

## **QUALIFICATION FILE – CONTACT DETAILS OF SUBMITTING BODY**

### **Name and address of submitting body:**

NIELIT Gorakhpur Extension Centre Lucknow,

A 1/9, Sumit Complex, Vibhuti Khand, Gomtinagar, Lucknow 226010.

### **Name and contact details of individual dealing with the submission**

<b>Name:</b>	Mr.Pawan Verma
<b>Position in the organisation</b>	Technical Officer
<b>Address if different from above</b>	NA
<b>Tel number(s)</b>	0522-2720590
<b>E-mail address</b>	pawanverma@nielit.gov.in

### **List of documents submitted in support of the Qualifications File**

1. Detailed Curriculum
2. Industry Validation (Annexure-1)

## QUALIFICATION FILE SUMMARY

<b>Qualification Title</b>	Advance Diploma in Computer Application Accounting and Publishing		
<b>Qualification Code</b>	NIELIT/OA/4/40		
<b>Body/bodies which will assess candidates</b>	<b>Examination Cell,</b> National Institute of Electronics and Information Technology, 6-CGO Complex, Electronics Niketan, Lodhi Road, New Delhi. 110003.		
<b>Body/bodies which will award the certificate for the qualification.</b>	<b>Certification Division,</b> National Institute of Electronics and Information Technology, 6-CGO Complex, Electronics Niketan, Lodhi Road, New Delhi. 110003.		
<b>Body which will accredit providers to offer the qualification.</b>	<b>Accreditation Division,</b> National Institute of Electronics and Information Technology, 6-CGO Complex, Electronics Niketan, Lodhi Road, New Delhi. 110003.		
<b>Occupation(s) to which the qualification gives access</b>	Office Assistant, Desktop Publisher, Account Assistant, Technical Assistant		
<b>Proposed level of the qualification in the NSQF.</b>	4		
<b>Notional Learning Hours</b>	200 hours.		
<b>Entry requirements / recommendations.</b>	Intermediate with knowledge of Basic computer and Internet Concepts.		
<b>Progression from the qualification.</b>	Office Assistant → Technical Assistant → Account Assistant → Desktop Publisher		
<b>Planned arrangements for RPL.</b>	Yes. The RPL will be carried out through screening, identifying the skill gaps, provide bridge training to cover the competency gap & then conduct final assessments of the candidates		
<b>Formal structure of the qualification</b>			
This Course contains total four modules.			
<b>Title of unit or other component</b> (include any identification code used)	<b>Mandatory/ Optional</b>	<b>Estimated size (learning hours)</b>	<b>Level</b>
Understanding Computer fundamental and office automation software	Mandatory	50	4
Introduction To Financial Accounting	Mandatory	50	

Preparation of Account Books Using Accounting Packages	Mandatory	50	
Working with Desktop Publishing Softwares	Mandatory	50	

Please attach any document giving further detail about the structure of the qualification – eg a Curriculum or Qualification Pack.

## **SECTION 1** **ASSESSMENT**

### **Name of assessment body:**

#### **Examination Section**

National Institute of Electronics and Information Technology  
6-CGO Complex, Electronics Niketan,  
Lodhi Road, New Delhi. 110003.

#### **Will the assessment body be responsible for RPL assessment?**

Give details of how RPL assessment for the qualification will be carried out and quality assured.

Yes. The RPL will be carried out through screening, identifying the skill gaps, provide bridge training to cover the competency gap & then conduct final assessments of the candidates.

#### **Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, consistent and fair and show that these are in line with the requirements of the NSQF:**

The emphasis is on practical demonstration of skills & knowledge based on the performance criteria. Each OUTCOME is assessed & marked separately. Student is required to pass in all OUTCOMES individually and marks are allotted. Following assessment methodologies are used.

- A. Written Assessment (Multiple Choice Questions)
- B. Practical Assessment
- C. Viva Voce Assessment

#### **Supporting evidences for Assessment**

The assessment results are backed by following evidences.

- 1 The assessor collects a copy of the attendance for the training done under the scheme. The attendance sheets are signed and stamped by the In charge / Head of the Training Centre.
- 2 The assessor verifies the authenticity of the candidate by checking the photo ID card issued by the institute as well as any one Photo ID card issued by the Central/Government. The same is mentioned in the attendance sheet.
- 3 The assessor assigns roll number.
- 4 The assessor takes photograph of all the students along with the assessor standing in the middle and with the centre name/banner at the back as evidence.

Please attach any documents giving further information about assessment and/or RPL.

## **ASSESSMENT EVIDENCE**

**Complete the following grid for each grouping of NOS, assessment unit or other component as listed in the entry on the structure of the qualification on page 1.**

### **Job Role**

Office Assistant

**Title of Unit/Component:**

Assessable Outcomes	Assessment criteria for the outcome	Total Mark	Written	Practical	Vivo-voce
1. Getting Knowledge of Computer fundamental and office automation software	Learn basic concepts of Computer Fundamental	125	15	15	5
	Identify different concepts of Operating System and its functions		15	15	10
	Take necessary action how to use Office Automation Software		20	20	10
		<b>Total</b>	<b>50</b>	<b>50</b>	<b>25</b>
2. Explain Concepts of Financial Accounting	Prepare and Practice Financial Accounting	125	25	25	10
	Prepare and Practice Advance Financial Accounting		25	25	15
		<b>Total</b>	<b>50</b>	<b>50</b>	<b>25</b>
3. To familiarize with Preparation of Account Books Using Accounting Packages	Prepare Account Books Through Accounting Package	125	25	25	10
	Prepare Account Books Through Advance Accounting Package		25	25	15
		<b>Total</b>	<b>50</b>	<b>50</b>	<b>25</b>
4. Develop Concept of Desktop Publishing Softwares	Execute Advance Skills on Page Maker	125	25	25	10
	Execute Advance Skills on Photo Shop and Coral Draw		25	25	15
		<b>Total</b>	<b>50</b>	<b>50</b>	<b>25</b>
	<b>Grand Total</b>	<b>500</b>	<b>200</b>	<b>200</b>	<b>100</b>

**Means of assessment 1**

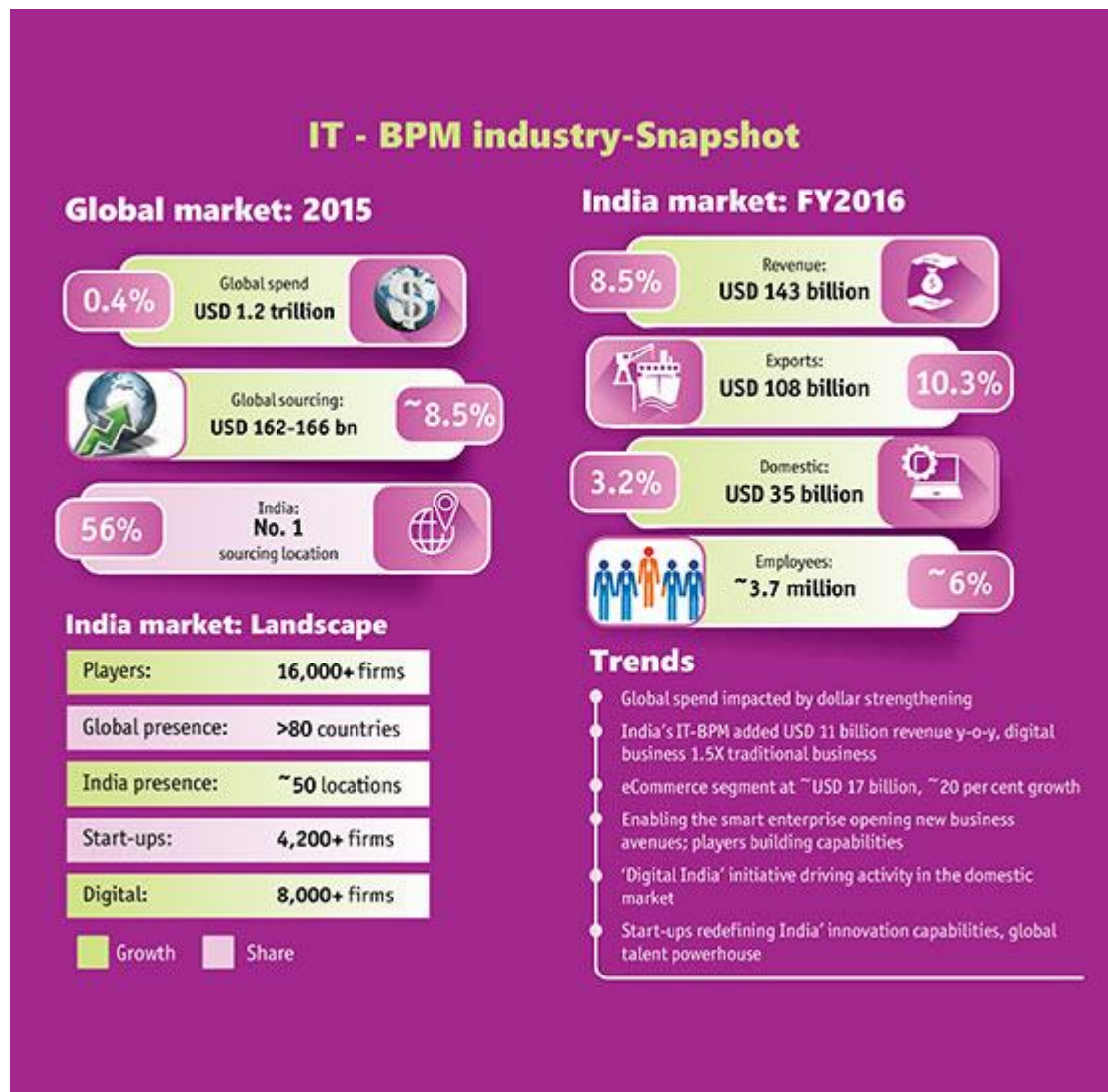
Proctored online assessments (LAN and Web based), carried out using a variety of question formats applicable for linear / adaptive methodologies; performance criteria being assessed via situation judgement tests, simulations, code writing, psychometrics and multiple choice questions etc.



## SECTION 2

### EVIDENCE OF NEED

What evidence is there that the qualification is needed?



<http://www.nasscom.in/indian-itbpo-industry>

The Indian IT-BPM sector continues to be one of the largest employers in the country directly employing nearly 3.5 million professionals, adding over 2,30,000 employees. Mr. R Chandrasekaran, Chairman, NASSCOM, said, "We are delighted with the robust growth demonstrated by the industry during the current fiscal year. The industry today has a very diverse landscape which is constantly evolving and fuelling growth for the industry. Digital also became main stream during the year, with industry increasingly investing in digitized solutions to drive future growth opportunities. Interestingly digital solutions in the year accounted for 12-14% of the industry revenues. NASSCOM will continue to work with its members to build capabilities within the country and position India as an ideal global digital hub, leveraging technology for transformation and driving innovation across domains."

The domestic IT-BPM market is rapidly approaching the USD 50 billion mark. In FY2015, the market is expected to be a little over USD 48 billion, an annual growth of

14 per cent. This is faster than the average industry growth, and is largely being driven by the booming eCommerce segment. Stable government with a technology focused growth agenda is further boosting technology adoption in the domestic market

“India is jumping the technology maturity curve and is emerging as a digital economy. The recent announcements by the Government on Digital India, Make in India, Skilling India are creating a renewed thrust on the domestic market. NASSCOM will continue to partners with diverse industry sectors and related government departments to enable technology adoption for key challenges faced by the country.” said Mr. R. Chandrashekhar, President, NASSCOM.

In FY2016, NASSCOM expects the industry to add revenues of USD 20 billion to the existing industry revenues of USD 146 billion. Export revenues for FY2016 is projected to grow by 12 to 14% and reach USD 110-112 bn. Domestic revenues (including ecommerce) for the same period will grow at a rate of 15-17% percent and is expected to reach USD 55-57 billion during the year.

Mr. BVR Mohan Reddy, Vice Chairman, NASSCOM said “The future looks very promising as the IT-BPM industry is gearing itself well to next phase of challenges. Digitization, disruptive technologies and innovation will fuel growth with new opportunities in the years ahead. NASSCOM will work with its members to showcase India as a destination of high value globalized solutions which are transformative and innovative. The fast growing technology start-up sector will further drive innovation in the country”

Source: <http://www.nasscom.in/robust-growth-indian-itbpm-industry>

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**What is the estimated uptake of this qualification and what is the basis of this estimate?**

20 students / Batch – 2 Batches /Year

**What steps were taken to ensure that the qualification(s) does/do not duplicate already existing or planned qualifications in the NSQF?**

Online access of Qualification Register is not yet available.

**What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated?**

The Qualification is to be monitored and reviewed every two years.

The following data will be used

1. Results of assessments
2. Employer feedback will be sought post-placement
3. Student feedbacks

Please attach any documents giving further information about any of the topics above.

NIL

**SECTION 3**  
**SUMMARY EVIDENCE OF LEVEL**

Level of qualification: 4

Summary of Direct Evidence:

Justify the NSQF level allocated to the QP by building upon the five descriptors of NSQF.  
Explain the reasons for allocating the level to the QP.

Generic NOS is/are linked to the overall authority attached to the job role.

<b>Process required</b>	<b>Professional knowledge</b>	<b>Professional skill</b>	<b>Core skill</b>	<b>Responsibility</b>	<b>Level</b>
<p>Individual after acquiring the knowledge of Computer fundamental and office automation software is able to manage all office work through computer</p> <p>Individual After acquiring skill of Financial Accounting and Accounting Packages is able to prepare account books</p>	<p>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.</p> <p>Acquainted with common software tools and process. Understand the context of work and trade at basic level. Familiar with local specific profession and basic numeracy with literacy skills</p>	<p>Handling of appropriate software tools. Take adequate steps. Posses soft skills required to deal with profession efficiently</p>	<p>Individual should have strong technical, analytical and problem solving, skills.</p> <p>For updating job knowledge by researching latest enhancements in the technology and software products.</p> <p>Can demonstrate routine, basic operating tasks independently</p>	<p>Office Assistants and Technical Assistants are able to deliver services to any corporate offices as per their requirements</p> <p>Desktop Publisher are able to work with any advertising firm OR start their own business</p> <p>Account Assistants are able to work in account and finance department of any requirements.</p> <p>After acquiring skill of Desktop Publishing Software individual is able to prepare and design pamphlet brochures.</p>	4
4	4	4	4	4	



#### **SECTION 4**

##### **EVIDENCE OF RECOGNITION OR PROGRESSION**

**What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?**

This qualification has comprises both technical and analytic skills and can be linked to any qualification higher than this one, existing or to come.

Please attach any documents giving further information about any of the topics above.  
Give details of the document(s) here:

NA

#### **SECTION 5**

##### **EVIDENCE OF INTERNATIONAL COMPARABILITY**

**List any comparisons which have been established.**

**NIL**

