

NSQF QUALIFICATION FILE**Approved in 23rd NSQC, Dated: 22nd August, 2019****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)

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1	Qualification Title	Foundation Course in Computer Basics
2	Qualification Code, if any	HAR/SD-1/FCCB
3	NCO code and occupation	4132.0402 Domestic Data Entry Operator
4	Nature and purpose of the qualification (Please specify whether qualification is short term or long term)	Short term certificate course which provide basic knowledge of using computer, Internet and office devices to perform day to day work
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 Hartron through HARTRON Skill Centres (HSC) located throughout Haryana under the aegis of HARTRON.
8	Occupation(s) to which the qualification gives access	Perform basic computer tasks, Data Entry Operator
9	Job description of the occupation	Perform data entry work and is responsible for maintaining and updating information on computer system, Data Entry Operator
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	3
13	Anticipated volume of training/learning required to complete the qualification	144 hrs. of classroom / lab learning
14	Indicative list of training tools required to deliver this qualification	<ol style="list-style-type: none"> 1. Comfortable seats with sufficient lighting and controlled temperature, 2. White Board, Markers and Dusters 3. Faculty's PC/Laptop with latest configuration and internet connection.

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		4. Stationery 5. Computer Lab with internet connection 6. MS Office / Open office, typing software & Browser 7. Printers & Scanners 8. Reference books	
15	Entry requirements and/or recommendations and minimum age	Applicants, with basic learning ability irrespective of any educational qualification can get admission in the course, No age bar	
16	Progression from the qualification (Please show Professional and academic progression)	In Academic, student can go for higher Certificate or Diploma Courses in IT. In Professional, Initially; candidate can work as a data entry operator/office clerk.	
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	16	3
(ii)	Office Automation Package	76	3
(iii)	Typing & Basic Communication Skills	32	3
(iv)	Connecting to the World	16	3
(v)	Using Smartphone	4	3
	Sub Total(A)	144	3
	Optional components	N/A (all component are compulsory)	
	Title of component and identification code/NOSs/ Learning outcomes	Estimated size (learning hours)	Level

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	Sub Total(B)		

	<u>Total (A+B)</u>	144	
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SECTION 1 **ASSESSMENT**

21	Body/Bodies which will carry out assessment: Haryana State Electronics Development Corporation Ltd. (HARTRON) SCO 111-113, Sector – 17/B, Chandigarh-160017
22	How will RPL assessment be managed and who will carry it out? It will be finalized when the national RPL policy will be finalized
23	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

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conducted by examiners under CCTV surveillance students are allowed in the examination hall only after producing Id Proof

The question paper contains 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	5
	• Class performance	5
	• Typing Test	10
2	External Evaluation	
	• Written Exam	60
	• Viva	20
Total		100

Qualifying Criteria

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

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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:

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.

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	<ul style="list-style-type: none">• Know to present information visually & effectively using digital presentation
Typing and Basic Communication Skills	<ul style="list-style-type: none">• Know the correct posture while typing.• Learn to type with accuracy and speed.• Know the importance of effective communication.• Learn the basic communication skills to enhance competencies
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.
Means of assessment 1 Assessment will be evidence based comprising the following : <ul style="list-style-type: none">• Attendance and punctuality• Class performance and Assignments / Tests• Typing Test	
Means of assessment 2 Assessment will be evidence based comprising the following : <ul style="list-style-type: none">• Answer sheets of the written assessment• Viva voce	
Pass/Fail The minimum pass percentage is 35 % for written examination and 50% marks in the aggregate of internal and external evaluation. Grades are assigned as per the candidates percentage.	

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SECTION 2

25. EVIDENCE OF LEVEL

OPTION A

Title/ Name of qualification/ Component: Foundation Course in Computer Basics			Level: 3
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Process	Candidate is expected to perform basic activities using computer like creating, formatting and editing documents, perform calculations, making presentations and also communicate over internet. These jobs are routine and predictable.	Person may carry out a job which may require limited range of activities routine and predictable.	3
Professional knowledge	After learning various applications such as word processor, spreadsheet, digital presentation, and use of internet will help learner to get employment in computer related field.	Basic facts, process and principle applied in trade of employment.	3
Professional skill	Candidates can use computer to prepare document, letters, tables, spreadsheet, graphs or presentation 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	3
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	Communication written and oral, with minimum required clarity, skill of basic arithmetic and algebraic principles, personal banking, basic understanding of social	3

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	algebraic calculations and similar job by applying safe working practices.	and natural environment.	
Responsibility	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.	3

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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	<p>The course is running successfully from number of years and is also considered for the recruitment in various organised and un-organised sectors.</p> <p>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.</p>
	Industry Relevance	<p>Hartron started imparting computer education from 1994 to demystify computer and to improve employability of the youth.</p> <p>During the industrial survey -cum-validation of curriculum, it has been found that there is a good demand for such</p> <p>Skilful IT candidates in various establishments, Govt. jobs beside self-employment (Industrial validation from various industries is attached as supporting document).</p> <p>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</p>
	Usage of the qualification	<p>Since IT Skills upgrades/enhances and is catalyst with the academic qualification for job opportunities. Considering the fact and current market requirement the course is designed and is running successfully. Nearly 4000 candidates are trained under this course per year</p>

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	Estimated uptake	Based on the response of student towards Hartron courses, it is expected that number of enrolment will definitely increase.
27	Recommendation from the concerned Line Ministry of the Government/Regulatory Body. To be supported by documentary evidences	<p>This course is being run by Hartron after getting the approval from the State Government.</p>
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	<p>The qualification is originally designed by academic professionals in HARTRON and is approved by state government.</p> <p>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	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	<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>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?</p> <p><i>Show the career map here to reflect the clear progression</i></p> <p>After completion of this course the candidate has the following options of progression.</p> <ul style="list-style-type: none">• Can go for higher Diploma or Degree courses.• Can directly apply for second component i.e. typing test of SETC (State Eligibility Test in Computer) which is conducted for existing/newly recruited clerks, steno for the grant of promotions and increments in pay scale.• Initially a candidate can work as a data entry operator and with upgrade in his qualification along with specialized IT courses a candidate may also have the following career options:<ul style="list-style-type: none">➤ Front Desk Executive➤ Computer Operator➤ Lab Attendant➤ Trainer➤ Junior Programmer➤ Programmer
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