

QUALIFICATION FILE

Entrepreneur (Electives: Women Entrepreneurship / Gender Sensitivity)

☒ 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: 5

Submitted By:

Management & Entrepreneurship and Professional Skills Council (MEPSC)
20th Floor, Amba Deep, 14 Kasturba Gandhi Marg, New Delhi - 110001

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Section 1: Basic Details

1. Qualification Name	Entrepreneur (Electives: Women Entrepreneurship / Gender Sensitivity)																
2. Sector/s	Management																
3. Type of Qualification: <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input checked="" type="checkbox"/> Has Electives/Options <input type="checkbox"/> OEM	NQR Code & version of existing/previous qualification: QG-05-ET-02715-2024-V1-MEPSC	Qualification Name of existing/previous version: Entrepreneur (Electives: Women / Gender Sensitivity), v1															
4. a. OEM Name b. Qualification Name	Entrepreneur (Electives: Women / Gender Sensitivity)																
5. National Qualification Register (NQR) Code&Version	QG-05-ET-02715-2024-V1-MEPSC, v2	6. NCrf/NSQF Level: 5															
7. Award (Certificate/Diploma/Advance Diploma/ AnyOther	Certificate																
8. Brief Description of the Qualification	An Entrepreneur starts and manages businesses with the purpose of making financial gains by providing products or services to customers. The individual is responsible for securing funds and appropriate authorizations or licenses for starting the business. The person hires and manages personnel and manages various aspects of the business, such as supply, marketing, sales, risks, compliance with regulations, business expansion, etc.																
9. Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	<p>a. Entry Qualification & Relevant Experience:</p> <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>12th grade</td> <td>2 years of relevant experience (Entrepreneurship)</td> </tr> <tr> <td>2</td> <td>10th grade</td> <td>4 years of relevant experience (Entrepreneurship)</td> </tr> <tr> <td>3</td> <td>12th grade pass with 2 years of any combination of NTC/NAC/CITS</td> <td></td> </tr> <tr> <td>4</td> <td>Previous relevant NSQF Level 4</td> <td>3 years of relevant experience in Entrepreneurship</td> </tr> </tbody> </table> <p>b. Age: 18 Years</p>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1	12th grade	2 years of relevant experience (Entrepreneurship)	2	10 th grade	4 years of relevant experience (Entrepreneurship)	3	12 th grade pass with 2 years of any combination of NTC/NAC/CITS		4	Previous relevant NSQF Level 4	3 years of relevant experience in Entrepreneurship
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1	12th grade	2 years of relevant experience (Entrepreneurship)															
2	10 th grade	4 years of relevant experience (Entrepreneurship)															
3	12 th grade pass with 2 years of any combination of NTC/NAC/CITS																
4	Previous relevant NSQF Level 4	3 years of relevant experience in Entrepreneurship															
10. Credits Assigned to this Qualification, Subject to Assessment	16 (with one elective); 19 (with both electives)	11. Common Cost Norm Category (I/II/III): III															

12. Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)																																						
13. Training Duration by Modes of Training Delivery	<p>With Both Electives <input type="checkbox"/> Offline <input type="checkbox"/> Online <input checked="" type="checkbox"/> Blended</p> <table border="1"> <thead> <tr> <th>Training Delivery Modes</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th>OJT Mandatory (Hours)</th> <th>OJT Recommended (Hours)</th> <th>Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td>95</td> <td>190</td> <td></td> <td></td> <td>285</td> </tr> <tr> <td>Online</td> <td>95</td> <td>190</td> <td></td> <td></td> <td>285</td> </tr> </tbody> </table> <p>Total Hours 285 +285 = 570 hours</p> <p>With Single Elective <input type="checkbox"/> Offline <input type="checkbox"/> Online <input checked="" type="checkbox"/> Blended</p> <table border="1"> <thead> <tr> <th>Training Delivery Modes</th> <th>Theory (Hours)</th> <th>Practical (Hours)</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></td> <td></td> <td>240</td> </tr> <tr> <td>Online</td> <td>80</td> <td>160</td> <td></td> <td></td> <td>240</td> </tr> </tbody> </table> <p>Total Hours = 240 +240 = 480 hours</p>		Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	95	190			285	Online	95	190			285	Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	80	160			240	Online	80	160			240
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14. Aligned to NCO/ISCO Code/s	NCO-2015/1420.9900																																					
15. Progression path after attaining the qualification	Incubate Entrepreneur																																					
16. Other Indian languages in which the Qualification & Model Curriculum are being submitted	Hindi																																					
17. Is similar Qualification(s) available on NQR-if yes, justification for this qualification	Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:																																					
18. Is the Job Role Amenable to Persons with Disability	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", specify applicable type of Disability:																																					
19. How Participation of Women will be Encouraged	Both men and women can equally participate																																					
20. Are Greening/ Environment Sustainability Aspects Covered	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																																					
21. Is Qualification Suitable to be Offered in schools/Colleges	Schools <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Colleges <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																																					
22. Name and Contact Details of Submitting / Awarding Body SPOC	Name: Col. Anil Kumar Pokhriyal Email: ceo@mepsc.in Contact No.: 011-24645100 Website: https://www.mepsc.in/																																					
23. Final Approval Date by NSQC: 29/09/2022	24. Validity Duration: 36 Months	25. Next Review Date: 29/09/2025																																				

Section 2: Module Summary

NOS/s of Qualifications

Mandatory NOS/s:

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

S. No.	NOS/ModuleName	NOS/Module Code & Version	Core/ Non-core	NCrF/ NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%)
1.	Use mentorsupport and networks	MEP/N5101 Ver 2.0	Core	5	1	15	15			30	25	75			100	10
2.	Utilize government schemes and perform financial management of the business	MEP/N5102 Ver 2.0	Core	5	2	15	45			60	40	60			100	10
3.	Start and manage an enterprise	MEP/N5103 Ver 2.0	Core	5	1	10	20			30	40	60			100	10
4.	Manage the sales, supplies, marketingand customer service operations	MEP/N5104 Ver 2.0	Core	5	2	15	45			60	40	60			100	10
5.	Ensure growth and manage risks	MEP/N5105 Ver 2.0	Core	5	2	15	45			60	40	60			100	10
6.	Apply health and safety practices at the workplace	MEP/N9903 Ver 5.0	Non-Core	4	1	10	20			30	40	60			100	10
7.	Apply principles of professional practice at the workplace	MEP/N9912 Ver 3.0	Non-Core	4	1	10	20			30	40	60			100	5
8.	Employability Skills (90 Hours)	DGT/VSQ/N0103 Ver 1.0	Non-Core	5	3	40	50			90	20	30			50	5
Duration (in Hours) / Total Marks					13	130	260			390	285	465			750	70

Elective NOS/s (select at least 1):

1. Women Entrepreneurship
2. Gender Sensitivity

Option 1: Women Entrepreneurship

S. No	NOS/ModuleName	NOS/ModuleCode & Version	Core / Non-Core	NCrF/ NSQ F Level	Credits per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%)
1.	Set up an enterprise by overcoming the challenges	MEP/N5110 Ver 2.0	Core	5	3	30	60			90	40	60			100	30
Duration (in Hours) / Total Marks					3	30	60			90	40	60			100	30

Option 2: Gender Sensitivity

S. No	NOS/ModuleName	NOS/ModuleCode & Version	Core / Non-Core	NCrF/ NSQ F Level	Credits per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%)
1.	Practice gender sensitivity while setting up an enterprise	MEP/N5111 Ver 2.0	Core	5	3	30	60			90	40	60			100	30
Duration (in Hours) / Total Marks					3	30	60			90	40	60			100	30

Assessment - Minimum Qualifying Percentage

Minimum Pass Percentage – Aggregate at qualification level: 70 % (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

Minimum Pass Percentage – NOS/Module-wise: % (Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module 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)	Graduate in any discipline with 3 years of relevant experience as Entrepreneur/ Startup Mentor and 2 years of training experience.
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Graduate in any discipline with 4 years of relevant experience as Entrepreneur/ Startup Mentor and 3 years of training and assessment experience.
3.	Tools and Equipment Required for Training	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes", details to be provided in Annexure)
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	

Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Graduate in any discipline with 3 years of relevant experience as Entrepreneur/ Startup Mentor and 2 years of training experience.
2.	Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Graduate in any discipline with 3 years of experience
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years)s	Graduate in any discipline with 4 years of relevant experience as Entrepreneur/ Startup Mentor and 3 years of training and assessment experience.
4.	Assessment Mode (Specify the assessment mode)	Blended
5.	Tools and Equipment Required for Assessment	<input checked="" type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input type="checkbox"/> 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): Yes
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): Yes
3.	Government /Industry initiatives/ requirement (Yes/No): Yes
4.	Number of Industry validation provided: 30
5.	Estimated nos. of persons to be trained and employed: Approx. 5000 in next 5 years
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: Yes If “No”, why:

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>	<i>Mentioned below</i>
2.	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	<i>Mentioned below</i>
3.	Annexure: Detailed Assessment Criteria <i>(Mandatory)</i>	<i>Mentioned below</i>
4.	Annexure: Assessment Strategy <i>(Mandatory)</i>	<i>Mentioned below</i>
5.	Annexure: Blended Learning <i>(Mandatory, in case selected Mode of delivery is “Blended Learning”)</i>	<i>Mentioned below</i>
6.	Annexure: Multiple Entry-Exit Details <i>(Mandatory, in case qualification has multiple Entry-Exit)</i>	NA
7.	Annexure: Acronym and Glossary <i>(Optional)</i>	
8.	Supporting Document: Model Curriculum <i>(Mandatory – Public view)</i>	Yes
9.	Supporting Document: Career Progression <i>(Mandatory - Public view)</i>	Yes
10.	Supporting Document: Occupational Map <i>(Mandatory)</i>	Yes
11.	Supporting Document: Assessment SOP <i>(Mandatory)</i>	Yes
12.	Any other document you wish to submit:	NA

Annexure: 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	<p>Wide range of specialized technical skill, clarity of knowledge and practice in broad range of activities involving standard and non-standard practices:</p> <ul style="list-style-type: none"> • Build and manage people Network. • Identify potential business opportunities through the identified networks. • conduct market research for the business idea(s). • Use the consultant or mentor support to acquire new knowledge and skills. • Identify and evaluate different central and state government schemes to support entrepreneurial activity. • carry out a comparison of the crowdfunding platforms and select the appropriate ones for the entrepreneurial activity. 	<p>As mentioned in the various performance criteria, the Entrepreneur needs to start and manage businesses with the purpose of making financial gains by providing products or services to customers a wide range of specialized technical skills, having clarity of knowledge involving standard and non-standard practices such as securing funds and appropriate authorizations or licenses for starting the business.</p> <p>Hence NSQF Level is 5s</p>	5
Professional and Technical Skills/ Expertise/ Professional Knowledge	<p>Factual and theoretical knowledge in broad contexts within a field of work or study:</p> <ul style="list-style-type: none"> • principles and practices of networking in the business community • the laws and regulations governing entrepreneurship • various methods to the regulations governing small and micro businesses • various practices that are beneficial or damaging to organisational success • Importance of availing insurance for business assets and personnel • concept and benefit of venture capitalists and angel investors • knowledge of methodologies to monitor and evaluate learning and development programmes. 	<p>As mentioned in the various knowledge and understanding criteria, the Entrepreneur requires factual and theoretical knowledge in broad contexts within a field of work or study like starts and manages businesses with the purpose of making financial gains by providing products or services to customers. The individual is responsible for securing funds and appropriate authorizations or licenses for starting the business. The person hires and manages personnel and manages various aspects of the business, such as supply, marketing, sales, risks, compliance with regulations, business expansion, etc.</p> <p>Hence NSQF Level is 5</p>	5
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	<p>Range of cognitive and practical skills required to generate solutions to specific problems in a field of work or study:</p> <ul style="list-style-type: none"> • able to identify potential business opportunities through the identified networks 	<p>As mentioned in the various performance criteria, the Entrepreneur is able to perform a range of cognitive and practical skills required to generate solutions to specific problems in a field of work or study such as securing funds</p>	5

	<ul style="list-style-type: none"> • able to identify ways of overcoming barriers to accessing services • apply problem-solving skills that require negotiation to resolve problems of a difficult nature within organisation protocols • Identify risk, resources and constraint, their impact on the work to be done and how to address the same • Perform promotional activities to increase the visibility of the business 	and appropriate authorizations or licenses for starting the business. Hence NSQF Level is 5	
Broad Learning Outcomes/Core Skill	<p>Reasonably good in mathematical calculation, understanding of social, political and reasonably good in data collecting organising information, and logical communication:</p> <ul style="list-style-type: none"> • prepare the relevant documents for the required registrations • carry out planned activities as per the prepared business plan • carry out the hiring of the staff/personnel on a contractual, freelance, full-time or part-time basis as per the requirement • read organisational guidelines and legal requirements • develop new production processes or services or • stages within the existing processes 	As mentioned in the various performance criteria & Knowledge criteria, the Entrepreneur requires being reasonably good at mathematical calculation, planning and documentation the Entrepreneur should be having a better understanding of the social, and political environment and be reasonably good in data collection, organising information, and logical communication. Hence NSQF Level is 5	5
Responsibility	<p>Responsibility for own work and learning and full responsibility for other's works and learning:</p> <ul style="list-style-type: none"> • undertake inexpensive actions to enhance the powerful impact of evaluate different ways of delivering the products and services of a business • carry out brainstorming sessions with the identified consultant or mentor to validate the selected business idea(s) • maintain registers and documents as required by industry standards identify the key critical stages in implementing the business plan 	As mentioned in the various performance criteria, the Entrepreneur takes responsibility for his/her own work.	5

Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified batch size
1	Internet connection	Online training	NA
2	Computer or Laptop		15
3			

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. White/Black Board, Duster, Marker etc.
2. LCD projector, Laptop/desktop

Annexure: Industry Validations Summary

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1.	API Pharmachem	Tushar Chaudhary	Owner	NCR	Attached	Attached	
2.	Arihant Traders	Nirman Jain	Owner	NCR			
3.	Balaji Pipes India	Rajeev Gupta	Owner	NCR			
4.	Biginfo Business Intelligence Private Limited	Ekta Sharma	Market analyst	NCR			
5.	Cognizant	Nitin Agarwal	Project lead	Karnataka			
6.	Conduent	Prince Jain	Business manager	sDelhi			
7.	Deloitte	Utkarsh Shukla	Manager	Haryana			
8.	Dreamz Car	Nithin Britto	Manager	Karnataka			
9.	Ephicacy LifescienceAnalytics	Rahul Kumar Kaushik	Sr. Manager	Maharashtra			
10.	Flipkart InternetPrivate Limited	Akshay	Manager	NCR			
11.	GGJ Solutions Private Limited	Akshat Sharma	Manager	Tamil Nadu			
12.	Rizwan Garage	Naveen Kumar	Manager	Haryana			
13.	Hansa Cequity	Ankit Sharma	consultant	Karnataka			
14.	HCL Technologies	Rishabh Sharma	Manager	Uttar Pradesh			
15.	ICICI PrudentialLife Insurance Company Limited	Varnit Bhardwaj	Deputy Manager	Delhi			
16.	Kia Motors Pvt. Ltd.	Atul Sharma	Manager	Karnataka			
17.	Koch Business Solutions India Private Limited	Sajal Sharma	Manager	Delhi			
18.	L.K Engicons	Sameer	Owner	Haryana			

19.	Larsen & Toubro Financial Management Services Limited	Raghvendra Yadav	Sr. Manager	NCR			
20.	Nagravision India Pvt. Ltd	Avinash Yadav	Manager	Haryana			
21.	Nexgen Exhibitions Pvt. Ltd	Sandeep Jha	Manager	NCR			
22.	Quattrro Global Services Pvt. Ltd	Ankit Negi	Senior Associate	NCR			
23.	Rainet Technology Private Limited	Neha Verma	Manager	NCR			
24.	Senryaku Management Private Limited	Shiv Shankar Singh	Director	NCR			
25.	Sopra Steria India	Rikan Singh Tomar	Manager	Karnataka			
26.	Shri Hari Auto Agency	Pravesh Sharma	Owner	NCR			
27.	SRM University	Dr. N.M Mishra	Dean	NCR			
28.	Wings Immigration	Sanchita Verma	Founder	NCR			
29.	Wow Cars	Syed Tousif	Owner	NCR			
30.	SAB Motors	Rachit Kaushik	Manager	NCR			

Annexure: 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
2023	1000		100			
2024	1000		100			
2025	1000		100			

Data to be provided year-wise for next 3 years

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
Ver 1.0	2022-23												

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:

1. PMKVY 4.0
- 2.

Content availability for previous versions of qualifications:

☐ Participant Handbook ☐ Facilitator Guide ☐ Digital Content ☐ Qualification Handbook ☐ Any Other:

Languages in which Content is available: English, Hindi.

Annexure: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline : Online Ratio
1	<input checked="" type="checkbox"/> Theory/ Lectures - Imparting theoretical and conceptual knowledge	LCD, Projector, Laptop, MSOffice Suite, Flipchart, whiteboard, Markers, wi-fi connectivity	50:50
2	<input type="checkbox"/> Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	LCD, Projector, Laptop, MSOffice Suite, Flipchart, whiteboard, Markers, wi-fi connectivity	50:50
3	<input checked="" type="checkbox"/> Showing Practical Demonstrations to the learners	LCD, Projector, Laptop, MSOffice Suite, various tools and software, computer camera, computer speakers, wi-fi connectivity	50:50
4	<input checked="" type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	Computer systems for all students, printers, wi-fi connectivity	50:50
5	<input checked="" type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice	Learning management system	0:100
6	<input checked="" type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations	Online assessment portals, tablet for each student	0:100
7	<input checked="" type="checkbox"/> On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training	Access to industry partner in relevant field	100:0

Annexure: 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	Project Marks	Viva Marks
MEP/N5101, v2: Use mentor support and networks	Build and manage people network	7	20		
	PC1. analyse networks and formal/ informal sources of support available for business				
	PC2. use the appropriate network to identify a mentor, raise funds for start-up or brainstorm business ideas				
	PC3. identify potential business opportunities through the identified networks				
	PC4. assess and support the networks that are crucial to competitive success				
	PC5. use peer and professional networks to identify small business investors				
	PC6. undertake inexpensive actions to enhance the powerful impact of network				
	Enhance entrepreneurial skills	9	25		
	PC7. research market for business idea(s)				
	PC8. undertake behavioural analysis to identify own strengths and weaknesses concerning the entrepreneurial activity				
	PC9. carry out skills scan to identify development needs in the knowledge, behaviours and skills required to run a business				
	PC10. prepare a development plan to identify the methods for developing the knowledge, behaviours and skills identified				
	PC11. learn different ways for promoting and delivering the products and services of a business				
	PC12. improve the negotiation, objection handling, communication and customer service skills				
	PC13. identify ways to improve assertive communication				
	PC14. follow the suitable techniques to manage anger, stress and other negative emotional influences				

	Use consultant or mentor support	9	30		
	PC15. carry out brainstorming sessions with the identified consultant or mentor to validate the selected business idea(s)				
	PC16. validate business idea with mentor				
	PC17. prepare the appropriate promotional materials for raising funds from different sources				
	PC18. carry out the presentation for the business idea or company details to the network for fundraising				
	PC19. develop marketing strategies and materials with mentor assistance for the sale of products or services				
	PC20. identify ways of overcoming barriers to accessing services				
	Total Marks	30	70		
MEP/N5102, v2: Utilise government schemes and perform financial management of the business	Utilise the government schemes	9	12		
	PC1. identify and evaluate different central and state government schemes to support entrepreneurial activity				
	PC2. determine the scope of relevant financial and non-financial schemes				
	PC3. select the appropriate financial scheme through the comparison of different financial schemes relevant to the entrepreneurial activity				
	PC4. approach appropriate authority to clarify doubts about schemes and application				
	PC5. ensure that all necessary documents are available and up-to-date to apply for the selected scheme				
	PC6. follow the relevant application process to apply for the selected financial and non-financial schemes, as applicable				
	Arrange funds through loans and investors	8	12		
	PC7. determine the financial requirements and available capital				
	PC8. evaluate different loan options like business loan, personal loan, loan against property, and loans from the bank				
	PC9. search for private investors for financial funding, such as private financial institutions, angel investors and crowdfunding				
	PC10. carry out a comparison of the crowdfunding platforms to identify suitable ones for the entrepreneurial activity				
	PC11. determine the applicable interest rates and monthly payments before applying for loans from banks or private financial institutions				

	Secure insurance cover	5	8		
	PC12. identify the appropriate insurance schemes and determine their scope, including the aspects covered and not covered				
	PC13. select the appropriate insurance policies to be purchased for individuals and the business property				
	PC14. follow the application process to secure insurance cover from the identified insurance companies				
	Carry out business accounting and finance activities	13	18		
	PC15. maintain the account books for income and expenses				
	PC16. prepare and raise invoices to request payments from relevant parties				
	PC17. undertake the relevant banking activities				
	PC18. carry out payments using the appropriate digital payment methods, such as internet banking and Unified Payment Interface (UPI)				
	PC19. ensure payments are made on time to the relevant parties, such as creditors and service providers				
	PC20. maintain the track of receivables and pending payments				
	PC21. carry out the calculation for the payable Goods and Services Tax (GST), calculating and applying the applicable deductions				
	PC22. manage the payroll of the staf				
	Determine the applicable costs and taxes	5	10		
	PC23. perform costing and pricing of products or services				
	PC24. identify applicable taxes for the enterprise and its services or products				
	PC25. ensure timely payment of the applicable taxes to the relevant authorities as per the applicable procedures				
	PC26. carry out regular audits of accounts as per the applicable statutory laws				
	PC27. follow all requisite statutory compliance				
	Total Marks	40	60		
	Define business environment and social responsibility	6	14		
	PC1. determine the form of business organisation, sector and size of operations				
	PC2. identify the relevant internal and external factors affecting the venture and their impact on the entrepreneurial activity				

MEP/N5103, V2: Start and manage an enterprise	PC3. evaluate the competition and scope of market penetration				
	PC4. devise long-term and short-term plans to increase the market share				
	PC5. undertake business activities with social responsibility				
	PC6. evaluate market trends periodically and make necessary changes and adjustment to business plans				
	Secure the requisite permissions and registrations	9	16		
	PC7. determine the industry standards, permissions and registrations required to commence entrepreneurial activity				
	PC8. prepare the relevant documents for the required registrations				
	PC9. follow the applicable procedures to secure the necessary permissions, registrations and certifications				
	PC10. maintain registers and documents as required by industry standards				
	PC11. determine the requirement of various resources, such as machinery and raw material				
	Launch the venture	14	16		
	PC12. prepare a fully developed business plan and budget				
	PC13. gather feedback for the business plan from multiple sources and modify as required				
	PC14. identify the key critical stages in implementing the business plan				
	PC15. carry out planned activities as per business plan				
	PC16. perform a review of business operations to track progress of operations				
	PC17. carry out promotional activities to increase the visibility of the venture				
	PC18. determine the staff/personnel requirement and type of services				

	(contractual, freelance, fulltime or part-time) required from them				
	PC19. determine Industry benchmarks for salaries and perks to offer to employees/personnel				
	PC20. hire and manage the staff/personnel as per the manpower plan				
	Coordinate, direct and organise business activities	7	10		
	PC21. evaluate the budgetary cash flow systematically				
	PC22. establish grievance handling mechanisms				
	PC23. establish the customer support processes				
	PC24. obtain feedback from staff, stakeholders, clients for modification and development of entrepreneurial activity				
	PC25. encourage teamwork and co-ordination				
	PC26. monitor professional ethics at the workplace				
	PC27. analyse processes and situations to rule out conflict of interest				
	Ensure inclusivity	4	4		s
	PC28. follow the recommended inclusive practices in hiring and work management				
	PC29. interact with personnel, clients and vendors using gender-neutral statements				
	PC30. maintain PwD (Persons with Disability)-friendly workspaces				
	PC31. carry out entrepreneurial activity with adequate responsibility to environment and community in which the venture is situated				
	Total Marks	40	60		
	Manage sales and marketing activities	8	13		
	PC1. prepare the organisational guidelines/standards for the sales of goods				

MEP/N5104, v2: Manage the sales, supplies, marketing and customer service operations	and/or services				
	PC2. identify the suitable sales channels for the products or services				
	PC3. prepare the sales plan, and targets				
	PC4. determine the budget for promotional activities				
	PC5. use Unique Selling Proposition for marketing				
	PC6. use a mix of promotional strategies, such as social media and point-of-sale promotions				
	PC7. prepare the promotional materials/medium and messages				
	PC8. use branding, packaging and labeling for marketing				
	Manage supplies and vendors	8	11		
	PC9. assess the material requirements of the business, such as machinery and raw materials				
	PC10. identify and connect with the relevant vendors for procurement and provision of services				
	PC11. prepare the vendor contracts, clearly defining measurable metrics, such as the timeline and deliverables				
	PC12. procure the required machinery, raw materials, consumables and other required materials				
	PC13. manage procurement logistics, including inbound, outbound and reverse				
	PC14. manage vendor relationships by identifying and addressing conflicts promptly				
	PC15. develop ongoing evaluation mechanisms for vendors and procurement				
	PC16. maintain the relevant documents and registers, including the inventory and stock registers				

	Ensure quality assurance	5	8		
	PC17. determine the appropriate parameters for the quality check of products and services				
	PC18. prepare a quality control checklist				
	PC19. develop the product quality inspection schedule and mechanism				
	PC20. develop the relevant processes for managing the items classified as defective or failed quality check				
	PC21. enforce quality assurance mechanisms in product development				
	Manage social media and digital marketing	8	15		
	PC22. identify social media channels and blogs with the presence of customers for the products or services of the enterprise				
	PC23. develop a digital marketing strategy for promoting products and services				
	PC24. use digital marketing tools, such as email and Search Engine Marketing (SEM), to market products and services				
	PC25. follow the Search Engine Optimisation (SEO) practices to improve the visibility of the business and its products/services on the relevant search engines				
	PC26. co-ordinate with the relevant experts to launch e-commerce and m-commerce platforms				
	PC27. develop and use digital data analysis mechanisms to improve advertising and personalize offerings				
	PC28. ensure the privacy and security of consumer data				
	PC29. maintain the social media and digital marketing platforms, updating the information, as required				
	PC30. follow the recommended measures to safeguard the data and				

	documents from unauthorized access, hackers and virus attacks				
	PC31. ensure a prompt and appropriate response to customer emails and telephone calls				
	Manage customer services	7	9		
	PC32. carry out relevant research to determine the customer needs and expectations				
	PC33. follow the appropriate mechanisms to communicate with customers, build rapport with them, and measure their satisfaction				
	PC34. develop customer support systems				
	PC35. ensure timely resolution of customer grievances and complaints				
	PC36. develop appropriate strategies to attract customers and increase customer loyalty and trust				
	PC37. measure customer satisfaction through different channels, such as social media feedback and surveys				
	PC38. ensure effective customer services with correct information about products and services				
	Ensure material and energy conservation	4	4		
	PC39. develop energy efficient and environment friendly products				
	PC40. minimise waste accumulated, through recycling and reuse				
	PC41. ensure electrical equipment and appliances are switched off when not in use				
	PC42. destroy discarded or unusable materials and other items using environment friendly methods				
	Total Marks	40	60		
	Conduct market research and analysis	7	10		

MEP/N5105, v2: Ensure growth and manage risks	PC1. carry out market research to determine scope and demand for a new product/service				
	PC2. collect data on consumers, competitors, and market conditions				
	PC3. determine the company's position in the marketplace by research and data analytics				
	PC4. analyse data to calculate consumer demographics, preferences, needs, and buying habits				
	PC5. evaluate the marketing and sales trends to determine future growth and direction				
	Develop new product/ service or reposition the existing ones	8	12		
	PC6. determine the scope for repositioning product/service price, marketing strategy, target audience, eco-friendly ideas and the like for better market appeal				
	PC7. evaluate and make appropriate improvements to the existing processes and services				
	PC8. develop new production processes or services or stages within the existing processes				
	PC9. develop ideas for new products/ services, researching feasibility, profitability, resource availability and exiting laws and guidelines				
	PC10. support manufacturing and design activities as applicable				
	PC11. co-ordinate and work as part of a team				
	Carry out innovation and diversification for growth	8	12		
	PC12. promote creativity and innovation through appropriate schemes and rewards				
	PC13. identify the possibilities for innovations in different areas of the business				
	PC14. examine the vertical and horizontal diversification strategies for				

	profitability				
	PC15. develop diversification plans for the business				
	PC16. examine regulations and laws applicable to product diversification and market diversification				
	PC17. follow the appropriate procedures for diversification				
	Scale up business through mergers and acquisitions	10	16		
	PC18. promote a strategy that prioritise growth				
	PC19. develop and implement processes for business growth and expansion				
	PC20. determine the fund requirement and other resources and procure them				
	PC21. examine barriers to growth and resolve them, with expert assistance, if required				
	PC22. carry out business scale-up activities				
	PC23. identify the mergers and acquisition options for business growth				
	PC24. follow the applicable laws and regulations for registering mergers and acquisition				
	Analyse and mitigate risks	7	10		
	PC25. carry out risk audits periodically				
	PC26. prepare a risk management plan including communication channels				
	PC27. implement the risk mitigation plan				
	PC28. undertake risk monitoring and control				
	PC29. maintain a risk register				
	Total Marks	40	60		

MEP/N9903, v.5. Apply health and safety practices at the workplace	Apply relevant health and safety practices at the workplace	13	16		
	PC1. Identify, control and report health and safety issues relating to immediate work environment according to procedures				
	PC2. Follow procedures and instructions for dealing with hazards, within the scope of responsibilities and competencies				
	PC3. Document and report all hazards, accidents and near-miss incidents as per set process				
	PC4. Document safety records according to organisational policies				
	Maintain a healthy and hygienic environment	8	21		
	PC5. Maintain the work area in a clean and tidy condition				
	PC6. Ensure that the work area is sanitized as and when required				
	PC7. Maintain personal hygiene				
	PC8. Use appropriate personal protective equipment (PPE) where required				
	PC9. Wash hands using soap and water or alcohol-based sanitizer				
	PC10. Report hygiene related concerns promptly to the relevant authority				
	Emergencies, rescues and first-aid procedures	6	9		
	PC11. Administer appropriate first aid to victims wherever required e.g. in case of bleeding, burns, choking, electric shock, poisoning etc.				
	PC12. Respond promptly and appropriately to an accident situation or medical emergency in real or simulated environments				
	PC13. Perform rescue activity during an accident if applicable (e.g. if moving victim is advisable)				
	Follow fire safety requirements	13	14		
	PC14. Follow fire safety practices				
	PC15. Identify the type of fire and its stage				
	PC16. Use the various appropriate fire extinguishers on different types of fires correctly				
	PC17. Follow procedures to rescue victim of fire without endangering self				
	Total Marks	40	60		
	Maintain a professional image and behaviour	3	5		
	PC1. display appropriate professional appearance for the workplace				
	PC2. interact with team members, clients, vendors, visitors and other stakeholders in a Professional manner				
	Maintain and enhance professional competence	14	19		

MEP/N9912, v.3. Apply principles of professional practice at the workplaces	PC3. develop personal and professional goals and objectives				
	PC4. identify strengths and weaknesses in relation to goals and objectives				
	PC5. evaluate own capacity to meet goals and objectives				
	PC6. determine personal development needs to perform role as per desired standards				
	PC7. develop a professional development plan to enhance professional capabilities				
	PC8. document a professional practice plan designed to support the achievement of goals				
	PC9. select and implement development opportunities to support continuous learning and maintain currency of professional practice				
	PC10. research developments and trends impacting on professional practice and integrate information into work performance				
	PC11. seek feedback on performance from others and incorporate it to improve				
	Work in a disciplined and ethical manner	10	17		
	PC13. perform tasks to the required workplace standard				
	PC14. protect the rights of the client and organisation when delivering services				
	PC15. recognise unethical conduct and report to an appropriate person				
	PC16. operate within an agreed ethical code of practice				
	PC17. maintain confidentiality as per the organisational guidelines				
	Work effectively with all stakeholders	13	19		
	PC18. identify and obtain clarity regarding organisational, team and own goals				

	PC19. prioritise tasks at work as per organisational, team and own goals				
	PC20. plan to meet team performance targets and standards				
	PC21. monitor own and team performance as per agreed plan				
	PC22. share all relevant information with stakeholders in agreed formats and as per agreed timelines				
	PC23. work collaboratively with colleagues through sharing information and ideas and working together on agreed outcomes				
	PC24. recognise, avoid and/or address any conflict of interest				
	PC25. recognize and respond to inappropriate behaviour towards self or others in a professional manner and as per organisational policy (Inappropriate behaviour: violence, inappropriate language, verbal or physical abuse or bullying, insensitive verbal, or physical behaviour in terms of cultural, racial, disability and gender-based insensitivities, dominant or overbearing behaviour, disruptive behaviour, non-compliance with safety instructions, unethical behaviour)				
	Total marks	40	60		
	Introduction to Employability Skills	1	1		
	PC1. understand the significance of employability skills in meeting the current job market requirement and future of work				
	PC2. identify and explore learning and employability relevant portals				
	PC3. research about the different industries, job market trends, latest skills required and the available opportunities				
	Constitutional values – Citizenship	1	1		
	PC4. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.				

DGT/VSQ/N0103, v1: Employability skills (90 hours)	PC5. follow environmentally sustainable practices				
	Becoming a Professional in the 21st Century	1	3		
	PC6. recognize the significance of 21st Century Skills for employment				
	PC7. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life				
	PC8. adopt a continuous learning mindset for personal and professional development				
	Basic English Skills	3	4		
	PC9. use basic English for everyday conversation in different contexts, in person and over the telephone				
	PC10. read and understand routine information, notes, instructions, mails, letters etc. written in English				
	PC11. write short messages, notes, letters, e-mails etc. in English				
	Career Development & Goal Setting	1	2		
	PC12. identify career goals based on the skills, interests, knowledge, and personal attributes				
	PC13. prepare a career development plan with short- and long-term goals				
	Communication Skills	2	2		
	PC14. follow verbal and non-verbal communication etiquette while communicating in professional and public settings				
	PC15. use active listening techniques for effective communication				
	PC16. communicate in writing using appropriate style and format based on formal or informal requirements				

	PC17. work collaboratively with others in a team				
	Diversity & Inclusion	1	1		
	PC18. communicate and behave appropriately with all genders and PwD				
	PC19. escalate any issues related to sexual harassment at workplace according to POSH Act				
	Financial and Legal Literacy	2	3		
	PC20. identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.				
	PC21. carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook				
	PC22. identify common components of salary and compute income, expenses, taxes, investments, etc.				
	PC23. identify relevant rights and laws and use legal aids to fight against legal exploitation				
	Essential Digital Skills	3	5		
	PC24. operate digital devices and use their features and applications securely and safely				
	PC25. carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.				
	PC26. display responsible online behaviour while using various social media platforms				
	PC27. create a personal email account, send and process received messages as per requirement				
	PC28. carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications				

	PC29. utilize virtual collaboration tools to work effectively				
	Entrepreneurship	2	3		
	PC30. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research				
	PC31. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion				
	PC32. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity				
	Customer Service	1	2		
	PC33. identify different types of customers and ways to communicate with them				
	PC34. identify and respond to customer requests and needs in a professional manner				
	PC35. use appropriate tools to collect customer feedback				
	PC36. follow appropriate hygiene and grooming standards				
	Getting ready for apprenticeship & Jobs	2	3		
	PC37. create a professional Curriculum vitae (Résumé)				
	PC38. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively				
	PC39. apply to identified job openings using offline /online methods as per requirement				
	PC40. answer questions politely, with clarity and confidence, during recruitment and selection				
	PC41. identify apprenticeship opportunities and register for it as per guidelines and requirements				

	Total Marks	20	30		
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Elective 1: Women Entrepreneurship

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
MEP/N5110, v2: Set up an enterprise by overcoming the challenges	Ideate for one's entrepreneurship ambition	7	12		
	PC1. plan and evaluate an enterprise domain or ideawhile overcoming biases towards women/male dominated domains				
	PC2. research to gather relevant and accurate information on real-life women entrepreneurs in nontraditional contexts				
	PC3. determine boundaries set by socio-cultural factorsthat impact women's entrepreneurial ambition and choices				
	PC4. use relevant arguments and strategies to addressnegative gender-biased opinions that undermine aspiration				
	PC5. recognise own transferable skills, attributes, andcapabilities that can positively impact the entrepreneurial plans				
	PC6. determine one's financial goals as an independent woman				
	Engage with sources of support	7	10		
	PC7. determine the purpose and types of support required while deciding on an entrepreneurial initiative as a woman				
	PC8. engage with relevant people, services, and forums while overcoming apprehension due to various factors, e.g., communicating with men, formal communication, language challenges, socio-cultural factors, etc.				
	Raise finances and resources overcoming gender biases and limitations	7	10		
	PC10. estimate all types of resources (financial and non-financial) required for the enterprise venture while catering to woman-specific needs such as additional security, conveniences, etc.				

	PC11. identify regulations, compliance requirements, schemes, concessions and support provisions for enterprise ventures of women				
	PC12. identify relevant women-focused opportunities for raising financial and non-financial resources available in the ecosystem				
	PC13. identify questions and areas where resource providers tend to challenge women entrepreneurs				
	PC14. provide valid and accurate responses for clarifying questions related to raising resources while handling negative gender-biases				
	PC15. respond lawfully, while maintaining own safety and security to incidents where others may seek to exploit a woman in needy/vulnerable situations				
	Register the venture	4	8		
	PC16. research registration requirements and provisions for women for own type of venture including individual and the enterprise				
	PC17. identify areas and relevant avenues of support for registration requirements including specifically woman-focused service providers				
	PC18. register with financial intermediaries like banks to enable financial transactions while factoring in women-focused incentives and offerings				
	PC19. respond lawfully, while maintaining own safety and security to incidents where others may seek to exploit a woman in needy/vulnerable situations				
	Manage the venture and stakeholders	8	14		
	PC20. provide a relevant business introduction as a woman entrepreneur in a professional forum, within various time limitations and in various modes (e.g., online verbal, online written, faceto-face, one-on-one, one-to-many, telephonic)				
	PC21. create a professional individual and business profile on various relevant digital platforms while overcoming any gender inhibitions				
	PC22. gather marketing, PR and communications messaging where being a woman is used as a positive attribute to support enterprise and personal				

	ambition				
	PC23. develop an authentic personal story that highlights the achievements attributed to being a "woman" as an entrepreneur				
	PC24. provide a counter to personal criticism and gender attacks by using relevant past examples of overcoming entrepreneurial challenges and venture's successes				
	PC25. create a plan to modify own communication and behaviour to prevent reinforcement of stereotyping				
	PC26. communicate to co-workers including male colleagues where they are over-stepping their authority or role requirements and causing interference				
	PC27. identify if any gender-specific responsibilities or inhibitions/apprehensions have impacted venture/team performance (such as neglecting certain areas, over-indulging in areas, certain types of meetings, travel, negotiations, conflict situations, making cold calls)				
	Scaling up or winding down the enterprise	7	6		
	PC28. analyse if any gender-induced limitations/pressures can be worked around to achieve desired changes to the venture				
	PC29. determine one's rightful share of asset ownership and fair returns when a venture is wound down				
	PC30. deploy relevant actions to assert rightful claims for asset ownership and fair returns when a venture is wound down				
Total Marks		40	60		

Elective 2: Gender Sensitivity

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
MEP/N511, v2: Practice gender sensitivity while setting up an enterprise	Ensure gender sensitivity	40	60		
	PC1. follow the recommended gender inclusive practices in hiring and work management				
	PC2. interact with personnel, clients and vendors using gender-neutral statements				
	PC3. ensure a conducive environment is maintained at the enterprise for all genders				
	PC4. ensure to show respect to all genders irrespective of the background				
	PC5. make gender diversity and inclusion a company initiative and priority				
	PC6. make gender equality a business imperative for profitability				
	PC7. train and develop each employee, irrespective of the gender				
	PC8. remunerate all the genders at par				
	PC9. create a culture of shared accountability where noncompliance is not accepted by all, and well-defined practices and measures of success are in place to support this goal.				
Total Marks		40	60		

Annexure 7: Assessment Strategy

Assessment system Overview

- MEPSC will certify the learners. The assessor has to pass an online assessment of theoretical knowledge of the job role and be approved by MEPSC.
- The assessment will have both theory and practical components in a 40:60 ratio.
- While theory assessment is summative and a written exam; practical will involve demonstrations of applications and presentations of procedures and other components.
- Practical assessment will also be summative in nature.

Testing Environment

- The training partner has to share the batch start date and end date, number of trainees and the job role. Assessment will be fixed for a day after the end date of training.
- It could be the next day or later. Assessment will be conducted at the training venue.
- The room where the assessment is conducted will be set with proper seating arrangements with enough space to prevent copying.
- Question bank of theory and practical will be prepared by assessment agency and approved by MEPSC. From this set of questions, the assessment agency will prepare the question paper. Theory testing will include multiple choice questions, pictorial questions, etc. which will test the trainee on theoretical knowledge of the subject.
- The theory and practical assessments will be carried out on the same day. If the number of candidates is many, more assessors and additional venues will be organized on the same day of the assessment.
- The presentation will be one mode of assessment and so computers and an LCD projector will be available for assessment. Viva will be used to gauge trainees' confidence and correct knowledge in handling assessment job situations.
- The question paper will be pre-loaded onto the computer, and it will be in the language requested by the training partner.

Assessment Quality Assurance framework

- Assessor has to go through orientation program organized by Assessment Agency. The training would give an overview to the assessors on the overall framework of QP evaluation. Assessor shall be given a NOS and PC level overview of each QP as applicable. The overall structure of assessment and objectivity of the marking scheme will be explained to them.
- The giving of marks will be driven by an objective framework which will maintain standardization of marking scheme.
- In the case of many candidates to be accommodated in one venue for theory assessment, caution is taken not to let the candidates who competed test meet those who have not. Once the first batch has moved out of the knowledge-based assessment area, the second batch will be taken from the main waiting area and seated in the respective seats for their knowledge-based assessment.
- For practical assessment, the instructions for taking the test are clearly written on the board in the lab or shared with the candidates verbally.
- The assessment will be video recorded and submitted to MEPSC. The training partner will also intimate the time of arrival of the assessor and time of leaving the venue.
- The assessor carries a tablet which is geotagged. This allows MEPSC to additionally track this.

Methods of Validation

- Unless the trainee is registered, the person cannot undergo assessment. To further ensure that the person registered is the person appearing for assessment, id verification will be carried out. Adhar card number is part of registering the candidate for training. This will form the basis of further verification during the assessment.
- Unless the candidate's name is registered, the person cannot take the test.
- Assessor conducts the assessment in accordance with the assessment guidelines and question bank as per the job role.
- The assessor carries a tablet with the loaded questions. This tablet is geotagged and so it is monitored to check their arrival and completion of assessment.
- Video of the practical session is prepared and submitted to MEPSC.
- Random spot checks/audit is conducted by MEPSC assigned persons to check the quality of assessment.
- The assessment agency will be responsible for putting details in SIP.
- MEPSC will also validate the data and results received from the assessment agency.

Method of assessment documentation and access

- The assessment agency will upload the result of the assessment in the portal. The data will not be accessible for change by the assessment agency after the upload. The assessment data will be validated by the MEPSC assessment team. After uploading, only MEPSC can access this data. MEPSC approves the results within a week and uploads them on SIP.

Annexure: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

Glossary

Term	Description
National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above.