

QUALIFICATION FILE

Course in IT Foundation & Tools

☒ 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

Table of Contents

Section 1: Basic Details	3
Section 2: Module Summary	5
NOS/s of Qualifications.....	5
Mandatory NOS/s:	5
Assessment - Minimum Qualifying Percentage.....	6
Section 3: Training Related.....	6
Section 4: Assessment Related.....	6
Section 5: Evidence of the need for the Qualification.....	7
Section 6: Annexure & Supporting Documents Check List.....	7
Annexure 1: Evidence of Level.....	8
Annexure 2: Tools and Equipment (Lab Set-Up)	10
Annexure 3: Industry Validations Summary.....	11
Annexure 4: Training & Employment Details	13
Annexure 5: Detailed Assessment Criteria	14
Annexure 6: Assessment Strategy	16

Section 1: Basic Details

1.	Qualification Name	Course in IT Foundation & Tools							
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/3564 Version: 1	Qualification Name of previous version: Certificate Course in Digital Literacy						
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-03519-2025-V2-HARTRON Version: 2	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 qualification provides operational knowledge of computer and skills to perform related tasks so that the candidate is able execute their learning in a practical sense and enhance their employability credentials in industry.							
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	10	11. Common Cost Norm Category (I/II/III) (wherever						

	National Credit Framework (NCrF))	applicable): Category II																			
12.	Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)	N/A																			
13.	Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)	☒ Offline ☐ Online ☐ Blended <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>80</td> <td>160</td> <td>30</td> <td>30</td> <td>0</td> <td>300</td> </tr> </tbody> </table> (Refer Blended Learning Annexure for details)						Training Delivery Modes	Theory (Hours)	Practical (Hours)	Employability Skills	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	80	160	30	30	0	300
Training Delivery Modes	Theory (Hours)	Practical (Hours)	Employability Skills	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)															
Classroom (offline)	80	160	30	30	0	300															
14.	Aligned to NCO/ISCO Code/s (if no code is available mention the same)	4131.0600 ,3341.1000, 4226.0100																			
15.	Progression path after attaining the qualification (Please show Professional and Academic progression)	In Academic: Diploma Courses in IT/computer In Professional: Computer Operator /IT Support Assistant -> IT Support Associate																			
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: Any disable person who is able to operate computer																			
19.	How Participation of Women will be Encouraged	N/A																			
20.	Are Greening/ Environment Sustainability Aspects Covered (Specify the NOS/Module which covers it)	☐ Yes ☒ No																			
21.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools ☒ Yes ☐ No Colleges ☒ Yes ☐ No																			
22.	Name and Contact Details of Submitting / Awarding Body SPOC (In case of CS or MS, provide details of both Lead AB & Supporting ABs)	Name: Rajesh Deswal Email: hartron.awarding@gmail.com Contact No.: 97797-06237, 0172-2562456 Website: hartron.org.in																			
23.	Final Approval Date by NSQC: 18.02.2025	24. Validity Duration: 3 years			25. Next Review Date: 18.02.2028																

Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS/s:

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

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

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/ NSQF Level	Credits as per NCrF	Training Duration (Hours)				Assessment Marks					
						Th.	Pr.	OJT	Total	Th.	Pr.	OJT/Project & Viva	Internal Assessment	Total	Weightage (%) (if applicable)
1.	IT Foundation and Digital Tools	HART/AWD/ITF DT/01, V1	Core	2.5	3	30	60	0	90	29	20		20	69	34.50
2.	Digital Communication and Collaboration	HART/AWD/DC C/01, V1	Core	3	1.5	15	30	0	45	11	0		5	16	8.00
3.	Introduction to e-Governance and Digital Financial Services	HART/AWD/EG DFS/01, V1	Core	3	1	10	20	0	30	9	0		5	14	7.00
4.	Creating Website using HTML, CSS and JavaScript	HART/AWD/WS C/01, V1	Core	3	2	20	40	0	60	18	20		8	46	23.00
5.	Introduction to Open AI (AI and Gen AI)	HART/AWD/AIC G/01/V1	Core	3	0.5	5	10	0	15	4	0		2	6	3.00
6.	Employability Skills DGT	DGT/VSQ/N010 1	Non-Core	2	1	0	0	0	30	9	0		0	9	4.50
7.	OJT/Project & Viva	N/A	Non-Core		1	0	0	30	30	0	0	40	0	40	20.00
Duration (in Hours) / Total Marks					10	80	160	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 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 <i>(Specify the assessment mode)</i>	Online Mode
5.	Tools and Equipment Required for Assessment	☒ Same as for training ☐ Yes ☐ No <i>(details to be provided in Annexure-if it is different for Assessment)</i>

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	Latest Skill Gap Study (not older than 2 years) (Yes/No) : No
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): No
3.	Government /Industry initiatives/ requirement (Yes/No) : The course is running successfully from number of years and is also considered for the recruitment in various organized and un-organized 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: 21
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	- Knowledge to perform basic activities digitally using office automation software. - Range of activities may include creating, formatting and editing documents, perform calculations, making presentations, retrieving and updating data and communicate over internet. These jobs are routine and predictable.	- 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	- Capable to manage and use various digital applications such as word processor, spreadsheet, digital presentation and internet. - Understand and able to use internet, communication and collaboration tools, web application tools, as per the requirement of the job.	- 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.	3

		• Skill to deliver job/work with reasonable precision.	
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. • Basic understanding of social political natural and work environment. • Basic understanding of Constitutional values & Citizenship, inclusion and Diversity	3
Broad Learning Outcomes/Core Skill	• Able to carryout task/projects and apply skills as per the requirement. • Candidates can identify problem and suitable solution as per his/her work profile. • Communicate orally and written as well through email etc. with required little supervision. • They can perform basic arithmetic and algebraic calculations.	• 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.	• Takes responsibility for delivery and quality of own work and tangible output. • Able to assist in the planning of the routine and	3

	• Able to plan and carry out responsibilities with directions.	predictable tasks within a specific field.	
--	--	--	--

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.	Relevant software & Platforms	MS office/ open office, & typing software, Web Browser, Search Engines, Cloud Storage (Google Drive, One Drive), Social Media and Networking platforms, Antivirus Software, Google Workspace(Gmail, Google Calendar, Google Drive, Google Docs, Google Sheets, Google Slides, Google Forms)	-
5.	e-Governance & Digital Financial Services Tools	Web Portals: National e-Governance sites, Digital India website, State e-Governance portals Banking Apps: Google Pay, PhonePe, Paytm, BHIM UPI, Net Banking portals	
6.	Web Designing Tools	Text Editor like Sublime Text, Notepad++, Web Browsers: Google Chrome, Mozilla Firefox	
7.	AI Tools	Google AI, Open AI example- ChatGPT, DALL·E GitHub, Microsoft Copilot	
8.	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.	Vsfb Developers Zone Private Limited	Vineet Garg	Director	VSFB Developers Zone Pvt. Ltd., Janta Bhwan Road, Near Aror vansh Chowk, Sirsa-125055 (Haryana)	9416011305	vineet163@gmail.com	
2.	SHIRIN AUTOMOBILES PVT LTD	Vikas Duhan	GM	Shirin Honda, Rohtak Road, Gohana	8222869009	shirinhonda@gmail.com	
3.	Sanvi Associates	Meenu Jain	Managing Partner	33A, Near Sheesh Mahal, Udyog Nagar, Hisar-125001	7717343469	sanviassociate@gmail.com	
4.	Shree Balaji Institute Panchkula	Navneet Singh	Managing Director		9501448764	sbipanchkula@gmail.com	
5.	Lakshya Career Academy Assandh	Sunil Kumar	Director	Lakshya Career Academy Assandh	7876128600	Lakshya.ice@gmail.com	
6.	Galaxy Axis Assandh	Pallavi	Front Officer	Galaxy Axis Assandh	9034025318	p953275@gmail.com	
7.	Galaxy Computers	Atul	Owner	VPO-Ismailabad, Distt - Kurukshetra	9996988369	er.atul004@gmail.com	
8.	Edusoft Technology	Dheeraj Kumar Gulati	Prop	SCF-10, Ground Floor, Wadhawa Nagar, Near Sector-19 Panchkula Opposite City Court, Zirakpur, Highway, Dhakoli, Panchkula,	9888686825	esoftzirakpur@gmail.com	

				Punjab, 140603			
9.	Friends Communication	Vivek Jain	<u>Managing Partner</u>	SCF 31, 1st Floor, Phase 6, Sector 56, Mohali	9814302109	friendscommunications@gmail.com	
10.	TDS Enterprises	Rinku Singh	Manager	GARHI KESRI MOR, RAILWAY ROAD, GANAUR, DISTT. SONIPAT, HARYANA	9813946310	tdspluswap@gmail.com	
11.	Janta Multispeciality Hospital	Navin Kumar	General Manager	Opposite Jat School, Karnal Road, Kaithal	9306533793	ngoyat78@gmail.com	
12.	Sunny Computers	Sunny Ahuja	Owner	VPO-Ismaillabad, Distt - Kurukshetra	9896131343	sunnyahuja.in@gmail.com	
13.	Ganga Photos Studio	Narender	Owner		9991388006	ganglab@gmail.com	
14.	Jawahar Lal Nehru Senior Secondary School, Gohana	Sachin	Owner	Jawahar Lal Nehru Senior Secondary School, Gohana	9466635000	jlnschoolgohana@gmail.com	
15.	Vikas Motors	Anil	Owner	Mugal Pura, Old Sabzi Mandi Gohara, Sonipat	9812500181	anilmehta1979@gmail.com	
16.	Mehta Pustak Bhandar	Yogesh	Owner	Mehta Pustak Bhandar, Gohana	8396969635	yogeshmehta204@gmail.com	
17.	Sharma Computers	Vikas	Owner		9728571022	vikassharma1022@gmail.com	
18.	Akshay Book Depot	Akshay Gogia	Owner	Azad Chowk, Narnaul	9050632762	akshay26gogia@gmail.com	
19.	Danish Tattooz House	Danish Ahmed	Managing Director	Sco - 6, Sector - 10, Panchkula, Haryana	9779778179	danishtattooz10@gmail.com	
20.	Pannu Associates	Kuldeep Pannu	Managing Director	Cabin No. 2, Basement, New Chaudhary complex, Rally Sector - 12 A, Panchkula - 134112	7696950777	pannuassociatespkl@gmail.com	
21.	Zandu Tyre Club, Near Manav	Karan Zandu	Prop	Near Manav chowk, Hissar Road Ambala City	9996662299	karanzandu@gmail.com	

	chowk, Hissar Road Ambala City						
--	-----------------------------------	--	--	--	--	--	--

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	2500		N/A		N/A	
2026	3000		N/A		N/A	
2027	3500		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	357	284	216	0	63	50	43	0	N/A			
Version 1	2021	1678	1269	986	17	432	335	280	3	N/A			
Version 1	2022	1923	1464	935	19	579	440	322	4	N/A			
Version 1	2023	2426	1074	524	2	745	325	176	0	N/A			

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

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

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

Content availability for previous versions of qualifications:

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

Languages in which Content is available: English, Hindi

Annexure 5: Detailed Assessment Criteria

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

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Internal Marks	Total
IT Foundation and Digital Tools	- Understand the meaning, characteristics and applications of Computer. - Know the history, generation and classification of Computers. - Know the various components of Computer. - Understanding the concept of input and output devices of Computers and how computer works. - Understand the concept of Data and Information and number conversion. - Learn the basic concepts of operating system. - Understand the settings and working of Windows. - Identify and fix peripherals mishaps and malfunctions. - Learn to create and manipulate document. - Learn to apply formula and functions in spreadsheet. - Using various tools of word processor and spreadsheet. - Know to present information visually & effectively using digital presentation - Know the correct posture while typing. - Learn to type with accuracy and speed. - 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	29	20	20	69

	Understand cloud and cloud storage.				
Digital Communication & Collaboration	- Understand Instant messaging, its features and types - Learn to communicate in real time using video conferencing. - Know the various social media platforms - Know about Google workspace and various Google Collaboration Tools	11	0	5	16
Introduction to e-Governance and Digital Financial Services	- Know e-Governance and its scope. - Know the types of Interactions in e-Governance. - Know about various National e-Governance Programs. - Know Digital Financial Services in India - Know the types of Digital Banking Services and safety and Security required at the time of Digital Payments	9	0	5	14
Creating Website using HTML, CSS and JavaScript	- Create web pages using HTML and CSS. - Learn and apply JavaScript to write object oriented web applications. - Validate a web page.	18	20	8	46
Introduction to Open AI (AI and Gen AI)	- Understand the meaning of AI and Chatgpt - Understand how AI helps in daily tasks - Learn to use chatgpt for various tasks - Know the Future of AI, Ethical consideration of AI, Challenges & Opportunities	4	0	2	6
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	Learn to apply skills and knowledge practically in work/ job environment	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 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.

NSQC Approved