

**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**

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**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 FILE**Approved in 23<sup>rd</sup> NSQC, Dated: 22<sup>nd</sup> August, 2019**SUMMARY**

1	<b>Qualification Titles</b>	Certificate Course in Computer Basics and Accounting
2	<b>Qualification Code, if any</b>	HAR/SD-1/CCBA
3	<b>NCO code and occupation</b>	3341.1000 Office Assistant 4311.9900 Accounting and Bookkeeping clerks, others
4	<b>Nature and purpose of the qualification (Please specify whether qualification is short term or long term)</b>	Certificate course that helps to develop skills in basics of computers and accounting to automate and integrate all business operations. (Short term Qualification)
5	<b>Body/bodies which will award the qualification</b>	HARTRON
6	<b>Body which will accredit providers to offer courses leading to the qualification</b>	HARTRON
7	<b>Whether accreditation/affiliation norms are already in place or not , if applicable (if yes, attach a copy)</b>	The courses are being run by Hartron through HARTRON Skill Centres (HSC) located throughout Haryana under the aegis of HARTRON.
8	<b>Occupation(s) to which the qualification gives access</b>	Accounting and Bookkeeping clerks, Office Assistant.
9	<b>Job description of the occupation</b>	Responsible for supporting the Accountant, and management team by completing routine clerical and accounting tasks.
10	<b>Licensing requirements</b>	N/A
11	<b>Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided)</b>	N/A
12	<b>Level of the qualification in the NSQF</b>	3

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13	Anticipated volume of training/learning required to complete the qualification	288 hrs. of classroom / lab learning
14	Indicative list of training tools required to deliver this qualification	<ol style="list-style-type: none"> <li>1. Comfortable seats with sufficient lighting and controlled temperature,</li> <li>2. White Board, Markers and Dusters</li> <li>3. Faculty's PC/Laptop with latest configuration and internet connection.</li> <li>4. Stationery</li> <li>5. Computer Lab with internet connection</li> <li>6. MS Office / Open office, typing software &amp; Browser</li> <li>7. Tally Software</li> <li>8. Reference books</li> </ol>
15	Entry requirements and/or recommendations and minimum age	10th
16	Progression from the qualification (Please show Professional and academic progression)	<p>In Academic, student can go for higher education.</p> <p>In Professional Initially candidate can work as an office Assistant or Account Assistant</p>
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	20	3
(ii)	Office Automation Package	96	3
(iii)	Connecting to the World	20	3

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(iv)	Using Smartphone	04	3
(v)	Fundamentals of Accounting	52	3
(vi)	Computerized Accounting- Tally	80	3
(vii)	Communication & Employability Skills	16	3
(viii)	Sub Total(A)	288	
(ix)	Optional components N/A (all component are compulsory)		
	Title of component and identification code/NOSs/ Learning outcomes	Estimated size (learning hours)	Level
	Sub Total(B)		
<b>Total (A+B)</b>		<b>288</b>	<b>3</b>

**SECTION 1  
ASSESSMENT**

21	<p><b>Body/Bodies which will carry out assessment:</b></p> <p>Haryana State Electronics Development Corporation Ltd. (HARTRON) SCO 111-113, Sector – 17/B, Chandigarh-160017</p>
22	<p><b>How will RPL assessment be managed and who will carry it out?</b></p> <p>It will be finalized when the national RPL policy will be finalized</p>

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**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.**

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 :

- 1. Internal Evaluation:** - This is done through continuous assessment by respective HSC as per the Hartron guidelines. Marks are allotted according to their attendance, class performance and typing test.
- 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	
	• Attendance	10
	• Class performance	10
	• Typing Test	20
2	External Evaluation	
	• Written Exam	120
	• Viva	40
<b>Total</b>		<b>200</b>

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<b>Qualifying Criteria</b>	
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.	
The marks will be translated into grades as below:-	
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:**

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Outcomes to be assessed/NOSs to be assessed	Assessment criteria for the outcome
Computer Fundamentals & Operating System	<ul style="list-style-type: none"><li>• Understanding the concept of input and output devices of Computers and how computer works.</li><li>• Learn the basic concepts of operating system.</li><li>• Understand the settings and working of Windows.</li><li>• Identify and fix peripherals mishaps and malfunctions.</li></ul>
Office Automation Package.	<ul style="list-style-type: none"><li>• Know the correct posture while typing.</li><li>• Learn to type with accuracy and speed.</li><li>• Learn to create and manipulate document.</li><li>• Learn to apply formula and functions in spreadsheet.</li><li>• Using various tools of word processor and spreadsheet.</li><li>• Know to present information visually &amp; effectively using digital presentation</li></ul>
Connecting to the world	<ul style="list-style-type: none"><li>• Learn basic concepts of network and internet skills.</li><li>• Learn communication over Internet.</li><li>• Recognize the various security and privacy issues on internet and safety measures</li><li>• Understand cloud and cloud storage services over internet</li><li>• Recognize e-Governance &amp; Digital Financial services</li></ul>
Using Smartphone	<ul style="list-style-type: none"><li>• Understand the user interface and basic application of smart phone.</li><li>• Learn to use various useful apps on smartphone like news, weather, GPS, e-mail, social media etc.</li></ul>
Fundamentals of Accounting	<ul style="list-style-type: none"><li>• Know the basic terms and golden rules of accounting.</li><li>• Learn to record basic accounting transactions and prepare annual financial statements.</li><li>• Know the basics of corporate banking</li></ul>
Computerized Accounting-Tally	<ul style="list-style-type: none"><li>• Learn to maintain accounts electronically using Tally.</li><li>• Familiarized with the statutory features of Tally like VAT, CST, TCS, TDS, and Payroll etc.</li><li>• Learn the GST implementation in Tally.</li></ul>
Communication & Employability Skills	<ul style="list-style-type: none"><li>• Know the importance of effective communication.</li></ul>

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	<ul style="list-style-type: none"><li>• Learn the basic communication skills to enhance competencies</li></ul>
<b>Means of assessment 1</b>	
Assessment will be evidence based comprising the following : <ul style="list-style-type: none"><li>• Attendance and punctuality</li><li>• Class performance and Assignments / Tests</li><li>• Typing Test</li></ul>	
<b>Means of assessment 2</b>	
Assessment will be evidence based comprising the following : <ul style="list-style-type: none"><li>• Answer sheets of the written assessment</li><li>• Viva voce</li></ul>	
<b>Pass/Fail</b>	
The minimum pass percentage is 35 % for written examination and 50% marks in the aggregate of internal and external evaluation.	



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### SECTION 2

#### 25. EVIDENCE OF LEVEL

##### OPTION A

Title/ Name of qualification/ Component: Certificate Course in Computer Basics and Accounting			Level: 3
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
<b>Process</b>	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.	Person may carry out a job which may require limited range of activities routine and predictable.	<b>3</b>
<b>Professional knowledge</b>	After learning various applications such as office automation, accounting concepts and functionalities of Tally will help learner to get employment in computer related field.	Basic facts, process and principle applied in trade of employment.	<b>3</b>
<b>Professional skill</b>	Candidates can use computer to prepare documents, record financial transactions and generate business reports and also use internet for communication and digital financial services and improve existing skills and learn new skills.	Recall and demonstrate practical skill, routine and repetitive in narrow range of application	<b>3</b>
<b>Core skill</b>	Candidates can communicate orally or can also conduct written communication through email etc. which requires competency and	Communication written and oral, with minimum required clarity, skill of basic arithmetic and	<b>3</b>

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	clarity. They can perform basic arithmetic and algebraic calculations and similar job by applying safe working practices.	algebraic principles, personal banking, basic understanding of social and natural environment.	
<b>Responsibility</b>	Candidate can work efficiently under close supervision of team leader and is responsible for own work within defined limit.	Under close supervision. Some responsibility for own work within defined limit.	<b>3</b>

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26	<b>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?</b>	
	<b>Basis</b>	<b>In case of other Awarding Bodies (Institutes under Central Ministries and states departments)</b>
	Need of the qualification	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 <a href="http://www.indeed.co.in">www.indeed.co.in</a> , <a href="http://www.placementindia.com">www.placementindia.com</a> , <a href="http://www.naukari.com">www.naukari.com</a> justifies the need of the qualification.
	Industry Relevance	Hartron started imparting computer education from 1994 to spread It awareness and to improve employability of the youth. During the industrial survey -cum-validation of curriculum, it has been found that there is a good demand for such Skilful IT candidates with basic knowledge of accounting in various establishments beside self-employment (Industrial validation from various industries is attached as supporting document). Moreover, the job roles defined for the qualification is also as per the national qualification occupation 2015 developed by Employment Directorate under the ministry of Labour and Employment. Hence is in line with the qualification relevance for industry
	Usage of the qualification	Since knowledge of accounting along with IT skills enhances job opportunities. Thus, this course is designed considering the market requirement and nearly 2500 candidates are trained under this course per year
	Estimated uptake	Based on the response of student towards Hartron courses, it is expected that number of enrolment will definitely increase.

27	<b>Recommendation from the concerned Line Ministry of the Government/Regulatory Body. To be supported by documentary evidences</b>	
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	<p>This course is being run by Hartron after getting the approval from the State Government.</p>
28	<p><b>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</b></p> <p>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.</p>
29	<p><b>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</b></p> <p>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.</p>

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**

30	<p><b>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?</b></p> <p><b><i>Show the career map here to reflect the clear progression</i></b></p>
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The course is designed in such a way that it will provide IT skills along with fundamental accounting concepts with the functionality of Tally Software and creates a base for the candidate to proceed further to pursue advance courses and may have the following career options:

- Office Assistant
- Computer operator
- Accountant

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.