use MS Word to insert tables, graphics, header and footer. PC27. Use mail merge feature of MS Office. PC28. Create Excel sheet and enter and edit data in a cell. PC29. Open, close, save and print excel sheet. PC30. Insert simple formulas & functions (add, subtract, multiply, divide, count) PC31. Insert, delete & adjust cells, columns & rows in a sheet. PC32. Insert chart and graphics in a sheet. PC33. Create power point presentation and insert slides, text graphics, animation & transition. PC34. Use design layouts and templates for presentations. PC35. Use print setup and layout to print presentation. PC36. Describe Keyboard basics and correct way of typing. PC37. Describe alphabet Placement and Positioning, PC38. Describe typing with various keys and using shortcut keys. PC39. Define Network, types of network. PC40. Explain Client and Server model. PC41. Define topology and explain types of network topologies. PC42. Explain the different types of network communication media. PC43. Explain the terms Domain Name Server, Web Browser, search Engine, Uniform Resource Locator, e-mail etc. PC44. Search, navigate and and download information from internet. PC45. Create and use email account for composing, replying, forwarding and searching mails. PC46. Describe connecting devices through Bluetooth, WiFi, Mobile hotspot etc. PC47. Explain the concept of Viruses, Malwares, e-mail spam and other privacy issues related online shopping. PC48. Explain Safety measures of safe browsing, antivirus, firewalls etc. PC49. Define cloud and cloud storage. PC50. Explain the different types of cloud storage. PC51. Explain cloud service provider with some example. PC52. Explain Benefits of online storage over local storage and portable storage				
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Introduction to Accounting with Tally NOS Code: HART/AWD/AST/01, V1	PC1. Explain the meaning and scope of Accounting. PC2. Explain various accounting terms. PC3. Explain Single entry system and double entry system and Differentiate between them. PC4. Explain types of Accounts and golden rules of Accounting. PC5. Prepare Journal and ledger PC6. Prepare trial balance and rectification of errors. PC7. Prepare Trading Account, Profit & Loss Account and Balance sheet. PC8. Differentiate between Trial balance and balance sheet. PC9. Prepare bank reconciliation statement. PC10. Explain the features and components of tally. PC11. Explain and demonstrate to Create, Alter, Delete Company. PC12. Explain and demonstrate to create ledgers/account masters and stock groups in tally. PC13. Explain and demonstrate to Prepare and alter Group. PC14. Demonstrate to make an entry to Payment, Receipt, Journal, Contra, Purchase, Sales, Purchase Return & Sales Return Voucher. PC15. Explain TDS, TCS and their implementation in Tally. PC16. Explain and demonstrate Payroll system. PC17. Explain the meaning and types of GST implementation in tally. PC18. Describe Generating and Printing financial and other Reports.	29	20	15	64
Indian Banking System NOS Code: HART/AWD/IBS/01, V1	PC1. Explain the meaning and functions of Banks. PC2. Explain the various types of Banks in India. PC3. Describe How has banking evolved in India over time. PC4. Explain the roles and functions of the Reserve Bank of India (RBI), and how does the Banking Regulation Act contribute to the regulation of banks in India. PC5. Explain the various banking products available, including deposit products, loan products, and investment products. PC6. Explain various banking facilities provided by Banks. PC7. Differentiate between Debit Card and Credit Card. PC8. Explain the various online banking services offered by banks, and what benefits do they provide to customers	9	0	5	14
Employability Skills DGT	PC1. Introduction to Employability Skills PC2. Constitutional values - Citizenship	9	0	0	9

DGT/VSQ/N0101 Duration : 30 hours	PC3. Becoming a Professional in the 21 st Century PC4. Basic English Skills PC5. Communication Skills PC6. Diversity & Inclusion PC7. Financial and Legal Literacy PC8. Essential Digital Skills PC9. Entrepreneurship PC10. Customer Service PC11. Getting ready for apprenticeship & Jobs				
OJT/ Project & Viva	PC1. Apply skills and knowledge practically in work/ job environment			0	40
Grand Total		80	40	40	200

Annexure 6: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

Mention the detailed assessment strategy in the provided template.

1. Assessment System Overview:

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

2. Testing Environment:

- The exam is conducted online at concerned Hartron Skill Centre by the deputed Assessors.
- Assessment is done in a transparent manner, under CCTV surveillance.
- Authenticity of learner is duly checked by Assessors and their attendance is marked accordingly.

- Online examination of candidate is followed by Viva which is taken by Assessors of Hartron.
- Candidate should be submit project/OJT report when appear for Viva.
- Result is stored securely for declaration and publication through FMS portal.

3. Assessment Quality Assurance levels/Framework:

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

4. Types of evidence or evidence-gathering protocol:

- Attendance of Assessors as well as students is being taken as standardized procedure.
- Whole exam is conducted under CCTV surveillance and recording of the same is taken as evidence.

5. Method of verification or validation:

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

6. Method for assessment documentation, archiving, and access

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