

**Syllabi & Courses of Study of
Vocational Subjects
for
Class-10th**

Session 2023-24



Published By:

**THE JAMMU & KASHMIR BOARD OF SCHOOL EDUCATION
Kashmir/Jammu**

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SCHEME OF EXAMINATION

SCHEME OF EXAMINATION FOR VOCATIONAL SUBJECT

Class 10th (Level -02)

Details of Assessment plan:

There will be three components of evaluation:

- a. Knowledge/ theory test
- b. Practical test
- c. CCE

The marks allocated for each evaluation will be as under:

- a) Knowledge/theory test – *60 marks
**(Further divided by 2 to get marks out of 30 at the time of adding up total marks)*
- b) Practical test – 50 marks
- c) CCE – 20 marks

S.NO.	Method Of Assessment	Weightage (Max. Marks)	Minimum Pass Marks	Evaluator
1	Theory/Written Test	30	11	JKBOSE
2	Practical Test & Oral Test/Viva	50	17	Sector skill council(SSC)/JKBOSE
3	Continuous & Comprehensive Evaluation(CCE)	20	This will be included only if the student qualifies separately in Theory & Practical	School Based
TOTAL		100 Marks		

PRACTICAL ASSESSMENT

(Annual)

EXTERNAL ASSESSMENT:

Distribution	MARKS
Hands on Training	30
Viva Voce	10
Practical File / Student's portfolio	10
TOTAL	50

INTERNAL ASSESSMENT:

Distribution	MARKS
CBT (class based test)	10
Classroom Participation	05
Classroom Attendance	05
TOTAL	20

QUESTION DISTRIBUTION

Class: 10th (Level-2)

Max. Marks: 60

Duration:02:30Hrs

PATTERN	MARKS	QUESTIONS	TOTAL
Long Type Questions	06	02	12 MARKS
Short Type Questions	03	06	18 MARKS
Very Short Questions	02	10	20 MARKS
MCQS	01	10	10 MARKS
TOTAL		28	60 Marks

1.IT / ITeS

Job Role: Domestic Data Entry Operator

Level-2 (10th)

SCHEME OF ASSESSMENT

This course is a planned sequence of instructions consisting of Units meant for developing employability and vocational competencies of students of Class 10th opting for vocational subject along with general education subjects.

The unit-wise distribution of hours and marks for Class 10th is as follows:

Class10th			
Module Part & Name	Unit Name	No. of Hours for Theory & Practical (200)	Max. Marks Theory & Practical (100)
Part - A Employability Skills	Communication & Self-Management Skills-II	30	05
	Basic ICT, Entrepreneurship & Green Skills-II	50	05
Total		80	10
Part – B Vocational Skills	Digital Documentation (Advanced)	25	05
	Electronic Spreadsheet (Advanced)	25	05
	Database Management System	30	06
	Maintain Health, Safety and Secure Working Environment	10	04
Total		90	20
Part - C Practical Work	Practical Examination	06	20
	Written Test	01	10
	Viva voce	03	10
Total		10	40
Part-D Project Work /Field Visit	Practical File /Student Portfolio	10	10
	Viva Voce	05	10
Total		15	20
Part-E	Continuous and Comprehensive Evaluation (CCE)	05	10
Total		05	
Total		200	100

Add, Edit and Format the comments, Reviewing changes – view, accept or reject changes, Merging and comparing. Use Macros in spreadsheet by macro recorder, Creating a simple macro, Using a macro as a function, Passing arguments to a macro, Passing the arguments are as values, Macros to work like built-in functions, Accessing cells directly, Sorting the columns using macro.

Unit– III Database Management System

(12 Marks)

Concept and examples of data and information, Concept of database, Advantages of database, Features of database, Concept of Relational database, Concept and examples of field, record, table, database, Concept and examples of Primary key, Composite primary key, foreign key. Introduction to LibreOffice Base. Database objects tables, queries, forms, and reports of the database, Steps to create a table using table wizard, Data types in Base, Option to set primary key. Inserting data in the table, Editing records in the table, Deleting records from the table, Sorting data in the table, Creating and editing relationships – one to one, one to many, many to many, Field properties, Database query, Defining query, Creation of query using design view, Editing a query, Applying criteria in query – single field, multiple fields, Performing calculations, Structured Query Language (SQL). Forms in Base, Creating form using wizard, Options to enter or remove data from forms, Modifying form, Changing label, background, Searching record using Form, Inserting and deleting record using Form View, Concept of Report in Base.

Unit– IV Managing Health and Safety

(08 Marks)

Managing Health and Safety: Basic safety rules to follow at workplace – Fire safety, Falls and slips, Electrical safety, Use of first aid, Case Studies of hazardous. Accidents and emergency, Types of Accidents, Handling Accidents, Types of Emergencies. Hazards and sources of hazards, General evacuation procedures, Healthy living.

Practical (External) : 50 Marks

- | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| A. | Hand on Skill | (30 Marks) |
| 1. | Select the style from the Styles and Formatting window and use Fill Format to apply a style to many different areas quickly. | (03 Marks) |
| 2. | Insert an image (your photograph) to document and Modify, resize, crop and make 6 copies and print the document. | (05 Marks) |
| 3. | Create drawing objects, Set or change the properties of a drawing object, Resize and group drawing objects, Position the image in the text . | (04 Marks) |
| 4. | Create a letter head template for your Institution in which you are enrolled and save it for future use. | (04 Marks) |
| 5. | Create Table of content for your practical book/ portfolio. | (03 Marks) |
| 6. | Your business has a profit of Rs 26,000. You have set a new profit goal of Rs.60,000. Currently you are selling 1400 items at Rs 25 each. If you still sell the same number of items, calculate by how much you should raise your price to achieve your target. Find the solution using Goal Seek. | (05 Marks) |
| 7. | Create a hyperlink to the website of JKBOSE https://jkbose.ac.in by using the hyperlink function in Spreadsheet. | (02 Marks) |
| 8. | Create a Student Table of your class in a database which include the following attributes Name of Student, Fathers Name, School Name, Class, Roll. No., Registration No. and Phone / Mobile Number. The Registration No. should be Primary Key. | (03 Marks) |
|
<i>Note:-Practical 1 to 5 are reserved for Practical Examination.
& Practical 6 to 8 are reserved for written examination of practical.</i> | | |
| B. | Viva Voce | (10 Marks) |
| C. | Student Portfolio /Practical Notebook | (10 Marks) |

2.RETAIL (051)

Job Role: Cashier

Level-2 (10th)

SCHEME OF ASSEMENT

This course is a planned sequence of instructions consisting of Units meant for developing employability and vocational competencies of students of Class 10th opting for vocational subject along with general education subjects.

The unit-wise distribution of hours and marks for Class 10th is as follows:

Class 10th			
Module Part & Name	Unit Name	No. of Hours for Theory & Practical (200)	Max. Marks Theory & Practical (100)
Part - A Employability Skills	Communication & Self-Management Skills-I	30	10
	Basic ICT, Entrepreneurship & Green Skills-I	45	10
	Total	75	20
Part – B Vocational Skills	Cash And Credit Transaction	20	10
	Return and Exchange of Goods	20	10
	Procedure for Age Restricted Products	20	06
	Health and safety Practices	20	06
	Work in team and organization	15	08
Total	95	40	
Part - C Practical Work	Practical Examination	06	20
	Written Test		10
	Viva Voce		10
Total			40
Part-D Project Work /Field Visit	Practical File / Student Portfolio		10
	Viva Voce		05
Total			15
Part-E	Continuous and Comprehensive Evaluation (CCE)		10
Total			
Total			100

Unit–IV Health and Safety Practices**(06 Marks)**

Meaning of Health and Safety, Differentiate between health and hygiene, Health and safety requirements at work, Meaning of accidents and emergency, Precautions for preventing injuries, Meaning of risk at work place, Types of Safety equipments used in retail store, Guidelines and instruction for lifting and handling products.

Unit–V Work in team and Organization**(08 Marks)**

Team , Team work and its importance, Value system and its importance in organization. Elements in building an effective team, Rights and Responsibilities of employees, balancing the work and personal priorities

Practical (External):50Marks

- | | | |
|-----------|-----------------------------------------------|------------------|
| A. | Hands on Skill | (15Marks) |
| B. | Written Test | (10Marks) |
| C. | Viva Voce | (15Marks) |
| D. | Student Portfolio / Practical Notebook | (10Marks) |

3.HEALTH CARE (052)

Job Role: Home Health Aide Trainee

Level-2 (10th)

SCHEME OF ASSEMENT

This course is a planned sequence of instructions consisting of Units meant for developing employability and vocational competencies of students of Class 10th opting for vocational subject along with general education subjects.

he unit-wise distribution of hours and marks for Class 10th is as follows:

Class 10 th			
Module Part & Name	Unit Name	No. of Hours for Theory & Practical (200)	Max. Marks Theory & Practical (100)
Part - A Employability Skills	Communication & Self-Management Skills-I	30	10
	Basic ICT, Entrepreneurship & Green Skills-I	45	10
Total		75	20
Part – B Vocational Skills	Immunization	20	10
	Drug administration and physiotherapy	20	10
	Geriatric and child care	20	06
	Prevention and control of infection in home setting	20	06
	Biomedical waste management	15	08
Total		95	40
Part - C Practical Work	Practical Examination	06	20
	Written Test	01	10
	Viva Voce	03	10
Total		10	40
Part-D Project Work /Field Visit	Practical File / Student Portfolio	10	10
	Viva Voce	05	10
Total		15	20
Part-E (CCE)	Comprehensive Continuous Evaluation	05	10
Total		05	10
Total		200	100

Theory (60 Marks)

“Part– A”

Employability Skills----- (20 Marks)

Unit–I Communication Skills and Self-Management Skills-II (10 Marks)

Types of communication (Verbal, Non-Verbal and Visual Communication), Advantages and disadvantages of communication, 7C's of Effective Communication, Barriers to Effective Communication, Feedback (Types and importance), Writing Skills (Sentences and paragraphs), Stress Management, Self-Motivation, Self-Regulation (Goal Setting and Time Management).

Unit–II Basic ICT, Entrepreneurship & Green Skills-II (10 Marks)

Basic computer operations, Performing basic file operations, Computer security and privacy. Meaning of Entrepreneurship, Qualities & Functions of an Entrepreneur, Entrepreneurship as a career option, Role and importance Entrepreneurship development. Meaning and concept of Sustainable development, Importance of sustainable development, Our role in sustainable development.

“Part– B”

Vocational Skills----- (40 Marks)

Unit–I Immunization (10 Marks)

Differentiate between various types of immunity, Prepare immunization schedule chart, Identify the key components of universal immunization programme (UIP) prepare list national health programme, Identify the key components of pulse polio immunization,

Unit–II Drug administration and physiotherapy (10 Marks)

Demonstrate the knowledge of basic principles of drug administration, Demonstrate the knowledge of forms and routes of medication, Classify the drugs, Demonstrate the knowledge of basic principles of physiotherapy, Demonstrate the knowledge of principles and techniques of body mechanics, Demonstrate the knowledge of breathing and coughing exercises.

Unit–III Geriatric and child care (06 Marks)

Demonstrate the knowledge of facts related to old age, Identify the normal changes that occur at old age, Demonstrate the knowledge of accomplishing basic needs of elderly people, Demonstrate the knowledge of significance, purpose and techniques of the physical assessment of the patient, Provide assistance in various examinations of the patient viz.

eyes, ears, nose, throat, neck, chest, etc., Demonstrate the knowledge of caring of infants and children,

Unit–IV Prevention and control of infection in home setting (06 Marks)

Describe the diseases caused by microorganism, Demonstrate the knowledge of common human diseases and their causal agents, Demonstrate the knowledge of process of disinfection, Demonstrate the knowledge of care of articles, Provide assistance in disinfection,

Unit–V Biomedical waste management (08 Marks)

Demonstrate the knowledge of bio- medical waste management, demonstrate the knowledge of the sources and disposal methods of bio-medical waste, Identify the role of personnel involved in waste management,

Practical (External) 50 Marks

- A. Hands on Skill (15 Marks)**
1. Prepare Immunization (card) calendar for an infant, children and pregnant women.
 2. Common forms and routes of medicines.
 3. Identify different techniques of physiotherapy.
 4. Role play to move the patient safely during and emergency.
 5. Identify different positions of patient.
 6. Deep breathing and coughing exercises.
 7. Perform pursed lip breathing, diaphragmatic breathing, abdominal breathing and belly breathing exercise.
 8. Prepare a chart of different age groups.
 9. Assist in the physical examination of the patient.
 10. Identify different techniques of the physical examination.
 11. Enlist best housekeeping practices.
 12. Care of various rubber based articles, ward articles and instruments.
 13. Removing different kind of stains.
 14. Various cleaning techniques.
 15. Different chemical used in cleaning the floor.
- B. Written Test (10 Marks)**
- C. Viva Voce (15 Marks)**
- D. Student Portfolio / Practical Notebook (10 Marks)**

4. Tourism and Hospitality (053)

Job Role: Housekeeping Attendant-Manual Cleaning

Level-2 (10th)

SCHEME OF ASSEMENT

This course has been designed to impart in terms of employability and vocational competencies to the students of class 10th having taken vocational subject in addition to the general subjects.

The unit-wise distribution of hours and marks for Class10th is as follows:

Class 10 th			
Module Part & Name	Unit Name	No. of Hours for Theory & Practical (200)	Max. Marks Theory & Practical (100)
Part –A Employability Skills	Communication & Self-Management Skills	30	05
	Basic ICT, Entrepreneurship & Green Skills	50	05
Total		80	10
Part-B Vocational Skills	Clean Pantry and Canteen Area	13	02
	Record, Report and prepare documentation.	13	02
	Communicate with Customers and Colleagues.	14	03
	Maintain standard of etiquette & Hospitable conduct.	16	04
	Gender and Age Sensitive Service Policies.	12	02
	Maintain Health & Hygiene.	13	03
	Maintain safety at Workplace	14	04
Total		95	20
Part-C Practical Work	Practical Examination	06	20
	Written Test	01	10
	Viva voce	03	10
Total		10	40
Part-D Project/Fieldwork	Practical File/Student Portfolio	10	10
	Viva Voce	5	10
Total		15	20
Part-E	Continuous and Comprehensive Evaluation (CCE)	05	10
Total		05	
Total		200	100

“Part– A”

Employability Skills------(20 Marks)

Unit–I Communication Skills and Self-Management Skills-II (10 Marks)

Types of communication (Verbal, Non-Verbal and Visual Communication), Advantages and disadvantages of communication, 7C's of Effective Communication, Barriers to Effective Communication, Feedback (Types and importance), Writing Skills (Sentences and paragraphs), Stress Management, Self-Motivation, Self-Regulation (Goal Setting and Time Management).

Unit–II Basic ICT, Entrepreneurship & Green Skills-II (10 Marks)

Basic computer operations, Performing basic file operations, Computer security and privacy. Meaning of Entrepreneurship, Qualities & Functions of an Entrepreneur, Entrepreneurship as a career option, Role and importance Entrepreneurship development. Meaning and concept of Sustainable development, Importance of sustainable development, Our role in sustainable development.

“Part– B”

Vocational Skills------(40 Marks)

Unit-I Clean Pantry and Canteen Area. (04 Marks)

Concept of pantry and canteen area. Various cleaning agents & equipments used in canteen and kitchen of hotel. Cleaning of kitchen accessories and equipments. Importance of safety at workplace. Roles and responsibilities of housekeeping staff.

Unit-II Report, Record and Prepare Documentation. (04 Marks)

Housekeeping checklist registers and store procedure. Record of attendance and productivity. Incident, accident lost and found. Use of log book and its importance. Housekeeping report presentation, submission and use of formats in reports.

Unit-III Communicate with customers and colleagues. (06 Marks)

Importance of communicating and sharing information with colleagues. Concept of etiquettes and behavior, importance of right behavior at work place. Role of body language and dress code while dealing with customers and colleagues. Importance of cooperation and coordination with colleagues.

Unit-IV Maintain Standard of Etiquette and Hospitable Conduct.

(08 Marks)

Define Hospitality. Meaning of hospitable conduct-its need and importance. Components of hospitality, goals of hospitality. Importance of body language inhospitable conduct. Dos and Don'ts while dealing with guests. Measuring customer satisfaction. Customer feedback. Elementary idea about office manners. Importance of briefing and staff training of housekeeping department.

Unit-V Gender and Age Sensitive Service Policies.

(04 Marks)

Women's rights and respect at workplace. Facilities and services for female employees at workplace including sexual harassment preventive policies. Safety and security for female travelers at hotel. Recreational and medical facilities at hotel. Behavioral etiquettes while dealing with female guests.

Unit-VI Maintain Health and Hygiene.

(06 Marks)

Importance and maintenance of cleaning areas and records. Importance of lighting in various areas of Hotel. Checklist of handling housekeeping area like (a) Linen and Laundry, (b) Storage area(c) Accommodation area and Garbage area. Importance of personal hygiene-grooming of housekeeping staff. Concept of Cross contamination and preventing cross contamination at workplace.

Unit-VII Maintain Safety at Workplace.

(08 Marks)

Various types of hazards at workplace and their respective preventive and safety measures. Hotel evacuation procedures in case of emergency. Concept of hotel storage area. Handling storage area to avoid hazards. Proper storage of acids and chemicals to avoid hazards. Standard safety procedures for handling floors, electric tools and sharp tools. Concept of First Aid, First Aid kit and importance of First Aid at workplace. Concept of P.P.E. and its use in hotel.

Practical (External):50Marks

- A. Hands on Skill (30 Marks)**
1. Draw structure of housekeeping Department of a hotel. (03 Marks)
 2. With the use of proper chemical (detergent) to clean stains on wooden floor. (05 Marks)
 3. Demonstrate steps of bedding. (05 Marks)
 4. Handling of manual and electric equipments. (04 Marks)
 5. Differentiate different of towels. (02 Marks)
 6. Demonstrate how to dispose of bio-degradable waste in eco-friendly manner. (04 Marks)
 7. Demonstrate how to use P.P.E while cleaning. (05 Marks)
- B. Viva Voce (10 Marks)**
- C. Student Portfolio / Practical Notebook (10 Marks)**

4. Tourism and Hospitality (053)

SCHEME OF ASSESSMENT

This course is a planned sequence of instructions consisting of Units meant for developing employability and vocational competencies of students of Class 10th opting for vocational subject along with general education subjects.

The unit-wise distribution of hours and marks for Class 10th is as follows:

Class 10th			
Module Part and Name	Unit Name	No. of Hours for Theory and Practical (200)	Max. Marks Theory and Practical (100)
Part - A Employability Skills	Communication & Self Management Skills	30	05
	Basic Ict, Entrepreneurship And Green Skills	45	05
Total		75	10
Part – B Vocational Skills	Customer - Centric Service	20	05
	Etiquette And Hospitable Conduct	19	04
	Gender and Age Sensitive Service Practices	06	04
	IPR of organization and Customer	16	02
	Health and Hygiene	16	03
	Safety at Workplace	18	02
Total		95	20
Part-C (Internal)	Continuous and Comprehensive Evaluation (CCE): <i>CBT (Class Based Test), Classroom Participation and Classroom Attendance</i>	15	20
Part - D Practical Work (External)	Practical Examination	02	20
	Written Test	01	10
	Viva Voce	02	10
	Practical File / Student Portfolio	10	10
Total		15	50
Total		200	100

Theory: 60 Marks

“Part – A”

Employability Skills------(20 Marks)

Unit–I Communication Skills and Self-Management Skills-II (10 Marks)

Types of communication (Verbal, Non-Verbal and Visual Communication), Advantages and disadvantages of communication, 7C's of Effective Communication, Barriers to Effective Communication, Feedback (Types and importance), Writing Skills (Sentences and paragraphs), Stress Management, Self-Motivation, Self-Regulation (Goal Setting and Time Management).

Unit–II Basic ICT, Entrepreneurship & Green Skills-II (10 Marks)

Basic computer operations, Performing basic file operations, Computer security and privacy. Meaning of Entrepreneurship, Qualities & Functions of an Entrepreneur, Entrepreneurship as a career option, Role and importance Entrepreneurship development. Meaning and concept of Sustainable development, Importance of sustainable development, Our role in sustainable development.

“Part – B”

Vocational Skills------(40 Marks)

Unit–I Customer - Centric Service (10 Marks)

Meaning, Goal & offers of Hospitality, Customer-centricity of Hospitality Business, Classification of customer in hospitality industry, Market choices and Preferences, Factors affecting customer choices and preferences in general, Service and Need of Services, Tools to get Feedback, Importance of Customer-Centric Business Facilitation, Importance of Planning the customer centric work system

Unit–II Etiquette And Hospitable Conduct (08 Marks)

Meaning, components and goals of hospitality, Customer & Customer centricity in Service, Role of Food and Beverage Service in a hospitable conduct, Define etiquettes and Manners, Need and necessity of etiquettes and Manners in a hospitality establishment, Telephone Etiquettes, Language, Body Language and good hospitable conduct, Dressing and Uniform sense, Do's and Don'ts while dealing with the guest, Customer feedback, Measuring Customer satisfaction, Contribution to the Brand Value, Office Manners, Company Policy (inter departmental coordination, handling complaints, staff training), HR Policy & Sales Policy, Documentation, Customer Profile.

Unit–III Gender and Age Sensitive Service Practices (08 Marks)

Women's rights and respect at workplace, Company's policies to prevent sexual harassment, Facilities available at work for female colleagues, Facilities related to female traveler safety and security, Customer; unique needs & wants, Importance & need of medical facility, Recreational facilities for children, Equality of work for women at workplace, Motivating women at workplace to utilize their skills, Behavioral etiquettes while dealing with female colleagues and guests.

Unit–IV IPR of organization and Customer

(04 Marks)

Definition and importance of IPR, Components of IPR, Objectives & need of IPR in an organization, Customer copyright, Patent & Trademark, Protection of Trademark, Financial Incentives & economic growth, Infringement, Misappropriation & enforcement laws.

Unit–V Health and Hygiene

(06 Marks)

Importance of indenting and handling various food and beverage areas, Cleanliness of work area, Maintain personal hygiene, grooming, dental care& PPE, Pest control activities, Ventilation, lighting & maintenance of Air conditioning & other mechanical systems. Crockery, Cutlery & Glassware cleaning, Food sanitation & cross contamination at work place, Role of HACCP and FSSAI in food production and service.

Unit–VI Safety at Workplace

(04 Marks)

Assessing F&B workplace Hazards, Safety work procedures /techniques in banquets, Hotel evacuation procedures for fire, bomb threats, and mass destruction, Safe techniques for Handling electric tools, handling floors, sharp tools, Chemicals and storage of acids, Standard Safety Procedure for Handling Electrical tools, floors and sharp tools, First aid & PPE.

Practical(External) : 50Marks

A. Hand on Skill

(30 Marks)

B. Viva Voce

(10 Marks)

C. Student Portfolio/ Practical Notebook

(10 Marks)

5. SECURITY (054)

Job Role: Security Guard

Level-2 (10th)

SCHEME OF ASSESMENT

This course is a planned sequence of instructions consisting of units meant for developing employability and vocational competencies of students of Class 10th opting for vocational subject along with general education subjects.

The unit-wise distribution of hours and marks for Class 10th is as follows:

Class 10 th			
Module Part & Name	Unit Name	No. of Hours for Theory & Practical (200)	Max. Marks Theory & Practical (100)
Part - A Employability Skills	Communication Skills-I	25	10
	Self-Management & Entrepreneur Skills-I		
Part - B Vocational Skills	Hygiene and Safety	26	14
	Documentation	24	06
Part - A Employability Skills	Basic ICT and Green Skills-I	25	10
Part - B Vocational Skills	Traffic Control and Parking	24	06
	Security in Industrial and Commercial Deployment	28	07
	Security Escorts	28	07
Total		180	30
Part - C Practical Work	Practical Exam	06	10
	Written Test	01	10
	Viva Voce	03	05
Total		10	25
Part-D Project / Field work	Practical File / Student Portfolio	07	10
	Viva Voce	03	05
Total		10	15
Total		200	100

Theory(60 Marks)

“Part –A”

Employability Skills------(20Marks)

Unit – I Communication Skills and Self-Management Skills-II (10 Marks)

Types of communication (Verbal, Non-Verbal and Visual Communication), Advantages and disadvantages of communication, 7C's of Effective Communication, Barriers to Effective Communication, Feedback (Types and importance), Writing Skills (Sentences and paragraphs), Stress Management, Self-Motivation, Self-Regulation (Goal Setting and Time Management).

Unit–II Basic ICT, Entrepreneurship & Green Skills-II (10 Marks)

Basic computer operations, Performing basic file operations, Computer security and privacy. Meaning of Entrepreneurship, Qualities & Functions of an Entrepreneur, Entrepreneurship as a career option, Role and importance Entrepreneurship development. Meaning and concept of Sustainable development, Importance of sustainable development, Our role in sustainable development.

“Part– B”

Vocational Skills------(40 Marks)

Unit–I Hygiene And Safety (14 Marks)

Personal safety, Maintaining Good Public Relations and Exhibiting Professionalism., Safety Plans, emergency Response and First Aid, Personal safety and its importance, Risks associated with hazards, Managing crowds, Techniques used in an effective crowd control process. Fire Control, Classifications of fire, Fire Pyramid, Types of fire extinguishers, Storage of Flammable materials, Personal protective equipment (PPE), Ways of Staying free from intoxicants, Maintaining personal appearance, Employer's guide lines to meet by the employees, Maintaining good conduct and positive attitude, Security and Safety plans, Personal safety gear and clothing of a security guard, First Aid Techniques, Basic Techniques, Identifying and reporting fire hazards, ways of assisting fire fighters by security guards.

Unit–IV Documentation (06 Marks)

**General Guidelines Which Help in Proper Documentation,
Security Register and Types of gate Passes**

- i. Recording and Reporting methods
- ii. Recording and reporting to the relevant enforcing authorities

- iii. Keeping Record of Incident
- iv. Things to remember during documentation
- v. Recording Observations
- vi. Guiding questions in an observation report writing
 - a. Different types of Registers
 - b. Employee's Gate passes
 - c. Material Gate Pass

Unit-V Traffic Control And Parking

(06 Marks)

Traffic Signs and Procedures for Controlling Traffic and Managing Parking

- a. Safety aspects during traffic control
- b. Traffic Signals
- c. Traffic Accident
- d. Parking principal
- e. Hazards in Parking lots
- f. Parking lot signage

Unit-VI Security In Industrial And Commercial Deployment (07 Marks)

- a. Physical Security Measures
- b. Material Gate and Vehicle Stickers
- c. Keys of the Organization
- d. Emergency Response Plan
- e. Material Security
- f. Security of Shopping Mall
- g. Types of Security Services in Shopping Mall

Unit -VII Security Escorts

(07 Marks)

- a. Mobile Protection Plan
- b. Convoy composition
- c. Communication
- d. Readiness of driver
- e. Assistance to protected
- f. Personal security officer for body protection

Practical (External) : 50 Marks

A. Hand on Skill

(30 Marks)

MOCK DRILL PPE: Protects your hands from microbes and minimizes the possible spreading of microbes. Masks: Cover your mouth and nasal area. PPE is equipment worn by a worker to minimize exposure to specific hazards. Students practice include respirators, gloves, aprons, fall protection, and full body suits, as well as head, eye and foot protection using PPE.

USE OF FIRE EXTINGUISHERS: Aim the nozzle or outlet towards the base of the fire. Squeeze the handles together to discharge the extinguishing agent inside. To stop discharge, release the handles. Sweep the nozzle from side to side as you approach the fire, directing the extinguishing agent at the base of the flames.

USES OF CPR: The American Heart Association uses the letters C-A-B to help people remember the order to perform the steps of CPR.

C: compressions

A: airway

B: breathing

USES OF CCTV: CCTV is designed to help prevent and detect crime. It can reassure the public about community safety. It is located in public places to: provide evidence to relevant enforcement agencies.

B. Viva Voce

(10 Marks)

C. Student Portfolio /Practical- Notebook

(10 Marks)

6. (I) Agriculture - (055)

Job Role: Paddy Farmer

Level-2(10th)

SCHEME OF ASSESSMENT

This course is a planned sequence of instructions consisting of Units meant for developing employability and vocational competencies of students of Class 10th opting for vocational subject along with general education subjects.

The unit-wise distribution of hours and marks for Class 10th is as follows:

Class 10 th			
Module Part & Name	Unit Name	No. of Hours for Theory & Practical (200)	Max. Marks Theory & Practical (100)
Part – A Employability Skills	Communication & Self-Management Skills-I	15	10
	Basic ICT, Entrepreneurship & Green Skills-I	15	10
Total		30	20
Part – B Vocational Skills	Weed management in paddy crop	30	10
	Integrated Insect-pest and Disease Management in paddy crop	20	05
	Straw Management in Paddy	20	05
	Harvesting and Storage	20	05
	Paddy Marketing	20	05
	Handling Emergency Situations during Paddy crop production	20	05
	Maintaining Health and Safety Standards at the work	20	05
Total			
Part – C Practical Work	Practical Examination	06	15
	Written Test	01	10
	Practical File / Student Portfolio	08	10
	Viva Voce	03	15
	Internal Assessment	02	20
Total		20	70
Total		200	100

Theory(60 Marks)

“Part –A”

Employability Skills------(20Marks)

Unit–I Communication Skills and Self-Management Skills-II (10 Marks)

Types of communication (Verbal, Non-Verbal and Visual Communication), Advantages and disadvantages of communication, 7C's of Effective Communication, Barriers to Effective Communication, Feedback (Types and importance), Writing Skills(Sentences and paragraphs), Stress Management, Self-Motivation, Self- Regulation (Goal Setting and Time Management).

Unit–II Basic ICT, Entrepreneurship & Green Skills-II (10 Marks)

Basic computer operations, Performing basic file operations, Computer security and privacy. Meaning of Entrepreneurship, Qualities & Functions of an Entrepreneur, Entrepreneurship as a career option, Role and importance Entrepreneurship development. Meaning and concept of Sustainable development, Importance of sustainable development, Our role in sustainable development.

“Part – B”

Vocational Skills------(40 Marks)

Unit–I Weed management in paddy crop (10 Marks)

Weed definition, its characteristics and harmful effects. Classification of weeds on the bases of Life cycle and cotyledons. Weed management and its methods. Herbicides definition, Pre-emergence and post-emergence herbicides, Precautions during application of herbicides.

Unit-II Integrated Insect-pest and Disease Management in paddy crop (05 Marks)

Definitions of pest, pathogen and disease, Major insect-pest of Paddy. IPM and its methods (Physical, cultural, biological and chemical). Rodent management in paddy.

Unit–III Straw Management in Paddy (05 Marks)

Definition and characteristics of paddy straw, C:N ratio, Methods of paddy straw management. Uses of paddy straw.

Unit–IV Harvesting and Storage (05 Marks)

Harvesting and its methods, threshing definition and methods, Winnowing. Storage and facilities for rice storage.

Unit–V Paddy Marketing

(06 Marks)

Market and its classification, Difference between Primary, secondary, daily, weekly and seasonal markets, Marketing channel and its types.

Unit–VI Handling Emergency Situations during Paddy crop production

(05 Marks)

Definition of weather and climate, Monsoon and its types, Aberrant monsoon and its monsoon, Paddy nursery under delayed monsoon situation.

Unit–VII Maintaining Health and Safety Standards at the work place

(04 Marks)

Hazard, Types of hazards in Agricultural field, Precautions for pesticide application, Personal Protective Equipment

Practical (External): 50 Marks

A. Hand on Skill

(15 Marks)

1. Visit to various websites to study the major agricultural crops, including crops grown locally.
2. Study of the agronomic map of India.
3. Preparation of charts, collages, posters depicting importance of different crops, including organically grown crops - food grain crops, oil seed crops, cash crops, pulses, vegetable crops, fruit crops, plantation crops, etc.
4. Preparation of charts on components of organic farming system.
5. Group discussion on the nutrient content and method of preparation of organic manures.
6. Methods of preparation of compost, Vermicompost.
7. Group discussion on effect of chemical fertilizers on soil and microorganisms

B. Written Test

(10 Marks)

C. Viva Voce

(15 Marks)

D. Student Portfolio / Practical Notebook

(10 Marks)

6.(II) Agriculture – (055)

Job Role: Dairy Worker

Level-2 (10th)

SCHEME OF ASSESSMENT

This course is a planned sequence of instructions consisting of Units meant for developing employability and vocational competencies of students of Class 10th opting for vocational subject along with general education subjects.

The unit-wise distribution of hours and marks for Class 10th is as follows:

Class 10 th			
Module Part & Name	Unit Name	No. of Hours for Theory & Practical (200)	Max. Marks Theory & Practical (100)
Part – A Employability Skills	Communication & Self-Management Skills-I	25	10
	Basic ICT, Entrepreneurship & Green Skills-I	25	10
Total		50	20
Part – B Vocational Skills	Maintaining the healthy performance of animals	25	08
	Prevention of diseases	30	10
	Process of milk production	20	06
	Record keeping in a dairy farm	15	04
	Health and safety hazards in a dairy farm	20	08
	Animal welfare legislations	20	04
Total		130	40
Part – C Practical Work	Practical Examination	6	15
	Written Test	1	10
	Practical File / Student Portfolio	8	10
	Viva Voce	3	15
	Internal Assessment	2	20
Total		20	70
Total		200	100

Theory(60 Marks)

“Part –A”

Employability Skills------(20 Marks)

Unit–I Communication Skills and Self-Management Skills-II (10 Marks)

Types of communication (Verbal, Non-Verbal and Visual Communication), Advantages and disadvantages of communication, 7C's of Effective Communication, Barriers to Effective Communication, Feedback (Types and importance), Writing Skills(Sentences and paragraphs), Stress Management, Self-Motivation, Self- Regulation (Goal Setting and Time Management).

Unit–II Basic ICT, Entrepreneurship & Green Skills-II (10 Marks)

Basic computer operations, Performing basic file operations, Computer security and privacy. Meaning of Entrepreneurship, Qualities & Functions of an Entrepreneur, Entrepreneurship as a career option, Role and importance Entrepreneurship development. Meaning and concept of Sustainable development, Importance of sustainable development, Our role in sustainable development.

“Part – B”

Vocational Skills------(20 Marks)

Unit –I Maintaining the Healthy Performance of Animals (08 Marks)

Definition of disease, Difference between diseases and disorder, Common non infectious diseases in dairy animals. Parasitic infections in dairy animals, Definition of parasites and Difference between endoparasite and ectoparasite. Various ectoparasite and their prevention and control. Common infectious diseases in dairy animals.

Unit-II Prevention of Diseases (10 Marks)

Define vaccination, Measures for prevention of diseases. Vaccine , vaccination schedule in dairy animals, precautions during vaccination. Different routes of administering vaccines. Components of vaccination documentation. Define One health approach, zoonosis and its control. Aims of one health approach.

Unit–III Process of Milk Production (06 Marks)

Definition of Milking, pre milking activities, post milking activities(teat dipping) Methods of milking(hand milking and machine milking) . Define clean milk production , essential components of clean milk production. Advantages of clean milk production.

Unit–IV Record keeping in a Dairy farm**(04 Marks)**

Define Record keeping , Need for record keeping , Characteristics of farm records, Types of farm records, ways to maintain farm records(Manual record keeping and electronic record keeping).

Unit-V Health and Safety hazards in Dairy farm**(08 Marks)**

Define hazard, Maintaining hygiene in a dairy farm, safe handling of animals and equipments Measures to check risks and hazards. Personal protective equipments , safety measures to be followed in a farm. Common risks and remedial measures. Define Bio-security and its measures. Disposal of farm wastes , collection of manure, methods of handling animal waste. Vermicomposting and its advantages , organic Mulch.

Unit-VI Animal Welfare Legislations**(04 Marks)**

Signs of healthy animal, Difference between healthy and sick animal. Animal welfare and its Regulations. Preventions of cruelty towards animals.

Practical (External): 50 Marks

- A. Hand on Skill (15 Marks)**
1. Evaluate the potential for employment in dairy farming in India.
 2. Identify the various breeds of cows and buffaloes in a dairy farm.
 3. Examine the housing design of nearby dairy farm.
 4. Note down the dimension of various housing structure present in the dairy farm
 5. Note down the daily schedule of nearby dairy farm.
 6. Identify sick animals and note down the symptoms of disease in them.
 7. Make the list of feed ingredients and fodder in a dairy farm.
- B. Written Test (10 Marks)**
- C. Viva Voce (15 Marks)**
- D. Student Portfolio / Practical Notebook (10 Marks)**

7. Telecommunication – (056)

Job Role: Optical Fiber Splicer

Level-2 (10th)

SCHEME OF ASSESSMENT

This course is a planned sequence of instructions consisting of Units meant for developing employability and vocational competencies of students of Class 10th opting for vocational subject along with general education subjects.

The unit-wise distribution of hours and marks for Class 10th is as follows:

Class10 th			
Module Part & Name	Unit Name	No. of Hours for Theory & Practical (200)	Max. Marks Theory & Practical (100)
Part – A Employability Skills	Communication & Self-Management Skills-II	30	5
	Basic ICT, Entrepreneurship & Green Skills-II	45	5
	Total	75	10
Part – B Vocational Skills	FiberOptic Communication And Route Inspection	20	05
	Splicing Tools And Process	25	05
	Cable Laying And Installation	15	03
	Testing Installation Of OFC	15	04
	Health, Safety Measures And Networking	20	03
	Total	95	20
Part – C Practical Work	Practical Examination	6	20
	Written Test	1	10
	Viva voce	3	10
	Total	10	40
Part-D Project/Fieldwork	Practical File /Student Portfolio	10	10
	Viva Voce	5	10
	Total	15	20
Part-E	Continuous and Comprehensive Evaluation (CCE)	05	10
	Total	05	10
	Total	200	100

Theory (60 Marks)

“Part –A”

Employability Skills------(20 Marks)

Unit–I Communication Skills and Self-Management Skills-II (10 Marks)

Types of communication (Verbal, Non-Verbal and Visual Communication), Advantages and disadvantages of communication, 7C's of Effective Communication, Barriers to Effective Communication, Feedback (Types and importance), Writing Skills (Sentences and paragraphs), Stress Management, Self-Motivation, Self-Regulation (Goal Setting and Time Management).

Unit–II Basic ICT, Entrepreneurship & Green Skills-II (10 Marks)

Basic computer operations, Performing basic file operations, Computer security and privacy. Meaning of Entrepreneurship, Qualities & Functions of an Entrepreneur, Entrepreneurship as a career option, Role and importance Entrepreneurship development.

Meaning and concept of Sustainable development, Importance of sustainable development, Our role in sustainable development.

“Part– B”

Vocational Skills------(40 Marks)

Unit–I Fiber Optic Communication and Route Inspection (10 Marks)

Introduction to optical fiber, Optical fiber communication, Elements of optical fiber communication system, Structure of optical fiber, Concept of light propagation, Classification of optical fiber, Losses of optical fibers, Fiber Optic cables, OFC route plan-Route inspection, Route diagrams, Different site conditions; Cable laying process in the various site conditions, Safety and security of site, Various parameters to inspect the site; Splicing basics, Need and importance of splicing, Types of splicing – fusion and mechanical splicing.

Unit-II Splicing Tools and Process (10 Marks)

Basic hand tools, Splicing tools, Cleaning tools, Termination kit; Tools and equipment for cable laying, procedures for using tools and equipments, Safety and care to handle various tools and equipment; Splicing procedure- Fusion splicing process, Mechanical splicing process; Testing of splicing, Trouble shooting splicing problems, OFC termination, Splice trays, Splice enclosures, Fiber distribution frame(FDF).

Unit–V Cable laying and Installation**(06 Marks)**

Cable drum, Cable storage and handling, Inspection of the drum and cable, Standard cable installation process, Installation through trenching, aerial, Ducting process, Conduct figure 8'ing', Cable pulling and blowing.

Unit–VI Testing Installation of OFC**(08 Marks)**

Test preparation, Testing optical fiber using visual fault locator & inspection microscope, Connector and cleaning procedure, Bare fiber test, Optical return loss test, Insertion loss test.

Unit–VII Health & Safety Measures and Networking**(06 Marks)**

Rules to follow the OFC; Material safety, Chemical safety, Underground safety, working safety, Using personal protective equipment (PPE) Head, eye and face protection, LASER light safety, Ladder safety, Fiber safety in a trench, Documentation, Attenuation loss in optical fiber, Optical technology–FTTX,FTTP,FTTC,FTTH, Multiplexing

Practical (External): 50 Marks

A. Hand on Skill

(15 Marks)

1. Enlist barriers & Applying measures to overcome barriers in effective communication.
2. Practice of writing sentences and paragraphs on topics related to the subject.
3. Create, Save, Rename, Delete, and Restore files, folders and sub-folders.
4. Collect success stories of local entrepreneurs.
5. Identify the problem related to sustainable development in the community.
6. Prepare model on rainwater harvesting, drip/sprinkler irrigation, vermin-compost, solar energy, solar cooker, etc.
7. Demonstrate the propagation of light wave–reflection, refraction, total internal reflection.
8. Identify the parts of fiber optic cables.
9. Demonstrate the factors affecting the damage of cables,
10. Demonstrate to handle tools and equipment with safety and care.
11. Demonstrate the fusion & mechanical splicing process.
12. Demonstrate the method of trenching.
13. Demonstrate the cleaning of fiber ends.
14. Demonstrate the method of return loss using OTDR, Power meter.
15. Demonstrate the use of ladder in trench.
16. Measure optical fiber attenuation loss, bending loss, and propagation loss.

B. Written Test

(10 Marks)

C. Viva Voce

(15 Marks)

D. Student Portfolio / Practical Notebook

(10 Marks)

8. Beauty and Wellness (058)

Job Role: Assistant Beauty Therapist

Level-2(10th)

SCHEME OF ASSEMENT

This course is a planned sequence of instructions consisting of Units meant for developing employability and vocational competencies of students of Class 10th opting for vocational subject along with general education subjects.

The unit-wise distribution of hours and marks for Class 10th is as follows:

Class 10 th			
Module Part & Name	Unit Name	No. of Hour for Theory & Practical (200)	Max. Marks Theory & Practical (100)
Part - A Employability Skills	Communication & Self-Management Skills-II	25	5
	Basic ICT, Entrepreneurship & Green Skills-II	25	5
Total		50	50
Part – B Vocational Skills	Basic Skincare Services	30	5
	Basic Depilation Services	30	5
	Makeup Services	30	5
	Creating A Positive Impression At Work Place	30	5
Total		120	120
Part - C Practical Work	Practical Examination	6	20
	Written Test	1	10
	Viva voce	3	10
Total		10	10
Part-D Project/Fieldwork	Practical File/Student Portfolio	10	10
	Viva Voce	5	10
Total		15	15
Part-E	Continuous and Comprehensive Evaluation (CCE)	05	10
Total		200	200

Theory(60 Marks)

“Part –A”

Employability Skills------(20 Marks)

Unit–I Communication Skills and Self-Management Skills-II (10 Marks)

Types of communication (Verbal, Non-Verbal and Visual Communication), Advantages and disadvantages of communication, 7C's of Effective Communication, Barriers to Effective Communication, Feedback (Types and importance), Writing Skills (Sentences and paragraphs), Stress Management, Self-Motivation, Self-Regulation (Goal Setting and Time Management).

Unit–II Basic ICT, Entrepreneurship & Green Skills-II (10 Marks)

Basic computer operations, Performing basic file operations, Computer security and privacy.

Meaning of Entrepreneurship, Qualities & Functions of an Entrepreneur, Entrepreneurship as a career option, Role and importance Entrepreneurship development.

Meaning and concept of Sustainable development, Importance of sustainable development, Our role in sustainable development.

“Part– B”

Vocational Skills------(40 Marks)

Unit–I Basic Skincare Services (10 Marks)

Structure of skin-epidermis, dermis, subcutaneous layer, hair follicle, hair shaft, sebaceous gland, arrector pili muscles wet gland and sensory nerve endings. Functions of the skin-protection, thermoregulation, hormone synthesis, excretion, immunological function, and sensory function. Different types of skin, products related to the skincare. cleansing, toning, moisturizing.

Unit-II Basic Depilation Services: (10 Marks)

Types of hairs, structure of hair, growth cycle of hair, aftercare advice for waxing, consulting planning and preparing for waxing with the client, performing skin sensitivity test, equipment and products required for waxing, Benefits of threading, types of tools and materials used for threading-scissors, disposable eyebrow brushes etc, threading procedure, aftercare procedure for threading services, importance of patch test and bleach, bleaching procedure, advantage and disadvantage of bleaching

Unit-III Makeup services (10 Marks)

Assessment of client and information gathering from client, contra indications, types of

makeup brushes, equipment cleaning, makeup application sequence, selection and application of correct makeup products based on facial features and clients need, types and purpose of various makeup products: foundation, powder ,blusher ,mascara, eye shadows, eyeliner, eyebrow pencil, lip liner and lipstick glow etc.

Unit–IV Creating positive impression at workplace:

(10 Marks)

Reception area and salon staff room management, Creation of a caring and comforting environment, Effective consultation techniques to identify treatment objectives, Effective communication techniques for dealing with clients , especially on telephone, code of conduct and professional etiquettes, working as an effective team member, personal grooming & hygiene , Uniform and work accessories-PPE, maintaining good health and posture.

Practical (External): 50 Marks

A. Hands on Skill (30 Marks)

1. Demonstration on identification of various products used for cleaning, toning and moisturizing .
2. Waxing
3. Demonstration of bleach preparation and application.
4. Demonstration of threading process for upper lip hair removal.
5. Identification of tools & materials used for makeup.
6. Bridal Makeup application sequence.
7. Application of nail paint.
8. Use of hair straightener.
9. Face clean up

B. Viva Voce (10 Marks)

C. Student Portfolio/ Practical Notebook (10 Marks)

9. Physical Education and Sports-(059)

Job Role: Physical Education Assistant (Early Year) Level-2 (10th)

SCHEME OF ASSEMENT

This course is a planned sequence of instructions consisting of Units meant for developing employability and vocational competencies of students of Class 10th opting for vocational subject along with general education subjects.

The unit-wise distribution of hours and marks for Class 10th is as follows:

Class - 10 th			
Module Part & Name	Unit Name	No. of Hours for Theory & Practical (200)	Max. Marks Theory & Practical (100)
Part - A Employability Skills	Communication & Self-Management Skills-II	35	05
	Basic ICT, Entrepreneurship & Green Skills-II	45	05
Total		80	10
Part – B Vocational Skills	Role and Responsibilities of Physical Education Assistant (Early Years)	25	06
	Assessment and Evaluation of Students	25	06
	Free Play	20	04
	Monitoring and Inventory Management	20	04
	Total		90
Part - C Practical Work	Practical Examination	6	20
	Written Test	1	10
	Viva Voce	3	10
Total		10	40
Part-D (Internal)	Practical File / Student Portfolio	10	10
	Viva Voce	5	10
Total		15	20
Part - E	Continuous and Comprehensive Evaluation (CCE)	05	10
Total		200	100

Theory (60 Marks)

“Part –A”

Employability Skills------(20 Marks)

Unit–I Communication Skills and Self-Management Skills-II (10 Marks)

Types of communication (Verbal, Non-Verbal and Visual Communication), Advantages and disadvantages of communication, 7C's of Effective Communication, Barriers to Effective Communication, Feedback (Types and importance), Writing Skills (Sentences and paragraphs), Stress Management, Self-Motivation, Self-Regulation (Goal Setting and Time Management).

Unit–II Basic ICT, Entrepreneurship & Green Skills-II (10 Marks)

Basic computer operations, Performing basic file operations, Computer security and privacy.

Meaning of Entrepreneurship, Qualities & Functions of an Entrepreneur, Entrepreneurship as a career option, Role and importance Entrepreneurship development.

Meaning and concept of Sustainable development, Importance of sustainable development, Our role in sustainable development.

“Part –B”

Vocational Skills------(40 Marks)

Unit–I Roles and Responsibilities of Physical Education

Assistant (Early Years) (12 Marks)

Meaning of a Physical Education Assistant, Qualification needed to become a physical education assistant, Qualities of a good physical Education Assistant, Duties and Responsibilities of a Physical Education Assistant, Role of a Physical Education Assistant in Conducting (Morning Assembly, Sports Events, Parent Teacher Meet (PTM), Cleanliness and Sanitation drive), Development of Physical Fitness and moral values among students, Meaning of Sports Coach and its role and duties.

Unit–II Assessment Evaluation of Students (12 Marks)

Meaning and Concept of Assessment, Types of Assessment, Assessment tools Need and Importance of Assessment in (Teaching learning Process, Improving Students Progress, Physical Education) Meaning and concept of Evaluation, Types of Evaluation, Tools used in Evaluation process, Need and Importance of evaluation in Education, (Games and Sports,

Development of a Child) Meaning and Concept of Feedback types of feedback, need and importance of feedback, aims and objectives of feedback.

Unit–III Free Play

(08 Marks)

Meaning and Concept of Free Play, Types of Free Play, Components of Free Play, Factors Affecting free play, Principles for Selecting Free Play activities, Need and Importance of free play in (Development of a Child, To overcome the sedentary life style among children's, To overcome the sedentary lifestyle, in entertainment of especially Abled Children's).

Unit-IV Meaning and Inventory Management

(08 Marks)

Meaning of Monitoring, Steps, Principles and Importance of Monitoring Management, Meaning of Inventory management, Process of Inventory Management, Need and Importance of Inventory Management, Meaning of Props and Equipments, Usage and Advantage of various props and equipment's in different games, Methods of maintaining props and equipments, Role of Sports Manager, Sports Record Keeper, and Sports Store room in maintaining props and equipment's.

Practical (External): 50 Marks

- | | | |
|-----------|-----------------------------------------------|-------------------|
| A. | Hands on Skill | (30 Marks) |
| 1. | Physical Fitness Test | (15 Marks) |
| 2. | Skill Test of games and Sports student Choice | (15 Marks) |
| B. | Viva Voce | (10 Marks) |
| C. | Student portfolio/practical notebook. | (10 Marks) |

10. Apparel -(061)

Job Role: Sewing Machine Operator

Level-2 (10th)

SCHEME OF ASSESSMENT

This course is a planned sequence of instructions consisting of Units meant for developing employability and vocational competencies of students of Class 10th opting for vocational subject along with general education subjects.

The unit-wise distribution of hours and marks for Class 10th is as follows:

Class 10 th			
Module Part and Name	Unit Name	No. of Hours for Theory and Practical (200)	Max. Marks Theory and Practical (100)
Part - A Employability Skills	Communication & Self-Management Skills-I	30	5
	Basic ICT ,Entrepreneurship & Green Skills-I	45	5
Total		75	10
Part – B Vocational Skills	Application of seams	15	10
	Stitching of Garment Components	26	05
	Use of Fasteners in Garments	20	03
	Product quality in Stitching Operators	16	02
	Job card Instructions	18	10
Total		95	30
Part – C Practical Work	Practical Examination	06	20
	Written Test	01	10
	Viva Voce	03	10
Total		10	40
Part-D Project Work /Field Visit	Practical File/Student Portfolio	10	10
	Viva Voce	05	10
Part - E	Continuous and comprehensive Evaluation (CCE)	05	10
Total		200	100

Theory (60 Marks)

“Part –A”

Employability Skills------(20 Marks)

Unit–I Communication Skills and Self-Management Skills-II (10 Marks)

Types of communication (Verbal, Non-Verbal and Visual Communication), Advantages and disadvantages of communication, 7C's of Effective Communication, Barriers to Effective Communication, Feedback (Types and importance), Writing Skills (Sentences and paragraphs), Stress Management, Self-Motivation, Self-Regulation (Goal Setting and Time Management).

Unit–II Basic ICT, Entrepreneurship & Green Skills-II (10 Marks)

Basic computer operations, Performing basic file operations, Computer security and privacy.

Meaning of Entrepreneurship, Qualities & Functions of an Entrepreneur, Entrepreneurship as a career option, Role and importance Entrepreneurship development.

Meaning and concept of Sustainable development, Importance of sustainable development, Our role in sustainable development.

“Part –B”

Vocational Skills-----(40 Marks)

Unit- I Application of Seams (10 Marks)

Different types of Seams like ,Plain Seam, Flat and Fell Seam , Bound Seam , Lapped Seam , Counter Seam etc. Explain garment construction terminologies like: Stitch length , Seam allowance , Stitch line , Seam line , Ease , Facing , Binding , Cross Grain , Bias , Piping etc.

Unit-II Stitching of Garment Components (05 Marks)

Assemble different garment parts to make the final product , Assembling sequence of the garment , Stitch different disposal techniques of fullness , Disposal of fullness in a garment like: Darts , Pleats, Tucks , Gathers etc.

Unit- III Use of Fasteners in Garments (03 Marks)

Identify different types of Fasteners ,Different types of Fasteners used in Garments like: Laces, Ribbons , Buttons , Patches , Hooks and Clasps Zip , Velcro, Fringe , Tapes etc. Sew the fasteners Sewing techniques of Fasteners , Uses of Fasteners

Unit- IV Product Quality in Stitching Operations (02 Marks)

Conditions , Accessories Checking , Needle Size Checking , Thread Checking , Trims and Fasteners etc. Report any damage or Fault in material or Assembling , Details of damage or fault in the material or assembling , Reporting correctly as per company quality standards to the responsible person, Demonstrate form and other documentation of reporting .

Unit- V Job Card Instructions (10 Marks)

Explain terminologies on the job card or work ticket , Details of terminologies on the job card or work ticket ,Reading of specification on job card or work ticket , Identify garment components and understanding the stitch specification , Garment components specification from garment construction detail sheet , Front panel , Back panel , Side panel , Front/Back/Side pocket , Neckline , Sleeves etc.

Practical (External): 50 Marks

A. Hand on Skill (15 Marks)

1. Prepare a Swatch File of application of different Seams

2. Make a glossary of garment construction terminology in practical file
3. Draw diagram of different components of garment like:- Neckline , Collar , Sleeves , Pockets , Plackets , Yoke Prepare sample file of different components of garment : Necklines , Collars , Sleeves , Pockets , Plackets , Yokes , Belts , Prepare a sample garment with assembled parts , Prepare a sample file for disposal of Fullness. Darts , Pleats , Tucks , Gathers etc.
4. Market Survey for different types of fasteners
5. Prepare a Proto Sample File for different Fasteners Laces , Ribbons x Buttons , Patches , Hooks and Clasps , Zip , Velcro , Fringe , Tapes etc. Prepare a Sample File of all the fasteners stitched on the fabric
6. Prepare a sample file of defective fabric/ stitches/ seams
7. Demonstrate form and other documentation of reporting
8. Read a sample job card and draw correct specification
9. Prepare a sample garment using a sample job card

B. Written Test (10 Marks)

C. Viva Voce (15 Marks)

D. Student Portfolio / Practical Notebook (10 Marks)

9. Automotive-(060)

Job Role: Automotive Service Technician

Level-2 (10th)

SCHEME OF ASSESMENT

This course is a planned sequence of instructions consisting of Units meant for developing employability and vocational competencies of students of Class 10th opting for vocational subject along with general education subjects.

The unit-wise distribution of hours and marks for Class 10th is as follows:

Class 10th			
Module Part & Name	Unit Name	No. of Hours for Theory & Practical (200)	Max. Marks Theory & Practical(100)
Part - A Employability Skills	Communication & Self-Management Skills	30	05
	Basic ICT, Entrepreneurship & Green Skills	50	05
Total		80	10
Part-B Vocational Skills	Automobile and its components	20	07
	Automobile service tools	20	04
	Vehicle servicing	20	04
	Customer sales Care	20	03
	Innovation and development	15	02
Total		95	20
Part-C Practical Work	Practical examination	06	20
	Written test	01	10
	Viva voce	03	10
Total		10	40
Part-D Project / Field work	Practical file/student portfolio	10	10
	Viva voce	05	10
Part -E	Continuesandcomprehensive evaluation(CCE)	05	10
Total		200	100

Theory(60 Marks)

“Part –A”

Employability Skills------(20 Marks)

Unit–I Communication Skills and Self-Management Skills-II (10 Marks)

Types of communication (Verbal, Non-Verbal and Visual Communication), Advantages and disadvantages of communication, 7C's of Effective Communication, Barriers to Effective Communication, Feedback (Types and importance), Writing Skills (Sentences and paragraphs), Stress Management, Self-Motivation, Self-Regulation (Goal Setting and Time Management).

Unit–II Basic ICT, Entrepreneurship & Green Skills-II (10 Marks)

Basic computer operations, Performing basic file operations, Computer security and privacy. Meaning of Entrepreneurship, Qualities & Functions of an Entrepreneur, Entrepreneurship as a career option, Role and importance Entrepreneurship development. Meaning and concept of Sustainable development, Importance of sustainable development, Our role in sustainable development.

“Part –B”

Vocational Skills------(40 Marks)

Unit- I Automobile and its components (14 Marks)

Chassis Body and Use Engine and its components, Lubrication System, Cooling System Fuel Supply system, transmission System, Front axle, Steering Rear axle, Suspension System, Wheels and Tyres, Brake,

Unit- II Automobile Service tools. (08 Marks)

Able to identify hand tools used. Drawing of hand tools. Measurement tools make, model, specifications Parts/Components of measurement tools. Electrical tools make, model, specifications Parts/Components of electrical tools, Special tools make, model, specifications Parts/Components of Special tools Service workshop equipment make, model, specifications Parts/Components of hand tools

Unit–V Vehicle Servicing**(08 Marks)**

Washing of a Vehicle, Changing of oil and oil filter, Changing of air filter, Change the fuel filter, Changing of coolant, Customer service.

Unit–VI Customer Sales Care**(06 Marks)**

Customer Service

Unit–VII Innovation and development.**(04 Marks)**

Importance of innovation and development.

Practical (External): 50 Marks**A. Hand on Skill****(30 Marks)**

1. Able to identify and describe the importance of Chassis Frame and Auto Body
2. Able to identify and describe the importance of the Engine and its components
3. Able to make a drawing of the Lubrication system and its components
4. Able to identify and describe the importance Cooling System
5. Able to make a drawing of the Cooling System
6. Able to identify tools used in a workshop.

B. Viva Voce**(10 Marks)****C. Student Portfolio / Practical Notebook****(10 Marks)**

10. ELECTRONICS & HARDWARE (062)

Job Role: Field Technician- Other Home Appliances

Level-2 (10th)

SCHEME OF ASSEMENT

This course is a planned sequence of instructions consisting of Units meant for developing employability and vocational competencies of students of Class 10th opting for vocational 1st subject along with general education subjects.

The unit-wise distribution of hours and marks for Class 10th is as follows:

Class 10 th			
Module Part and Name	Unit Name	No. of Hours for Theory and Practical (200)	Max. Marks Theory and Practical (100)
Part - A Employability Skills	Communication & Self-Management Skills-I	25	05
	Basic ICT, Entrepreneurship & Green Skills-I	35	05
Total		60	10
Part – B Vocational Skills	Electrical components and motor	30	05
	Repair and maintenance of mixer juicer and grinder	45	05
	Repair and maintenance of microwave oven	30	06
	Maintain health and safety	15	04
Total		120	20
Part - C Practical Work	Practical Examination	06	20
	Written Test	01	10
	Viva Voce	03	10
Total		10	40
Part-D Project Work /Field Visit	Practical file / Student Portfolio	10	10
	Viva Voce	05	10
	Total	15	20
Part E	Continuous and Comprehensive Evaluation	05	10
Total		300	100

Theory(60 Marks)

“Part –A”

Employability Skills----- (20 Marks)

Unit–I Communication Skills and Self-Management Skills-II (10 Marks)

Types of communication (Verbal, Non-Verbal and Visual Communication), Advantages and disadvantages of communication, 7C's of Effective Communication, Barriers to Effective Communication, Feedback (Types and importance), Writing Skills (Sentences and paragraphs), Stress Management, Self-Motivation, Self-Regulation (Goal Setting and Time Management).

Unit–II Basic ICT, Entrepreneurship & Green Skills-II (10 Marks)

Basic computer operations, Performing basic file operations, Computer security and privacy. Meaning of Entrepreneurship, Qualities & Functions of an Entrepreneur, Entrepreneurship as a career option, Role and importance Entrepreneurship development. Meaning and concept of Sustainable development, Importance of sustainable development, Our role in sustainable development.

“Part –B”

Vocational Skills ----- (40 Marks)

Unit–III Electronic Components And Motor (10 Marks)

Relay, Types of relay, Circuit breaker, Fuse – types, use of fuses and its rating. Electric field and magnetic field, Electromagnetic induction, Fleming's left hand rule and right hand rule, Lenz law, Lorentz law, Winding, Winding types – wave winding and lap winding, Single phase supply system

Unit–IV Repair And Maintenance Of Mixer Juicer And Grinder (10 Marks)

Different models of appliances (mixer/ juicer/grinder), their features and functioning, functioning of various electromagnetic parts of the mixer/grinder Frequently occurring faults such as abnormal noise during use, jars mixer/ juicer/ grinder, Factors confirming the proper functioning of the repaired/ replaced part or unit of the mixer/ juicer/ grinder, Cleaning and maintenance process of mixer/ juicer/ grinder.

Unit–V Repair And Maintenance Of Microwave Oven

(12 Marks)

Different models of microwave ovens, their features and functionalities, Functioning of microwave oven, Components/modules of different microwave oven, Troubleshooting of microwave oven, Frequently occurring faults such as intermittent heating, no heating, timing problem, display problem Reassembly process of the microwave oven Factors confirming the proper functioning of the repaired/ replaced part or unit of the microwave oven, Cleaning and maintenance process of microwave oven

Unit – VI Maintain Health And Safety

(08 Marks)

Electrical hazard, Chemical hazard, Fire extinguisher, First aid for electrical emergency

Practical (External): 50 Marks

A. Hand on Skill

(30 Marks)

1. Identify the parts of a relay
2. Draw Magnetic Field of a bar magnet.
3. Demonstrate the Fleming's left hand and right hand rule
4. Dismantle the motor and identify the different parts of motor,
5. Measure the RPM of motor.
6. Demonstrate the usage of mixer/grinder,
7. Demonstrate to reassemble and clean a mixer/grinder.
8. Demonstrate to remove and replace the faulty parts in a microwave oven.
9. Demonstrate to reassemble a microwave oven
10. Demonstrate to clean a microwave oven
11. Demonstrate the use of fire extinguisher.
12. Illustrate the safety precaution and remedies while working with the electrical system.

B. Viva Voce

(10 Marks)

C. Student Portfolio / Practical Notebook

(10 Marks)

11. Plumber (063)

Job Role: Plumber General

Level-2 (10th)

SCHEME OF ASSESMENT

This course is a planned sequence of instructions consisting of Units meant for developing employability and vocational competencies of students of Class 10th opting for vocational subject along with general education subjects.

The unit-wise distribution of hours and marks for Class 10th is as follows:

Class 10 th			
Module Part & Name	Unit Name	No. of Hours for Theory & Practical (200)	Max. Marks Theory & Practical (100)
Part - A Employability Skills	Communication & Self-Management Skills	30	5
	Basic ICT, Entrepreneurship & Green Skills	45	5
Total		75	10
Part – B Vocational Skills	Basic Building Construction	20	6
	Pipes- Cutting, Threading, joining & Testing of pipelines	15	3
	Plumbing & Sanitary Fixtures	15	3
	Maintaining a healthy, safe and secure work environment	10	2
	Optimum utilization of resources	20	4
Total		95	20
Part - C Practical Work	Practical Examination	6	20
	Written Test	1	10
	Viva voce	3	10
Total		10	40
Part-D Project / Field work	Practical File / Student Portfolio	10	10
	Viva Voce	5	10
Total		15	20
Part -E	Continuous and Comprehensive Evaluation (CCE)	05	10
Total		200	100

Theory(60 Marks)

“Part –A”

Employability Skills-----(20 Marks)

Unit–I Communication Skills and Self-Management Skills-II (10 Marks)

Types of communication (Verbal, Non-Verbal and Visual Communication), Advantages and disadvantages of communication, 7C’s of Effective Communication, Barriers to Effective Communication, Feedback (Types and importance), Writing Skills(Sentences and paragraphs), Stress Management, Self-Motivation, Self- Regulation (Goal Setting and Time Management).

Unit–II Basic ICT, Entrepreneurship & Green Skills-II (10 Marks)

Basic computer operations, Performing basic file operations, Computer security and privacy. Meaning of Entrepreneurship, Qualities & Functions of an Entrepreneur, Entrepreneurship as a career option, Role and importance Entrepreneurship development. Meaning and concept of Sustainable development, Importance of sustainable development, Our role in sustainable development.

“Part –B”

Vocational Skills-----(40 Marks)

Unit-I Pipes-Cutting, Threading, Joining and Testing of pipelines (09 Marks)

Cutting procedure of pipes, Threading procedure of pipes, Joining procedure of pipes, Bending procedure of pipes, Testing procedure of pipes, Forming, Assembling and securing procedure of pipes.

Unit-II Plumbing & Sanitary Fixtures (06 Marks)

Plumbing and sanitary fixtures (Meaning, uses, types & components), Spacing/height to be provided among different components of plumbing and sanitary fixtures, Specification and type of tools used, Methods of assembling and disassembling plumbing and sanitary fixtures.

Unit-III Basic Building construction (08 Marks)

Components of building structure, Importance and use of building components in a structure, Purpose and utilization of various components of building structure, Method of cutting, Tools used for cutting ,Safety during cutting and opening.

Unit-IV Pumps & their Installation

(05 Marks)

Importance and use of pump ,Components of pump used in building ,Purpose and utilization of various components of pump, Type of pump ,Pumps used in a building, Selection criteria for use of pumps Method of installation ,Tools used for installation Precautions during installation ,Testing of installed pumps

Unit-V Performing various plumbing related operations & procedures

(06 Marks)

Introduction, Causes of Damage to the Pipeline and Plumbing System, Steps for Repair, Types of Repair, Repair of Small, Local Defects—‘Wet Repair’, Cut Out—‘Dry Repair’, Replacement Repair, Site Management, Record of Repair, Site Cleanliness, Prevention of Contamination During Repair Work, Disinfection Procedure, Clear Site, Repair of Fixtures including Bibcock, Stopcock, Water Supply Fitting—Gate Valve, Cistern, Water Closets, Toilet Tanks, Fittings, Taps and Faucets, Sink, Washbasin, Noises in the Plumbing System, Odours in the Plumbing System, Repair of Different Types of Pipes, Plan and Schedule Routine Maintenance, Repairs and Modifications.

Unit-VII Maintaining a healthy, safe & secure work environment

(06 Marks)

Mishandling of power tool, Improper use of hand tools, falls, Manual handling, Ladders, Safety check, precaution at workshop, reporting of injuries, disease and danger, sign and symbols, PPE, Emergency services and first aid.

Practical (External): 50 Marks

A. Hand on Skill

(30 Marks)

1. Identify & draw the various components of building structure.
2. Perform the core cutting in a wall using chisel & hammer.
3. Perform cutting of pipes
4. Perform threading of pipes
5. Perform joining of pipes
6. Identify & draw the parts of a drill machine.
7. Identify & draw the various plumbing & sanitary fixtures
8. Measure the standard dimensions of installed fixtures in bathroom.
9. Identify & draw the symbols & signs of safety at site.
10. Enlist the common thermal & electrical equipment used in plumbing.

B. Viva Voce

(10 Marks)

C. Student Portfolio / Practical Notebook

(10 Marks)