**NSDA Reference**

To be Added by NSDA

CONTACT DETAILS OF THE AWARDING BODY FOR THE QUALIFICATION

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| 1. **Name and address of awarding body:**   **National Academy of RUDSETI**  **Chitrapur Bhavan**  **15th Cross, 8th Main**  **Malleswaram**  **Bengaluru- 560 055**  **Ph: 080- 2346 2875**  **Email:** [**info@rudsetacademy.org**](mailto:info@rudsetacademy.org)   1. **Name and contact details of the Individual dealing with the submission:**   **Name: Sri. R. R. Singh**  **Position in the Organization**: **Director General**  **Address:** Same as above  **Email:** [**dg@rudsetacademy.org**](mailto:dg@rudsetacademy.org)   1. **List of Documents submitted in support of the Qualifications file (Annexure)** 2. **About National Academy of RUDSET** 3. **RUDSETI Model of Entrepreneurship Development** 4. **Curriculum document /Syllabus** 5. **Session Plan** 6. **Bank wise list of RSETIs** 7. **Research Studies regarding RUDSETI/RSETI** |

# SUMMARY

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| **Qualification Title: Computerized Accounting** |
| **Qualification Title: NARQ40025-PROCESS** |
| **Nature and purpose of qualification:**    Qualification enables the trainee to set up their own office to provide services to maintain books of accounts and prepare financial statements for small enterprises. According to NSSO Data (2013) among workers in rural areas, 54.2% are self-employed and 38.6% work as casual labor, where as only 7.2% have regular wage employment. Most of the self employed are engaged in agriculture and have very little formal skills both in farm and non-farm occupations. Hence, the need to skill rural youth so that the next generation of workers become skilled, productive and contribute positively for the growth of the economy.    On gaining technical skills and skills in entrepreneurship, the candidates trained in this qualification can start their own agency for providing computerized accounting services and related services. There is increasing demand for this service especially for private (domestic) and public events in the rural areas and small towns. On becoming an entrepreneur the candidate trained in this qualification will initially promote a micro-enterprise which can gradually grow to become a small and later medium scale enterprise. The Micro, Small and Medium Enterprises (MSME) sector has emerged as a highly vibrant and dynamic sector of the Indian economy over the last five decades. MSMEs are playing a crucial role in providing large employment opportunities at comparatively lower capital cost than large industries. They are also contributing in a significant manner to the industrialization and development of rural and backward areas. This helps to reduce regional disparities and provides for a more equitable distribution of national income and wealth. MSMEs contribute enormously to the socio-economic development of the country. This sector today consists of 36 million units and provides employment to over 80 million persons. The Sector through more than 6,000 products contributes about 8% to GDP besides 45% to the total manufacturing output and 40% to the exports from the country. The MSME sector has the potential to spread industrial growth across the country and can be a major partner in the process of inclusive growth. The Micro, Small and Medium enterprises contribute to over. Entrepreneurship, and resultant creation of employment and wealth, is a major mean for inclusive development. A programme which is conducted with a motive to promote potential entrepreneurs, understanding of motives, motivational pattern, their impact on behavior and entrepreneurial value is termed as entrepreneurial development programme. |

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| **Body/bodies which will award the qualification: National Academy of RUDSETI, Bengaluru**  The National Academy of RUDSETI was established in April 2009 in response to an emerging need for capacity building and mentoring of more than 585 Rural Self Employment Training Institutes (RSETIs) established in each district of the country as joint venture between different Banks and the Ministry of Rural Development, Government of India to work as National Level Resource Organization for RUDSETIs and RSETIs and other similar type of Institutes   1. To design and conduct training programmes and undertake project in Enterprise Promotion, Rural Development, Technology Transfer and imparting Human Resource Development (HRD) concepts. 2. To conduct research and development work in the field of Entrepreneurship Development 3. To act as a advisory to policy makers relating to Enterprise Promotion and Rural Development (for Government /NGOs/ Other Organizations / Financial Institutions /Corporate Entities / Central Secretariat, RUDSETI) 4. To take up any other activities connected with Rural Development and Entrepreneurship Development and Rural Development. 5. To provide Consultancy and Counseling Services in the field of Entrepreneurship Development and Rural Development. 6. Any other activity aimed at Development of Entrepreneurship, Rural Development and serving the society at large.   (See Annexure I for a complete profile of NAR and Annexure II for RUDSETI model of Entrepreneurship Development) |
| **Body which will accredit providers to offer courses leading to the qualification:**  National Academy of RUDSETI, Bengaluru |

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| **Body/bodies which will be responsible for assessment:**  National Academy of RUDSETI, Bengaluru |
| **Occupation(s) to which the qualification gives access:**  This qualification will enable the trainee to establish their business in providing services in the area of financial accounting and preparation of books and accounts and financial statements and taxation advisory. The services is mainly aimed at providing these services to micro, small and medium enterprises Besides skills in this field the qualification will give access to the trainee to:   1. Acquire and internalize the required Entrepreneurial Competencies (skill as well as attitude). 2. Knowledge and techniques for identifying the business opportunities, selection of an entrepreneurial activity, launching of the venture and skills for managing a Micro Enterprise. 3. Build confidence in one’s own abilities |

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| **Level of the qualification in NSQF:**  Level 4 |
| **Anticipated volume of training / learning required to complete the qualification:**  240 hours  See Annexure III for Curriculum document/Syllabus & Annexure IV for Session Plan |
| **Entry Requirements and/or recommendations**  Male or Female Candidates in the age group of 18 to 45 years having inclination for taking up entrepreneurship in computer based accounting as a self-employment occupation. Preferably computer literate.. |
| **Progression from the qualification:**  This qualification will enable the trainees to become self employed by providing service in the field of entrepreneurship in computer accounting and taxation advisory. He/she will be able to set up his/her own unit offering the above mentioned services. In due course they will graduate to become an entrepreneur through expansion thereby providing employment to others also. |
| **Planned arrangements for the Recognition of Prior Learning (RPL):**  Not applicable |
| **International comparability where known:**  **------** |

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| **Formal structure of the qualification** | | | |
| **Computerized Accounting** | **Mandatory/**  **Optional** | **Estimated Size (learning hours)** | **Level** |
| **PROFESSIONAL KNOWLEDGE**  **A - ENTREPRENEURSHIP**   1. Knowledge of self-confidence , attitude 2. Entrepreneurial competencies 3. Banking, insurance , financial accountancy and management 4. Legal aspects ,regulatory aspects of SMEs   **B – TECHNICAL KNOWLEDGE**   1. Use of Tools/ Equipment and Various components used in accounting packages. 2. Use of Internet Concepts, Surfing, Mailing & Social Media. 3. Using PC Tools: WinRAR, PDF Readers, Team viewer, Skype. 4. Usage of advanced excel and MIS 5. Practical Accounting Vouchers and Documentation. 6. Generating statutory compliance from Tally (ERP9) 7. Accounts Document Management (Sale, Purchase, Expense Vouchers, Bank Statements, Counter Slip, Pay-in Slip, Income Tax, Service Tax, VAT,     TDS Documents etc. 8. Finalizing Trial Balance, Profit & Loss Accounts, Balance Sheet and Stock Statements 9. Writing Project Reports for MSMEs as per Banking requirements 10. Ability to fill to up various Taxation forms on-line and off-line 11. Ability to negotiate Insurance Packages with Insurance companies | Mandatory  Mandatory | 32 hours  104 hours | Level 4  Level 4 |
| **C – PROFESSIONAL SKILLS**   1. Use of Tools/ Equipment and Various components used in accounting packages. 2. Use of Internet Concepts, Surfing, Mailing & Social Media. 3. Using PC Tools: WinRAR, PDF Readers, Team viewer, Skype. 4. Usage of advanced excel and MIS 5. Practical Accounting Vouchers and Documentation. 6. Generating statutory compliance from Tally (ERP9) 7. Accounts Document Management (Sale, Purchase, Expense Vouchers, Bank Statements, Counter Slip, Pay-in Slip, Income Tax, Service Tax, VAT, TDS Documents etc. 8. Finalizing Trial Balance, Profit & Loss Accounts, Balance Sheet and Stock Statements 9. Writing Project Reports for MSMEs as per Banking requirements 10. Ability to fill to up various Taxation forms on-line and off-line 11. Ability to negotiate Insurance Packages with Insurance companies | Mandatory | 64 hours | Level 5 |
| **CORE SKILLS**   1. Identify business opportunities in chosen sector 2. Conduct market survey and prepare simple business plan 3. Ability to plan and assess risk 4. Problem solving capabilities 5. Time management skills 6. Communication skills 7. Business Management skills | Mandatory | 34 hours | Level 4 |
| **Admission, Evaluation Text & Valedictory** | Mandatory | 6 hours | - |
| **Total Duration of the Course** | | **240 hours** | |

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| **SECTION 1 - ASSESSMENT**  **Body/Bodies which will carry out assessment:**  This qualification will be used by 585 RSETIs (list is furnished in Annexure IV) across the country which has been established in each district. These RSETIs are controlled by commercial banks (both Government owned and Private). NAR is a separate body and there is no linkage in management and control between the RSETIs offering the training and NAR which will conduct the assessment. The assessment of outcome of the qualification will be done by NAR which is an independent organization. It is run by professionals who are expert in rural entrepreneurship development. In NAR there will be a separate vertical similar to ‘Controller of Examinations’ in Universities, which will conduct the assessment through its empanelled assessors at the RSETI level. The empanelled assessors will be provided training by NAR.  **How will RPL assessment be managed and who will carry out?**  Not Applicable  **Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of NSQF.**  Assessment tools for the Qualification are decided on the basis of composition of knowledge and skill in that particular Course. All assessments shall have at least two tools viz.1. Practical test and 2. Written test and/or Viva.   1. **Assessment process:**   The assessment will be primarily carried out by collecting evidence of competence gained by the trainees by observing them at work, asking questions and initiating formative discussions to assess understanding and by evaluating their practical work. The question papers for the theory Examinations contain objective/descriptive type questions, drawings etc.  **Minimum pass mark:** Overall 50% of marks allotted   1. **Testing and certifications for the course:**   Arrangements will be made by NAR to ensure that the evidence on which assessment / judgments made are comparable for all trainees and that the judgments made does not vary from assessor to assessor. Arrangements’ relating to the conduct and monitoring process of assessment are as follows:   * Questions papers will be prepared by NAR in consultation with vocation experts in the field. * Structured tests at the Institute level will be administered in the presence of the assessors. * The tests will be supervised and monitored at every Centre * Theory and practical Examinations will be carried out with invigilators/examiners with the overall supervision of the certified assessors. * Examiners called for evaluation of practical will have technical expertise in the field |

**ASSESSMENT EVIDENCE**

**Assessment & Evaluation:**

The trainees will be assessed through a structured test process. The test will comprise of both written, practical and viva voce. Standard question paper will be devised keeping in view the expected outcome of the training. The test will be administered by certified and empanelled assessors at RSETI level. The technical skill component will be tested through practical examination. Both of these tests will be followed by personal interview wherein the entrepreneurial competencies will be tested. The extent of internalization of the inputs given will be tested. The face-to-face interview will assess the overall ability of the trainee concerned to perform the defined job role including behavioral aspects of entrepreneurial competencies. On getting the results of these tests from the assessors at ground level, a senior expert in entrepreneurship at NAR, Bengaluru will review the marks and on his validation, system generated certificates will be issued to the successful candidates online.

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| **Entrepreneurship Development** | | | | | | |
| **Assessable Outcomes** | **Performance Criteria** | **Assessment Criteria** | | | | |
| **Total** | **Theory** | | **Practical** | |
| 1. Candidate is clearly able to differentiate between Wage employment, Self-employment and Entrepreneurship 2. Understand, appreciate and develop the self-confidence for embarking on self-employment / entrepreneurship. 3. Understand and internalize entrepreneurial competencies and know their importance for becoming a successful entrepreneur. 4. Trainee is able to understand the legal and regulatory aspects of launching an enterprise. 5. Trainee is able to appreciate need for continuous growth and expansion of an enterprise 6. Trainee is able to analyze major trends in a given economic sector / sub-sector and identify Business Opportunities 7. Trainee is able to conduct market survey and develop sound Business Plans based on obtained data. 8. Develop effective personal management skills like time management and communication skills. 9. Knows to maintain simple books of accounts and prepare financial statement for small business 10. Trainees able to devise a simple marketing and sales strategies and plan for a small business 11. Trainees able to manage small team of workers required for managing a small business | **PC 1** – Understanding the Context and Need for Rural Entrepreneurship Development, Role of RSETIs | 1 | 1 | | 0 | |
| **PC 2** – Developing Self Confidence and Positive Attitude (Micro Lab & Tower Building) | 2 | 1 | | 1 | |
| **PC 3** – Comparative Advantages of Entrepreneurship and Self Employment over Wage Employment | 1 | 1 | | 0 | |
| **PC 4** – Understanding and self evaluation of Achievement Motivation and ways and improve motivation (SRQ) | 6 | 2 | | 4 | |
| **PC 5** - Understanding and internalizing entrepreneurial competencies | 5 | 3 | | 2 | |
| **PC 6** - Understanding the Concept of Risk Taking and Ability to do Risk Assessment (Ring Toss Game) | 3 | 1 | | 2 | |
| **PC 7** - Understanding the importance of Systematic Planning and Efficiency Orientation (Boat Building) | 2 | 1 | | 1 | |
| **PC 8** - Being able to understand the importance of Quality Assurance and Improvement in Business | 2 | 1 | | 1 | |
| **PC 9** - Understanding the process of steps in Problem Solving | 3 | 2 | | 1 | |
| **PC 10 –** Time Management – Understanding of Basic Concepts and ability to manage time | 3 | 2 | | 1 | |
| **PC 11 –** Effective Communication Skills – Understanding of Basic Concepts and ability | 2 | 1 | | 1 | |
| **PC 12** – Ability to assess market conditions and indentify appropriate business opportunities | 3 | 3 | | 0 | |
| **PC 13** - Ability to Conduct Market Survey on a limited scale in a given area of Business | 7 | 3 | | 4 | |
| **PC 14** – Understanding of Banking & Insurance and how it can help a start up enterprise | 6 | 3 | | 3 | |
| **PC 15** – Ability to Prepare Business Plan based on data obtained from Market Survey | 16 | 6 | | 10 | |
| **PC 16** – Understanding licensing and regulatory aspects of launching an enterprise. | 3 | 3 | | 0 | |
| **PC 17** – Ability to Maintain Books of Accounts and Develop Financial Statements for a Small Business | 8 | 6 | | 2 | |
| **PC 18** – Understanding and ability for Inventory and Materials Management | 5 | 3 | | 2 | |
| **PC 19** – Understanding and ability for Sales and Marketing | 7 | 4 | | 3 | |
| **PC 20** – Human Resource Management – Understanding of Concepts & ability to manage a team | 5 | 3 | | 2 | |
| **PC 21** - Understanding of Basic Laws relating to MSMEs | 5 | 5 | | 0 | |
| **PC 22** – Growth and Strategic Planning - Understanding of Concepts | 5 | 5 | | 0 | |
| **Total EDP** | **100** | **60** | | **40** | |
| **Assessable Outcomes** | | **Performance Criteria** | **Assessment Criteria** | | | |
| **Total** | **Theory** | **Practical** | |
| **B. TECHNICAL KNOWLEDGE**   1. Understood the scope for entrepreneurship in commercial accounting sector business 2. Knowledge of History of Computer Technology and different generations in computer technologies 3. Knowledge of Windows Operating System, Office automation, Word Processor, Internet, Email and Google Documents 4. Knowledge of [Financial Accounting](http://www.dga-edu.com/e-accounting.html#collapse-6) and Job work 5. Knowledge of and , Various account tools and components 6. Knowledge of various accounting packages, operating systems 7. knowledge in Excel - Spreadsheet 8. Knowledge of techniques of Excel, Tally & BUSY 9. Knowledge of Use of MS office suite and its versions 10. Knowledge of [Advanced Excel / MIS](http://www.dga-edu.com/e-accounting.html#collapse-5) 11. Knowledge on applied direct taxation and indirect taxation (norms and procedures) 12. Knowledge on Banking, Insurance and ROC 13. Knowledge of E-Commerce, Using Job Portals, Online Shopping, Ticketing & Payment. 14. Knowledge of [Tally.ERP9 Complete Business Accounting](http://www.dga-edu.com/e-accounting.html#collapse-8) 15. Knowledge of [Busy - Business Accounting Software](http://www.dga-edu.com/e-accounting.html#collapse-9) and Knowledge about GST tax contents 16. Knowledge of Income Tax and returns 17. Knowledge of Inventory Management 18. Knowledge of Security Vulnerabilities | | After gaining professional knowledge the trainee will have: |  |  |  | |
| **PC1 –** Good level of interest in becoming and Entrepreneur in commercial accounting sector | 1 | 1 | NIL | |
| **PC2** – Understanding of scope and limitation of Tally Accounting and Services business | 1 | 1 | NIL | |
| **PC3** –Knowledge on Basics of Computer Software and usage of Financial Packages | 5 | 5 | NIL | |
| **PC4** – Knowledge on [Financial Accounting](http://www.dga-edu.com/e-accounting.html#collapse-6) and Job work and its responsibilities | 5 | 5 | NIL | |
| **PC5** –Knowledge on Financial and Accounting Software’s and understanding on various changes in different versions of Tally package | 2 | 2 | NIL | |
| **PC6** –Knowledge on different kinds of Windows Operating Systems and its updates | 3 | 3 | NIL | |
| **PC7** –Knowledge on different kinds of operating systems which will suite and support for installation of Tally software | 5 | 5 | NIL | |
| **PC6** –Knowledge on Fundamentals of Tally & BUSY and how best for advanced Financial Management | 5 | 5 | NIL | |
| **PC7** – Knowledge on various accounting software and Packages. | 4 | 4 | NIL | |
| **PC8** – Knowledge on symbols and formulas of accounting package | 2 | 2 | NIL | |
| **PC9** – Knowledge on shortcuts of accounting software and usage of formulas wherever required | 1 | 1 | NIL | |
| **PC10** – Knowledge on shortcuts of accounting software and usage of formulas wherever required | 2 | 2 | NIL | |
| **PC11** – Knowledge on variances among Excel, Tally & BUSY software packages | 5 | 5 | NIL | |
| **PC12** – Knowledge about MS office and its components and MS office suite and its versions , difference between versions to versions | 5 | 5 | NIL | |
| **PC13** – Knowledge about various kinds of taxations and norms | 5 | 5 | NIL | |
| **PC14** – Knowledge about all kinds of banking interests and variances among taxes | 5 | 5 | NIL | |
| **PC15** – Knowledge on GST tax contents and advantages to customers and users | 5 | 5 | NIL | |
| **PC16** – Knowledge on E-Commerce and its contents and hidden charges of Online Shopping | 5 | 5 | NIL | |
| **PC17** – Knowledge about Income Tax returns and E filing systems | 5 | 5 | NIL | |
| **PC18** – Knowledge on Tally Books &its important Registers and about importance of various books like Cash Book, Bank Book ‡ Purchase Register, Sales Register, Journal Register ‡ Debit Note Register, Credit Note Register, General Ledger | 5 | 5 | NIL | |
| **PC19** – Knowledge about basic Inventory Management and its components of Flexible units of Measure, Flexible Invoicing | 5 | 5 | NIL | |
| **PC20** – Knowledge about Separate Actual and Billed Quantities , Gross Profits and Consumption Report , Use Stock Item Names and / or Part Numbers and POS Invoicing | 5 | 5 | NIL | |
| **PC21** – Knowledge on Automatic data replication/exchange with synchronization, Security Management | 5 | 5 | NIL | |
| **PC22** – Knowledge on Payroll components and Security Vulnerabilities | 5 | 5 | NIL | |
| **PC22** – Knowledge on Income Tax and its components of Provisions of Tax Deduction at Source (TDS),Payment of TDS, Electronic filing of TDS Statement / Return, Downloading of TDS Certificate, Interest / Penalty on non-Compliance | 5 | 5 | NIL | |
| **TOTAL** | | | **100** | **100** | **NIL** | |
| **C. TECHNICAL SKILLS**   1. Use of Excel Tools and techniques / and preparing spreadsheets 2. install and configure Tally software in tune with operating systems and that too in line with organizational standards 3. Identification of Different parts of a Computer System. 4. Turning a computer system on and off Windows OS 5. Identifying different Desktop Icons. My Computer, My Documents 6. Changing Desktop Backgrounds, Document formatting options 7. Preparing Tables, Using Bullets and Numbering, Font, Alignment, paragraph formatting 8. Cell Formatting Options, Formulas and Functions, Charts Grouping, Subtotal Pivot Table 9. Report Generation (Creating statements like Invoice, Bill, Profit & Loss account etc.) 10. Techniques of advanced Inventory Management 11. Techniques of Statutory Compliance Capabilities in Tally.ERP 9 12. Interpretation of Financial statements 13. Analysis of Financial data 14. Resolving accounting issues 15. Generating statutory compliance from Tally.ERP9 16. Generating Masters reports and entering transactions in Multiple languages and Transliteration 17. Generating payroll reports | | After undergoing training the candidate will be able to: |  |  |  | |
| **PC1 –** Ability to use different tools and techniques while preparation of worksheets and spreadsheets | 5 | NIL | 5 | |
| **PC2 –**Ability to install Tally software in the computers and ability to tune up with various operating systems | 5 | NIL | 5 | |
| **PC3 –** Ability to install as well format the system and is able to recognizing different Desktop Icons | 6 | NIL | 6 | |
| **PC4 –** Is able to describe Basics of Accounting, Accounting Concepts, Double Entry Concept, Golden Rule of Accounting, | 6 | NIL | 6 | |
| **PC5 –** Is able to develop Voucher Entry, Ledger Posting, and Final Account Preparation. Cash Book. Ratio Analysis | 6 | NIL | 6 | |
| **PC6 –** Is he/she able to fix Cell Formatting Options, Formulas and Functions, Charts, Sort, Filter, and Analysis the data, Grouping , Subtotal, Pivot Table | 6 | NIL | 6 | |
| **PC7 –** Is able to Create statements like Invoice, Bill, Profit & Loss account and Cost Centre & Cost Category etc. | 6 | NIL | 6 | |
| **PC8 –** Is able to differentiate and to be create Budgeting Systems, Scenario management and Variance Analysis, Use Tally for Costing Ratio Analysis | 6 | NIL | 6 | |
| **PC9 –** Is able to manage Systems Administration and Other Utilities, Backup & Restore of Company. User Creation | 6 | NIL | 6 | |
| **PC10 –** Capable of developing POS Invoicing, TDS, TCS and VAT & Service Tax Processing in Tally. Interface in Different Languages | 6 | NIL | 6 | |
| **PC11 –** Is able to identify frameworks to enforce Information Security, Information Security and Cyber Security relationship | 6 | NIL | 6 | |
| **PC12 –** Maintain systems and procedures and collaborate with peers and experts through different forums to understand contemporary issues and solutions | 6 | NIL | 6 | |
| **PC13 –** Is able to prepare Interest Calculation, Cheque Printing, BRS and Discounts. Service Tax Entries, Dealer Excise Setup and Transactions, Vat on CG. | 6 | NIL | 6 | |
| **PC14 –** Is able to create Payroll Setup, Payroll Masters, Pay Heads & Dept., and Attendance & Pay Slip. | 6 | NIL | 6 | |
| **PC15 –** Know how of E-Commerce, Using Job Portals, Online Shopping, and Ticketing & Payment. Accessing Government sites and services, Employment Registration etc. | 6 | NIL | 6 | |
| **PC16 –** Is able to fill up Online Application for Pan Card, Voter ID, UID Etc. | 6 | NIL | 6 | |
| * **PC17–** Ability to file Income Tax Returns, TDS e-Filing, VAT e-Filing, Service Tax e-Filing | 6 | NIL | 6 | |
| **TOTAL** | | | **100** | **NIL** | **100** | |
| **GRAND TOTAL** | | | **300** | **160** | **140** | |
| **Means of assessment 1**: Physical Test | | | | | | |
| **Means of assessment 2**: Written Test & Viva Voce. | | | | | | |
| **Pass : Overall 50 % and above** | | | | | | |

# SECTION2 - EVIDENCE OF LEVEL

Option B: Key Requirements of the Job Role

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| **Title of the Qualification: Computerized Accounting** | | | | |
| **NSQF LEVEL - 4** | | | | |
| **Process Required** | **Professional Knowledge** | **Professional Skills** | **Core Skills** | **Responsibility** |
| **Work in familiar predictable, routine, situation of clear choice** | **Factual knowledge of field of knowledge or study.** | **Recall and demonstrate practical skill, routine and repetitive in narrow range of application using appropriate rule and tool, using quality concepts.** | **Language to communicate written or oral, with required clarity, skill to basic arithmetic and algebraic principles, basic understanding of social political and natural environment** | **Responsibility for own work and learning** |
| Most of the work which will be done after receiving this qualification is to be done using computers and standard software packages. The work is routine and predictable. Also for Government related work clearly laid out procedures are there.  Some exercise of choice has to be made in work like preparation of project report, but ability for doing this can be imparted through training. | Factual knowledge of accounts and standard accounting software packages. Knowledge of Government rules and regulations related to taxation, payroll etc. | The professional skills required are very much practical and repetitive in nature. The range of application is limited to maintaining books of accounts and preparing financial statements for small business. Other works such as filing Taxation returns etc. is also routine in nature. | Enterprise launching and business management skills to a limited scale. This can be imparted through training. | Since this training leads to entrepreneurial outcome responsibility for own work and learning is to be present and demonstrated. |

# SECTION 3 - EVIDENCE OF NEED

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| **What evidence is there that the qualification is needed?**  Entrepreneurship has been embedded in the Indian genius and is a part of its tradition. India traditionally has been an entrepreneurial society. Traditionally, the entrepreneurship of many communities has been facilitated principally by the successful use of informal ‘entrepreneurial ecosystems’ and interdependent business networks. Further, there is also a rich tradition within the Indian Diaspora, spanning the past several hundred years, whose spirit of enterprise is legion.  Entrepreneurship in India occurs in ‘far more encompassing and far reaching ways than in developed countries’, and could therefore be far more complex, for there is so much more that needs to be done. Commentators today celebrate the ubiquitous Indian attitude of ‘*Jugaad’* (a Hindi word roughly translated as ‘creative improvisation) tool to somehow find a solution based on a refusal to accept defeat, and calling on initiative, quick thinking, cunning and resolve to quickly fulfill market demands at the lowest possible prices) as an entrepreneurial trait that has been as much a part of everyday Indian living as its rich tradition of philosophy and speculation.  The development and impact of entrepreneurship in India has intensified in recent times, particularly with the rise in knowledge-intensive services. New entrepreneurs who do not belong to traditional business communities have begun to emerge in large numbers. Entrepreneurship has grown rapidly, visibly so, creating wealth and generating employment, especially in the past twenty years. Crucial efforts initiated after economic liberalization – including systematic attempts to reduce the ‘license raj’, greater efforts to make finance more easily accessible to entrepreneurs and other institutional support to ‘techno-preneurs’ – have helped improve the climate for Entrepreneurship.  Thus, the opportunities created by today’s global knowledge economy coupled with the ‘unshackling of indigenous enterprise’, have continued to making India a ‘fertile ground’ for Entrepreneurship. Recent surveys, such as those undertaken by Goldman Sachs and Pricewaterhouse Coopers, have estimated that India has the potential to be among the world’s leading economies by 2050. Further India’s economy can potentially gain significantly from the country’s characteristic features – a democratic open society, a strong technology base (with capacity for leapfrogging), unparalleled diversity, vibrant capital markets (including growing private equity and venture capital markets), an increasingly youthful population (50% of India is 25 years and younger), a sizeable market of a large number of customer with vast unmet needs as well as an environment of full and free competition in the private sector. |
| In order to give impetus to this growing demand of first generation entrepreneurs to gain formal training in entrepreneurship knowledge and skills RSETIs have been established by various Banks. Ministry of Rural Development gives part funding of the training. The RSETIs have been established on the RUDSETI models which have been proved very effective in eradicating the problems of unemployed youth. The trainings by these Institutes are unique in the sense they are demand based. The Institutes have got the experience of conducting these Programmes over the years. The RUDSETI model of developing rural entrepreneurs has been now well researched and documented(please see Annexure VI).    Tally is accounting software which has a lot of demand in today's time. It is a complete business accounting software which can be managed well in small and medium sized businesses. It does all the functions of accounting that a particularly mid-sized business has. This is the view of most of the persons who know about Tally. Tally does much more than that. Tally is not just accounting software. After the release of ERP version of Tally, the capability and functioning of Tally is much more widened and extended to a great extent. The scope of pursuing Tally depends on your interest and also any work experience in the field of accounts. Tally can be used by anyone who has the required interest in this software  The financial Package of Tally is very simple and it is integrated business accounting software for Micro, Small and a Medium business is one of the leading accounting software in India. Tally gives the platform to report the financial transaction with excessive ease. Tally is designed in such a way that anyone irrespective of the field he/she is in can understand quickly. Considering the wishes in this competitive international boom, tally improvises its variations preserving the bottom identical.  Nowadays, Tally.ERP 9 is one of the globally recognized names in the accounting and inventory management software. It is broadly acclaimed easy because it is simple to use, operates at excessive speeds, is powerful and effective, has no codes, incredibly flexible and bendy, executes in real time and has full on-line assist. Further, the facility of Tally.ERP 9 customization makes the software program suitable for trade specific business. A very effective business management software solution is developed via Tally.ERP 9. A solution that caters to converting enterprise requirements from the maximum fundamental to the extra complex. Tally ERP 9 software can handle stock as well as economic control, invoicing, reporting, and sales and purchase management and MIS. The modern day versions of Tally additionally control taxation for businesses. Tally.ERP 9 is the maximum recent as well as popular software program used by firms around the world. |

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| **In order to identify the potential programmes as per the needs of the unemployed youth, a Committee of General Managers of top 5 RSETI sponsoring Banks has been constituted. The General Managers of State Bank of India, Punjab National Bank, Bank of Baroda, Central Bank of India and Bank of India are the members of this Committee. In addition, Executive Director, RUDSETI, National Director for RSETIs and Director General, National Academy of RUDSETI who got rich field experience also joined this Committee**. **The above Committee met at Mumbai on 7th November 2016. After thorough discussions and based on the past experience the Committee short listed potential /need based courses for training rural unemployed youth in the RSETIs. The training on ‘Computerized Accounting’ is one such shortlisted need based training.** |

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| **What is the estimated uptake of this qualification and what is the basis of this estimate?**  Presently there are 586 Rural Self Employment Training Institutes (RSETIs) across the country sponsored by various Banks. National Academy of RUDSETI is the anchoring Institution which designs and approves the training programmes being conducted by these RSETIs. The Training Modules are demand driven and are vetted by National Academy of RUDSETI, having experience of running similar programmes by the RUDSETIs since over three decades. Accounting TALLY is one of the most popular need based training programmes conducted by these Institutes. These programmes are having very good settlement rate. The number of trainees under this qualification during the past three years is as under:   |  |  |  | | --- | --- | --- | | **FY** | **No. of Training Programmes** | **Number of Candidates** | | 2013-14 | 160 | 4094 | | 2014-15 | 177 | 4698 | | 2015-16 | 209 | 5464 |     Cumulative settlement rate for the above training is 40% and observing the above trend, the candidates trained under the above qualification file, the number of candidates to be trained in the next 3 years is estimated at more than 15,000 candidates. |

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| **What steps were taken to ensure that the qualification(s) does/do not duplicate already existing or planned qualifications in the NSQF?**    The qualification is unique because it develops the capabilities of a youth to own or working as wage employment with Tally 9.0 unit by developing both entrepreneurial and technical knowledge and skills. Such a qualification is currently not offered by NCVT or any of Sector Skill Council. Hence, the activities are unique and the qualification does not get duplicated.  **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?** |

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| **What Arrangements are in place to monitor and review the qualification (s)? What data will be used and at point will the qualification (s) be revised or updated?**  National Academy of RUDSETI has put in place a robust MIS for RSETIs. Comprehensive data (Course wise/Bank Wise/State Wise) for all RSETIs is maintained by NAR in the said MIS. Entry level data include the photograph of the candidate other basic details. Course modules are made available in the MIS and the website of NAR. Training logs and Post Programme Reports with action photographs of the training are also made available in the MIS. Details of Settlement and credit linkages are uploaded in the MIS with action photos and documentary proofs. The State Directors of RSETIs are also visiting the RSETIs every quarter for reviewing the quality of training / settlement. Officials from the controlling offices of the Banks and NAR are also making periodic visits to the RSETIs for reviewing the activities. MIS reports are used for viewing the settlement of the trained candidates, their level of income and employment generation by them. Feedback obtained from the trained candidates, RSETI sponsoring bank and other stake holders are used to review/update the course. |

# SECTION 4: EVIDENCE OF RECOGNITION AND 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?**

The candidates who are trained in Entrepreneurship on Computer Accounting with Tally may attend skill up gradation programme for the subject qualification, where in specialized inputs are given for enabling the candidates for technology up gradation by going in for specialized latest and upgraded versions of Accounting Technology and software. The Candidates are also eligible for attending the growth programmes in RSETIs which will help them draw a growth plan for their business and go in for expansion and diversification in the related field of activity. For example, as a progression of the above qualification, the candidates may go for training on Advance versions of Accounting Technology.