

CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Name and address of submitting body:

Haryana State Electronics Development Corporation Ltd. (HARTRON)
SCO 111-113, Sector – 17/B, Chandigarh-160017

Name and contact details of individual dealing with the submission

Name: Rajesh Deswal
Position in the organisation: Project Manager
Address if different from above: N/A
Tel number(s): 0172-2562456
E-mail address: pmhartron@gmail.com

List of documents submitted in support of the Qualifications File

1. About Hartron (Annexure-1)
2. Curriculum (Annexure-2)
3. Industry Validation (Annexure-3)

NSQF QUALIFICATION FILEApproved in 23rd NSQC, Dated: 22nd August, 2019**SUMMARY**

1	Qualification Titles	Diploma in Designing and Publishing
2	Qualification Code, if any	HAR/SD-1/DDP
3	NCO code and occupation	3512.0200 Desktop Publishing Operator 3512.0202 Associate-Desktop Publishing (DTP) 2166.0300 Web Designer
4	Nature and purpose of the qualification (Please specify whether qualification is short term or long term)	Diploma course that provides familiarization with the Web designing Techniques and Publishing tools and thus creating an opportunity for the trainee to get absorbed/ Job/Self Employment in IT & ITES Sector. (Long term qualification)
5	Body/bodies which will award the qualification	Hartron
6	Body which will accredit providers to offer courses leading to the qualification	Hartron
7	Whether accreditation/affiliation norms are already in place or not , if applicable (if yes, attach a copy)	The courses are being run by the HARTRON Skill Centres (HSC) located throughout Haryana under the aegis of HARTRON. The assessment of the training programs is a regular process and is being done by HARTRON.
8	Occupation(s) to which the qualification gives access	Desktop Publisher, Web Designer, Trainer
9	Job description of the occupation	Responsible for high quality graphics for product illustrations, company logos, designing, developing, deploying, maintaining websites and web applications
10	Licensing requirements	N/A
11	Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided)	N/A
12	Level of the qualification in the NSQF	4

NSQF QUALIFICATION FILE

Approved in 23rd NSQC, Dated: 22nd August, 2019

13	Anticipated volume of training/learning required to complete the qualification	576 hrs. of classroom / lab learning
14	Indicative list of training tools required to deliver this qualification	Mentioned in curriculum
15	Entry requirements and/or recommendations and minimum age	12th
16	Progression from the qualification (Please show Professional and academic progression)	In Academic, student can go for degree programs in the same field. In professional, an individual can get employment as Web designer/Desktop Publisher/Graphic Designer or self-employment.
17	Arrangements for the Recognition of Prior learning (RPL)	N/A
18	International comparability Where known (research evidence to be provided)	N/A

19	Date of planned review of the qualification.	5 years after approval of the qualification	
20	Formal structure of the qualification		
	Mandatory components		
	Title of component and identification Code/NOSs/Learning outcomes	Estimated size (learning hours)	Level
(i)	Computer fundamentals & Operating system	30	4
(ii)	Office Automation Package	142	4
(iii)	Connecting to the World	30	4
(iv)	Using Smartphone	04	4
(v)	Basics of Web Page Designing	114	4

NSQF QUALIFICATION FILEApproved in 23rd NSQC, Dated: 22nd August, 2019

(vi)	Desktop Publishing Tools	240	4
(vii)	Communication & Employability Skills	16	4
(viii)	Sub Total(A)	576	4
(ix)	Optional components N/A (all component are compulsory)		
	Title of component and identification code/NOSs/ Learning outcomes	Estimated size (learning hour	Level
	Sub Total(B)		
Total (A+B)		576	4

**SECTION 1
ASSESSMENT**

21	<p>Body/Bodies which will carry out assessment:</p> <p>Haryana State Electronics Development Corporation Ltd. (HARTRON) SCO 111-113, Sector – 17/B, Chandigarh-160017</p>
22	<p>How will RPL assessment be managed and who will carry it out?</p> <p>It will be finalized when the national RPL policy will be finalized</p>
23	<p>Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.</p> <p>The assessment process under HARTRON aims to test and certify the skills & knowledge based on the performance of the students. Overall Assessment is broadly divided into two stages.</p> <p>1. Internal Evaluation: - This is done through continuous assessment by respective HSC as per the Hartron guidelines. Marks are allotted</p>

NSQF QUALIFICATION FILE

Approved in 23rd NSQC, Dated: 22nd August, 2019

according to their attendance, class performance and practical assignment.

- 2. External Evaluation:** - This includes a written exam followed by viva voce at the end of the course. The test is conducted at respective HSC with the overall supervision of officers/officials of examination cell. For this, minimum two examiners are deputed at HSC to conduct the exam. Each and every student mark their attendance through biometric device as well as on the attendance sheet provided by examiners. Exams are being conducted by examiners under CCTV surveillance students are allowed in the examination hall only after producing Id Proof

The current pattern of the exam comprises objective and subjective type questions, which is prepared by vocation expert in the field.

Viva Voce is taken to make sure that the student has acquired sufficient knowledge of the subject during the course.

The marking pattern and distribution of marks for the qualification are as under:

Sr.No.	Assessment Method	Maximum marks
1	Internal Evaluation <ul style="list-style-type: none">• Attendance• Class performance• Practical Assignment	15 15 30
2	External Evaluation <ul style="list-style-type: none">• Written Exam• Viva	180 60
Total		300

Qualifying Criteria

NSQF QUALIFICATION FILE

Approved in 23rd NSQC, Dated: 22nd August, 2019

	<p>Candidate shall be considered to have qualified the course if he/she obtains 35% marks in written examination and 50% marks in the aggregate of internal and external evaluation.</p> <p>The marks will be translated into grades as below:-</p> <table><thead><tr><th>Marks Scored</th><th>Grade to be awarded</th></tr></thead><tbody><tr><td>80% or above</td><td>A +</td></tr><tr><td>70% to less than 80%</td><td>A</td></tr><tr><td>60% to less than 70%</td><td>B</td></tr><tr><td>50% to less than 60%</td><td>C</td></tr><tr><td>Less than 50%</td><td>Fail</td></tr></tbody></table>	Marks Scored	Grade to be awarded	80% or above	A +	70% to less than 80%	A	60% to less than 70%	B	50% to less than 60%	C	Less than 50%	Fail
Marks Scored	Grade to be awarded												
80% or above	A +												
70% to less than 80%	A												
60% to less than 70%	B												
50% to less than 60%	C												
Less than 50%	Fail												

Please attach most relevant and recent documents giving further information about assessment and/or RPL.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

ASSESSMENT EVIDENCE

Complete a grid for each component as listed in “Formal structure of the qualification” in the Summary.

NOTE: this grid can be replaced by any part of the qualification documentation which shows the same information – ie Learning Outcomes to be assessed, assessment criteria and the means of assessment.

24. Assessment evidences

Title of Component:

NSQF QUALIFICATION FILEApproved in 23rd NSQC, Dated: 22nd August, 2019

Outcomes to be assessed/NOSs to be assessed	Assessment criteria for the outcome
Computer Fundamentals & Operating System	<ul style="list-style-type: none">• Understanding the concept of input and output devices of Computers and how computer works.• Learn the basic concepts of operating system.• Understand the settings and working of Windows.• Identify and fix peripherals mishaps and malfunctions.
Office Automation Package	<ul style="list-style-type: none">• 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
Connecting to the World	<ul style="list-style-type: none">• Learn basic concepts of network and internet skills.• Learn communication over Internet.• Recognize the various security and privacy issues on internet and safety measures• Understand cloud and cloud storage services over internet• Recognize e-Governance & Digital Financial services
Using Smartphone	<ul style="list-style-type: none">• Understand the user interface and basic application of smart phone.• Learn to use various useful apps on smartphone like news, weather, GPS, e-mail, social media etc.
Basics of Web Page Designing	<ul style="list-style-type: none">• Create web pages using HTML and CSS.• Learn and apply JavaScript to write object oriented web applications.• Validate a web page.
Desktop Publishing Tools	<ul style="list-style-type: none">• Able to define desktop publishing, identify the software and hardware needed for desktop publishing.

NSQF QUALIFICATION FILE

Approved in 23rd NSQC, Dated: 22nd August, 2019

	<ul style="list-style-type: none">Using Desktop publishing software like CorelDraw, Photoshop, Illustrator and InDesign to create visual communications such as brochures, cards, web pages, posters or desktop printing as well as for online or on-screen electronic publishing.
Communication & Employability Skills	<ul style="list-style-type: none">Know the importance of effective communication. Learn the basic communication skills to enhance competencies
Means of assessment 1 Assessment will be evidence based comprising the following : <ul style="list-style-type: none">Attendance and punctualityClass performance and Assignments / TestsPractical Assignment	
Means of assessment 2 Assessment will be evidence based comprising the following : <ul style="list-style-type: none">Answer sheets of the written assessmentViva voce	
Pass/Fail The minimum pass percentage is 35 % for written examination and 50% marks in the aggregate of internal and external evaluation. .	

NSQF QUALIFICATION FILEApproved in 23rd NSQC, Dated: 22nd August, 2019**SECTION 2****25. EVIDENCE OF LEVEL****OPTION A**

Title/ Name of qualification/ Component: Diploma in Designing and Publishing			Level: 4
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Process	Candidate is required to create and design an electronic document, by using page layouts, producing typographic quality text and images, etc. using publication software. He/she is also familiar with web designing tools like HTML, CSS & JavaScript. All the above tasks are highly process oriented in nature & the candidate has to work in familiar & predictable situations, but leading to clear logical choices.	Work in familiar, predictable, routine, situation of clear choice.	4
Professional knowledge	Candidate on the job needs to have factual knowledge of computer hardware and software, office automation package, use of internet. He/she is required to have expertise knowledge of designing software like Photoshop, CorelDraw, Illustrator etc. and printing technologies.	Factual knowledge of field of knowledge or study.	4

NSQF QUALIFICATION FILE

Approved in 23rd NSQC, Dated: 22nd August, 2019

Professional skill	Candidate needs to recall and demonstrate practical skill related to basic computer and internet activities. He /she is need to know Designing and publishing of print material over suitable software and method I as per the requirements which is routine and repetitive in narrow range of application.	Recall and demonstrate practical skill, routine and repetitive in narrow range of application, using appropriate rule and tool, using quality concepts.	4
Core skill	The candidate should possess good communication skills both verbal and written, with the required clarity in order to understand the work. He/she needs to have skill to basic arithmetic and algebraic principles, to demonstrate knowledge of the foundational mathematical concepts in computing. He/ she will be able to create and maintain effective working relationships and team environment through collaboration.	Language to communicate written or oral, with required clarity, skill to basic arithmetic and algebraic principles, basic understanding of social political and natural environment.	4
Responsibility	Candidate is independently responsible to perform all the tasks as per requirements of the job, hence is responsible for own work and learning.	Responsibility for own work and learning.	4

NSQF QUALIFICATION FILE

Approved in 23rd NSQC, Dated: 22nd August, 2019

SECTION 3

EVIDENCE OF NEED

26	What evidence is there that the qualification is needed? What is the estimated uptake of this qualification and what is the basis of this estimate?	
	Basis	In case of other Awarding Bodies (Institutes under Central Ministries and states departments)
	Need of the qualification	The course is running successfully from number of years and is also considered for the recruitment in public and private sectors (copy of advertisement for recruitment is attached as supporting document)
	Industry Relevance	Hartron started imparting computer education from 1994 with twin objective of providing necessary manpower to the IT sector for its growth and to improve the employability of the youth. Since the job roles defined for the qualification is also as per the national qualification occupation 2015 which are developed by Employment Directorate under the ministry of Labour and Employment. Also during the industrial survey – cum-validation of curriculum, it has been found that there is a huge demand for skilful IT candidates with good knowledge of desktop publishing in market. (Industrial validation from various industries is attached as a supporting document).
	Usage of the qualification	There is a demand of skilful candidates by various public and private companies specializing in advertising, visualization, publishing and designing besides self-employment. Along with honing of basic knowledge of computer to perform day to day office activities, the curriculum enables the students to master the latest publishing software, such as CorelDraw, PageMaker, Adobe Photoshop, Adobe Illustrator etc. which is required while publishing. It has been noted that the demand day by day growing in the industry.
	Estimated uptake	Based on the response of student towards Hartron courses, it is expected that number of enrolment will definitely increase.

NSQF QUALIFICATION FILE

Approved in 23rd NSQC, Dated: 22nd August, 2019

27	Recommendation from the concerned Line Ministry of the Government/Regulatory Body. To be supported by documentary evidences N/A
28	What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF? Give justification for presenting a duplicate qualification The qualification is originally designed by academic professionals in HARTRON and is approved by state government. A desk search was conducted and the qualification packs were also referred for the mapping curriculum. As per the search it is found that no such identical qualification is available in public domain.
29	What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated? Specify the review process here Feedback would be taken from students and teachers regarding the course content, structure and timeline of the programme. Feedback will also be taken from the HSC conducting the course. Demand for courses based on enquiries handled at the HSC were also considered. In certain interval of time market survey is also done by the HARTRON Officials to know the current trend of courses in demand. Changes suggested will be assessed by the State Government before incorporating them in the curriculum.

Please attach most relevant and recent documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

SECTION 4

EVIDENCE OF PROGRESSION

NSQF QUALIFICATION FILE

Approved in 23rd NSQC, Dated: 22nd August, 2019

30	<p>What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector? <i>Show the career map here to reflect the clear progression</i></p> <p>The course is designed in such a way that it will provide core concepts of designing and publishing software. The detailed knowledge of IT skills as well as creation of publication will create a base for the candidate to proceed further to pursue advance courses in this sector and may have the following career options:</p> <ul style="list-style-type: none">➤ Web Developer➤ Graphic Designer➤ Multimedia Artists and Animators
-----------	---

Please attach most relevant and recent documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.