

# **QUALIFICATION FILE - Standalone NOS**

## **Basics of Enterprise Financial and Accounting System**

**Type of NOS: Horizontal / Generic**

**Type of Categories: For ToT , For ToA , General**

**NCrF/NSQF Level: 5.5**

**Submitted By:  
Samadhan Samiti**

**Email : [samitisamadhan@gmail.com](mailto:samitisamadhan@gmail.com) , Website : <https://ab.samadhan.group>**

## Section 1: Basic Details

<b>1.</b>	<b>NOS-Qualification Name</b>	Basics of Enterprise Financial and Accounting System	
<b>2.</b>	<b>Sector(s)</b>	Entrepreneurship	
<b>3.</b>	<b>Sub-sector(s)</b>	Entrepreneurship and Enterprise Development	
<b>4.</b>	<b>Occupation(s) Name</b> <i>(As per Occupational Map or NCO if available.)</i>	Entrepreneur	
<b>5.</b>	<b>Type of Qualification:</b>  New	<b>6. If Type of Qualification is Revised, provide Existing Qualification Details (As per NQR) :</b> <b>a. NOS Name :</b> N/A <b>b. NQR Code:</b> N/A <b>c. Version:</b> N/A	
<b>7.</b>	<b>NOS-Qualification, if Developed in Collaboration with MNC*</b> <i>Multinational Companies (MNCs) and Leading Indian Enterprises including Original Equipment Manufacturer (OEM), Original Design Manufacturer (ODM) and Value-Added Reseller (VAR) - Refer relevant NCVET Guidelines.</i>	<b>a. MNC Name:</b> N/A <b>b. Qualification Name as per MNC:</b> N/A	
<b>8.</b>	<b>National Qualification Register (NQR) Code and Version</b> <i>(Issued after NSQC approval)</i>	<b>a. NQR Code:</b> N/A <b>b. Version:</b> N/A	<b>9. NCrF/NSQF Level:</b> 5.5
<b>10.</b>	<b>Brief Description of the Standalone NOS</b>	<p>This occupational standard equips aspiring entrepreneurs and enterprise managers with essential skills to manage business finances and IT-enabled accounting systems efficiently. Learners will grasp the fundamentals of bookkeeping, financial statements, ratio analysis, budgeting, and strategic investment planning. Emphasis is placed on managing income-expense cycles, cash flows, pricing strategies, loans, and negotiations with investors and suppliers to improve liquidity. This comprehensive training ensures financial discipline, informed decision-making, and digital readiness in managing enterprise accounts and operations. Mentorship and handholding support for enterprise establishment may also be availed by students through our Incubator, the Institute for Industrial Development (IID), which operates in partnership with the Ministry of MSME, Government of India. IID has a strong network of over 2,000 industry mentors who will guide and support these candidates throughout their enterprise development journey. IID</p>	

will provide mentoring and handholding support to candidates throughout the enterprise development journey for a period of six months.

**Eligibility Criteria for Entry for Students/Trainee/Learner/Employee**

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

S.No.	NSQF Level	Academic /Tech Education Completed	Specialization (Academic /Tech Education Completed)	LTT/STT Completed	Specialization (LTT/STT Completed)	Academic /Tech Education Pursuing	Specialization (Academic /Tech Education Pursuing)	Previous NSQF Levels Achieved	Relevant Experience in Years	Relevant Specialization	Remarks
1	5.5	Completed 3rd year of 3-year/ 4-years UG	N/A	N/A	N/A	Pursuing 3rd year of 3-year/ 4-years UG and continuing education	N/A	N/A	No Experience required	N/A	N/A
2	5.5	Completed 3-year diploma (after 10th)	N/A	N/A	N/A	N/A	N/A	N/A	3 Years of relevant professional experience.	N/A	N/A
3	5.5	12th Grade	N/A	N/A	N/A	N/A	N/A	N/A	4.5 Years of relevant professional experience	N/A	N/A
4	5.5	N/A	N/A	N/A	N/A	N/A	N/A	Previous relevant Qualification of NSQP Level 5	1.5 year relevant experience	N/A	N/A

11.

**b. Age (Please specify age only in case of any legal restrictions) : 18**

**Training Duration by Modes of Training Delivery**

*(National Occupational Standard (NOS) duration should from 30 hours to 210 hours. Specify training Duration as per selected training delivery modes and as per requirement of the qualification. Refer Blended Learning Annexure for details)*

12.

Training Mode : Blended			
Training Delivery Mode	Theory (Hours)	Practical (Hours)	Total (Hours)
Classroom (offline)	0.0	60.0	60.0
Online	30.0	0.0	30.0
Total	30.0	60.0	90.0

**Credits Assigned to this NOS-**

13.	<b>Qualification, Subject to Assessment.</b> <i>(As per National Credit Framework (NCrF))</i>  3.00	<b>14. Credits Validity Period</b> <i>(As per NCrF SOP)</i> : N/A											
15.	<b>Assessment Mode and Criteria</b>	<b>Assessment Mode :</b> Blended  <b>Formative assessment marks of the qualification to be included in result calculations.</b> (Formative assessment for a qualification is optional. If the check box is checked, then the specified Formative assessment marks are to be included in the <b>Total.</b> ) No											
		<b>Formative Assessment (Marks)</b>		<b>Summative - Physical/Offline Assessments (Marks)</b>				<b>Summative - Online Assessments (Marks)</b>				<b>Total (Marks)</b>	<b>Passing %</b>
		<b>Physical /Offline</b>	<b>Online</b>	<b>Theory</b>	<b>Practical</b>	<b>Project</b>	<b>Viva</b>	<b>Theory</b>	<b>Practical</b>	<b>Project</b>	<b>Viva</b>		
		N/A	N/A	0.0	50.0	0.0	0.0	50.0	0.0	0.0	0.0	100.0	50.0
16.	<b>Common Cost Norm Category (I/II/III)</b> <i>(Wherever applicable, as per CCN notification):</i>	<b>III</b>											
17.	<b>Any Licensing requirements for Undertaking Training on this Qualification</b> <i>(Wherever applicable)</i>	<b>N/A</b>											
18.	<b>Progression Path after Attaining the Qualification</b> <i>(Please show Professional and Academic progression, as applicable. In case of multiple progression options, mention them separately, including cross sectoral progression.)</i>	<b>N/A</b> <b>NSQF Level: 5.5</b>											
19.	<b>Skills Taxonomy</b>	Master Data For The Sector Selected In Basic Details Is Not Available.											
<b>Content Availability Timeline for this</b>		<b>a. Current qualification:</b>											
			<b>Language</b>	<b>Student's /Learner's</b>	<b>Teacher's /Trainer's</b>	<b>Digital</b>	<b>Any Other</b>	<b>If any other</b>					

20.	<b>qualification</b> <i>(Within 3 months from NSQC approval date)</i>	S.No.	in which MC is being submitted	Handbook (Content Availability Timeline)	Guide (Content Availability Timeline)	Content (Content Availability Timeline)	(Content Availability Timeline)	(Content Availability Timeline)
		1	English	05/12/2026	05/12/2026	11/12/2026	N/A	N/A
21.	<b>Is Similar NOS(s) available on NQR-if yes, provide details of similar qualifications with justification for developing this qualification</b>	No <b>If yes, NQR Code:</b> N/A <b>Version:</b> N/A <b>Justification:</b> N/A						
22.	<b>Is the NOS Amenable to Persons with Disability</b>	Yes <b>If Yes, specify applicable type of Disabilities:</b>						
		S.No.	Type of Disability					
		1	Locomotive Disability					
23.	<b>Is this Qualification for PwD ?</b>	No						
24.	<b>List Action Plan/Strategy for Encouraging Active Participation of Women</b>	Preference for Women Entrepreneurs in various Government Schemes like PMEGP and Stand-UpIndia.Additional Subsidy to Women in PMEGP and Many CMEGP Schemes. Additional Support for Women in Rural						
25.	<b>Is NOS Suitable to be Offered in Schools /Colleges</b>	Colleges						
26.	<b>Name and Contact Details of Submitting / Awarding Body SPOC</b> <i>(In case of Cross-Sectoral or Multi-Skill qualification provide details of both Lead AB and Supporting ABs.)</i>	<b>Name:</b> Mayank Kapoor <b>Email:</b> mayank@iid.org.in <b>Contact No.:</b> 8595940536 <b>Website:</b> https://ab.samadhan.group						
27.	<b>Date of Approval by NSQC:</b> N/A	<b>28. Validity Duration:</b> N/A			<b>29. Next Review Date:</b> 02/18/2029			

## Section 2: Training Related

Section 2: Training Related								
<b>1. Trainer's Qualification and experience in relevant sector (in years)</b> <i>(As per NCVET guidelines. If multiple combinations of qualification and experience are envisaged, mention each combination)</i>	S.No.	Minimum Educational Criteria	Specialization	Relevant Industry Experience Years	Relevant Industry Experience Specialization	Relevant Training Experience Years	Relevant Training Experience Specialization	Remarks
	1	MBA	NA	5.0	Business or consultancy experience	0.0	NA	Domain Certification is compulsory
	<b>Trainer's Certification:</b>							
	S.No.	Domain Certification			Platform Certification			
1	The Trainer must be certified for the NOS Qualification Enterprise Financial and IT Systems Management with a minimum acceptable score of eighty percent			It is recommended that the assessor be certified for the job role Trainer mapped to the Qualification Pack Assessor VET and Skills with a minimum acceptable score of eighty percent				
<b>2. Master Trainer's Qualification and experience in relevant sector (in years)</b> <i>(As per NCVET guidelines. If multiple combinations of qualification and experience are envisaged, mention each combination)</i>	S.No.	Minimum Educational Criteria	Specialization	Relevant Industry Experience Years	Relevant Industry Experience Specialization	Relevant Training Experience Years	Relevant Training Experience Specialization	Remarks
	1	MBA	NA	7.0	Business or consultancy experience	6.0	Similar Domain	Domain Certification is compulsory
	<b>Master Trainer's Certification:</b>							
<b>3. Tools and Equipment Required for Training</b>	Yes							

## Section 3: Assessment Related

<b>1.</b>	<p><b>Assessor's Qualification and experience in relevant sector (in years)</b>  <i>(As per NCVET guidelines. If multiple combinations of qualification and experience are envisaged, mention each combination)</i></p>												
		S.No.	Minimum Educational Criteria	Specialization	Relevant Industry Years	Relevant Industry Specialization	Relevant Training Years	Relevant Training Specialization	Remarks				
		1	MBA	NA	3.0	Business or consultancy experience	0.0	NA	Domain Certification is compulsory				
		<p><b>Assessor's Certification:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%; text-align: center;">S.No.</th> <th style="width: 45%; text-align: center;">Domain Certification</th> <th style="width: 40%; text-align: center;">Platform Certification</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>The Assessor must be certified for the NOS Qualification: for Enterprise Financial and IT Systems Management with a minimum acceptable score of eighty percent</td> <td>It is recommended that the assessor be certified for the job role Assessor mapped to the Qualification Pack Assessor VET and Skills with a minimum acceptable score of Ninety percent</td> </tr> </tbody> </table>								S.No.	Domain Certification	Platform Certification	1
S.No.	Domain Certification	Platform Certification											
1	The Assessor must be certified for the NOS Qualification: for Enterprise Financial and IT Systems Management with a minimum acceptable score of eighty percent	It is recommended that the assessor be certified for the job role Assessor mapped to the Qualification Pack Assessor VET and Skills with a minimum acceptable score of Ninety percent											

  

<b>2.</b>	<p><b>Proctor's Qualification and experience in relevant sector (in years)</b>  <i>(As per NCVET guidelines. If multiple combinations of qualification and experience are envisaged, mention each combination)</i></p>								
		S.No.	Minimum Educational Criteria	Specialization	Relevant Industry Years	Relevant Industry Specialization	Relevant Training Years	Relevant Training Specialization	Remarks
		1	MBA	NA	3.0	Business or consultancy experience	0.0	NA	Domain Certification is compulsory

  

		S.No.	Minimum Educational Criteria	Specialization	Relevant Industry Years	Relevant Industry Specialization	Relevant Training Years	Relevant Training Specialization	Remarks
		1	MBA	NA	7.0	Business or consultancy experience	0.0	NA	Domain Certification is compulsory

3.	<b>Master Assessor's/Proctor's Qualification and experience in relevant sector (in years)</b> <i>(As per NCVET guidelines. If multiple combinations of qualification and experience are envisaged, mention each combination)</i>	<b>Master Assessor's Certification:</b>						
		<table border="1"> <thead> <tr> <th>S.No.</th> <th>Domain Certification</th> <th>Platform Certification</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>The Assessor must be certified for the NOS Qualification for Enterprise Financial and IT Systems Management with a minimum acceptable score of ninety percent</td> <td>It is recommended that the assessor be certified for the job role Assessor mapped to the Qualification Pack Assessor VET and Skills with a minimum acceptable score of Ninety percent</td> </tr> </tbody> </table>	S.No.	Domain Certification	Platform Certification	1	The Assessor must be certified for the NOS Qualification for Enterprise Financial and IT Systems Management with a minimum acceptable score of ninety percent	It is recommended that the assessor be certified for the job role Assessor mapped to the Qualification Pack Assessor VET and Skills with a minimum acceptable score of Ninety percent
S.No.	Domain Certification	Platform Certification						
1	The Assessor must be certified for the NOS Qualification for Enterprise Financial and IT Systems Management with a minimum acceptable score of ninety percent	It is recommended that the assessor be certified for the job role Assessor mapped to the Qualification Pack Assessor VET and Skills with a minimum acceptable score of Ninety percent						
4.	<b>Tools and Equipment Required for Assessment</b>	Same as for training						

## Section 4: Evidence of the need for the Standalone NOS Qualification

<b>1.</b>	<b>Government /Industry initiatives/ requirement (Yes/No) : Yes</b>				
	<b>S.No.</b>	<b>Remarks/Document</b>			
	1	Government Initiative			
	2	Government Initiative			
<b>2.</b>	<b>Number of Industry validation provided:</b>  Agnistoka Technology, IOCFC INDIA, KSP EQUIPMENTS, ESPACIA DECORATORZ, MANJU ENTERPRISES, FOODMART AGRO ENGINEERING, Nuti Food Science, S K Engineering Works, Kritti Wash Equipments Pvt Ltd, Manmachine Works Pvt Ltd, WOW Go Green LLP, Eco Green Tech Solution, Esniff Devices Pvt Ltd, Shree Ganesh Recycling Pvt Ltd, TERRON INDIA PVT LTD, Vital Van Gaurd, Thave Engineering Corporation, Antriksh Photonergy, Metropod EV Private Limited, Nutrelis Agro Food, R Mech Machines LLP, D Art International, Concept of Superfood LLP, Saurdisha Innovations Pvt Ltd, Craft Tree Academy, Microtech Engineering, Technic Pharma Equipments, SPEC Engineering and Consulta, Zigma Machinery and Equipment, Startup Business and Property				
<b>3.</b>	<b>Estimated number of learners to be trained:</b>				
	<b>S.No.</b>	<b>Year</b>	<b>Estimated trainings of total Candidates</b>	<b>Estimated trainings of women</b>	<b>Estimated trainings of Persons with Disabilities (PwDs)</b>
	1	2024 - 2025	0	0	0
	2	2025 - 2026	360	36	0
	3	2026 - 2027	360	36	0
	Total		0	0	0

**4. Evidence of Concurrence/Consultation with Line Ministry/State Departments (in case of Regulated sectors) : No**

## Annexure: Evidence of Level

NSQF Domain	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NSQF Level Descriptor
Professional Theoretical Knowledge/Process	<p>Advanced knowledge about a multidisciplinary/ interdisciplinary/ crossdisciplinary field of technology/ skills/ job role, with specialized in depth knowledge in one or more related fields. Has awareness and knowledge of the emerging and futuristic developments and issues in the chosen fields of technology/ skills/ job role. Has advanced understanding and Knowledge about the Change management processes and systems. Acquired advanced knowledge and skills on a wide range of sources for identifying problems and issues relating to the chosen fields of learning, and future improvements Advanced multidisciplinary and specialized knowledge Proficient in interdisciplinary knowledge including tech with specialized expertise in related fields; knowledgeable in emerging trends, change management, and problem-solving.</p>	<p>The learner possesses comprehensive theoretical and practical knowledge of entrepreneurship processes, including market research, business planning, financial forecasting, and regulatory frameworks. The qualification enables understanding of non-routine and unpredictable business scenarios, equipping the individual to design feasible business models, assess risks, and make informed strategic decisions. The learner is proficient in interpreting economic trends, legal compliance, and operational strategies essential for enterprise success. This matches Level 5.5 by integrating broad theoretical and technical knowledge across various domains required for complex entrepreneurial processes.</p>
Professional and Technical Skills/ Expertise/ Professional Knowledge	<p>Possesses a range of advanced cognitive, professional and technical skills required for performing and accomplishing complex tasks relating to the chosen fields of technology/ skills/ job role. Wide range of cognitive and practical skills required to create innovative and feasible solutions to complex problems and situations in uncertain environment. Project Management Skills, Understanding and application of techno-commercial aspect of technology/ associated skills or job role. Skills to adapt to the future of work and to the demands of the fast pace of innovations and technological developments. Social Intelligence Advanced Technical and Managerial Skills Proficiently skilled in advanced cognitive abilities, project management, techno-commercial aspects, and future adaptability, with social intelligence.</p>	<p>At this level, the individual is skilled in business model development, digital marketing, financial management, product innovation, customer engagement, and use of modern entrepreneurial tools and technologies (e.g., CRM, ERP, financial software). Learners can handle complex tasks, troubleshoot issues, and apply technical and business acumen in diverse contexts. They are capable of making data-driven decisions, navigating uncertainties, and aligning operations with business goals. The depth and breadth of their skills reflect Level 5.5 competencies enabling the execution of entrepreneurial functions with autonomy, precision, and innovation.</p>
Employment Readiness & Entrepreneurship Skills & Mind-set /Professional Skill	<p>Excellent leadership, Communication, collaboration and organizational skills, Possesses Administrative outlook and leadership traits for managing technical workforce. Effective mentoring, people management, listening, delegation skills, Organisation and Time Management, Creative thinking and Innovation, Good logical and mathematical analysis/ simulation modelling skills, Complete understanding of social, political, natural and work environment. Organizing, analyzing, interpreting and acting on the information and effectively communicating and presenting/ using its outcome for decision making. A keen sense of observation, enquiry, and capability for asking relevant/ appropriate questions, Managing complex technical or professional activities or projects, requiring effective, envisioning, planning and full personal responsibility for output of own work as well as for the outputs of the group as a member of the group/team, Apply leadership skills to manage people and resources for achieving organizational objectives and outcomes. Emotional Intelligence Leadership, effective resource management Dynamic leader with exceptional organizational, communication and mentoring skills, capable of driving innovation for optimal group performance.</p>	<p>The course fosters an entrepreneurial mind-set, critical thinking, problem-solving, digital literacy, and leadership skills. Learners are trained in communication, negotiation, networking, and pitching to investors, aligning with the need for both employment readiness and self-employment orientation. They understand legal, financial, and digital ecosystems, and are prepared to initiate and scale ventures or work in entrepreneurial roles within organizations. The skill set supports professional and business independence, as defined at Level 5.5, and encourages innovative thinking and opportunity recognition.</p>
	<p>Applies advanced theoretical knowledge and specialized professional and technical skills involving complex variable environment and contexts, Effective understanding, monitoring and supervision of critical parameters and KPIs or others, Evaluation and improvement of processes, procedures and work or study activities, Examine and assess the implications and consequences of emerging developments and critical issues. Make judgement in a range of situations by critically reviewing and consolidating</p>	<p>The learner is capable of planning and executing entrepreneurial ventures with minimal supervision, demonstrating mastery over tools and techniques required for venture development and operations. They apply analytical and</p>

Broad Learning Outcomes/Core Skill	evidences and risks, Constantly and regularly pursue self paced and selfdirected learning to upgrade knowledge and skills that will help accomplish complex tasks or pursue education and research. Can identifying problems and issues relating to the chosen fields of learning, and ways of future improvements, Exercises judgement based on evaluation of evidence from a range of sources to arrive at a solutions to complex real life problems in chosen fields of technology/ skills/ job role.Judgement in complex problemsApplies advanced technical skills, monitors critical parameters, evaluates and improves processes, and solves complex problems with evidence based judgement in complex problems.	evaluative skills to real-worldproblems, identify market gaps, andimplement effective solutions. Outcomesinclude effective communication, numericalproficiency, legal understanding, and resourcemobilization, ensuring success in bothentrepreneurial and intrapreneurial settings.These core skills reflect Level 5.5 descriptors,which emphasize broad cognitive andpractical competencies in variable, oftenunpredictable contexts.
Responsibility	At level 5.5 the candidate is a Manager/ Technical Manager/ product Manager or equivalent. At level 6.0 the candidate is a Senior Manager/ Senior Technical Manager/ Sr. Product Manager or equivalent. Is responsible for managing a bigger independent unit/ business activity/ project, Responsible for managing activities like planning, resourcing, processes, people, within broad parameters and with complete accountability for determining, achieving and evaluating personal and group outcomes. Effective delegation and monitoring, Exercise full management and supervision of unpredictable work;, Responsible for the work of others. Change agent, Team Building, The exercise of full personal responsibility and accountability for the initiatives undertaken and the outputs/outcomes of own work as well as of the group as a team member/ leadeVertical/ Business unit management Manager or Senior ManagerAccountable leader effectively manages independent units/projects, delegates, supervises and drives change with full responsibility and team building.	The individual assumes full responsibility fortheir work and the outcomes of theirenterprise, including financial, legal, andsocial impacts. They are capable of managingteams, delegating tasks, ensuring compliance,and meeting customer expectations. Thelearner shares responsibility in collaborativesettings while also being independentlyaccountable for strategic decisions. Thisaligns with the Level 5.5 expectation of takingcharge in a lead entrepreneurial role and beinganswerable for business outcomes, indicating readiness for both leadership and accountability in professional practice.

## Annexure: Tools and Equipment (Lab Set-Up)

### List of Tools and Equipment

Batch Size : 30

S.No.	Tool or Equipment Name	Specification	Tool or Equipment ratio per the number of learners	Remarks
1	Computer or Laptop	Eight GB RAM with Twelve GHZ total processing speed with two GB Graphics memory with MS OFFICE	1:1	-

### Classroom Aids

The aids required to conduct sessions in the classroom are:

S.No.	Aids required to conduct sessions in the classroom / Equipment Name
1	Laptop, Projector, Whiteboard, Whiteboard Marker, Whiteboard Duster

## Annexure: Industry Validations Summary

Agnistoka Technology, IOCFC INDIA, KSP EQUIPMENTS, ESPACIA DECORATORZ, MANJU ENTERPRISES, FOODMART AGRO ENGINEERING, Nuti Food Science, S K Engineering Works, Kritti Wash Equipments Pvt Ltd, Manmachine Works Pvt Ltd, WOW Go Green LLP, Eco Green Tech Solution, Esniff Devices Pvt Ltd, Shree Ganesh Recycling Pvt Ltd, TERRON INDIA PVT LTD, Vital Van Gaurd, Thave Engineering Corporation, Antriksh Photonergy, Metropod EV Private Limited, Nutrelis Agro Food, R Mech Machines LLP, D Art International, Concept of Superfood LLP, Saurdisha Innovations Pvt Ltd, Craft Tree Academy, Microtech Engineering, Technic Pharma Equipments, SPEC Engineering and Consulta, Zigma Machinery and Equipment, Startup Business and Property

## Annexure: Training Details

### Training and Employment Projections:

S.No.	Year	Estimated trainings of total Candidates	Estimated trainings of women	Estimated trainings of Persons with Disabilities (PwDs)
1	2024 - 2025	0	0	0
2	2025 - 2026	360	36	0
3	2026 - 2027	360	36	0
Total		0	0	0

## Annexure: Blended Learning

## Blended Learning Estimated Ratio and Recommended Tools:

Refer NCVET Guidelines for Blended Learning for Vocational Education, Training and Skilling available on:

<https://ncvet.gov.in/wp-content/uploads/2023/01/Guidelines-for-Blended-Learning-for-Vocational-Education-Training-Skilling.pdf>

S.No.	Components of the MC	List Recommended Tools for all Selected Components	Offline:Online Ratio
1	Theory/ Lectures - Imparting theoretical and conceptual knowledge	LMS and its associated resources Preferably integrated with ABs own LMS Solution	3:4
2	Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	LMS and its associated resources Preferably integrated with ABs own LMS Solution	3:4
3	Showing Practical Demonstrations to the learners	LMS and its associated resources Preferably integrated with ABs own LMS Solution	4:3
4	Tutorials/ Assignments/ Drill/ Practise	LMS and its associated resources Preferably integrated with ABs own LMS Solution	4:3
5	Proctored Monitoring/ Assessment/ Evaluation/ Examinations	LMS and its associated resources Preferably integrated with ABs own LMS Solution	1:3
6	On the Job Training (OJT)/ Project Work Internship /Apprenticeship Training	NA	1:0

## Annexure: Standalone NOS-Performance Criteria Details

1.	<b>Description :</b>	<p>This occupational standard equips aspiring entrepreneurs and enterprise managers with essential skills to manage business finances and IT-enabled accounting systems efficiently. Learners will grasp the fundamentals of bookkeeping, financial statements, ratio analysis, budgeting, and strategic investment planning. Emphasis is placed on managing income-expense cycles, cash flows, pricing strategies, loans, and negotiations with investors and suppliers to improve liquidity. This comprehensive training ensures financial discipline, informed decision-making, and digital readiness in managing enterprise accounts and operations Mentorship and handholding support for enterprise establishment may also be availed by students through our Incubator, the Institute for Industrial Development (IID), which operates in partnership with the Ministry of MSME, Government of India. IID has a strong network of over 2,000 industry mentors who will guide and support these candidates throughout their enterprise development journey.</p>
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2.	<b>Scope :</b>	Interpret and prepare key financial statements such as the Profit & Loss Statement, Balance Sheet																								
3.	<b>Elements and Performance Criteria:</b>	To be competent, the user/individual on the job must be able to:																								
		<table border="1"> <thead> <tr> <th data-bbox="922 284 1160 347">S.No.</th> <th data-bbox="1160 284 2085 347">Elements and Performance Criteria(PC)</th> </tr> </thead> <tbody> <tr> <td data-bbox="922 347 1160 451">1</td> <td data-bbox="1160 347 2085 451">apply double-entry system rules for recording transactions and maintain journals, ledgers, and trial balance</td> </tr> <tr> <td data-bbox="922 451 1160 555">2</td> <td data-bbox="1160 451 2085 555">use Cash Book, Purchase Book, and Sales Book to record and monitor day-to-day business transactions</td> </tr> <tr> <td data-bbox="922 555 1160 659">3</td> <td data-bbox="1160 555 2085 659">prepare and analyse profitability, liquidity, activity, and solvency ratios using basic financial data</td> </tr> <tr> <td data-bbox="922 659 1160 762">4</td> <td data-bbox="1160 659 2085 762">classify expenses into fixed and variable costs and apply basic forecasting principles</td> </tr> <tr> <td data-bbox="922 762 1160 866">5</td> <td data-bbox="1160 762 2085 866">identify and track financial KPIs including ROI, ROE, Net Profit Margin, and cash conversion cycle</td> </tr> <tr> <td data-bbox="922 866 1160 970">6</td> <td data-bbox="1160 866 2085 970">prepare cash flow budgets, apply zero-based budgeting, and perform basic capital allocation</td> </tr> <tr> <td data-bbox="922 970 1160 1074">7</td> <td data-bbox="1160 970 2085 1074">analyse the structure and purpose of Balance Sheet, Profit and Loss Account, and Cash Flow Statement</td> </tr> <tr> <td data-bbox="922 1074 1160 1177">8</td> <td data-bbox="1160 1074 2085 1177">map procurement, production, sales, and collection activities within the business operating cycle</td> </tr> <tr> <td data-bbox="922 1177 1160 1281">9</td> <td data-bbox="1160 1177 2085 1281">forecast cash flows, working capital requirements, and liquidity ratios for business planning</td> </tr> <tr> <td data-bbox="922 1281 1160 1385">10</td> <td data-bbox="1160 1281 2085 1385">identify and document strategies for equity funding, credit terms, and supplier agreements</td> </tr> <tr> <td data-bbox="922 1385 1160 1503">11</td> <td data-bbox="1160 1385 2085 1503">enter sample accounting transactions using Tally, Zoho, or QuickBooks for practice purposes</td> </tr> </tbody> </table>	S.No.	Elements and Performance Criteria(PC)	1	apply double-entry system rules for recording transactions and maintain journals, ledgers, and trial balance	2	use Cash Book, Purchase Book, and Sales Book to record and monitor day-to-day business transactions	3	prepare and analyse profitability, liquidity, activity, and solvency ratios using basic financial data	4	classify expenses into fixed and variable costs and apply basic forecasting principles	5	identify and track financial KPIs including ROI, ROE, Net Profit Margin, and cash conversion cycle	6	prepare cash flow budgets, apply zero-based budgeting, and perform basic capital allocation	7	analyse the structure and purpose of Balance Sheet, Profit and Loss Account, and Cash Flow Statement	8	map procurement, production, sales, and collection activities within the business operating cycle	9	forecast cash flows, working capital requirements, and liquidity ratios for business planning	10	identify and document strategies for equity funding, credit terms, and supplier agreements	11	enter sample accounting transactions using Tally, Zoho, or QuickBooks for practice purposes
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		12	draft monthly income and expense statements and annual budget sheets with savings and investments
		13	generate invoices and bills with GST applicability and e-invoicing systems using accounting software
		14	implement basic internal control practices including segregation of duties, authorization, and monitoring
		15	follow access controls, data confidentiality, cybersecurity measures, audit tracking, compliance, and data retention practices
		The individual on the job needs to know and understand:	
		<b>S.No.</b>	<b>Knowledge and Understanding(KU)</b>
		1	Explain the principles and rules of the double-entry system of accounting
		2	Identify journals ledgers and trial balance and their role in bookkeeping
		3	Explain the structure and utility of cash book purchase book and sales book
		4	Identify the types of account books maintained by small businesses and their purpose
		5	Explain the structure and purpose of balance sheet profit and loss account and cash flow statement
		6	Explain basic concepts of cost classification including fixed variable and operating expenses
		7	Identify principles of expense categorization and basic cost forecasting methods

4.	<b>Knowledge and Understanding (KU):</b>	8	List profitability liquidity activity and solvency ratios and their importance
		9	Identify key financial performance indicators such as ROI ROE net profit margin and cash conversion cycle
		10	Explain budgeting concepts including cash flow budgeting zero-based budgeting and capital allocation
		11	Identify stages of the business cycle including procurement production sales and collection
		12	Explain techniques for forecasting cash flows working capital requirements and liquidity needs
		13	Identify strategies for equity funding credit terms and supplier agreements
		14	Explain features utilities and limitations of accounting software such as Tally Zoho and QuickBooks
		15	Explain internal control practices including authorization segregation of duties data security and compliance
5.	<b>Generic Skills (GS):</b>	User/individual on the job needs to know how to:	
		<b>S.No.</b>	<b>Generic Skills(GS)</b>
		1	Communication skills
		2	Customer service excellence
		3	Problem solving abilities
		4	Time management
		5	Decision making skills

	6	Teamwork and collaboration
	7	Attention to detail
	8	Critical thinking
	9	Adaptability and flexibility
	10	Financial literacy

### Annexure: Standalone NOS-Detailed Assessment Criteria

**Ensure the Assessment Mode and Criteria under Basic Details are mapped to the Standalone NOS-Detailed Assessment Criteria.**

Detailed PC-wise assessment criteria and assessment marks for the NOS are as follows (Refer NCVET Guidelines):

Learning Outcomes	Formative Assessment (Marks)	Theory Marks	Practical Marks	Project Marks	Viva Marks
apply double-entry system rules for recording transactions and maintain journals, ledgers, and trial balance	N/A	4.0	4.0	0.0	0.0
use Cash Book, Purchase Book, and Sales Book to record and monitor	N/A	4.0	4.0	0.0	0.0

day-to-day business transactions					
prepare and analyse profitability, liquidity, activity, and solvency ratios using basic financial data	N/A	4.0	4.0	0.0	0.0
classify expenses into fixed and variable costs and apply basic forecasting principles	N/A	4.0	4.0	0.0	0.0
identify and track financial KPIs including ROI, ROE, Net Profit Margin, and cash conversion cycle	N/A	3.0	3.0	0.0	0.0
prepare cash flow budgets, apply zero-based budgeting, and perform basic capital allocation	N/A	3.0	3.0	0.0	0.0
analyse the structure and purpose of Balance Sheet, Profit and Loss Account, and Cash Flow Statement	N/A	4.0	4.0	0.0	0.0

map procurement, production, sales, and collection activities within the business operating cycle	N/A	3.0	3.0	0.0	0.0
forecast cash flows, working capital requirements, and liquidity ratios for business planning	N/A	3.0	3.0	0.0	0.0
identify and document strategies for equity funding, credit terms, and supplier agreements	N/A	3.0	3.0	0.0	0.0
enter sample accounting transactions using Tally, Zoho, or QuickBooks for practice purposes	N/A	3.0	3.0	0.0	0.0
draft monthly income and expense statements and annual budget sheets with savings and investments	N/A	3.0	3.0	0.0	0.0
generate invoices and bills with GST applicability and e-	N/A	3.0	3.0	0.0	0.0

invoicing systems using accounting software					
implement basic internal control practices including segregation of duties, authorization, and monitoring	N/A	3.0	3.0	0.0	0.0
follow access controls, data confidentiality, cybersecurity measures, audit tracking, compliance, and data retention practices	N/A	3.0	3.0	0.0	0.0
<b>Total</b>	<b>0.0</b>	<b>50.0</b>	<b>50.0</b>	<b>0.0</b>	<b>0.0</b>
Categorization of Learning Outcomes and Detailed Assessment Criteria : N/A					