



QUALIFICATION FILE

Certificate Course in Web Designing and Multimedia

☒ 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 Web Designing and Multimedia							
2.	Sector/s	IT-ITeS							
3.	Type of Qualification: ☐ New ☒ Revised ☐ Has Electives/Options ☐ OEM ☒ Rationalized	NQR Code & version of previous qualification: (change to previous, once approved) NQR Code: 2019/ITES/HART/3572 Version: 1	Qualification Name of previous version: Certificate Course in Web Designing and Multimedia						
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-03521-2025-V2-HARTRON Version -2.0	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	Certificate course that helps students to learn and develop skills in designing multimedia web sites using various multimedia and web designing tools such as HTML, CSS, Photoshop etc.							
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>No experience required</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 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	No experience required
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)							
1.	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	No experience required							
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): Category II						

12.	Any Licensing requirements for Undertaking Training on This Qualification <i>(wherever applicable)</i>	N/A																			
13.	Training Duration by Modes of Training Delivery <i>(Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</i>	☒ 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 <i>(if no code is available mention the same)</i>	2166.0300, 2166.0501																			
15.	Progression path after attaining the qualification <i>(Please show Professional and Academic progression)</i>	<i>In Academic: Diploma Courses in IT/computer.</i> <i>In Professional: Jr. Web Designer -> Web Designer</i>																			
16.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	Yes, Hindi																			
17.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	☐ Yes ☒ No URLs of similar Qualifications:																			
18.	Is the Job Role Amenable to Persons with Disability	☒ Yes ☐ No If "Yes", specify applicable type of Disability: <i>Any disable person who is able operate computer</i>																			
19.	How Participation of Women will be Encouraged	N/A																			
20.	Are Greening/ Environment Sustainability Aspects Covered <i>(Specify the NOS/Module which covers it)</i>	☐ 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 <i>(In case of CS or MS, provide details of both Lead AB & Supporting ABs)</i>	Name: Rajesh Deswal Email: hartron.awarding@gmail.com Contact No.: 97797-06237, 0172-2562456 Website: hartron.org.in																			
23.	Final Approval Date by NSQC: 18.02.2025	24. Validity Duration: 3 years			25. Next Review Date: 18.02.2028																

Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS/s:

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

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

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/NS QF Level	Credits as per NCrF	Training Duration (Hours)				Assessment Marks					
						Th.	Pr.	OJT	Total	Th.	Pr.	OJT/Project & Viva	Internal Assessment	Total	Weightage (%) (if applicable)
1.	IT Foundation and Digital Tools	HART/AWD/ITFDT/01, V1	Core	2.5	3	30	60	0	90	33	20		20	73	36.50
2.	Introduction to Multimedia and Web Designing tools	HART/AWD/MWD/01, V1	Core	3	5	45	105	0	150	38	20		20	78	39.00
3.	Employability Skills DGT	DGT/VSQ/NO 101	Non-Core	2	1	0	0	0	30	9	0		0	9	4.50
4.	OJT/Project & Viva	N/A			1	0	0	30	30	0	0	40	0	40	20.00
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) (as per NCVET guidelines)	Minimum Educational Qualification: Graduate (Computer Science/ IT) with proficiency in domain-specific technologies offered in the qualification
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		Certification: Certified as Trainer/Teacher in IT domain from a reputed organization. Experience: Preferably 1 year
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Minimum Educational Qualification: Graduate (Computer Science/ IT) with proficiency in domain-specific technologies offered in the qualification Certification: Certified as Trainer/Teacher in IT domain from a reputed organization. Experience: Minimum 3 years in the relevant field
3.	Tools and Equipment Required for Training	☒ Yes ☐ No (If "Yes", details to be provided in Annexure)
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	N/A

Section 4: Assessment Related

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

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	Latest Skill Gap Study (not older than 2 years) (Yes/No) : No
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): No
3.	Government /Industry initiatives/ requirement (Yes/No) : The course is running successfully from number of years and is also considered for the recruitment in various organized and un-organized sectors.

4.	Number of Industry validation provided: 25
5.	Estimated nos. of persons to be trained and employed: Mentioned at Annexure – 4
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: This course is being run by Hartron after getting the approval from the State Government.

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	Annexure: NCrf/NSQF level justification based on NCrf level/NSQF descriptors <i>(Mandatory)</i>	Annexure 1 - 'Evidence of Level'
2.	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	Annexure 2 - 'Tools & Equipment'
3.	Annexure: Industry Validations Summary	Annexure 3 - 'Industry Validations Summary'
4.	Annexure: Training & Employment Details	Annexure 4- 'Training & Employment Details'
5.	Annexure: Detailed Assessment Criteria <i>(Mandatory)</i>	Annexure 5- '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 design and maintain multipage web sites using various multimedia 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 &	3

		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.	
Professional and Technical Skills/ Expertise/ Professional Knowledge	• Candidate will acquire knowledge of HTML, CSS, JavaScript, Photoshop and CMS and is able to design web sites as per client needs.	• 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	• Able to complete assigned task with acquired digital skills and can communicate over internet. • Able to prepare and manage documents, letters, presentation, records, data and able to use data to prepare information. • Identify and use digital financial services. • Having basic communication and employability skills.	• 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 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.	3

		• Basic understanding of social political natural and work environment. • Basic understanding of Constitutional values & Citizenship, inclusion and Diversity	
Broad Learning Outcomes/Core Skill	• Candidate should able to design web pages using html code, and use CSS and JavaScript. • Candidate should have knowledge of Photoshop and Content Management System. • Good communication skills with the designers and clients	• 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.	Web Designing Tools	Text Editor like Sublime Text,	

		Notepad++, Web Browsers: Google Chrome, Mozilla Firefox, JavaScript Libraries (jQuery), WordPress,	
6.	Image Editing Tools	Photoshop	
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.	Big Byte Innovations Pvt. Ltd.	Pankaj Sharma	Director	Plot No. 151, Industrial Area, Sector-2, Kurukshetra	9466194004	info@bigbyteinnovations.com	
2.	UniArk Healthcare Pvt. Ltd.	Sudhir Singal	Managing Director	SCF 226, 1st Floor, Motor Market, Manimajra, Chandigarh	9779777589	uniarkhealthcare@gmail.com	
3.	Edymax Lifesciences Pvt. Ltd.	Sahil Singal	Managing Director	SCF 226, Second Floor, Moto Market, Manimajra, Chandigarh	8529143997	edymaxgroup@gmail.com	
4.	Edusoft Technology	Dheeraj Kumar Gulati	Proprietor	SCF 10, Wadhawa Nagar, Dhakoli Distt. Mohali	9888686825	esoftzirakpur@gmail.com	
5.	A-One Computer Institute	Manisha Deswal	Director	Near Syndicate Bank, Bhagat Singh Chawk, Jhajjar, Haryana	9991112264	aonecomputer.jhajjar@gmail.com	
6.	Sankhala Offset Press	Man Singh Saini	Proprietor	Ber Gate, New Bus Stand Road, Jhajjar	9253086422	shanklaoffsetpress@gmail.com	
7.	Paras NutraMedics	Rajan Sood	Proprietor	Plot No. 317, Ind. Area, Phase-9, Mohali	9814301180	parasnutramedics@gmail.com	
8.	Paras Labratories Ltd.	Jaswinder	Office Manager	Plot No. 78, Ind. Area, Phase 2 Chandigarh	9316683525	paraslabltd@gmail.com	
9.	Ahiten Flex	Aslam Khan	Owner	VPO Ismailabad, Dist. Kurukshetra	7056131786	ahitenprinters@gmail.com	
10.	Webdx	Aman	Designer	VPO Pehowa, Dist. Kurukshetra	9813538826	webdxun@gmail.com	

11.	Khan Printing Press	Nasib Ali	Designer	VPO Ismailabad, Dist. Kurukshetra	9053826274	nasibkhan98124@gmail.com	
12.	India Infoline CRD	Yogesh	Owner	Near Rest House, First Floor, Sonipat Road, Gohana	9896302040	sharma_yogi27@gmail.co.in	
13.	M/S Pooja Automobiles	Sanjay Kumar	Owner	Sonepat Road, Gohana, Sonepat	9812434153	poojaautomobile12@gmail.com	
14.	State Computer System	Mohit	Manager	3rd Floor, Above Karur Vyasya Bank, Opp. Radio Station, Near LIC Office, Rohtak	9813119805	hkclrohtak360@gmail.com	
15.	Mehta Pustak Bhandar	Yogesh Mehta	Owner	Main Bazar, Gohana, Sonepat	9812346844	yogeshmehta204@gmail.com	
16.	Splendid Immigration Pvt. Ltd.	Mrs. Param	Manager	Near Aggarsen Chawk, Ambala City	9138976929	param@splendidimmigration.com	
17.	Globe Capital Market CRD	Mamta	Owner	Opp Raj Dharam Kanta, Sonepat Road, Gohana	9992915868	yogesh.yogi27@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.	D.N. Agencies	Subhash Chander	Proprietor	Khevat No. 1225/1617, M/S D.N. Agencies, Hisar Road, Near Sharda Palace, Sirsa, Haryana	9354210827	dnagencies.742@gmail.com	

20.	Guru Gobind Singh College of Management & Information Technology	Harmesh	Director	Near Vishavkarma School, Govt. Hospital Road, Pehowa, Kurukshetra	7015840830	ggsmit_pehowa1@gmail.com	
21.	Danish Tatooz House	Danish Ahmed	managing Director	SCO 6, Sector -10, Panchkula, Haryana	9779778179	danishtattoo10@gmail.com	
22.	TATSAFE Group	Ashid Ahmed	Partner	SCO 27, basement, Sector-11, Panchkula	9888823988	tatasafeofficial@gmail.com	
23.	Big Byte Innovations pvt. Ltd.	Pankaj Sharma	Director	Plot No. 151, Industrial Area, Sector-2, Kurukshetra	9466194004	info@bigbyteinnovations.com	
24.	Shree Computer and Printer Repair	Arun Sharma	Proprietor	#193, New MC Market, Near Idea Office, Sirsa	9541384119		
25.	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	300		N/A		N/A	
2026	350		N/A		N/A	
2027	400		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	49	24	22	0	13	6	6	0				
Version 1	2021	239	168	134	0	57	37	34	0				
Version 1	2022	199	129	93	0	59	33	25	0				
Version 1	2023	276	87	36	0	108	39	17	0				

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		Total
IT Foundation and Digital Tools	- Understand the meaning, characteristics and applications of Computer. - Know the history, generation and classification of Computers. - Know the various components of Computer. - Understanding the concept of input and output devices of Computers and how computer works. - Understand the concept of Data and Information and number conversion. - Learn the basic concepts of operating system. - Understand the settings and working of Windows. - Identify and fix peripherals mishaps and malfunctions. - Learn to create and manipulate document. - Learn to apply formula and functions in spreadsheet. - Using various tools of word processor and spreadsheet. - Know to present information visually & effectively using digital presentation - Know the correct posture while typing. - Learn to type with accuracy and speed. - Learn basic concepts of network and internet skills. - Learn communication over Internet. - Learn to register for an email account, navigate an email interface, compose, send and receive messages, and upload and download attachments. - Recognize the various security and privacy issues on internet and safety measures - Understand cloud and cloud storage.	33	20	20	73
Introduction to Multimedia and Web Designing tools	- Know the meaning and key elements of multimedia. - Understand web designing and its principles - Know various tools and technologies used in multimedia and web designing. - Learn the meaning and uses of Photoshop. - Learn to manipulate images using various tools in Photoshop. - Know how to use layers, masks, filters and effects. - Publish digital images for a range of purposes.	38	20	20	78

	• Create web pages using HTML and CSS. • Know to create websites and web apps using Bootstrap Framework. • Learn and apply JavaScript to write object oriented web applications. • Validate a web page. • Understand the basics of JQuery syntax and adding JQuery library to web page. • Know features, advantages and disadvantages of CMS. • Able to organize and present content in WordPress. • Learn to modify the appearance and layout of WordPress website.				
Employability Skills, DGT	• Learn communication and employability skills to get job ready in the industry. • Learn secured offline/online financial transaction.	9	0	0	9
OJT/Project & Viva	• Work in actual/ virtual workplace under guidance or supervision.	0	0	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.
- A 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.