QUALIFICATION FILE–Standalone NOS

Introduction to Tally Operations & GST Calculation

Horizontal/Generic ☒Vertical/Specialization

☒ Upskilling ☐ Dual/Flexi Qualification ☒ For ToT☐ For ToA

☒General ☐ Multi-skill (MS) ☐ Cross Sectoral (CS) ☐ Future Skills

NCrF/NSQF Level: 3.5

Submitted By:

Vidya Bharti Akhil Bhartiya Shiksha Sansthan

E-Mail: vbabss@gmail.com,

Mob: 9312261438, 9810441765

Table of Contents

<Standalone NOS Name>

<Standalone NOS Name>

Section 1: Basic Details

1.	**NOS-Qualification Name**	Introduction to Tally Operations & GST Calculation	
2.	**Sector/s**	BFSI	
3.	**Type of Qualification** ☒ **New** ☐ **Revised**	**NQR Code & version of the existing qualification: NG-3.5-BF-03458-2025-V1-VBABSS**	**Qualification Name of the existing/previous version: Introduction to Tally Operations & GST Calculation**
4.	**National Qualification Register (NQR) Code & Version** *(Will be issued after NSQC approval.)*	**NG-3.5-BF-03458-2025-V1-VBABSS**	**5. NCrF/NSQF Level: 3.5**
6.	**Brief Description of the Standalone NOS**	The course" Introduction to Tally Operations & GST calculations" enables the student to understand the importance of accounting with special focus for GST entries, familiarity with accounting assumptions and concepts, working knowledge of recording financial transactions on Tally, understanding GST concepts calculations and use of Tally for generating GST reports and liability. Understanding of Tally structure i.e. Creating company, masters and setting security features along with working knowledge of Data Entry.	
7.	**Eligibility Criteria for Entry for a Student/Trainee/Learner/Employee**	a. **Entry Qualification &Relevant Experience:**	

a. **Entry Qualification &Relevant Experience:**

S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Relevant Experience (with Specialization - if applicable)
1	10th Grade pass and pursuing continuous schooling with commerce stream Or 11th Pass with commerce stream Or 10th class pass with 1.5 years of relevant experience.	

<Standalone NOS Name>

		b. **Age: Not below than 15 years**		
8.	**Credits Assigned to this NOS-Qualification,Subject to Assessment** *(as per National Credit Framework (NCrF))*	4	**9.**	**Common Cost Norm Category (I/II/III)** *(wherever applicable)*:**III**
10.	**Any Licensing Requirements for Undertaking Training on This Qualification** *(wherever applicable)*	No		

11.	**Training Duration by Modes of Training Delivery***(Specify **Total Duration** as per selected training delivery modes and as per requirement of the qualification)*	☐ **Offline Only**☐**Online Only**☒**Blended**

Training Delivery Mode	Theory (Hours)	Practical (Hours)	On Job Training(OJT)	Total (Hours)
Classroom (offline)	25	60	30	120
Online	05			

(Refer Blended Learning Annexure for details)

12.	**Assessment Criteria**	

Theory (Marks)	Practical (Marks)	OJT (Marks)	Viva (Marks)	Total (Marks)	Passing %age
30	30	20	20	100	70%

13.	**Is the NOS Amenable to Persons with Disability**	☒ **Yes ☐ No If "Yes",specify applicable type of Disability:**

<Standalone NOS Name>

14.	**Progression Path After Attaining the Qualification, wherever applicable** *(Please show Professional and Academic progression)*	Accounting Operations & GST Compliances
15.	**How participation of women will be encouraged?**	Flexible batches for girls/women
16.	**Other Indian languages in which the Qualification & Model Curriculum are being submitted**	*(Please provide assurance and plan for developing the qualification in other Indian Languages as per training requirement)* Hindi
17.	**Is similar NOS available on NQR-if yes, justification for this qualification**	☐Yes ☒No URLs of similar Qualifications:
18.	**Name and Contact Details Submitting / Awarding Body SPOC** *(In case of CS or MS, provide details of both Lead AB & Supporting ABs)*	**Name: Vidya Bharti Akhil Bharatiya Shiksha Sansthan** **Email: vbabss@gmail.com** **Contact No: 9312261438, 9810441765** **Website: www.vidyabharti.net**

19.	**Final Approval Date by NSQC: 24-01-2025**	20. **Validity Duration: 3 Years**	21. **Next Review Date: 23-01-2028**

<Standalone NOS Name>

<Standalone NOS Name>

Section 2: Training Related

1.	Trainer's Qualification and experience in the relevant sector (in years) *(as per NCVET guidelines)*	B.Com. - 3 Year Teaching Exp.& 1 Year Exp. In Tally Operations & GST Calculations
2.	Master Trainer's Qualification and experience in the relevant sector (in years) *(as per NCVET guidelines)*	M.Com with 5 Years Teaching Exp. & 2 Years in Tally Operations & GST Calculations Or CA
3.	Tools and Equipment Required for the Training	☒Yes ☐No *(If "Yes", details to be provided in Annexure)* Computer Tally ERP ……, Books
4.	In Case of Revised NOS, details of Any Upskilling Required for Trainer	-

<Standalone NOS Name>

Section 3: Assessment Related

1.	**Assessor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	**B.Com. - 3 Year Teaching Exp. & 1 Year Exp. In Tally Operations & GST Calculations** **Or** **CA**
2.	**Proctor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines), (wherever applicable)*	**M.Com with 5 Years Teaching Exp. & 2 Years in Tally Operations & GST Calculations** **Or** **CA**

<Standalone NOS Name>

3.	**Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	**M.Com with 5 Years Teaching Exp. & 2 Years in Tally Operations & GST Calculations** **Or** **CA**
4.	**Assessment Mode***(Specify the assessment mode)*	**Offline**
5.	**Tools and Equipment Required for Assessment**	☒ Same as for training ☐ Yes ☐ No *(details to be provided in Annexure-if it is different for Assessment)*

<Standalone NOS Name>

Section 4: Evidence of the Need for the Standalone NOS

Provide Annexure/Supporting documents name.

1.	Government /Industry initiatives/ requirement (Yes/No): Yes
2.	Number of Industry validation provided: 30
3.	Estimated number of people to be trained: 3000
4.	Evidence of Concurrence/Consultation with Line/State Departments (In case of regulated sectors): (Yes/No):Yes We have sent an email to the Department of Financial Services, Ministry of Finance, New Delhi on 3 December 2024 about the development of two NOSs namely 1. Introduction to Tally Operation and GST Calculations 2. Tally Operations & GST compliances A copy of the email sent is attached herewith. If "No", why:

<Standalone NOS Name>

Section 5: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	**Annexure:**NCrF/NSQF level justification based on NCrF/NSQF descriptors *(Mandatory)*	Attached at **Annexure-1: Evidence of level**
2.	**Annexure:** List of tools and equipment relevant for NOS*(Mandatory, except in case of online course)*	Attached at **Annexure-2: Tools & Equipment (Lab Set- Up)**
3.	**Annexure:**Industry Validation Summary	Attached at **Annexure-3:** Industry Validation Summary
4.	**Annexure:**Training Details	Attached at **Annexure-4:** Training Details
5.	**Annexure:** Blended Learning *(Mandatory, in case selected Mode of delivery is Blended Learning)*	Attached at **Annexure-5:** Blended Learning
6.	**Annexure/Supporting Document:** Standalone NOS-Performance Criteria Details Annexure/Document with	Attached at **Annexure-6: NOS – Performance Criteria Details**

<Standalone NOS Name>

	PC-wise detailing as per NOS format (Mandatory- Public view)		
7.	**Annexure:** Performance and Assessment Criteria*(Mandatory)*	Attached at **Annexure-7: Assessment Criteria**	
8.	**Annexure:** Assessment Strategy*(Mandatory)*	Attached at **Annexure-8: Assessment Strategy**	
9.	**Annexure:** Acronym and Glossary *(Optional)*	Attached at **Annexure-9: Acronym and Glossary**	

Annexure-1: 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	The individual has a concrete understanding of accounting principles and GST regulations, as well as	Possesses knowledge and understanding of Tally software and GST regulations, enabling efficient and accurate execution of accounting and	3.5

<Standalone NOS Name>

	the factors affecting accurate financial reporting and compliance. They possess knowledge of basic and advanced features of Tally software, including its various functions, capabilities, and methods of application for accounting and GST tasks.	tax-related tasks. The individual is proficient in using Tally for managing various financial activities, including ledger creation, voucher entry, inventory management, and tax computation.	
Professional and Technical Skills/ Expertise/ Professional Knowledge	•Select appropriate Tally features and GST modules based on the type of accounting task or financial transaction. •Apply these features swiftly and efficiently to manage tasks such as voucher entries, GST invoicing, and tax calculations. •Perform post-entry verification and reconciliation of accounts to ensure accuracy and	The student can apply their knowledge of Tally and GST to successfully implement accounting processes and manage financial transactions within the software. They can efficiently handle tasks such as creating ledgers, generating GST-compliant invoices, and filing tax returns. Additionally, the student can demonstrate and explain these processes, guiding others on how to use Tally for accurate financial reporting and GST compliance, ensuring that they understand and apply the software's features	3.5

<Standalone NOS Name>

	compliance with accounting standards and GST regulations, making adjustments where necessary for error-free financial reporting.	effectively in real-world accounting scenarios.	
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	The individual has a comprehensive understanding of accounting principles and GST regulations, as well as the factors affecting accurate financial transactions and reporting. They possess knowledge of basic features of Tally software, including its functions, capabilities, and methods of application for tasks such as ledger management, voucher entry.	Possesses Tally GST skills that foster a professional mindset, enabling the creation of innovative financial solutions and job opportunities in the field of accounting and taxation. The individual's expertise in using Tally software for efficient GST management, tax compliance, and financial reporting equips them to develop streamlined accounting processes for businesses.	3.5
Broad Learning Outcomes/Core Skill	Broad Learning Outcomes: Students will develop proficiency and accuracy in	Able to identify issues related to accounting processes and GST compliance within financial systems,	3.5

<Standalone NOS Name>

	using Tally software for accounting and GST-related tasks, enhancing their ability to manage financial transactions and generate reports efficiently.	and explore a wide range of Tally GST solutions. The individual can evaluate the pros and cons of different Tally features, such as ledger management, tax computation, and invoice generation, to optimize financial accuracy and operational efficiency in business transactions.	
Responsibility	Responsibility: Apply Tally operations &GST techniques to enhance accounting proficiency, ensuring efficient management of financial transactions and compliance with GST regulations.	Can perform all procedures and non-routine tasks in Tally operations & GST calculations with confidence, leveraging advanced features of the software to achieve accurate financial results.	3.5

The individual is able to use Tally ERP for accounting and perform GST

<Standalone NOS Name>

Annexure-2: 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	Tally ERP Software	Tally ERP 9	1
2	Computers	Processor i3, 8 GB RAM, 250 GB HDD	15
3	White Board with Marker for Classrooms	6' x 3'	1
4	Books		
4.1	Double Entry Book Keeping	By T.S. Grewal	30
4.2	NCERT Accountancy Part-1	By D.K. Goel, Rajesh Goel & Shelly Goel	30
4.3	Learn Tally Prime with GST	By Gaurav Aggarwal	30

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. White Board
2. Marker

<Standalone NOS Name>

Annexure-3: Industry Validations Summary

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1.	Jain D Bansal & Company	Mrs. Ekta Jain	Partner	7/7, Ansari road, Darya Ganj, New Delhi-110002	9899683104	ekta.12gupta@gmail.com	
2.	Astral Autoparts Pvt Ltd	Rachit Kumar	Additional Director	C-158, Okhla Industrial Area, Phase-I, New Delhi, Delhi-110020	9810045020	atralauto@gmail.com	
3.	Green Portfolio Pvt. Ltd	CA Anuj Jain	Director	7/7, Ansari road, Darya Ganj, New Delhi-110002	9968937100	anuj@greenportfolio.co	

<Standalone NOS Name>

4	M. R Interior & Construction, Pvt. Ltd	Pramod kumar	Director	425/11, Jharkhandi Road, Bholanath Nagar, Shadara, Delhi-110032	9557491558	vatsmzn2006@gmail.com	
5	Om Engineering	Rajeev Kumar	Proprietor	B2/1, KH10/23, & 10/24, Shani Bazar Road, Jawahar Nagar, Industrial Area, Delhi-94	9810177064	truemetco@gmail.com	
6	Rockwell Testing Equipment's	Meena Sharma	Proprietor	B2/1, KH10/23, & 10/24, Shani Bazar Road, Jawahar Nagar, Industrial Area, Delhi-94	9212028517	accounts.rockwell@gmail.com	
7	Aabee Cure Pvt. Ltd	Harsh Chauhan	Director	1st Floor, Flat No-76-77, Pocket-13, Sector-24, Rohini, Delhi-85	9958730607	harsh.bhutani@manipalhospitals.com	
8	Bhoomi Trading Company	Shyam Sundar	Director	Ground Floor, X-187/A-4, Kh-745, Gali no-8, Brahmanpuri, East Delhi-53	8700425685	shyamsunderr351@gmail.com	
9	CNVRS Integrated Pvt. Ltd	Karan Kaushik	Director	Gali No-12- AB, LGF, Kalika ji, New Delhi	9891449111	karan.cnvrs8@gmail.com	

<Standalone NOS Name>

10	Divine Multispecialty & Cancer	Roopal ilwadi	Proprietor	Jagatpur Road, Buradi, Delhi	9891112881	divinehospital001@gmail.com	
11	Ganpati Trading	Brij Bhushan	Proprietor	RZU-121, Uttam Nagar, New Delhi-110059	8178560464	ganpatitradingco2012@gmail.com	
12	Mars Global	Nitin Chauhan	Proprietor	Kh No-102/2G/F, Gali No-14, Wazirabad North Delhi - 110084	8527854602	kbm.nfc@gmail.com	
13	Brio Communication Pvt Ltd	Asha Chauhan	Director	3ʳᵈ floor,304 Alpha Tower-2, Sector-9, Vasundhara, Ghaziabad, Uttar Pradesh-201012	9810549777	brio.ooh@gmail.com	
14	Accurate Agency	Rohit Sharma	Proprietor	14A/7, Vasundhara, Ghaziabad, Uttar Pradesh-201012	9810450888	accuratead.agency@gmail.com	
15	Tero Green Pvt Ltd,	Ishan Kaushik	Director	B-303, Ground Floor, Okhla Phase-1, New Delhi-110020	7292071344	ishankaushik89@gmail.com	
16	Arihant Infracon	Subodh Jain	Partner	F-209, Gali No 2, Dabri Industrial Area, Delhi-110045	9818286303	Arihantinfra.ind@gmail.com	

<Standalone NOS Name>

17	HSM Packaging Pvt Ltd	Harjinder Singh	Director	1998, HSIIDC, Rai Industrial Estate, Phase-II, Dist. Sonepat Haryana-131029	9810010744	hsmpkg.act@gmail.com	
18	Knowlvers Consulting Pvt Ltd	Lokesh Arora	Director	H-49, First Floor, Sector-63, Noida, Gautam Buddha Nagar, Uttar Pradesh-201301	9818678863	lokesh.arora@knowlvers.com	
19	Pharmasynth Formulation Ltd	Ramesh Chand Jain	Director	18-22, Sector 6 B, SIDCUL, IIE, Haridwar, Uttarakhand	9319777674	rcjain@pharmasynth.in	
20	Pintu & Associates	Pintu Prajapati	Partner	Flat No. 102, Sanjay Enclave, Jahangir Puri, Delhi-110033	9899167110	Pintu566@gmail.com	
21	Ashoka Road Carrier	Dinesh Punjani	Proprietor	147A, Near GT road, Gaini Border, Ghaziabad, UP-201005	9312243717	upgcashok@yahoo.in	
22	United Punjab Goods Carriers	Ashok Punjani	Proprietor	147A, Near GT road, Gaini Border, Ghaziabad, UP-201005	9810679429	upgcashok@yahoo.in	
23	Avadh Medical Agencies	Umang	Partner	E-41/5, First Floor, Design	9811874476	avadhmedicalagency11@gmail.com	

<Standalone NOS Name>

				Workshop India Pvt Ltd, Okhla Industrial Area, Phase-III, New Delhi			
24	RR Pharma Pvt Ltd	Pramod Kumar	Director	C-158,Okhla Industrial Area, Phase-I, New Delhi-110020	9810045020	RRPHARM@gmail.com	
25	Ganm (India) Impex	Satish Kumar	Accounts Executive	203, 2nd Floor, Skylark, 60 Nehru Place, New Delhi-110019	9811151728	delhi@ganmsafety.com	
26	Rising Technosoft Pvt Ltd	Rajiv Kumar	Director	A-158, Shivaji Marg, Karampura, New Delhi-110015	9212019336	tyagi0505@gmail.com	
27	Rising Softech Pvt Ltd	Rajiv Kumar	Director	XI/5015, Netaji Subhash Marg, Daryaganj, Delhi-110002	9212019336	tyagi0505@gmail.com	
28	Butterfly Clothing Company	Simran Kathuria	Proprietor	Block-G, 1st and 2nd Floor, 233, B Block road, Sector-63, Noida, Gautam Buddha Nagar, UP-201301	9625547750	butterflysimran@gmail.com	
29	Jha Rahul & Co	Rahul Jha	Partner		8700384842	jharahulco@gmail.com	

<Standalone NOS Name>

| 30 | Sharp Business Solutions Pvt Ltd | Vinay Kumar Medatwal | Director | Flat No. 102, 1st Floor, Super Bazar 2000, Avas Vikas Colony, Agra, UP-282007 | 9411404124 | mpaagra@gmail.com | |

Annexure-4: Training Details

Training Projections:

Year	Estimated Training # of Total Candidates	Estimated training# of Women	Estimated training# of People with Disability
2025-26	3000	1200	60
2026-27	6000	2400	120
2027-28	6000	2400	120

Data to be provided year-wise for next 3 years.

<Standalone NOS Name>

Annexure-5: Blended Learning

Blended Learning Estimated Ratio &Recommended Tools:

*Refer NCVET "Guidelines for Blended Learning for Vocational Education, Training & Skilling" available on:*https://ncvet.gov.in/sites/default/files/Guidelines%20for%20Blended%20Learning%20for%20Vocational%20Education,%20Training%20&%20Skilling.pdf

S. No.	Select the Components of the NOS	List Recommended Tools – for all Selected Components	Offline: Online Ratio
1	☐Theory/ Lectures – Imparting theoretical and conceptual knowledge	Books – Double Entry Book Keeping by T.S. Grewal, NCERT Accountancy by D.K. Goel, Rajesh Goel, Shelly Goel	10% Online 90% Offline
2	☐Imparting Soft Skills, Life Skills and Employability Skills /Mentorship to Learners	Communication Skills, Life Skills Training and Team sports	Offline
3	☐Showing Practical Demonstrations to the learners	Computer ……. With Licensed Tally	Offline on computer

<Standalone NOS Name>

4	☐Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	Work Book	Offline on computer
5	☐Tutorials/ Assignments/ Drill/ Practice	NIL	Offline have assignments
6	☐Proctored Monitoring/ Assessment/ Evaluation/ Examinations	Computer Lab, Printers, Paper	Offline in computing Lab
7	☐On the Job Training (OJT)/ Project Work Internship/ Candidate Training	Industry/Company/Firm	Offline

Annexure-6: Standalone NOS- Performance Criteria details

1. **Description:** The course" Introduction to Tally Operations & GST calculations" enables the student to understand the importance of accounting with special focus for GST entries. Familiarity with accounting assumptions and concepts. Working knowledge of recording financial transactions on Tally. Understanding GST concepts calculations and use of Tally for generating GST reports and liability. Understanding of Tally structure i.e. Creating company, masters and setting security features along with working knowledge of Data Entry.

2. **Scope:** The scope covers the following:
   - Basics of Tally ERP
   - Assistance for GST laws and regulations

<Standalone NOS Name>

- Assistance in Data Entry and preparation of Accounting reports.
- Assisting in GST calculations and maintenance of Voucher files.

3. **Elements and Performance Criteria**

PC1. Collect information of various uses of Accounts in business e.g. payment collection, tax payment etc.

PC2. Use practical and proper use of accounting terms in various business situations.

PC3. explain the accounting principles and its uses for business.

PC4. Compare and discuss the types of accounts

PC5 Discuss the understanding of importance of double entry accounting system.

PC6. Differentiate and explain debit and credit rules of accountancy and its relation with types of accounts.

PC7. Exhibit understanding of GST.

PC8. Develop understanding of indirect tax regime in India before introduction of GST and various taxes subsumed in GST.

PC9. Clarify the concept of CGST/SGST/IGST AND UTGST.

PC10. Demonstrate the understanding of GST concepts and its necessity to analyze taxable event, tax amount in daily working.

PC11 Evaluate and discuss various documents under GST and its uses.

PC12. Develop familiarity with GST Returns required to the filed and preparation of GSTR1.

PC13. Print various Ledgers in Report form.

PC14. Evaluate and clarify about maintain accounts on a computer software and role of Tally in proper upkeep of accounts and GST calculations.

PC15. Demonstrate the working understanding of scope of creating companies for maintenance of accounts on Tally, security features available on Tally and its application.

PC16. Execute knowledge of Tally structure working knowledge of setting/feeding GST rates and HSN code to meet business requirement.

PC17. Apply knowledge of creation of masters, ledgers, sub -ledgers, feeding of stock items with its unit of measurement.

PC18. Describe the feeding of different types of vouchers i.e. sale, Purchase, cost, bank and journal.

PC19. Prepare correct GSTR1 return and knowledge of its filing process.

<Standalone NOS Name>

PC20. Take out the print outs of desired ledgers and day to day reports.

4. **Knowledge and Understanding (KU):**

The individual on the job needs to know and understand:

1. Individual should understand the importance and use of accounts in various areas of business.

2. Individual should be conversant with accounting principles, terms and its importance for business

3. Individual should understand accounting assumptions, applications of accounting principles in real-time situation.

4. Understanding of cash and accrual basis of accounting and develop critical thinking for choosing a correct system for accounting.

5. Individual should have skill to use the rules of accounting in various business situations and ready to make entries of Tally software..

6. Understanding of GST concept with special reference to cascading effect OF tax.

7. Familiarity with the history of GST as an alternative indirect tax, Its administration through GST.

8. Understanding of taxable event under GST concept of turnover.

9. Understanding of different types of taxes under GST with a special understanding of state GST, Central GST and integrated GST.

10. Individual should have understanding of GST concepts and its importance in day to day working.

11. Knowledge of various returns under GST and preparation of GSTR1.

12. Knowledge of Tax payment system under GST i.e. out of credit ledger and cash ledger.

13. Individual should be capable of preparing various records and documents required under GST and its importance.

14. Understanding of importance of maintain accounts on computer software and role and features of Tally software for maintenance of accounts.

15. Capable of creating a new company on Tally software including creating multi companies and setting desired securities parameters.

16. Capability to configure Tally software for business requirements i.e. creating groups , setting GST rates, feeding HSN code etc.

17. Understanding of importance of proper creation of masters, ledgers, sub-ledgers and proper feeding of stock items with units of measurements.

18. Practical knowledge of making entries of various vouchers on Tally e.g. sale, purchase, cash, bank and journal.

19. Knowledge of contents of GSTR1 its preparation and filing.

20. Understanding of process of taking print out of various ledgers and report from Tally.

<Standalone NOS Name>

5. **Generic Skills (GS):**

User/individual on the job needs to know how to:

GS1. Maintaining voucher files and routine files.

GS2. Maintaining and compliance with legal and financial calendar.

GS3. Effective communication skills required for dealing with parties/customers/suppliers

GS4. Effective discussions with GST consultants and auditors.

GS5. To handle any emergency or critical situation.

GS6.   To anticipate possible difficulties and take steps required.

GS7. To plan the timely preparation of reports, deposit of taxes and filing GST returns.

GS8. To have polite and amicable relationship with colleagues, customers and guests.

…..

<Standalone NOS Name>

Annexure-7: Assessment Criteria

Detailed PC-wise assessment criteria and assessment marks for the NOS are as follows:

S. No.	Assessment Criteria for Performance Criteria	Theory Marks	Practical Marks	OJT Marks	Viva Marks
PC1	Collect information of various uses of Accounts in business e.g. payment collection, tax payment etc.	1	1	6	6
PC2	Practical use accounting terms in various business situations.	1	2		
PC3	Understanding of Accounting Principles & Terminology.	2	2		
PC4	Compare types of accounts	2	1		
PC5	Explain importance of Double - Entry Accounting system	2	2		
PC6	Understanding the Accounting Procedures, rules of Debit and Credit.	2	2		
PC7	Understanding the concept of GST and levy of GST.	2	2	7	7
PC8	Understanding the working of GST council.	1	0		
PC9	Understanding the concept of CGST/SGST/IGST.	1	0		
PC10	Understanding of GST. Concepts and it's necessity to analyze taxable events, tax amount.	2	1		
PC11	Explain various documents under GST and it's uses	1	1		

<Standalone NOS Name>

PC12	Familiarity with GST Returns.	2	3		
PC13	Familiarity with various accounts and vouchers including invoices, E way bill, Debit/Credit Notes.	1	3		
PC14	Explain how to maintain Accounts on computer software and role of Tally in Accountancy.	2	2		
PC15	Understanding Tally operations and creation of Company and its security.	1	1		
PC16	Configuration of Tally setup, GST Rate and HSN code.	1	1		
PC17	Creation of Masters Ledgers, Stock items and Entry of Vouchers for Sale & Purchase.	2	2	7	7
PC18	Describe the feeding of different types of vouchers i.e. Sale, Purchase, Cost.	2	2		
PC19	Prepare GSTR 1 return and knowledge of its filling process	1	1		
PC20	Printing of desired ledgers and day to day reports.	1	1		
Total Marks		30	30	20	20

<Standalone NOS Name>

Annexure-8: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

Assessment System Overview for Tally GST Skill Course

The assessment system for the Tally GST Skill Course will be designed to comprehensively evaluate students' understanding, practical application, and problem-solving abilities related to accounting, GST, and Tally software operations. The system will include written exams, practical projects, and viva voce (oral) assessments to ensure a holistic evaluation of the learners' knowledge and skills.

Test Structure

1. Written Exam (30%)

The written exam will test the theoretical understanding and application of key concepts in Tally and GST. The exam will include a mix of objective and subjective questions, such as:

• Multiple-choice questions (MCQs)

• Short-answer questions on accounting principles, GST regulations, and Tally operations

• Long-answer questions requiring practical problem-solving based on accounting scenarios

The exam will focus on evaluating the learners' ability to understand accounting concepts, GST compliance, and how Tally can be used to process business transactions efficiently. The exam will be of 90 minutes duration and will carry a 50% weightage in the overall assessment.

2. Practical (30%)

<Standalone NOS Name>

The practical exam assessment strategy for the Tally GST course will focus on evaluating students' hands-on proficiency in using Tally software to manage financial transactions and comply with GST regulations. Students will be required to complete real-world accounting tasks, such as creating ledgers, generating invoices, and filing GST returns, within a specified timeframe. Assessors will use a rubric to measure accuracy, efficiency, and the ability to apply theoretical knowledge in practical scenarios. Feedback will be provided to highlight areas of strength and opportunities for improvement, ensuring students develop the skills necessary for effective financial management in their future careers.

3. On Job Training (20%)

Students will be required to undertake an **On Job Training (OJT)**of 30 hrs to get an exposure to the working environment in a Company/Firm. At the end of OJT, the Company will assess the students on the basis of the practical knowledge acquired by them during OJT.

4. Viva Voce (20%)

The viva will be an oral assessment conducted by certified assessors. Students will be questioned on their understanding of key Tally and GST concepts, their approach to problem-solving in accounting, and how they would handle specific business scenarios using Tally.

This assessment will also evaluate their communication skills, confidence, and clarity in explaining concepts such as GST regulations and their application in Tally. The viva will carry a 20% weightage in the final score.

Certified Assessors

All assessments except OJT will be conducted by certified assessors with specialized knowledge in accounting, GST, and Tally software. The assessors will follow a standardized rubric to ensure consistency and fairness in grading the written exam, practical and viva. Constructive feedback will be provided to guide students in improving their skills.

Testing Environment

1. Rubric-Based Assessment

A detailed rubric will be used to maintain transparency and objectivity. The rubric will define performance standards for each assessment component (written exam, project, viva), allowing both learners and assessors to understand the evaluation criteria and expectations.

2. Data Recording and Monitoring

All assessment data, including written scores, project submissions, and viva recordings, will be documented and stored. This ensures transparency in the process and allows students to review their detailed results after the assessment.

3. Assessment Schedule

The assessments will be scheduled within a month of course completion. Learners will be informed of the schedule well in advance to ensure sufficient preparation time. Assessments will be held at the designated training center under the supervision of certified proctors.

4. Testing Venue

The assessment will be conducted at a designated venue equipped with computers and the necessary Tally software for practical work. Written exams will take place in a supervised environment, ensuring no communication between learners.

5. Question Paper Preparation

The question papers will be prepared by a certified assessment body with expertise in accounting and GST. Papers will be aligned with the course learning objectives and cover varying levels of difficulty. They will be reviewed by the assessment panel before use to ensure fairness and accuracy.

This structured assessment system ensures that learners completing the Tally GST Skill Course are proficient in both theoretical knowledge and practical application, enabling them to effectively handle real-world accounting and GST processes. The system will emphasize transparency, fairness, and a comprehensive evaluation of each student's abilities.

<Standalone NOS Name>

Annexure-9: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework

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.

<Standalone NOS Name>