



QUALIFICATION FILE

Computer Applications and Business Accounting Associate

☐ 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: 4

Submitted By:

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Section 1: Basic Details

1.	Qualification Name	Computer Applications and Business Accounting Associate							
2.	Sector/s	IT-ITeS							
3.	Type of Qualification: <input checked="" type="checkbox"/> New <input type="checkbox"/> Revised <input type="checkbox"/> Has Electives/Options <input type="checkbox"/> OEM	NQR Code & version of existing/previous qualification: NA	Qualification Name of existing/previous version: NA						
4.	a. OEM Name b. Qualification Name (Wherever applicable)	-							
5.	National Qualification Register (NQR) Code &Version (Will be issued after NSQC approval)	QG-04-IT-00360-2023-V1-NIELIT	6. NCrF/NSQF Level: 4						
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other (Wherever applicable specify multiple entry/exits also & provide details in annexure)	Certificate							
8.	Brief Description of the Qualification	<p>Nature: The programme encompasses people's skills, trust, and ability to use technologies responsibly and effectively for broader socio-economic benefits. It has been developed by the need of manpower in the industry, aiming at Empowering the future workforce with necessary Accounting and editing skills for employability in the digital economy.</p> <p>Purpose:</p> <ul style="list-style-type: none"> • Create Skilled Man Force for Computer Application Accounting and Publishing, candidates can be easily absorbed in any publishing house or press. • Can Work in Call Centres for After Sale Support - can be also absorbed in Local Markets • Can start their own Small-Scale business and can be self employed 							
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 pass</td> <td>NA</td> </tr> </tbody> </table>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1.	12th grade pass	NA
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1.	12th grade pass	NA							

		<table border="1"> <tr> <td>2.</td><td>Completed 2nd year of 3-year diploma (after 10th) and pursuing regular diploma in relevant field</td><td>NA</td></tr> <tr> <td>3.</td><td>10th grade pass plus 2-year NTC</td><td>NA</td></tr> <tr> <td>4.</td><td>10th grade pass plus 1-year NTC and 1- year NAC</td><td>NA</td></tr> <tr> <td>5.</td><td>10th grade pass and pursuing continuous schooling</td><td>NA</td></tr> <tr> <td>6.</td><td>10th Grade Pass</td><td>2-year relevant experience</td></tr> <tr> <td>7.</td><td>Previous NSQF Level 3 in the relevant sector with minimum education as 8th Grade pass</td><td>3 years relevant experience</td></tr> <tr> <td>8.</td><td>Previous NSQF Level 3.5 in relevant field</td><td>1.5 year relevant experience</td></tr> </table>	2.	Completed 2nd year of 3-year diploma (after 10th) and pursuing regular diploma in relevant field	NA	3.	10th grade pass plus 2-year NTC	NA	4.	10th grade pass plus 1-year NTC and 1- year NAC	NA	5.	10th grade pass and pursuing continuous schooling	NA	6.	10th Grade Pass	2-year relevant experience	7.	Previous NSQF Level 3 in the relevant sector with minimum education as 8th Grade pass	3 years relevant experience	8.	Previous NSQF Level 3.5 in relevant field	1.5 year relevant experience
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		b. Age: No Bar																					
10.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	<table border="1"> <tr> <td>33 Credits</td><td> 11. Common Cost Norm Category (I/II/III) (wherever applicable): Category- II Information and Communication technology </td></tr> </table>	33 Credits	11. Common Cost Norm Category (I/II/III) (wherever applicable): Category- II Information and Communication technology																			
33 Credits	11. Common Cost Norm Category (I/II/III) (wherever applicable): Category- II Information and Communication technology																						
12.	Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)	NA																					
13.	Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)	<input checked="" type="checkbox"/> Offline <input type="checkbox"/> Online <input type="checkbox"/> Blended <table border="1"> <thead> <tr> <th>Training Delivery Modes</th><th>Theory (Hours)</th><th>Practical (Hours)</th><th>OJT Mandatory (Hours)</th><th>ES</th><th>Total (Hours)</th></tr> </thead> <tbody> <tr> <td>Classroom (Offline)</td><td>360</td><td>540</td><td>30</td><td>60</td><td>990</td></tr> </tbody> </table> <p>The mode of delivery shall be based on the regional demand and can be offered in any of the above modes mentioned.</p> <p>(Refer Blended Learning Annexure – V for details)</p>	Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	ES	Total (Hours)	Classroom (Offline)	360	540	30	60	990									
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	ES	Total (Hours)																		
Classroom (Offline)	360	540	30	60	990																		
14.	Aligned to NCO/ISCO Code/s (if no code is available mention the same)	NCO-2015/3512.0200																					
15.	Progression path after attaining the qualification (Please show Professional and Academic progression)	Academic:																					

		Horizontal: Level 4 Course in IT: NIELIT IT-O level Vertical: Level 5 Courses in IT: NIELIT IT-A level Level 6 Courses in IT: NIELIT IT-B level Professional: Professional Progression: Account Assistant ->Admin -cum - Finance Assistant
16.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	Qualification File is available in English and Hindi languages.
17.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No URLs of similar Qualifications: Certified Computer Application Accounting and Publishing Assistant (URL: https://nqr.gov.in/qualificationtitle?field_qualification_title__value=accounting%20and&field_anticipated_volume_of_tra_i_valu e=all&sector=all&level=all&job_des=all&nid=7320) The new programs aim to provide better practical & learning exposure to the candidate as a long-term course.
18.	Is the Job Role Amenable to Persons with Disability	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No a. Locomotor Disability i. Leprosy-Cured Person ii. Dwarfism iii. Muscular Dystrophy iv. Acid Attack Victims
19.	How Participation of Women will be Encouraged	Participation of Women Candidates will be ensured as per Existing government norms. Exclusive batches for women would be run for the proposed course. funding of women batches from it for masses scheme /other schemes launched by government from time to time.
20.	Are Greening/ Environment Sustainability Aspects Covered (Specify the NOS/Module which covers it)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
21.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

22.	Name and Contact Details of Submitting / Awarding Body SPOC <i>(In case of CS or MS, provide details of both Lead AB & Supporting ABs)</i>	Name: Shri Prashant Gupta, Scientist 'D' NIELIT Bhubaneswar Email: prashant@nielit.gov.in Contact No.: 0674-2960354 Website: https://nielit.gov.in/bhubaneswar/index.php	
23.	Final Approval Date by NSQC: 29.03.2023	24. Validity Duration: 3 years	25. Next Review Date: 29.03.2026

Section 2: Module Summary**NOS/s of Qualifications**

(In exceptional cases these could be described as components)

Mandatory NOS/s:

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

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

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)			Assessment Marks			
						Th.	Pr.	Total	Th.	Pr.	Total	Weightage (%) (if applicable)
1.	Module 1: IT Tools and Business Systems	NIE/ELE/N1 4054	Core	4	5	60	90	150	50	30	80	11.42
2.	Module 2: Financial Accounting using Tally and Personality Development	NIE/ELE/N1 4055	Core	4	5	60	90	150	50	30	80	11.42
3.	Module 3: Introduction to ICT Resources	NIE/ELE/N1 4056	Core	4	5	60	90	150	50	30	80	11.42
4.	Module 4: Internet Technology and Web Design	NIE/ELE/N1 4057	Core	4	5	60	90	150	50	30	80	11.42
5.	Module 5: DTP	NIE/ELE/N1 4058	Core	4	5	60	90	150	50	30	80	11.42
6.	Module 6: Programming and Problem Solving Through Python Language	NIE/ELE/N1 4059	Core	4	5	60	90	150	50	30	80	11.42
Sub Total (A)						360	540	900	300	180	480	68.57
7.	Employability Skills (B)	DGT/VSQ/	Core	4	2	60			50			8.57

		N0102						
8.	OJT/Project (C)	N/A	Core	4	1	30	60	8.57
9.	Project (D)		Non-Core	4	-	-	100	14.28
Duration (in Hours) /Total Marks (A+B+C+D)					33	990	700	100

Assessment Components	NOS Included	Duration (in mins)	Marks
Theory 1: Computer Applications and Business Accounting Associate- Paper-1	NOS 1, NOS 2	90	100
Theory 2: Computer Applications and Business Accounting Associate- Paper-2	NOS 3, NOS 4	90	100
Theory 3: Computer Applications and Business Accounting Associate- Paper-3	NOS 5, NOS 6	90	100
Practical 1: Computer Applications and Business Accounting Associate- Paper-1	NOS 1, NOS 3	90	90
Practical 2: Computer Applications and Business Accounting Associate- Paper-2	NOS 4, NOS 6	90	90
Employability Skills	Employability Skills	-	60
OJT	OJT	-	60
Project	Project	-	100
Total			700

****Assessment strategy shall be as per NIELIT Norms prevailing at times.**

Minimum Pass Percentage – The pass percentage is 50% in each assessment component (as mentioned in the above table) with the aggregate pass percentage be 50%

Section 3: Training Related

1.	Trainer's Qualification and experience in the relevant sector (in years) <i>(as per NCVET guidelines)</i>	B. Tech in Computer Science/ IT allied branches Or MCA Or BCA / B.Sc. (CS/IT) Or Attained NSQF Level-5 in IT Domain Or NIELIT A- Level Qualified AND Knowledge of DTP, Accounting & Tally, some certification preferred
2.	Master Trainer's Qualification and experience in the relevant sector (in years) <i>(as per NCVET guidelines)</i>	B. Tech in Computer Science/IT allied branches 2 Years of Experience in teaching Or MCA 2 Years of Experience in teaching Or BCA/BSc(CS/IT) with 4 Years of Experience in teaching AND knowledge of DTP, Accounting & Tally
3.	Tools and Equipment Required for Training	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes", details to be provided in Annexure) Details available in Annexure-II
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	NA

Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	B. Tech in Computer Science/IT allied branches 2 Years of Experience in teaching Or MCA 2 Years of Experience in teaching Or BCA/BSc(CS/IT) with 4 Years of Experience in teaching AND knowledge of DTP, Accounting & Tally
2.	Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	The assessor carries out theory online assessments through the remote proctoring methodology. Theory examination would be conducted online and the paper comprise of MCQ. Conduct of assessment is through trained proctors. Once the test begins, remote proctors have full access to the candidate's video feeds and computer screens. Proctors authenticate the candidate based on registration details, pre-test image captured and I- card in possession of the candidate. Proctors can chat with candidates or give warnings to candidates. Proctors can also take screenshots, terminate a specific user's test session, or re-authenticate candidates based on video feeds.
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	An External Examiner/ Observer (Subject matter expert) is deployed including NIELIT scientific officers who are subject experts for evaluation of Practical examination/ internal assessment / Project/ Presentation/ assignment and Major Project (if applicable). Qualification is generally B.Tech
4.	Assessment Mode (Specify the assessment mode)	Online for Theory Online/ Offline/ Blended for other assessment components depending on the region where the assessment is conducted
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, Available in Annexure-B: Evidence of Need
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): Yes, Available at Annexure-B: Evidence of Need
3.	Government /Industry initiatives/ requirement (Yes/No): Yes, Available at Annexure-B: Evidence of Need
4.	Number of Industry validation provided: 4
5.	Estimated nos. of persons to be trained and employed: 1000 persons per year shall be trained.
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: NIELIT is recognized as AB and AA under Government Category. NIELIT is an HRD arm of MeitY, therefore, the Line Ministry Concurrence is not required.

Section 6: Annexure & Supporting Documents Check List

1.	Annexure: NCrf/NSQF level justification based on NCrf level/NSQF descriptors <i>(Mandatory)</i>	Available at Annexure-I: Evidence of Level
2.	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	Available at Annexure-II: Tools and Equipment
3.	Annexure: Detailed Assessment Criteria <i>(Mandatory)</i>	Available at Annexure-VI: Detailed Assessment Criteria
4.	Annexure: Assessment Strategy <i>(Mandatory)</i>	Available at Annexure-VII : Assessment Strategy
5.	Annexure: Blended Learning <i>(Mandatory, in case selected Mode of delivery is “Blended Learning”)</i>	Available at Annexure-V: Blended Learning
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>	Available at Annexure-X: Acronym and Glossary
8.	Supporting Document: Model Curriculum <i>(Mandatory – Public view)</i>	Available at Annexure-A: Model Curriculum
9.	Supporting Document: Career Progression <i>(Mandatory - Public view)</i>	Available at Annexure-VIII: Career Progression
10.	Supporting Document: Occupational Map <i>(Mandatory)</i>	Available at Annexure-IX: Occupational Map
11.	Supporting Document: Assessment SOP <i>(Mandatory)</i>	Available at Annexure-C: Examination SoP

12.	Any other document you wish to submit:	NA
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Annexure I: 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/NS QF Level
Professional Theoretical Knowledge/Process	Individual after acquiring the knowledge of Computer fundamental and office automation software is able to manage all office work through computer Individual After acquiring skill of Financial Accounting and Accounting Packages is able to prepare account books	The mentioned activities are very routine and repetitive in nature and the scope of the same is very limited in context of the occupation.	4
Professional and Technical Skills/ Expertise/ Professional Knowledge	The candidate should have the knowledge of all the topics given in the curriculum in terms of the concept as well as its practical implementation. Acquainted with common software tools and processes. Understand the context of work and trade at a basic level. Familiar with local specific profession and basic numeracy with literacy skills	The job holder understands the basic facts, process and materials involved in his job role like tools required, equipment etc.	4
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	Handling of appropriate software tools. Take adequate steps. Possess soft skills required to deal with profession efficiently	Limited-service skills used in limited context; select and apply tools; assist in professional works with no variables; differentiate good and bad quality	4
Broad Learning Outcomes/Core Skill	Individuals should have strong technical, analytical and problem solving skills. For updating job knowledge by researching latest enhancements in the technology and software products. Can demonstrate routine, basic operating tasks independently	Receive and transmit written and oral messages, basic arithmetic, personal financing, understanding of social, political, and religious diversity, hygiene and environment	4
Responsibility	Office Assistants and Technical Assistants are able to deliver services to any corporate offices as per their requirements Desktop Publisher are able to work with any advertising firm OR start their own business Account Assistants are able to work in account and finance department of any requirements. After acquiring skill of Desktop Publishing Softwares, individual is able to prepare and design pamphlet brochures.	No responsibility; works under instruction and close supervision.	4

Annexure II: 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.	Classroom	1 (30 sq. m)	30
2.	Student Chairs	30	30
3.	Student Tables	30	30
4.	Desktop Computers with accessories	Installed with: MS-Office/LibreOffice Python Anaconda Jupyter Notebook Tally Prime Google Chrome Adobe Photoshop Adobe InDesign Akruti India Typing Coreldraw Adobe Flash Notepad ++ Or Free open-source alternative available Software	30
5.	Desk jet printer	1 Nos.	A4

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. LCD projector
2. Whiteboard
3. Pin-up Board
4. Projector Printer

Annexure III: Industry Validations Summary

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID
1	Karkhana (Sudolearn Solutions Pvt Ltd)	Siddharth Bhattar	Director	Delhi –NCR	9999092827	siddharth@karkhana.club
2	Shine Computer Training Institute	Kh Grace	Proprietor	Tiddim Road Churachandpur, Manipur pin-795128	9612488287	Khgrace7085@gmail.com
3	Info Trade Services	Tarun Thokchom	Director	Shop No. 5, PDA Complex, Super Market, Lamphelpat	7005800053	Tarun.th@gmail.com
4	Future Technology	Tika Ram Chhetri	Director	Lingchom Road, Near Govt.Secondary School Langang,Gyalshing West Sikkim – 737111	7872880064	tikachhetri55@gmail.com
5	Advance Computer Training Institute	Sailadu Shankara Dora	Director	Dadhibaman Street, Digapahandi, Ganjam, Odisha – 761012	9937659939	shankardora@gmail.com
6	Josada Institute of Technology and Management Science (JITMS)	Sahadeba Pradhan	Centre Head	Gandhi Nagar Main Road, Berhampur, Ganjam, 760001, Odisha	9438009992	jitmsorissa@gmail.com
7	Orissa Computer Academy	Sumanta Kr. Das	Chairman	Tulaschoura, Baripada, Mayurbhanj, Orissa	6370903185	Oca.bpd@gmail.com
8	Shamsoft Computer Education	Pradyumma Kumar Thatoi	Director	Old Sadar Thana Lane, Near S.C.S College Square, Puri – 1	9692702077	Shamsoft.puri@gmail.com
9	Computer Application Centre	Debashis Swain	Director	3 rd Floor, Priyadarshini Market, CRPF Square Bhubaneswar – 751012	9437089830	Debashisswain06@gmail.com
10	Smaket Solutions The business	Barsa Mohanty	Director	Parijat enclave, Plot No – 520/1812, Garage Chhak, Lewis Road, Bhubaneswar – 14, Pin – 751002, Odisha	9090339778	Barsa.mohanty@smaket solutions.com

Annexure IV: 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	500	200	150	10	5
2024	1200	600	300	200	15	8
2025	1200	600	300	200	15	8

Data to be provided year-wise for next 3 years

Annexure V: 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	Online interaction platforms like JitSi Meet, Bharat VC, Google Meet, MS Teams, etc.	60:40
2	<input checked="" type="checkbox"/> Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	Online interaction platforms like JitSi Meet, Bharat VC, Google Meet, MS Teams, etc.	60:40
3	<input checked="" type="checkbox"/> Showing Practical Demonstrations to the learners	Online interaction platforms like JitSi Meet, Bharat VC, Google Meet, MS Teams, etc.	60:40
4	<input checked="" type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	NA	100:0
5	<input checked="" type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice	Online interaction platforms like JitSi Meet, Bharat VC, Google Meet, MS Teams, etc.	50:50
6	<input checked="" type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations	NIELIT Remote Proctored Software	Online: 100% Theory Offline: 100% Practical
7	<input checked="" type="checkbox"/> On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training	Simulated Platform	Either 100% online on virtual environment Or 100% offline in the Industry.

Annexure VI: 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
1. IT Tools and Business Systems	<ul style="list-style-type: none"> ● Acquire confidence in using computers in Office and General Life ● Identify the basic components of computers and terminology ● Understand file management ● Create documents using word processor, spreadsheet & presentation software ● Understand computer networks and browse the Internet, content search, email and collaborate with peers ● Use e-Governance applications and use computer to improve existing skills and learn new skills ● Understanding Social Networking platform ● Using the Internet for Digital Financial services ● Develop knowledge about FutureSkills ● Understand the various financial services and be aware of the various schemes started by the Government. 	50	30
2. Financial Accounting using Tally and Personality Development	<ul style="list-style-type: none"> ● Accounting Fundamental ● Accounts Application Tally ● Professional Personality Skills 	50	30
3. Introduction to ICT Resources	<ul style="list-style-type: none"> ● PC Assembly and Operation ● Utilities ● Networking Concepts ● Network Administration 	50	30
4. Internet Technology and Web Design	<ul style="list-style-type: none"> ● Design and create effective web pages ● Integrate graphics in web pages ● Integrate various tools and techniques like HTML, CSS, JavaScript, Angular ● JS etc. ● Design and edit images using tools ● Embed the images in web pages 	50	30
5. DTP	<ul style="list-style-type: none"> ● Introduction to Multimedia & its application ● Typing through Hindi / english typing Software ● CorelDraw ● Photoshop ● DTP (Desktop Publishing) 	50	30
6. Programming and Problem Solving Through Python Language	<ul style="list-style-type: none"> ● Draw flow charts for solving different problems ● Develop efficient algorithms for solving a problem ● Use the various constructs of Python viz. conditional, iteration ● Write programs making judicious use of Lists, Strings, Tuples, Dictionaries wherever 	50	30

	required		
	<ul style="list-style-type: none"> • Manage data using NumPy • Handle files and create Modules in Python 		
7. Employability Skills	Students will be able to get the additional skills apart from the technical skills, to be job ready	60	
OJT	Students will be able to learn the real working environment in a job	60	
Project		100	
	Total Marks	300	180
	Grand Total	700	

Annexure VII: Assessment Strategy

Assessment of the qualification evaluates candidates to ascertain that they can integrate knowledge, skills and values for carrying out relevant tasks as per the defined learning outcomes and assessment criteria.

The underlying principle of assessment is fairness and transparency. The evidence of the outcomes and assessment criteria. Competence acquired by the candidate can be obtained by conducting Theory (Online), Practical assessment, internal assessment, Project/Presentation/ Assignment, Major Project. The emphasis is on the practical demonstration of skills & knowledge gained by the candidate through the training. Each OUTCOME is assessed & marked separately. A candidate is required to pass all OUTCOMES individually based on the passing criteria.

About Examination Pattern:

1. The question papers for the theory and practical exams are set by the Examination wing (assessor) of NIELIT HQS.
2. The assessor assigns roll number.
3. The assessor carries out theory online assessments through remote proctoring methodology. Theory examination would be conducted online and the paper comprise of MCQ. Conduct of assessment are through trained proctors. Once the test begins, remote proctors have full access to candidate's video feeds and computer screens. Proctors authenticate the candidate based on registration details, pre-test image captured and I- card in possession of the candidate. Proctors can chat with candidates or give warnings to candidates. Proctors can also take screenshots, terminate a specific user's test session, or re-authenticate candidates based on video feeds.
4. An External Examiner/ Observer may be deployed including NIELIT officials for evaluation of Practical examination/ internal assessment / Project/ Presentation/. Major Project (if applicable) would be evaluated preferably by external/ subject experts including NIELIT officials.
5. Pass percentage would be 50% marks in each component.
6. Candidates may apply for re-examination within the validity of registration (only in the assessment component in which the candidate failed).

7. For re-examination prescribed examination fee is required to be paid by the candidate only for the assessment component in which the candidate wants to reappear.
8. There would be no exemption for any paper/module for candidates having similar qualifications or skills.
9. The examination will be conducted in English language only.

Quality assurance activities: A pool of questions is created by a subject matter expert and moderated by other SME. Test rules are set beforehand. A random set of questions which are according to the syllabus appears which may differ from candidate to candidate. Confidentiality and impartiality are maintained during all the examination and evaluation processes.

Annexure-VIII: Career Progression:

Academic:

Horizontal:

Level 4 Course in IT: NIELIT IT-O level


Vertical:

Level 5 Courses in IT: NIELIT IT-A level

Level 6 Courses in IT: NIELIT IT-B level

Professional: Professional Progression: Account Assistant ->Admin -cum - Finance Assistant

Annexure-IX: Occupational Map

<ul style="list-style-type: none"> • Office Assistant • Desktop Publisher • Can start their own Small-Scale business • Data Entry Operator • Lower Division Clerk • Assistant Multimedia Content Creator • Assistant Computer Technician • IT Support Staff, Graphics Designer • Computer Instructor 	<ul style="list-style-type: none"> • Account Assistant • Technical Assistant • Multimedia Content Creator 	<ul style="list-style-type: none"> • Python Developer • Website Developer • Multimedia Designer
		

Annexure X : 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. https://ncvet.gov.in/sites/default/files/NCVET.pdf