

**Syllabi & Courses of Study
Of
Vocational Subjects
For
Class 10th (Level-2)**



Published By:

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

**Effective From
Session: 2024-25**

CONTENTS

S. No.	Trade & Job Role	Subject Code	Examination Code	Page No.
0	Scheme of Examination (Common for All Trades)	X	X	03
	Practical Assessment (Common for All Trades)	X	X	04
	Question Distribution (Common for All Trades)	X	X	05
	Syllabus for Employability Skills (Common for All Trades)	X	X	06-07
1	IT/ITeS Job Role: Domestic Data Entry Operator	050	IV	08-11
2	Retail Job Role: Cashier	051	RT	12-18
3	HealthCare Job Role: Home Health Aide Trainee	052	HC	19-23
4	Tourism And Hospitality Job Role: Housekeeping Attendant-Manual Cleaning	053	TH	24-27
4	Tourism And Hospitality Job Role: Food and Beverage Service Trainee	053	TH	28-31
5	Security Job Role: Security Guard	054	SE	32-35
6	Agriculture Job Role: Paddy Farmer	055	AG	36-39
	Agriculture Job Role: Dairy Worker	055	AG	40-42
7	Telecommunication Job Role: Optical Fiber Splicer	056	TE	43-45
8	Beauty and Wellness Job Role: Assistant Beauty Therapist	058	BW	46-48
9	Physical Education and Sports Job Role: Physical Education Assistant (Early Year)	059	PW	49-51
10	Automotive Job Role: Four Wheeler Service Assistant	060	AT	52-54
11	Apparel Made-Ups & Home Furnishing Job Role: Sewing Machine Operator	061	AH	55-58
12	Electronics and Hardware Job Role: Field Technician- Other Home Appliances	062	EH	59-62
13	Plumbing Job Role: Plumber General	063	PM	63-66

SCHEME OF EXAMINATION

Details of Assessment Plan

1. There will be three components of Assessment and the marks allocated for each component 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) Internal Assessment

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	School Based Assessment	20	This will be included only if the student Qualifies separately in Theory & Practical	School Based
TOTAL		100 Marks		

PRACTICAL ASSESSMENT

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: 02:30 Hrs

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

Syllabus
Employability Skills
(A Common Part for All Trades)

“Part – A”

Employability Skills----- (20 Marks)

Unit - 1: Communication & Self-Management Skills-II	
Theory	Learning Outcome
Demonstrate knowledge of various methods of communication.	<ul style="list-style-type: none"> •Methods of communication •Verbal. •Non-verbal. •Visual.
Provide descriptive and specific feedback.	<ul style="list-style-type: none"> •Communication cycle and importance of feedback. •Meaning and importance of feedback. •Descriptive feedback -written comments or conversations. •Specific and non-specific feedback.
Apply measures to overcome barriers in communication.	<ul style="list-style-type: none"> •Barriers to effective communication – types and factors. •Measures to overcome barriers in effective Communication.
Apply principles of communication.	<ul style="list-style-type: none"> •Principles of effective communication. •7 Cs of effective communication.
Demonstrate basic writing skills	<ul style="list-style-type: none"> •Writing skills to the following: Sentence, Kinds of Sentences, Parts of Sentence, Construction of a Paragraph.
Apply stress management techniques	<ul style="list-style-type: none"> •Meaning and importance of stress management •Stress management techniques – physical exercise, yoga, meditation •Enjoying, going to vacations and holidays with family and friends •Taking nature walks
Demonstrate the ability to work independently	<ul style="list-style-type: none"> •Importance of the ability to work independently. •Describe the meaning of self-motivation and self-regulation.
Unit - 2: Basic ICT, Entrepreneurship & Green Skills-II	

Theory	Learning Outcome
Basic computer operations	<ul style="list-style-type: none"> • File concept, file operations, file organization, directory structures, and file-system structures • Creating and managing files and folders
Apply basic skills for care and maintenance of computer	<ul style="list-style-type: none"> • Importance and need of care and maintenance of computer • Protecting computer against viruses • Scanning and cleaning viruses and removing SPAM files, temporary files and folders
List the characteristics of successful entrepreneur	<ul style="list-style-type: none"> • Entrepreneurship and society. • Qualities and functions of an entrepreneur. • Role and importance of an entrepreneur. • Entrepreneurship as a career
Demonstrate the knowledge of importance, problems and solutions related to sustainable development	<ul style="list-style-type: none"> • Definition of sustainable development. • Importance of sustainable development. • Problems related to sustainable development.

1. IT/ITeS

Job Role: Domestic Data Entry Operator

CLASS (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 mainstream education. The unit-wise distribution of hours and marks for Class 10th is as follows:

Theory: 60 Marks

<i>Class10th</i>			
<i>Module Part and Name</i>	<i>Unit Name</i>	<i>No. of Hours for Theory and Practical(200)</i>	<i>Max. Marks Theory and Practical (100)</i>
Part – A Employability Skills	<i>Communication &Self-Management Skills-II</i>	20	5
	<i>Basic ICT, Entrepreneurship & Green Skills-II</i>	20	5
Total		40	10
Part – B Vocational Skills	<i>Digital Documentation(Advanced)</i>	20	05
	<i>Electronic Spreadsheet(Advanced)</i>	20	05
	<i>Database Management System</i>	20	06
	<i>Maintain Health, Safety and Secure Working Environment</i>	10	04
Total		70	20
Part – C Practical Work	<i>Practical Experiment</i>		20
	<i>Artifacts (objects created by students)</i>		05
	<i>Demonstration</i>		05
	<i>Projects(Individual and Group)</i>		10
	<i>Portfolio</i>		10
Total			50
Part-D Internal Assessment	<i>Class based tests, classroom participation(Group work, Group Discussion, Attendance)</i>		20
Total			20
Total		110	100

“Part-A”

Employability Skills----- (20 Marks)

**Syllabus of Employability Skills is available at Page No. 06*

“Part - B”

Vocational Skills----- (40 Marks)

Unit-III Digital Documentation(Advanced)(05 Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none">•Style categories in Writer.•Styles and Formatting window.•Fill Format.•Applying styles.	Apply Styles in the document
2.	<ul style="list-style-type: none">• Options to insert image to document from various sources.• Options to modify, resize, crop and delete an image.• Drawing objects• Creating drawing objects and changing its properties.• Resizing and grouping drawing objects.• Positioning image in the text	Insert and use images in document
3.	<ul style="list-style-type: none">• Template in Writer.• Using predefined templates• Creating a template.• Set up a custom default template.• Updating a document.• Changing to a different template.• Using the Template.	Create and use template
4.	<ul style="list-style-type: none">• Table of contents.• Hierarchy of headings.• Customization of table of contents.• Character styles• Maintaining a table of contents.	Create table of contents
Unit-IV Electronic Spreadsheet(Advanced)(05Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none">• Using consolidating data.• Creating subtotals.• Using “what if” scenarios.• Using goal seek	Analyse data using scenarios and goal seek.
2.	<ul style="list-style-type: none">• Setting up multiple sheets.• Creating reference to other sheets by using keyboard and mouse.• Creating reference to other document by using keyboard and mouse.• Relative and absolute hyperlinks• Hyperlinks to the sheet.	Link spreadsheet data
3.	<ul style="list-style-type: none">• Setting up a spreadsheet for sharing.• Opening and saving a shared spreadsheet.• Recording changes.• Add, Edit and Format the comments.	Share and review a spreadsheet

	<ul style="list-style-type: none"> • Reviewing changes – view, accept or reject changes. • Merging and comparing. 	
4	<ul style="list-style-type: none"> • Using the macro recorder. • Creating a simple macro. • Using a macro as a function. • Macros to work like built-in functions. 	Use Macros in spreadsheet

Unit-V Database Management System (06 Marks)

S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"> •Concept and examples of data and information, •Concept of database, •Advantages of database, •Features of database, •Concept and examples of Relational database, •Concept and examples of field, record, table, database, •Concept and examples of Primary key, composite key, alternate key, candidate key, foreign key, •Database management system (DBMS) software. 	Appreciate the concept of Database Management System
2.	<ul style="list-style-type: none"> •Introduction to Libre Office Base •Database objects – tables, queries, forms, and reports of the database, •Terms in database – table, field, record, •Steps to create a table using table wizard, •Data types in Base, •Option to set primary key 	Create a table using table wizard
3.	<ul style="list-style-type: none"> •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, 	Perform operations on table
4.	<ul style="list-style-type: none"> •Database query, •Defining query, •Query creation using wizard, •Editing a query, •Performing calculations, 	Retrieve data using query
5.	<ul style="list-style-type: none"> •Forms in Base, •Creating form using wizard, •Steps to create form using Form Wizard, •Concept of Report in Base, •Creating Report using wizard, •Steps to create Report using Wizard 	Create Forms and Reports using wizard

Unit-VI Managing Health and Safety (04 Marks)

S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"> •Basic safety rules to follow at workplace – Fire safety, Falls and slips, Electrical safety, Use of first aid. 	Maintain workplace safety

2.	<ul style="list-style-type: none"> ●Accidents and emergency, ●Types of Accidents, ●Handling Accidents ●Types of Emergencies. 	Prevent Accidents and Emergencies
3.	<ul style="list-style-type: none"> ●Hazards and sources of hazards, ●General evacuation procedures, ●Healthy living. 	Protect Health and Safety at work

Hands on Skills (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 letterhead 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 Rs25 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, father's name, School Name, Class, Roll. No., Registration No. And Phone / Mobile Number. The Registration No. Should be Primary Key. **(03 Marks)**

Note:- Practical 1 to 5 are reserved for Practical Examination. & Practical 6 to 8 are reserved for written examination of practical.

VivaVoce **(10 Marks)**
Student Portfolio/Practical Notebook **(10 Marks)**

2. Retail

Job Role: Cashier

CLASS (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 mainstream education. The unit-wise distribution of hours and marks for Class 10th is as follows:

<i>Class 10th</i>					
	Module Part and Name	Unit Name	No. of Hours for Theory and Practical (110)	Max. Marks Theory and Practical (100)	
Term-I	Part - A	<i>Communication Skills</i>	10	5	
	Employability Skills	<i>Self-Management & Entrepreneurship</i>	10	5	
	Part – B	<i>Cash And Credit Transaction</i>	20	10	
	Vocational Skills	<i>Return and Exchange of Goods</i>	15	10	
Total			55	30	
Term-II	Part - A	<i>Basic ICT Skills</i>	10	6	
	Employability Skills	<i>Green Skills</i>	10	4	
	Part – B	<i>Procedure for Age Restricted Products</i>	20	10	
		Vocational Skills	<i>Health and safety Practices</i>	05	10
		<i>Work in team and organization</i>	10		
Total			55	30	
Term I & II	Part - C	<i>Practical Experiment</i>	00	20	
		<i>Artifacts (objects created by students)</i>		05	
		<i>Demonstration</i>		05	
		<i>Projects (individual and group)</i>		10	
		<i>Portfolio</i>		10	

	Total	00	50
	Part-D Formative Assessment	<i>Class-based tests, classroom participation (group work, group discussion, Attendance)</i>	20
	Total	110	10
	Grand Total	110	100

Theory: 60 Marks

“Part-A”

Employability Skills----- (20 Marks)

**Syllabus of Employability Skills is available at Page No. 06*

“Part - B”

Vocational Skills----- (40 Marks)

Unit-III Cash and Credit Transactions (10 Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"> • Meaning of cash and credit transaction • Credit limit • Need to setup credit limit • Company guidelines to set credit limits • Reasons of missed payments • Guideline for identify customers with overdue payments and report to right person • Company guidelines to deal with customer cross their credit limit and report 	Describe the components of credit to customers
2.	<ul style="list-style-type: none"> • Meaning of credit rights and obligations • Legal rights of customers in relation to credit • Legal obligation of customers in relation to credit • Legal rights and obligations of retailer in relation to credit 	List the legal rights and obligations of a customer
3.	<ul style="list-style-type: none"> • Receiving, checking recording, informing and storing the payment from customer • Acceptable ways for customer to make payments 	Collect the credit from customers

	<ul style="list-style-type: none"> • Company's procedures for storing cash and cash equivalents securely • Types of problems for sorting out cash 	
4.	<ul style="list-style-type: none"> • Receiving, checking recording, informing and storing the payment from customer • Acceptable ways for customer to make payments • Company's procedures for storing cash and cash equivalents securely Types of problems for sorting out cash 	Process of reconciling customer accounts

Unit-IV Return and Exchange of Goods (10Marks)

S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"> • Meaning of returning goods, • Reasons for returning goods, • Returnable items • Company policy onetime of replacement and refund, return goods • Return goods without receipt • Company procedure for Return and replacement • Return shipment options, return to vendor 	Identify the store policies and procedures for returned goods.
2.	<ul style="list-style-type: none"> • Returning goods and its conditions while returning goods, • Problems in returning process • Stock control system • Return management process <ul style="list-style-type: none"> ○ Complete information of return goods ○ Update control system ○ Label the products which are return ○ Move the goods at returning place • Refund payment process, • Refund payment policy, • Raising credit note • Mode of refund payment 	Choose process of returning the goods and process of refund payment.
3.	<ul style="list-style-type: none"> • Inspect the items being offered and protect from damage • Calculate the cost of exchange value of items as per company guidelines • Part-exchange value and its benefits • Company policies and procedures for checking ownership of the item • Consequences of not checking the ownership properly • Accept or reject the returned goods as per company policy • Terms and conditions of sale for items • Dealing with customer objections 	Decide the value of items offered in part exchange by customers.

	<ul style="list-style-type: none"> • Treating customers properly during valuation and negotiations process • Filling paperwork when buying exchange items 	
4.	<ul style="list-style-type: none"> • The types of payment the store is authorized to receive, • Procedure for authorizing non-cash transactions • Dealing with customers offering suspect payments • Company procedures for taking payments • Company procedures for dealing with suspected fraud • Keeping cash and other payments secure 	<ul style="list-style-type: none"> • 4.Handle the Payments for exchange sales transactions and management of payments received.

Unit-V POS Procedure for Age Restricted Products(10 Marks)

S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"> • Meaning of age restricted products • Consequences if a business fails to adhere norms for sale of age-restricted products 	Identify the age restricted products
2.	<ul style="list-style-type: none"> • Legal requirements for asking proof of age • Company policies and procedures for asking for proof of age, • Retailer policies and procedures for sale of age-restricted products • Various steps followed by the retailer to prevent sales to under aged 	Describe the retail policies and procedures for age restricted products
3.	<ul style="list-style-type: none"> • Types of proof of age accepted by company • Company policies for refusing sales of age restricted products • Company procedure refusing sales of age restricted products 	Follow the company policies and procedure for refusing sales of age restricted products
4.	<ul style="list-style-type: none"> • When to need proof of customer age? • What proof of age accepted? • How to get proof of age? 	Company policies or procedure for telling customer how to get proof of age

Unit-VI Health and Safety Practices (10 Marks)

S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"> • Meaning of Health and Safety • Identify and follow the health and safety requirements laid down by retailer and law • Study the ways to encourage colleagues to follow the health and safety norms. 	Describe the Health and Safety Requirements

2.	<ul style="list-style-type: none"> • Meaning of accidents and emergencies • Identify the Accidents and Emergencies • Company procedures for preventing further injuries • Act within the limits of responsibility and authority • Instruction given by senior staff and emergency services. 	Identify and report Accidents and Emergencies
3.	<ul style="list-style-type: none"> • Meaning of risk and types of risks in retailing • Types of equipment and materials used in the stores for health and safety • Trace out the approved actions to deal with risks. • Company procedure and legal requirements for reducing health and safety risks 	List the Equipment and Materials to protect health and safety.
4	<ul style="list-style-type: none"> • Fire symbols used for safety purpose • Process of extinguish the fire • Violence, shoplifting and robbery at work place and measures to prevent them • Ways to handling of money • Manage and deal irate customers and shrinkage • Process of lifting and handling goods safely • Take suitable measures before lifting • Use approved lifting and handling techniques • Check the equipments before use 	Lift and handle goods safely.
	<ul style="list-style-type: none"> • Use equipments as per company guideline and manufacturer instructions Plan safe and efficient route for moving goods 	

Unit-VII Work in Team & Organization

	Theory	Learning Outcome
1	<ul style="list-style-type: none"> • Meaning and importance of team work • Value system of the organization • Job prospects in retail cashier and retail sector remuneration • Support the team work by • Show courteous • Helpful behavior • Enhance level of assistance • Meet reasonable request 	Support the teamwork.

	<ul style="list-style-type: none"> • Complete allocated task • Seek assistance in difficulties • Use questioning techniques for clarity • Identify and display non-discriminatory attitude • Support the organization 	
2	<ul style="list-style-type: none"> • Rights of employees • Responsibilities of employees. • Help plan and organize own learning • Goals are realistic, relevant and clear • Identify the knowledge and skills required • Agree action points and deadlines. • Help plan and organize others learning • Encourage colleagues to ask work related information • Offer advices when colleagues faces difficulties in performing task • Give information and advice relating to tasks and procedure • Demonstrate the procedure to complete the task • Encourage colleagues to ask questions • Provide opportunities to practices new skills and give constructive feedback 	Describe the employees' rights and responsibilities.
3	<ul style="list-style-type: none"> • Concept of work in a team • Importance of teams to achieve targets in retailing • Sources of setting goals • Maintain team morale • Tools and techniques available to set team performance targets and how to work as a team. 	Choose team aims and targets.
4	<ul style="list-style-type: none"> • Skills required for achieving goals • Goals for checking progress, asking feedback, responding positively and adjusting plans • Handle the risks in learning on the job of train an associate • Interpret, confirm and Acton • Workplace information • Instructions • Procedure • Legal requirements in case of • Anti-discrimination • Sexual harassment 	Develop effective work habits.

- | | | |
|--|---|--|
| | <ul style="list-style-type: none">• Bullying• Balancing the work and personal priorities | |
|--|---|--|

Practical External
Hands on Skill

(50 Marks)
(15 Marks)

- Prepare a Cash Register: Familiarize yourself with operating a cash register or point-of-sale (POS) system.
- Simulate Reconciliation: Use sample data to simulate the reconciliation process. Compare a mock bank statement with an internal ledger, identify discrepancies, and make adjustments.
- Simulate a Return: Role-play a return scenario with a colleague or friend. Practice verifying the purchase, processing the return, issuing a refund, and handling customer interactions.
- Scenario: You are a cashier at a retail store. During your shift, you encounter several customers who choose different payment methods. Your task is to process each payment accurately and efficiently.
- Customer Dispute over Age Verification: A customer is upset after being asked for ID and feels they are being unfairly treated. Prepare a script for handling such a situation professionally.
- Scenario: Your Company has developed an SOP for handling customer complaints. You are tasked with ensuring that the SOP is implemented effectively within your department.
- Prepare a standardized procedure for addressing and resolving customer complaints to ensure customer satisfaction and compliance with company policies.
- Role-play: You are working as a cashier in a busy retail store. During the holiday season the store is experiencing a high volume of customers, and the cashier team needs to work together to handle the increased workload efficiently while maintaining excellent customer service.

B. Written Test

(10 Marks)

- C. Viva Voce

(15 Marks)

- D. Student Portfolio / Practical Notebook (10 marks)

3. Healthcare

Job Role: Home Health Aide Trainee

CLASS (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 mainstream education. The unit-wise distribution of hours and marks for Class 10th is as follows:

<i>Class 10th</i>			
<i>Module Part and Name</i>	<i>Unit Name</i>	<i>No. of Hours for Theory and Practical (110)</i>	<i>Max. Marks Theory and Practical (100)</i>
Part - A Em-ployability Skills	<i>Communication & Self-Management Skills-I</i>	20	05
	<i>Basic ICT, Entrepreneurship & Green Skills-I</i>	20	05
Total		40	10
Part – B Vocational Skills	<i>Immunization</i>	15	05
	<i>Drug administration and physiotherapy</i>	15	05
	<i>Geriatric and child care</i>	15	03
	<i>Prevention and control of infection in home setting</i>	15	03
	<i>Biomedical waste management</i>	10	04
Total		70	20
Part - C Practical Work	<i>Practical Experiment</i>		20
	<i>Artefacts (objects created by students)</i>		05
	<i>Demonstration</i>		05
	<i>Projects (individual and group)</i>		10
	<i>Portfolio</i>		10
Total			50
Part-D Internal Assessment	<i>Class-based tests classroom participation (Group work, Group discussion, Attendance)</i>		20
Total			20
GRAND TOTAL		110	100

Theory: 60 Marks

“Part-A”

Employability Skills----- (20 Marks)

**Syllabus of Employability Skills is available at Page No. 06*

“Part - B”

Vocational Skills----- (40 Marks)

Unit-III Immunization (05 Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none">• <i>Meaning of Immunity</i>• <i>Differentiate between innate and adoptive immunity</i>• <i>Differentiate between passive & active immunity</i>	<i>Differentiate between various types of immunity</i>
2.	<ul style="list-style-type: none">• <i>Importance of immunization</i>• <i>Side effects of immunization</i>• <i>Various aspects of Immunization schedule chart</i>	<i>Prepare immunization schedule chart</i>
3.	<ul style="list-style-type: none">• <i>Key components of a universal immunization programme (UIP)</i>• <i>Enumerate national health programme</i>	<i>Identify the key components of universal immunization programme (UIP) prepare list national health programme</i>
4.	<ul style="list-style-type: none">• <i>Key components of a Pulse polio Immunization Programme</i>	<i>Identify the key components of pulse polio immunization programme</i>
Unit-IV Drug Administration and Physiotherapy (05Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none">• <i>Drug administration</i>• <i>Classify medicine groups</i>• <i>Legal aspects of record keeping and documentation</i>	<i>Demonstrate the knowledge of basic principles of drug administration</i>
2.	<ul style="list-style-type: none">• <i>Enlist different forms of medicine</i>• <i>Importance of forms v/s route in drug administration</i>• <i>Read the instruction on the label of the medicine</i>• <i>Various signs of allergy</i>• <i>Meaning of standard abbreviation used in the medication chart</i>	<i>Demonstrate the knowledge of forms and routes of medication</i>
3.	<ul style="list-style-type: none">• <i>Common side effects of anti- depressant</i>• <i>Classification of drugs</i>• <i>Techniques of disposing medicine</i>• <i>Preventive measure to control the mistake in drug administration.</i>	<i>Classify the drugs</i>
4	<ul style="list-style-type: none">• <i>Introduction of Physiotherapy.</i>• <i>Holistic approach used in physiotherapy</i>• <i>Basic principles of physiotherapy</i>	<i>Demonstrate the knowledge of basic principles of physiotherapy</i>
5	<ul style="list-style-type: none">• <i>Introduction of Body mechanics</i>	<i>Demonstrate the</i>

	<ul style="list-style-type: none"> Moving and positioning of patient 	knowledge of principles and techniques of body mechanics.
6	<ul style="list-style-type: none"> Procedure of coughing and breathing exercise Working of trifle 	Demonstrate the knowledge of breathing and coughing exercises

Unit-V Geriatric and Child Care(03 Marks)

S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"> Introduction to different age groups and biological aging. Common health problems in old age people 	Demonstrate the knowledge of facts related to old age
2.	<ul style="list-style-type: none"> Changes that occur in different systems of body during old age Legal needs of the elderly Reasons for caring elderly 	Identify the normal changes that occur at old age
3.	<ul style="list-style-type: none"> Security and safety needs of an elderly people Enlist any five requisites for better feeding during old age Food and fluid needs 	Demonstrate the knowledge of accomplishing basic needs of elderly people
4.	<ul style="list-style-type: none"> Significance and purpose of physical examination Techniques of physical examination viz. - Inspection - Palpation - Percussion - Auscultation - Manipulation 	Demonstrate the knowledge of significance, purpose and techniques of the physical assessment of the patient
5.	<ul style="list-style-type: none"> Role of Home Health Aid (HHA) in assisting the health examination of a patient. Care of geriatric immobile, paralytic and other patients. Enlist the precautions to be taken while examining height and weight of the patient Technique for chest and abdomen examination 	Provide assistance in various examinations of the patient viz. eyes, ears, nose, throat, neck, chest, etc.
6.	<ul style="list-style-type: none"> Enlist different age group before 18 years of age. Stages of learning and thinking abilities amongst infants and children's. Importance of nutrition and hydration required for infants and children. Safety needs of children. Measure physical examination. 	Demonstrate the knowledge of caring of infants and children

Unit-VI Prevention and Control of Infection in Home Setting (03 Marks)

S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"> Definition of disease Process of infection Pathogen Three vertices of the epidemiological triangle Differentiate between different types of microorganisms 	Describe the diseases caused by microorganism

2.	<ul style="list-style-type: none"> • <i>Common diseases</i> • <i>Enlist the names of bacteria and viruses causing diseases in human</i> 	<i>Demonstrate the knowledge of common human diseases and their causal agents</i>
3.	<ul style="list-style-type: none"> • <i>Types of disinfection</i> • <i>Differentiate between concurrent and terminal disinfection</i> • <i>Process of fumigation with sulphur.</i> 	<i>Demonstrate the knowledge of process of disinfection</i>
4.	<ul style="list-style-type: none"> • <i>Importance of care of rubber goods.</i> • <i>Procedure to undo the contaminated gloves</i> • <i>Procedure of removing different kinds of stains</i> • <i>Ways of care of syringes and needles</i> 	<i>Demonstrate the knowledge of care of articles</i>
5.	<ul style="list-style-type: none"> • <i>Cleaning techniques of different areas of hospital</i> • <i>Various cleaning techniques used</i> 	<i>Provide assistance in disinfection</i>

Unit-VI Bio Medical Waste Management (04 Marks)

S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"> • <i>Define bio- medical waste</i> • <i>Enlist the risks involved in poor waste management in hospital</i> • <i>Importance of hospital waste management with respect to hospital staff and general public</i> • <i>Bio-medical waste management helps in environment protection</i> • <i>Enlist the routes of transmission of infection in hospitals</i> 	<i>Demonstrate the knowledge of bio- medical waste management</i>
2.	<ul style="list-style-type: none"> • <i>Enlist the sources of bio- medical waste</i> • <i>Areas of bio medical waste generation in hospital</i> • <i>Method of disposing off of microbiological and bio technological waste in hospitals</i> • <i>Importance of colour coding criteria</i> 	<i>Demonstrate the knowledge of the sources and disposal methods of bio-medical waste</i>
3.	<ul style="list-style-type: none"> • <i>Functions of hospital waste management committee.</i> • <i>Importance of training on hospital waste management to different categories of staff in a hospital.</i> 	<i>Identify the role of personnel involved in waste management</i>

A. Practical Experiment **(20 Marks)**

- *Prepare Immunization (card) calendar for an infant, children and pregnant women.*
- *Common forms and routes of medicines.*
- *Identify different techniques of physiotherapy.*
- *Role play to move the patient safely during an emergency.*
- *Identify different positions of patient.*
- *Deep breathing and coughing exercises.*
- *Perform pursed lip breathing, diaphragmatic breathing, abdominal breathing and belly breathing exercise.*
- *Prepare a chart of different age groups.*
- *Assist in the physical examination of the patient.*
- *Identify different techniques of the physical examination.*
- *Enlist best housekeeping practices.*
- *Care of various rubber based articles, ward articles and instruments.*
- *Removing different kind of stains.*
- *Various cleaning techniques.*
- *Different chemical used in cleaning the floor.*

B. Artefacts (objects created by students) **(05 Marks)**

C. Demonstration **(05 Marks)**

D. Projects **(10 Marks)**

E. Student Portfolio/ Practical Notebook **(10 Marks)**

4. Tourism and Hospitality

Job Role: Housekeeping Trainee

CLASS (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 mainstream education. 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 (110)	Max. Marks Theory and Practical (100)
Part - A Employability Skills	<i>Communication & Self-Management Skills-I</i>	20	05
	<i>Basic ICT, Entrepreneurship & Green Skills-I</i>	20	05
Total		40	10
Part – B Vocational Skills	<i>Clean Pantry and Canteen Area.</i>	7	02
	<i>Report, Record and Prepare Documentation.</i>	8	02
	<i>Communicate with customers and colleagues</i>	12	03
	<i>Maintain Standard of Etiquette and Hospitable Conduct.</i>	12	04
	<i>Gender and Age Sensitive Service Policies.</i>	7	02
	<i>Maintain Health and Hygiene</i>	12	03
	<i>Maintain Safety at Workplace</i>	12	04
	Total		70
Part - C Practical Test	<i>Practical Experiment</i>		20
	<i>Artefacts (objects created by students)</i>		05
	<i>Demonstration</i>		05
	<i>Projects (Individual and Group)</i>		10
	<i>Portfolio</i>		10
Total			50
Part-D Internal Assessment	<i>Class-Based Tests, Classroom Participation (Group Work, Group Discussion, Attendance)</i>		20
Total		110	20
Grand Total		110	100

Theory: 60 Marks

“Part-A”

Employability Skills----- (20 Marks)

**Syllabus of Employability Skills is available at Page No. 06*

“Part - B”

Vocational Skills----- (40 Marks)

Unit-III Introduction To Food Service Industry And Its Scope (02 Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none">• Clean Pantry and Canteen Area.• <i>Concept of pantry and canteen area. Cleaning of kitchen accessories and equipments. Importance of safety at workplace. Roles and responsibilities of housekeeping staff.</i>	<i>Appreciate the importance of cleaning Canteen/kitchen area</i>
2.	<ul style="list-style-type: none">• <i>Various cleaning equipments used in canteen and kitchen of hotel.</i>	<i>Identify various cleaning equipments.</i>
3.	<ul style="list-style-type: none">• <i>Importance of safety at workplace. Roles and responsibilities of housekeeping staff.</i>	<i>Identify the Role & responsibilities of Housekeeping staff.</i>
Unit-IV Report, Record and Prepare Documentation(02Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none">• <i>Housekeeping checklist registers and store procedure. Record of attendance and productivity.</i>	<i>Gain knowledge about report making, Documentation.</i>
2.	<ul style="list-style-type: none">• <i>Incident, accident lost and found.</i>	<i>Upgradation of knowledge about lost and found</i>
3.	<ul style="list-style-type: none">• <i>Use of log book and its importance.</i>	<i>know how to utilize log book</i>
4	<ul style="list-style-type: none">• <i>Housekeeping report presentation.</i>	<i>Demonstrate how to present housekeeping reports.</i>
Unit-V Communicate with customers and colleagues. (03 Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none">• <i>Importance of communicating and sharing information with colleagues. Role of body language and dress code while dealing with customers and colleagues. Importance of cooperation and coordination with colleagues.</i>	<i>Appreciate the importance of communication (Upward communication).</i>

2.	<ul style="list-style-type: none"> • <i>Concept of etiquettes and behavior, importance of right behavior at workplace.</i> 	<i>Importance of etiquette and manner In communication</i>
----	---	--

Unit-VI Maintain Standard of Etiquette and Hospitable Conduct. (04 Marks)

S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"> • <i>Define Hospitality. Meaning of hospitable conduct-its need and importance..</i> 	<i>understanding the meaning of hospitality.</i>
2.	<ul style="list-style-type: none"> • <i>Components of hospitality, goals of hospitality.</i> 	<i>Gain knowledge about components & goals of hospitality</i>
3.	<ul style="list-style-type: none"> • <i>Importance of body language inhospitable conduct. Dos and Don'ts while dealing with guests.</i> 	<i>Appreciate role of positive body language</i>
4.	<ul style="list-style-type: none"> • <i>4. Measuring customer satisfaction. Customer feedback</i> 	<i>Know how to measure customer satisfaction.</i>
5.	<ul style="list-style-type: none"> • <i>Elementary idea about office manners.</i> 	<i>Understand the basics of office manners</i>
6	<ul style="list-style-type: none"> • <i>Importance of briefing and staff training of housekeeping department</i> 	<i>Importance of briefing</i>

Unit-VII Gender and Age Sensitive Service Policies(02 Marks)

S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"> • <i>Women's rights and respect at workplace.</i> 	<i>Enumerating women's rights, facilities and Services at workplace.</i>
2.	<ul style="list-style-type: none"> • <i>Facilities and services for female employees at workplace including sexual harassment preventive policies.</i> 	<i>Appreciate the need for general facilities and sexual harassment prevention policies.</i>
3.	<ul style="list-style-type: none"> • <i>Recreational and medical facilities at hotel.</i> 	<i>Understand the need of recreational and medical facilities at hotel.</i>
4.	<ul style="list-style-type: none"> • <i>Behavioral etiquettes while dealing with female guests.</i> 	<i>know the etiquettes while dealing with females.</i>

Unit-VIII Maintain Health and Hygiene (03 Marks)

S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"> • <i>Importance and maintenance of cleaning at workplace.</i> • <i>Waste and its types, waste segregation, handling of waste material. Pest control activities at workplace. Ventilation and its purpose.</i> 	<i>Appreciate the importance of ensuring cleanliness around workplace.</i>
2.	<ul style="list-style-type: none"> • <i>Importance of personal hygiene-grooming of housekeeping staff.</i> 	<i>Gain Insights into Personal Hygiene and grooming.</i>
3.	<ul style="list-style-type: none"> • <i>Concept of Cross contamination and preventing cross contamination at workplace.</i> 	<i>Understand contamination and cross contamination.</i>

Unit-IX Maintain Safety at Workplace (04 Marks)

S.No	Theory	Learning Outcome
------	--------	------------------

1.	<i>Various types of hazards at workplace and their respective preventive and safety measures. Hotel evacuation procedures in case of emergency.</i>	<i>Appreciate the measures of taking Precautions to avoid workplace hazards.</i>
2.	<i>Concept of hotel storage area. Handling storage area 3 to avoid hazards. Proper storage of acids and chemicals to avoid hazards Standard safety procedures for electric tools and sharp tools</i>	<i>Understand how to deals with chemical and other tools.</i>
3.	<i>Concept of First Aid, First Aid kit and importance of First Aid at work place. Concept of P.P.E. and its use in hotel.</i>	<i>Appreciate the importance of First Aid.</i>

JKBOSE

4. Tourism and Hospitality

Job Role: Food and Beverage Service Trainee

CLASS (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 mainstream education. The unit-wise distribution of hours and marks for Class 10th is as follows:

<i>Class 10th</i>			
Module Part and Name	<i>Unit Name</i>	<i>No. of Hours for Theory and Practical (110)</i>	<i>Max. Marks Theory and Practical (100)</i>
Part - A Employability Skills	<i>Communication & self management skills</i>	20	05
	<i>Basic ICT, entrepreneurship and green skills</i>	20	05
<i>Total</i>		40	10
Part – B Vocational Skills	<i>Customer - Centric Service</i>	13	05
	<i>Etiquette And Hospitable Conduct</i>	12	04
	<i>Gender and Age Sensitive Service Practices</i>	6	04
	<i>IPR of organization and Customer</i>	8	02
	<i>Health and Hygiene</i>	8	03
	<i>Safety at Workplace</i>	8	02
<i>Total</i>		55	20
Part-C (Practical Test)	<i>Practical Experiment</i>		20
	<i>Artefacts (objects created by students)</i>		05
	<i>Demonstration</i>		05
	<i>Projects (Individual and Group)</i>		10
	<i>Portfolio</i>		10

Total			50
Part - D Internal Assessment	<i>Class-Based Tests, Classroom Participation (Group Work, Group Discussion, Attendance)</i>		20
Total		110	70
Grand Total		110	100

Theory: 60 Marks

“Part-A”

Employability Skills----- (20 Marks)

**Syllabus of Employability Skills is available at Page No. 06*

“Part - B”

Vocational Skills----- (40 Marks)

Unit-III Customer-Centric Service(05 Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"> <i>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</i> 	<i>Enumerate customer-centricity of Hospitality Understand the importance of Service as a tool of customer satisfaction Write the Classification of customer Understand the importance of customer-centric Business facilitation Describe and administer the Tools to get Feedback from customers</i>
Unit-IV Etiquette and Hospitable Conduct (04 Marks)		
S.No	Theory	Learning Outcome
1.	<i>Meaning, components and goals of hospitality, Define 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 (interdepartmental coordination, handling complaints, staff training), HR Policy & Sales Poli-</i>	<i>Understand the meaning, components and goal of hospitality Demonstrate the Etiquettes and Manners Demonstrate hospitable conduct while dealing with the guest Learn and implement Office Manners Deal with customer com-</i>

	<i>cy, Documentation, Customer Profile.</i>	<i>plaints and take feedback</i>
--	---	----------------------------------

Unit-V Gender and Age Sensitive Service Practices. (04 Marks)

S.No	Theory	Learning Outcome
1.	<i>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</i>	<i>Describe facilities and services available for females at workplace Appreciate and narrate different age and gender specific customer services Explain the importance and follow standard etiquette with women at workplace.</i>

Unit-VI IPR of organization and Customer. (02 Marks)

S.No	Theory	Learning Outcome
1.	<i>Definition and importance of IPR, Components of IPR, Objectives & need of IPR in an organization, Customer copyright, Patent & Trademark, Protection of Trade mark, Financial Incentives & economic growth, Infringement, Misappropriation & enforcement laws.</i>	<i>Understand the importance IPR Explain the history of IPR Understand and describe the Components of IPR Understand the need of IPR, Define and explain relationship of IPR and hospitality Respect customer copyrights</i>

Unit-VII Health and Hygiene(03 Marks)

S.No	Theory	Learning Outcome
1.	<i>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.</i>	<i>Ensure cleanliness around workplace Enumerate importance of indenting and handling various Food and beverage areas checklist Gain insights into personal hygiene practices.</i>

Unit-VIII Safety at Workplace (02 Marks)

S.No	Theory	Learning Outcome
1.	<i>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.</i>	<i>Appreciate the measures of taking precautions to avoid F&B department hazards Comprehend the Standard Safety Procedure near service area Use First aid and personal protective equipment's while doing hazardous work</i>

JKBOSE

Practical (External) 50 Marks
Hand on Skill (30 Marks)

- **Draw structure of Food and Beverage Department of a hotel.**
- **Demonstrate how to Greet, Seating and presenting menu to the guest in restaurant.**
- **Order taking for food and beverages, Preparation for KOT.**
- **Service of non-alcoholic beverages.**
- **Demonstrate how to setup informal and formal table setting.**
- **Preparation of bills and its presentation of the guest.**
- **Arrangement and use of side board practices of mise-en place & Mise-en scene.**
- **Grooming standards for waiter and waitress.**
- **Demonstrate the F&B equipment and tools used, along with their sizes and purposes.**
- **How to carry a restaurant-serving tray.**

B. Viva Voce

(10 Marks)

C. Student Portfolio/ Practical Notebook

(10 Marks)

JKBOSE

5. Security

Job Role: Security Guard

CLASS (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 mainstream education. The unit-wise distribution of hours and marks for Class 10th is as follows:

<i>Class 10th</i>			
<i>Module Part and Name</i>	<i>Unit Name</i>	<i>No. of Hours for Theory and Practical (110)</i>	<i>Max. Marks Theory and Practical (100)</i>
Part - A Employability Skills	<i>Communication Skills-I Self-Management & Entrepreneur Skills-I</i>	10	10
Part – B Vocational Skills	<i>Hygiene and Safety</i>	15	14
	<i>Documentation</i>	15	06
Part - A Employability Skills	<i>Basic ICT and Green Skills-II</i>	10	10
Part – B Vocational Skills	<i>Traffic Control and Parking</i>	20	06
	<i>Security in Industrial and Commercial Deployment</i>	20	07
	<i>Security Escorts</i>	20	07
Total		110	30
Part - C Practical Work	<i>Practical Exam</i>		10
	<i>Written Test</i>		10
	<i>Viva Voice</i>		05
Total			25
Part-D Project / Field work	<i>Practical File / Student Portfolio</i>		10
	<i>Viva Voce</i>		05
			15
Total		110	100

Theory: 60 Marks

“Part-A”

Employability Skills----- (20 Marks)

**Syllabus of Employability Skills is available at Page No. 06*

“Part - B”

Vocational Skills----- (40 Marks)

Unit-III Hygiene and Safety (14 Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none">Personal safety, Maintaining Good Public Relations and Exhibiting Professionalism., Safety Plans, emergency Response and First Aid <p>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 firefighters by security guards.</p>	<p>Demonstrate the knowledge of personal safety at the workplace</p> <p>Demonstrate the knowledge of maintaining good public relations and exhibiting professionalism at the workplace</p> <p>Demonstrating knowledge on safety plans, emergency response and First Aid</p>
Unit-IV Documentation (06Marks)		
S.No	Theory	Learning Outcome
1.	<p>General Guidelines Which Help in Proper Documentation, Security Register and Types of gate Passes</p> <p>Recording and Reporting methods Recording and reporting the relevant enforcing authorities Keeping Record of Incident Things to remember during documentation Recording Observations Guiding questions in an observation report writing Different types of Registers Employee's Gate passes Material Gate Pass</p>	<p>Demonstrate the knowledge of</p> <p>General guidelines Which help in proper documentation Demonstrate the knowledge of security registers and types of gate passes</p>

Unit-V Traffic Control And Parking. (06 Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"> Traffic Signs and Procedures for Controlling Traffic and Managing Parking Safety aspects during traffic control Traffic Signals Traffic Accident Parking principle Hazards in Parking lots Parking lot signage 	Demonstrate the knowledge of traffic signs and procedures for controlling traffic and managing parking
Unit-VI Security in industrial and commercial deployment (07 Marks)		
S.No	Theory	Learning Outcome
1.	Physical Security Measures Material Gate and Vehicle Stickers Keys of the Organization Emergency Response Plan Material Security of Shopping Mall Types of Security Services in Shopping Mall	Demonstrate the knowledge of security in industrial deployment Demonstrate the knowledge of security in commercial deployment
Unit-VII Security Escorts (07 Marks)		
S.No	Theory	Learning Outcome
1.	Mobile Protection Plan Convoy composition Communication Readiness of driver Assistance to protected Personal security officer for body protection	Demonstrate the knowledge of roles and responsibilities of a security escort.

Practical Assessment

Practical (External) 50Marks

A. Hand on Skill (30Marks)

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 (10Marks)

C. Student Portfolio/Practical-Notebook (10Marks)

6. Agriculture

Job Role: Paddy Farmer

CLASS (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 mainstream education. The unit-wise distribution of hours and marks for Class 10th is as follows:

<i>Class 10th</i>			
Module Part and Name	Unit Name	No. of Hours for Theory and Practical (110)	Max. Marks Theory and Practical (100)
Part – A Employability Skills	<i>Communication & Self-Management Skills-I</i>	20	10
	<i>Basic ICT, Entrepreneurship & Green Skills-I</i>	20	10
Total		40	20(*10)
Part – B Vocational Skills	<i>Weed management in paddy crop</i>	20	10
	<i>Integrated Insect-pest and Disease Management in paddy crop</i>	10	05
	<i>Straw Management in Paddy</i>	10	05
	<i>Harvesting and Storage</i>	10	05
	<i>Paddy Marketing</i>	10	05
	<i>Handling Emergency Situations during Paddy crop production</i>	05	05
	<i>Maintaining Health and Safety Standards at the work</i>	05	05
Total		70	40
Part – C Practical Work	<i>Practical Experiment</i>		50
	<i>Artifacts(objects created by students)</i>		
	<i>Student Portfolio Demonstration Projects(Individual and group)</i>		
Part-D Internal Assessment	<i>CBT, Classroom participation, group discussion , attendance</i>		20
Total		110	100

Theory: 60 Marks

“Part-A”

Employability Skills----- (20 Marks)

**Syllabus of Employability Skills is available at Page No. 06*

“Part - B”

Vocational Skills----- (40 Marks)

Unit-III Weed management in paddy crop(10 Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none">Define weedsCharacteristics of weedsCommon weeds of paddy and its effectCrop-Weed CompetitionClassification of weeds based on life cycle, nature of cotyledons	Identify Common weeds of paddy
2.	<ul style="list-style-type: none">Methods of weed control,Management practices for weed control, Mechanical methods i. Cultural methods. ii. Biological methods. iii. Chemical methodsApplication of herbicides	Describe weed management
Unit-IV Integrated Insect-pest and Disease Management in paddy crop (05Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none">Describe major insect pests of RiceInsect pests symptoms of damageIntegrated management practices for insect pestHost resistance or use of resistant varietiesManagement practices of rodent and birds.	Identify major Insect-pest of paddy and their management.
2.	<ul style="list-style-type: none">Important Diseases of RiceSymptoms of different paddy diseasesMethods of disease managementUse of resistant varieties	Identify diseases of paddy and their management
Unit-V Straw Management in Paddy (05Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none">Describe strawChemical composition of Paddy strawC/N Ratio of Rice straw	Explain chemical composition of rice straw
2.	<ul style="list-style-type: none">Describe the use and management of Paddy straw	Manage Paddy straw
Unit-VI Harvesting and Storage .(05 Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none">HarvestingProper Stage and time of harvesting riceHarvesting processMethod of harvestingCombine harvestingGuidelines for good combine harvesting methodsChoosing of an appropriate harvesting method	Explain harvesting,

2.	<ul style="list-style-type: none"> • <i>Method of threshing</i> • <i>Guidelines for proper threshing</i> • <i>Grain Losses during and threshing Describe winnowing practices</i> • <i>Cleaning of seed</i> 	<i>Explain threshing and winnowing</i>
3.	<ul style="list-style-type: none"> • <i>Storage system</i> • <i>Guidelines for safe storage</i> 	<i>Demonstrate storage of paddy</i>

Unit-VII Paddy Marketing(05 Marks)

S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"> • <i>Describe market and its components</i> • <i>Classification of Market- on the basis of time span, seller's position, location or operation.</i> • <i>Difference between primary and secondary market, daily, weekly and seasonal markets</i> • <i>Marketing channels</i> 	<i>Classification of markets and marketing channels</i>
2.	<ul style="list-style-type: none"> • <i>Marketing costs</i> • <i>. Factors affecting marketing costs</i> • <i>Ways of reducing marketing costs of farm products</i> • <i>Describe Losses during marketing</i> 	<i>Marketing cost</i>
3.	<ul style="list-style-type: none"> • <i>Describe marketable Surplus</i> • <i>Factors affecting marketable surplus</i> • <i>Methods to improve marketable surplus.</i> 	<i>Marketable and marketed surplus</i>
4.	<ul style="list-style-type: none"> • <i>Role of APMC or the krishiupajmandi (KUM).</i> 	<i>Krishiupajmandi for price fixing</i>

Unit-VIII Handling Emergency Situations during Paddy crop production(05 Marks)

S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"> • <i>Describe aberrant monsoon situations</i> • <i>Types of Aberrant Monsoon</i> • <i>Efficient Utilization of water and rainwater under aberrant weather</i> 	<i>Manage aberrant monsoon situations</i>
2.	<ul style="list-style-type: none"> • <i>Paddy nursery under delayed monsoon situations</i> • <i>Crop management under delayed monsoon</i> • <i>Crop management under late release of canal water</i> • <i>Crop management under heavy rain and water logging.</i> 	<i>Crop management strategies under weather emergency</i>

Unit-IX Maintaining Health and Safety Standards at the work place(05Marks)

S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"> • <i>Describe harmful effects of agrochemicals</i> • <i>Methods of safe use of chemicals</i> • <i>Disposal of empty pesticides containers</i> 	<i>Demonstrate safe use of agrochemicals</i>
2.	<ul style="list-style-type: none"> • <i>Chemical poisoning and first aid measures</i> • <i>Use of safety and protective devices</i> • <i>Health and safety awareness at work place</i> 	<i>Demonstrate first aid treatment and use of safety devices</i>
3.	<ul style="list-style-type: none"> • <i>Checking the tools and machinery before use</i> • <i>Daily/periodic mandatory inspections of machinery</i> • <i>Safety precautions taken during harvest-</i> 	<i>Safe use of agricultural machinery</i>

- | | | |
|--|---|--|
| | <p>ing and threshing</p> <ul style="list-style-type: none">• Health and safety during Combine harvesting. | |
|--|---|--|

Practical (External) 50 Marks

A. Hand on Skill (15 Marks)

- **Visit to various websites to study the major agricultural crops, including crops grown locally.**
- **Study of the agronomic map of India.**
- **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.**
- **Preparation of charts on components of organic farming system.**
- **Group discussion on the nutrient content and method of preparation of organic manures.**
- **Methods of preparation of compost, Vermicompost**
- **Group discussion on effect of chemical fertilizers on soil and microorganisms**

B. Written Test (10 Marks)

B. Viva Voce (15 Marks)

C. Student Portfolio / Practical Notebook (10 Marks)

6. Agriculture

Job Role: Dairy worker

CLASS (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 mainstream education. The unit-wise distribution of hours and marks for Class 10th is as follows:

Theory: 60 Marks

<i>Class 10th</i>			
Module Part and Name	Unit Name	No. of Hours for Theory and Practical (110)	Max. Marks Theory and Practical (100)
Part – A Employability Skills	<i>Communication & Self-Management Skills-I</i>	20	10
	<i>Basic ICT, Entrepreneurship & Green Skills-I</i>	20	10
	<i>Total</i>	40	20(10*)
Part – B Vocational Skills	<i>Maintaining the healthy performance of animals</i>	20	08
	<i>Prevention of diseases</i>	10	10
	<i>Process of milk production</i>	10	06
	<i>Record keeping in a dairy farm</i>	10	04
	<i>Health and safety hazards in a dairy farm</i>	05	08
	<i>Animal welfare legislations</i>	05	04
	Total	70	40(20*)
Part – C Practical Work	<i>Practical Experiment</i>		
	<i>Artfacts(objects created by students)</i>		
	<i>Student Portfolio</i>		
	<i>Demonstration</i>		
	<i>Projects (individual and group)</i>		
Part D Internal Assessment	<i>CBT, classroom participation ,group discussion</i>		
	Total	110	100

“Part-A”

Employability Skills----- (20 Marks)

**Syllabus of Employability Skills is available at Page No. 06*

“Part - B”

Vocational Skills----- (40 Marks)

Unit-III Maintaining the Healthy Performance of Animals(08 Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"><i>Diseases and disorders affecting dairy animals</i><i>Common non-infectious diseases and other disorders in dairy animals</i>	<i>Explain different diseases and disorders affecting dairy animals</i>
2.	<ul style="list-style-type: none"><i>Types of parasites</i><i>Prevention and control of parasitic infection</i>	<i>Identify parasitic infections in dairy animals</i>
	<ul style="list-style-type: none"><i>Define common infectious diseases in dairy animals</i>	<i>Identify common infectious diseases in dairy animals</i>
Unit-IV Prevention of Diseases(10Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"><i>Measures of prevention of diseases</i>	<i>Explain different prevention measures for diseases in dairy animals</i>
2.	<ul style="list-style-type: none"><i>. Vaccination schedule in farm animals</i><i>Precautions taken during vaccination</i><i>Different routes of administering vaccines</i><i>Components of vaccination document</i>	<i>Explain the vaccination process of dairy animals</i>
3.	<ul style="list-style-type: none"><i>Describe “One health” approach</i><i>Zoonosis and its control</i><i>Aims of one health approach</i>	<i>Explain one health approach and its aims</i>
Unit-V Process of Milk Production (06Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"><i>Describe pre and post milking activities</i><i>Methods of milking</i>	<i>Explain the process of milk production</i>
2.	<ul style="list-style-type: none"><i>Essential components of clean milk production</i><i>Advantages of clean milk production</i>	<i>Explain the process of clean milk production</i>
Unit-VI Record keeping in a Dairy farm. (04Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"><i>Need for record keeping in dairy farm</i><i>Characteristics of farm records</i><i>Types of farm record</i><i>Ways to maintain farm records</i>	<i>Explain the process of record keeping in a dairy farm</i>
Unit-VII Health and Safety hazards in Dairy farm(08 Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"><i>Maintaining hygiene and biosecurity in a dairy</i>	<i>Explain the health and</i>

	<i>farm</i> <ul style="list-style-type: none"> Measures to check risks and hazards Personal protective equipment Safety measures to be followed in a farm Common risks and remedial measures Describe biosecurity in a dairy farm 	<i>safety hazards in a dairy farm</i>
2.	<ul style="list-style-type: none"> 1. Preparation of manures from animal and farm wastes • Farm Yard Manure • Composting • Vermicomposting • Feed stock in biogas plants to produce gas and slurry manure • Organic mulch 	<i>Explain the disposal of farm wastes</i>
Unit-VIII Animal Welfare Legislations(04 Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"> Signs of a healthy animal Difference between a healthy and sick animal Describe animal Welfare and its legislation Prevention of cruelty towards animals 	<i>Identify a sick animal in a dairy farm</i> <i>Explain the different animal legislation</i>

Practical (External) 50 Marks

A. Hand on Skill (15 Marks)

B.

- Evaluate the potential for employment in dairy farming in India.
- Identify the various breeds of cows and buffaloes in a dairy farm.
- Examine the housing design of nearby dairy farm.
- Note down the dimension of various housing structure present in the dairy farm.
- Note down the daily schedule of nearby dairy farm.
- Identify sick animals and note down the symptoms of disease in them.
- 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

Job Role: Optical Fiber Splicer

CLASS (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 mainstream education. The unit-wise distribution of hours and marks for Class 10th is as follows:

<i>Class 10th</i>			
<i>Module Part and Name</i>	<i>Unit Name</i>	<i>No. of Hours for Theory and Practical(200)</i>	<i>Max. Marks Theory and Practical (100)</i>
Part – A Employability Skills	<i>Communication &Self-Management Skills-I</i>	20	10
	<i>Basic ICT, Entrepreneurship & Green skills-I</i>	20	10
	Total	(40)	(20)
Part – B Vocational Skills	<i>Fiber Optic Communication And Route Inspection</i>	16	10
	<i>Splicing Tools And Process</i>	16	10
	<i>Cable Laying And Installation</i>	12	06
	<i>Testing Installation Of OFC</i>	12	08
	<i>Health, Safety Measures And Net-working</i>	14	06
	Total	70	(40)
Part – C Practical Test	<i>Practical Experiment</i>		20
	<i>Artifacts (objects created by student)</i>		05
	<i>Demonstration</i>		05
	<i>Projects (individual and group)</i>		10
	<i>Port folio</i>		10
	Total		50
Part-D Internal Assessment	<i>Class based test, class room participation (group work , group discussion, attendance)</i>		20
	Total	110	20

	GRAND TOTAL	200	100
--	--------------------	------------	------------

Theory: 60 Marks

“Part-A”

Employability Skills----- (20 Marks)

**Syllabus of Employability Skills is available at Page No. 06*

“Part - B”

Vocational Skills----- (40 Marks)

Unit-III Fiber Optic Communication and Route Inspection(10 Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"> 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 	Describe the fibre optic communication system.
2.	<ul style="list-style-type: none"> OFC route plan-Route inspection, Route diagrams, Different site conditions 	Read and interpret OFC route plan
3.	<ul style="list-style-type: none"> Cable laying process in the various site conditions, Safety and security of site, various parameters to inspect the site; 	Inspect the site for safe and secure cable installation
4.	<ul style="list-style-type: none"> Splicing basics, need and importance of splicing, Types of splicing –fusion and mechanical splicing. 	Describe the different splicing methods
Unit-IV Splicing Tools and Process(10Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"> 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 	Use tools and equipment for splicing and cable laying.
2.	<ul style="list-style-type: none"> Splicing procedure- Fusion splicing process, Mechanical splicing process; Testing of splicing, troubleshooting splicing problems, 	Demonstrate the splicing process.
3.	<ul style="list-style-type: none"> OFC termination, Splice trays, Splice enclosures, Fiber distribution frame(FDF) 	Post implementation of splicing
Unit-V Cable laying and Installation (06 Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"> Cable drum, Cables to rags and handling, Inspection of the drum and cable 	Demonstrate to handle OFC cables
2.	<ul style="list-style-type: none"> Standard cable installation process, Installation through trenching, aerial, Ducting process, Conduct figure8'ing', Cable pulling and blowing. 	Carry out cable laying

Unit-VI Testing Installation of OFC (08 Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"> ○ <i>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.</i> 	<i>Test optical fiber cable</i>
• Unit-VII Health & Safety Measures and Networking (06 Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"> • <i>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 natrench, Documentation</i> 	<i>Observe safety measures during installation of OFC</i>
2.	<ul style="list-style-type: none"> • <i>Attenuation loss in optical fiber, Optical technology-FTTX,FTTP,FTTC,FTTH, Multiplexing</i> 	<i>Describe the optical fiber transmission</i>

KBOSE

8. Beauty and wellness

Job Role: Assistant Beauty Therapist

CLASS (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 mainstream education. 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	20	05
	Basic ICT, Entrepreneurship and Green skills-II	20	05
Total		40	10
Part –B Vocational Skills	Basic Skincare Services	20	5
	Basic Depilation Services	15	5
	Makeup Services	20	5
	Creating a positive impression at workplace	15	5
Total		70	20
Part- C Practical Work	Practical Experiment		20
	Artefacts (objects created by students)		5
	Demonstration Projects(individual and group) Portfolio		05 10 10
Total			50
Part-D Project Work /Field			
	Class-based tests, classroom participation (Group work, Group discussion, Attendance)		20
Total		110	100

Theory: 60 Marks

“Part-A”

Employability Skills----- (20 Marks)

**Syllabus of Employability Skills is available at Page No. 06*

“Part - B”

Vocational Skills----- (40 Marks)

Unit-III Basic Skincare Services(05 Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none">Structure of skin-Epidermis, dermis, sub-cutaneous layer, hair follicles, hair shaft, sebaceous glands, arrector pill muscles, sweat gland and sensory nerve endings.	<i>Demonstrate the knowledge of anatomy and physiology of skin</i>
2.	<ul style="list-style-type: none">Functions of the skin-Protection for the, thermoregulation, hormone synthesis, excretions, immunological function, and sensory function.	<i>Describe the functions of skin</i>
3.	<ul style="list-style-type: none">Different types of skin products related to the skin care-cleansing ,toning, moisturizing.	<i>Perform basic skincare services</i>
Unit-IV Basic Depilation Services (05Marks)		
S.No	Theory	Learning Outcome
1.	<i>Types of hairs, Structure of hair, growth cycle of hair, consulting, planning and preparing waxing with the client, performing skin sensitivity test, equipments and products required for waxing contra-indications that prevent and restrict waxing treatments, After care advice for waxing.</i>	<i>Perform waxing</i>
2	<ul style="list-style-type: none">Benefits of threading, Types of tools and materials used for threading-scissor, disposable, eyebrow brushes, threading procedure (eyebrow threading and upper lip threading), Aftercare procedure for threading services	<i>Demonstrate the knowledge and skills of basic depilation-services-threading</i>
3.	<ul style="list-style-type: none">Types of bleach, Importance of patch test, Resources required for bleaching, Bleaching procedure, Advantages and disadvantages of bleaching	<i>Perform bleaching procedure</i>
Unit-V Make Up Services (05 Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none">Assessment of client and information gathering from client, Contra-indications	<i>Plan for makeup</i>
2.	<ul style="list-style-type: none">Types of makeup brushes, Equipment cleaning	<i>Make preparation for makeup</i>

3.	<ul style="list-style-type: none"> • <i>Makeup application sequence</i> • <i>Selection and application of correct make-up products based on facial features and client's needs</i> • <i>Types and purpose of various makeup products: Foundation, powder, blusher, mascara, eye shadows, eyeliner, eyebrow pencil, lip liner & lipstick/gloss, etc.</i> 	<i>Perform simple makeup services</i>
Unit-VI Creating positive impression at workplace. (05 Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"> • <i>Reception area and salon staffroom management, creation of 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</i> 	<i>Demonstrate the knowledge of creating positive impression at workplace</i>
2.	<ul style="list-style-type: none"> • <i>Personal grooming and hygiene, uniform and work accessories- PPE, maintaining good health and posture, Professional etiquettes</i> 	<i>Demonstrate professional etiquettes & Personal Grooming</i>

Practical (External) 50Marks

A. Hands on Skill (30Marks)

- *Demonstration on identification of various products used for cleaning, toning and moisturizing.*
- *Waxing*
- *Demonstration of bleach preparation and application.*
- *Demonstration of threading process for upper lip.*
- *Identification of tools and materials used for makeup.*
- *Bridal makeup application sequence.*
- *Application of nail paint.*
- *Use of hair straightener.*
- *Face cleanup*

B. VivaVoce (10 Marks)

C. Student Portfolio/Practical Notebook(10 Marks)

9. Physical Education and Sports

Job Role: Physical Education Assistant (Early Year)

CLASS (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 mainstream education. 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 (110)	Max. Marks Theory and Practical (100)
Part - A Employability Skills	Communication & Self-Management Skills-I	20	05
	Basic ICT, Entrepreneurship & Green Skills-I	20	05
Total		40	10
Part – B Vocational Skills	Role and Responsibilities of Physical Education Assistant (Early Years)	25	06
	Assessment and Evaluation of Students	20	06
	Free Play	10	04
	Monitoring and Inventory Management	15	04
Total		70	20
Part - C Practical Test	Practical Experiment		20
	Artefacts (objects created by students)		05
	Demonstration		05
	Projects (Individual and Group)		10
	Portfolio		10
Total			50
Part-D Internal Assessment	Class-Based Tests, Classroom Participation (Group Work, Group Discussion, Attendance)		20
Total		110	20
Grand Total		110	100

Theory: 60 Marks

“Part-A”

Employability Skills----- (20 Marks)

**Syllabus of Employability Skills is available at Page No. 06*

“Part - B”

Vocational Skills----- (40 Marks)

Unit-III Roles and Responsibilities of Physical Education(06 Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none">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.	Identify roles and responsibilities of a Physical Education Assistant
2.	<ul style="list-style-type: none">Scope of Physical Education Assistant, Intramural Programme, extramural programme, Fitness and Recreational Programme and Conducting Physical activities.	Describe the Various activities to be conducted by the Physical Education Assistant
3.	<ul style="list-style-type: none">Role of a Physical Education Assistant in Conducting (Morning Assembly, Sports Events, and 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.	Conducting a School Assembly and Parent Teacher Meeting
Unit-IV Assessment Evaluation of Students (06Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none">Meaning and Concept of Assessment, Types of Assessment, Assessment tools, Physical Education) Meaning and concept of Evaluation, Types of Evaluation, Tools used in Evaluation process, Components of Fitness and Health, skill related fitness, (Games and Sports, Development of a Child)	Describe the various types of tools of assessment
2.	<ul style="list-style-type: none">Need and Importance of Assessment in (Teaching learning Process, Improving Students Progress, Meaning and Concept of Feedback types of feedback.	Understanding the assessment and progress report
Unit-V Free Play (04 Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none">Introduction of Free Play, Sports, games and play, Components of Free Play, Need and Importance of free play in (Development of a Child.	Understanding the importance and purpose of free-play

2.	<ul style="list-style-type: none"> • <i>Concept of Free Play, Types of Free Play, Principles for Selecting Free Play activities.</i> 	<i>Identify Free-play activities</i>
Unit-VI Monitoring and Inventory Management.(04 Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"> • <i>Meaning of Monitoring, Steps, Principles and Importance of Monitoring Management, Meaning of Props and Equipments, Usage and Advantage of various props and equipment's in different games.</i> 	<i>Understand the usage of different types of props and equipments</i>
2.	<ul style="list-style-type: none"> • <i>Process of Inventory Management, Need and Importance of Inventory Management, Methods of maintaining props and equipments, Role of Sports Manager, Sports Record Keeper, and Sports Store room in maintaining props and equipment's.</i> 	<i>Understanding the importance of inventory management</i>

Practical (External) 50Marks

A. Hands on Skill (20Marks)

- **Physical Fitness Test (10 Marks)**
- **Skill Test of games and Sports student Choice (10 Marks)**

B. VivaVoce (05 Marks)

C. Student Portfolio/Practical Notebook

(05 Marks)

10. Automotive

Job Role: Four Wheeler Service Assistant.

CLASS (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 mainstream education. The unit-wise distribution of hours and marks for Class 10th is as follows:

Module part and name	Unit name	No. of hours for theory and practical(110)	Max. marks theory and practical(100)
Part -A Employability skills	Communication and self management skills	10	05
	Basic ICT, Entrepreneurship and green skills	30	05
Total		40	10
Part-B Vocational skills	Automobile and its components	20	07
	Automobile service tools	15	04
	Vehicle servicing	15	04
	Customer sales Care	10	03
	Innovation and development	10	02
Total		70	20
Part-C Practical Test	Practical Experiment		20
	Artefacts(Objects created by students)		05
	Demonstration		05
	Projects(Individual and group)		10
	Portfolio		10
Total			50
Part-D Formative Assessment	Class based test, classroom participation(group work, group discussion, attendance)		20
Total		110	100

Theory: 60 Marks

“Part-A”

Employability Skills----- (20 Marks)

**Syllabus of Employability Skills is available at Page No. 06*

“Part – B”

Vocational Skills----- (40 Marks)

Unit-III Automobile and its components(07Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"> 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, 	Identify Chassis Body Engine Lubrication System Cooling System Fuel Supply system Transmission system Front axle Steering Rear axle Suspension System Wheel and Tyre Brake
Unit-IV Automobile service tools(04 Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"> 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 	Identify Hand Tools, Measuring Tools, Electrical Tools, Special Tools, Service, Workshop machine
Unit-V Vehicle servicing (04 Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"> Washing of a Vehicle, Changing of oil and oil filter, changing of air filter, Change the fuel filter, Changing of coolant, Customer service. 	Washing of a Vehicle. Changing of oil and oil filter. Changing of air filter. Changing of fuel filter. Changing of Coolant.
Unit-VI Customer sales Care(03 Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"> Customer Service 	Customer service
Unit-VI Innovation and development(02Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"> Importance of innovation and development. 	Explain about Innovation and developments in automobile

Practical (External)

(50 Marks)

A. Practical Experiment

(20 Marks)

- Able to identify and describe the importance of Chassis Frame and Auto Body
- Able to identify and describe the importance of the Engine and its components
- Able to make a drawing of the Lubrication system and its components
- Able to identify and describe the importance Cooling System
- Able to make a drawing of the Cooling System
- Able to identify tools used in a workshop.

B. Artefacts (objects created by students) (05 Marks)

C. Demonstration

(05 Marks)

D. Projects (Individual and Group)

(10 Marks)

E. Portfolio

(10 marks)

11. Apparel made ups home furnishing

Job Role: Sewing machine operator

CLASS (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 mainstream education. 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 (110)	Max. Marks Theory & Practical (100)
Part - A Employability Skills	Communication & Self-Management Skills-I	20	05
	Basic ICT, Entrepreneurship & Green Skills-I	20	05
Total		40	10
Part – B Vocational Skills	Basics of garment construction -II	18	05
	Stitching of garments	20	06
	Use of fasteners in garments	17	04
	Cleaning storage, waste disposal, organizational rules and regulations at work-place.	10	03
	Introduction to job card in garment industry.	05	02
Total		70	20
Part - C Practical Test	Practical Examination		20
	Artifacts (Objects created by students)		05
	Demonstration		05
	Projects (Individual and group)		10
	Portfolio		10
Total			50
Part-D Internal Assessment	Class-based tests, classroom participation (group work, group discussion, Attendance)		20
Total		110	20
Grand Total		110	100

Theory: 60 Marks

“Part-A”

Employability Skills----- (20 Marks)

**Syllabus of Employability Skills is available at Page No. 06*

“Part - B”

Vocational Skills----- (40 Marks)

Unit-III Basics of Garment Construction(05Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none">• <i>Garment construction terminologies like</i> <i>Stitch length</i> <i>Seam allowance</i> <i>Stitch line</i> <i>Seam line</i> <i>Ease</i> <i>Facing</i> <i>Binding</i> <i>Cross grain</i> <i>Bias</i> <i>Piping etc.</i>	<i>Explain garment construction terminologies</i>
2.	<ul style="list-style-type: none">• <i>Different types of seams like</i> <i>Plain Seam</i> <i>Flat and fell seam</i> <i>Bound seam</i> <i>Lapped seam</i> <i>Counter seam etc.</i>	<i>Apply various types of seams</i>
Unit-IV Stitching of Garment (06Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none">• <i>Identify different Component of garment like:-</i> <i>Neckline</i> <i>Collar</i> <i>Sleeves</i> <i>Pockets</i> <i>Plackets</i> <i>Yokes</i> <i>Belts</i>	<i>Identify and Construct components of garment</i>
2.	<ul style="list-style-type: none">• <i>Disposal of fullness in a garment like:</i> <i>Darts</i> <i>Pleats</i> <i>Tucks</i> <i>Gathers etc.</i>	<i>Stitch different disposal techniques of fullness</i>
3.	<i>Assembling sequence of the garment</i> <i>Construction of baby frock</i>	<i>Assemble different garment parts to make the final product</i>

Unit-V Use of Fasteners in Garments(04 Marks)

S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"> Different types of Fasteners used in Garments like: Laces Ribbons Buttons Patches Hooks and Clasps Zip Velcro Fringe Tapes etc 	Identify different types of Fasteners
2.	<ul style="list-style-type: none"> Sewing techniques of Fasteners Uses of Fasteners 	Sew the fasteners

Unit-VI Cleaning, storage, waste disposal, organizational rules and regulations at workplace (03 Marks)

S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"> Importance of maintenance at workplace Benefits of clean environment 	Perform cleaning and maintenance at workplace
2.	<ul style="list-style-type: none"> Social responsibility of companies Waste management in textile and apparel industry 	Demonstrate proper storage and waste disposal
3.	<ul style="list-style-type: none"> Purpose and benefits of organizational policies Importance of organizational goals Workmen 	Describe organizational policy, goals, rules & regulation and workmen security

Unit-VII Introduction to Job Card in garment industry(02Marks)

S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"> Details of terminologies on the job card or work ticket Reading of specification on job card or work ticket 	Explain terminologies on the job card or work ticket
2.	<ul style="list-style-type: none"> Garment components specification from garment construction details sheet Front panel Back panel Side panel Front/Back/Side pocket Neckline Sleeves etc. Understanding stitch specification 	Identify garment components and understanding the stitch specification

Practical (External):50Marks

A. Hands on Skills(30 Marks)

- *Make a glossary of garment construction terminology in practical file*
- *Prepare a Swatch File of application of different Seams.*
- *Identify different garment components*
- *Prepare a sample garment / baby frock.*
- *Prepare a Proto Sample File for different Fasteners Laces, Ribbons, Buttons, Patches, Hooks and Clasps, Zip, Velcro, Fringe, Tapes etc.*
- *Market Survey for different types of fasteners.*
- *Prepare a Sample File of all the fasteners stitched on the fabric.*
- *Role play to demonstrate cleaning and maintenance practices at workplace.*
- *Practice waste management.*
- *Prepare organizational plan.*
- *Read a sample job card and draw correct specification.*
- *Prepare a sample garment using a sample job card.*

B. Projects (Individual And Group) (10 Marks)

C. Portfolio (10 Marks)

12. Electronics & Hardware

Job Role: Junior Field Technician Home Appliance

CLASS (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 mainstream education. 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 (110)	Max. Marks Theory and Practical (100)
Part - A Employability Skills	Communication & Self-Management Skills-I	20	5
	Basic ICT, Entrepreneurship & Green Skills-I	20	5
Total		40	10
Part – B Vocational Skills	Installation and repair and maintenance of Electric Iron	25	5
	Installation and repair and maintenance of Fan	25	8
	Installation and repair and maintenance of Cooler	20	7
Total		70	20
Part - C Practical Work	Practical Examination		20
	Artifacts (objects created by students)		05
	Demonstration		05
	Projects (individual and group)		10
	Practical File / Student Portfolio		10
Total			50

Part-D Internal assessment	Class based tests, classroom participation (group work, group discussion ,attendance)		20
Total			20
Total		110	100

Theory: 60 Marks

“Part-A”

Employability Skills----- (20 Marks)

**Syllabus of Employability Skills is available at Page No. 06*

“Part - B”

Vocational Skills----- (40 Marks)

Unit-III Installation and Repair and Maintenance of Electric Iron(05Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"> • Concept of heating in electric Iron, Heating coil in electric Iron, Insulation used in electric Iron, Switches and controller used in electric Iron, Earthing in electric Iron, Thermostat used in Electric Iron Specifications, features and functioning of Electric Iron. • Pre-installation checks, Safety precautions while installing and handling Electric Iron, Procedure to fix various accessories and parts of modern Electric Iron. • Testing of Electric Iron, Temperature settings for various types of cloths, • Documentation and recording, Features, utility and maintenance procedure of Electric Iron, Operational guidelines. 	<i>Describe the installation and operational process of Electric Iron</i>
2.	<ul style="list-style-type: none"> • Faults based on customer interaction, usage pattern and initial inspection, Common issues and faults that may occur in Electric Iron, Faults in separate parts of Electric Iron, Working of Electric Iron after connection is developed, • Performance test to check if the appliance is working or no 	<i>Describe the process of diagnosing, repairing and replacing the faulty module of Electric Iron.</i>
Unit-IV Installation and Repair and Maintenance of Fan (08 Marks)		
S.No	Theory	Learning Outcome

1.	<ul style="list-style-type: none"> • Concept of Fan for air circulation, Types of fan – table fan, ceiling fan, blade-less fan • Energy rating and power consumption of various fans, Features and utility of Iron, Motor in Fan, Switches and controller in Fan, • Insulation used in Fan, Safety and precautions for installation of Fan, Installation of ceiling Fan, Concept of earthing in fan, Operational guidelines. • Maintenance of motor, Preventive maintenance, Product warranty and after sales Support. 	Install the Fan
2.	<ul style="list-style-type: none"> • Faults based on customer interaction, usage pattern and initial inspection, Common issues and faults that may occur in Fan, Working of Fan after installation, •Performance test to check working of Fan after installation. 	Diagnose faults in Fan
3.	<ul style="list-style-type: none"> • •Procedure to replace dysfunctional module in Fan e.g; Replacement of fan capacitor, Replacement of shaft, gasket, and blades of fan, Repairing of motor, Maintenance of motor. 	Repair or replace dysfunctional module in Fan

Unit-V Installation and Repair and Maintenance of Cooler (07 Marks)

S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"> • Concept of air cooling and circulation in Cooler, Types of Cooler – Desert Cooler, Tower Air Cooler, Window Air Cooler Different models of Cooler, their features and functionalities, Energy rating and power consumption of Cooler. • Functioning of various electromechanical parts of the Cooler, Assembly and disassembly of Cooler. • Hazards, their causes prevention and safety while installation and repair of Cooler, Operational guidelines, Maintenance of motor, Product warranty and after sales support. 	Install the Cooler
2.	<ul style="list-style-type: none"> • Faults based on customer interaction, usage pattern and initial inspection, Common issues and faults that may occur in Cooler, Components of Cooler • Problems in motors, pump, shaft, gaskets, Frequently occurring faults: Improper working of blades, heating of motor, • Performance test to check working of Cooler, Reporting faults. 	Diagnose faults in Cooler
3.	<ul style="list-style-type: none"> • Procedure to repair/ replacement of dysfunctional component in Cooler, Procedure for replacement of shaft, gasket, and blades of Cooler, pump and blown out motor, • Procedure for cleaning and maintenance of 	Repair or replace dysfunctional module in Cooler

Practical (External):70Marks

A. Hands on Skills

- *Demonstrate the working of heating coil of electric Iron,*
- *Demonstrate the connection of earthing of Electric Iron,*
- *Demonstrate to shut off and On the Electric Iron and test the functionality,*
- *List the faults based on customer interaction, usage pattern and initial inspection,*
- *Group activity to perform Basic tests – power supply, earth test power supply, internal check,*
- *Demonstrate to repair and replace the damaged component of Electric Iron*
- *Group activity to fix various accessories and parts of Fan,*
- *Group activity to install ceiling fan, table fan, and blade-less Fan,*
- *List the faults based on customer interaction, usage pattern and initial inspection,*
- *Group activity to detect faults in Fan and it's parts,*
- *Group activity to perform Basic tests – power supply, earth test power supply, internal check of fan*
- *Group activity to replace capacitor, shaft, gasket, and blades of fan,*
- *Group activity to fix various accessories and parts of Cooler,*
- *Group activity to assemble and disassemble a Cooler.*
- *Group activity to operate various buttons of Cooler*
- *Group activity to diagnose the fault based on customer interaction, usage pattern and initial inspection of cooler*
- *Group activity to perform basic tests – power supply, earth test, of cooler*
- *Group activity to detect basic electrical faults, faults in switch, earthing, of cooler*
- *Group activity to diagnose problem in motors, pump, shaft, gaskets of cooler*
- *Group activity to replace internal dysfunctional component, dysfunctional pump, and blown out motor, external parts of Cooler.*

B. Projects (Individual And Group)

C. Portfolio

13. Plumbing

Job Role: Assistant Plumber General

CLASS (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 mainstream education. 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 & Practical (110)	Max. Marks Theory & Practical (100)
Part - A Employability Skills	Communication & Self-Management Skills	20	10
	Basic ICT, Entrepreneurship & Green Skills	20	10
Total		40	20(10*)
Part – B Vocational Skills	Basic Building Construction	10	9
	Pipes- Cutting, Threading, joining & Testing of pipelines	15	8
	Plumbing and sanitary fixtures	15	7
	Maintaining a healthy, safe and secure work environment	15	9
	Optimum utilization of resources	15	7
Total		70	40(20*)
Part - C Practical Test	Practical Experiment		20
	Artefacts (objects created by students)		05
	Demonstration		05
	Projects (individual and group)		10
	Portfolio		10
Total			50
Part-D Formative assessment	Class based tests, Classroom participation(group work, group discussion, attendance)		20
Total		110	100
Grand Total		110	100

Theory: 60 Marks

“Part-A”

Employability Skills----- (20 Marks)

**Syllabus of Employability Skills is available at Page No. 06*

“Part - B”

Vocational Skills----- (40 Marks)

Unit-III Basic Building construction (09 Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none">• <i>Components of Building Structure.</i>• <i>Importance and use of building, components in a structure.</i>• <i>Purpose and utilization of various components of building structure.</i>	<i>Identify different components of a building structure.</i>
2.	<ul style="list-style-type: none">• <i>Method of cutting</i>• <i>Tools used for cutting</i>• <i>Safety during cutting and opening</i>	<i>Do the cutting and opening in building structure for fixing plumbing fixtures etc.</i>
Unit-IV Pipes-Cutting, Threading, Joining and Testing of pipelines (08Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none">• <i>Cutting procedure of pipes</i>	<i>Do the cuttings of pipeline as per requirement</i>
2.	<ul style="list-style-type: none">• <i>Threading procedure of pipes</i>	<i>Do the threading of pipeline as per requirement</i>
3.	<ul style="list-style-type: none">• <i>Joining procedure of pipes</i>	<i>Do the joining practice of pipes as per requirement</i>
4.	<ul style="list-style-type: none">• <i>Bending procedure of pipes</i>	<i>Do the bending practice of pipes as per requirement</i>
5.	<ul style="list-style-type: none">• <i>Forming, assembling and securing procedure of pipes</i>	<i>Do the forming, assembling and securing practice of pipes as per requirement</i>
6.	<ul style="list-style-type: none">• <i>Testing procedure of pipes</i>	<i>Do the testing of pipelines after installation</i>
Unit-V Plumbing & Sanitary Fixtures. (07 Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none">• <i>Meaning of plumbing and sanitary fixtures</i>• <i>Use of plumbing and sanitary fixture</i>	<i>Identify Plumbing and sanitary fixtures</i>
2.	<ul style="list-style-type: none">• <i>Type and components of plumbing and sanitary fixtures</i>• <i>Spacing/ height to be provided among different components of a Plumbing and sanitary fixtures</i>	<i>Identify type and components of plumbing and sanitary fixtures</i>

3.	<ul style="list-style-type: none"> • Specification and type of tools used 	Handle the tools used for accessories and its type used for plumbing and sanitary fixtures
4.	<ul style="list-style-type: none"> • Method of assembling and disassembling • Plumbing and sanitary fixtures 	Installation of different Plumbing and sanitary fixtures
Unit-VI Maintaining a healthy, safe & secure work environment.(09 Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"> • Miss handling of power tool • Improper use of hand tool, Falls, Manual handling, Ladder 	Identify different types of hazards
2.	<ul style="list-style-type: none"> • Safety check • Precaution at workshop • Reporting of injuries and disease and danger • Sign and symbols • Personnel protection equipment • Emergency services and first Aid 	Follow the safety procedures
Unit-VII Optimum utilization of resources(07 Marks)		
S.No	Theory	Learning Outcome
1.	<ul style="list-style-type: none"> • Procedure of efficient utilization of material and water. 	Practices and impact of inefficient utilization of material and water
2.	<ul style="list-style-type: none"> • Efficient ways of managing material and water in the plumbing process 	Ways of efficiently managing material and water in the process
3.	<ul style="list-style-type: none"> • Explain the basics of electricity. • Common electrical and thermal equipment used in a plumbing workplace. • Describe the use of prevalent energy efficient devices. • List indicators of common electrical problems. • Discuss common practices of conserving electricity. • Explain the importance of checking if the equipment. Machine is functioning normally before commencing work and ensuring it is rectified 	Application of electrical equipment's used in plumbing
4.	<ul style="list-style-type: none"> • Usage of different colors of dustbin • Recyclable and non recyclable and hazardous waste • Efficient waste management practices Common source of pollution • Common ways implied by organization to minimize waste generated from plumbing activities 	Efficient waste management

Practical (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)