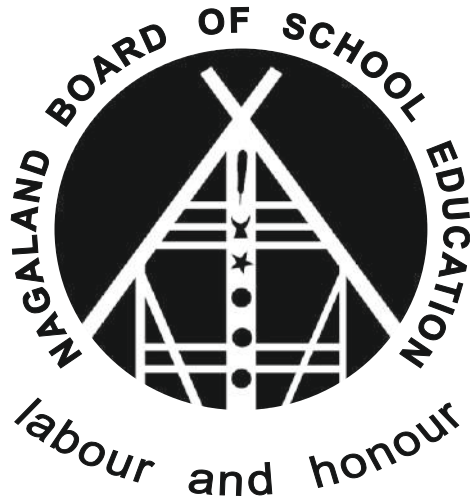


# COMPETENCY BASED CURRICULUM & SYLLABUS UNDER NSQF

NAGALAND BOARD OF SCHOOL EDUCATION  
KOHIMA : 797001 | POST BOX : 613

Email : [nagaboard@gmail.com](mailto:nagaboard@gmail.com)  
Portal : <https://www.nbsenl.edu.in>





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Note : The Board reserves the right to revise the curriculum and syllabi as the when it deems necessary.

First Print : 2021

Published by :  
Chairman  
Nagaland Board of School Education  
Kohima - Nagaland

Printed at :  
**N V Press**  
High School Junction  
Kohima

## Foreword

Vocational course as the name suggests, aims to prepare students for a specific profession or trade. These courses are designed in such a way that they meet the purpose of making students employable. Pursuing a vocational course imply the learning of skills that will help the child develop competency in a particular trade. Vocational teaching/learning experiences give students the opportunity to try new experiences through hands on trainings, such as workshops, competitions and challenges through which it can offer students the freedom to express them and bridge the gap between education and employment.

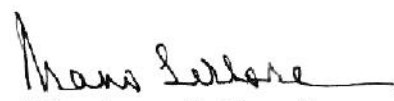
The New Education Policy 2020 has reiterated the importance of vocational education in skilling the students to face the world of work and has set a goal to reach out to at least 50% of the learners to have exposure to Vocational Education by 2025. In keeping with the goals of the NEP 2020 the Nagaland Board of School Education is introducing Vocational subjects from Class IX to XII.

This Competency Based Curriculum & Syllabus has been adopted for the Secondary and Higher Secondary stage and is aligned to the National Occupation Standards (NOSs) of the job role identified and approved under the National Skill Qualification Framework (NSQF).

The course aims to provide children with employability and vocational skills to support occupational mobility and lifelong learning. It will help them to acquire specific occupational skills that meet employers' immediate needs.

I look forward to schools particularly the private schools to introduce the vocational trades in their schools. Promoting vocational education would go a long way in ensuring a better future for the children.

Dated: 26<sup>th</sup> February, 2021

  
(Mrs Asano Sekhose)  
Chairman



# INTRODUCTION

## Vocational Education (NSQF)

The Ministry of Human Resource Development, Government of India has launched the National Skill Qualification Framework (NSQF) from Class IX onwards in the schools. The aim of introducing Vocational Education at *Secondary and Higher Secondary level* is to enhance the employability of youth through demand driven competency based, modular vocational courses and at the same time reduce the dropout rate at the Secondary level. The NSQF organizes qualifications according to a series of levels of Knowledge, Skills and Aptitude (KSA). The NSQF defines common principles and guidelines for nationally recognized qualification and certification encompassing schools, vocational institutes and institutes of higher education throughout the country. The qualification ranges from secondary to doctorate level leading to international recognition of national standards. These levels are defined in terms of learning outcomes which the learners must possess regardless of whether they were acquired through formal, non-formal or informal learning. It is, therefore, a nationally integrated education and competency based skill framework that will provide for multiple pathways of vertical and horizontal mobility with multiple entries and exits both within vocational education and training and among vocational education, vocational training, general education and technical education, thus linking one level of learning to another higher level. This will enable a person to acquire desired competency levels, transit to job market and, at an opportune time, return for acquiring additional skills to further upgrade their competencies.

### Need for Qualification Framework in India:

- i) Till now the focus of education and training has been almost entirely on inputs. The NSQF is based on an outcome-based approach and each level in the NSQF is defined and described in terms of competency levels that would need to be achieved. Job roles corresponding to each of these competency levels would be ascertained with the involvement of industry, through the respective Sector Skill Councils (SSCs)
- ii) In the past, the pathways of learning and progression, especially on the vocational education and training were generally not clear. There is no provision for vertical or horizontal mobility. The NSQF will make the progression pathways transparent so that institutes, students and employers are clear as to what they can or cannot do after pursuing a particular course and address the issues of inequity and disparity in qualifications.
- iii) There is no uniformity in respect to different qualifications across institutions, each with its own duration, curriculum and entry requirements. This often leads to problems in establishing equivalence of certificates/diplomas/degrees in different parts of the country which in turn impacts the employability and mobility of students. The NSQF will remove these confusions through the progression pathways.

- iv) The negative perception associated with vocational education and training can be removed by the development of quality qualifications that also permit acquisition of higher qualifications, including degrees and doctorates.
- v) There exist a large section of people who have acquired skills in the informal sector but do not have the necessary formal certifications to attest to their skills. As a competency-based and outcome based qualification framework, NSQF will facilitate Recognition of Prior Learning (RPL) that is lacking in present education and training scenario.
- vi) Majority of Indian qualifications are not recognized internationally and vice versa which creates a problem for the students as their international mobility is adversely affected. The NSQF will help in the alignment of Indian qualifications to international qualifications in accordance with relevant bilateral and multilateral agreements. Many countries are also in the process of aligning their qualifications to international qualifications through qualification frameworks.
- vii) The credit accumulation and transfer system that will be integrated in the NSQF will allow people to move between education, vocational training and work at different stages in their lives according to their needs and convenience. It will enable a student to leave education domain, get some practical experience in industry and return to studies to gain qualifications to progress higher in their chosen career.

#### **Objectives of NSQF:**

- i) Accommodates the diversity of the Indian education and training systems
- ii) Allows the development of a set of qualifications for each level, based on outcomes which are accepted across the nation
- iii) Provides structure for development and maintenance of progression pathways which provide access to qualifications and assist people to move easily and readily between different education and training sectors and between those sectors and the labour market
- iv) Gives individuals an option to progress through education and training and gain recognition for their prior learning and experiences
- v) Supports and enhances the national and international mobility of persons with NSQF compliant qualifications through increased recognition of the value and comparability of Indian qualifications
- vi) Facilitates the awarding of credit and supports credit transfer routes within the Indian education and training system

#### **Specific outcomes expected from implementation of NSQF are:**

- i) Mobility between vocational and general education by alignment of degrees with NSQF
- ii) Recognition of Prior Learning (RPL), allowing transition from non-formal to organised job market



- iii) Standardised, consistent, nationally acceptable outcomes of training across the country through a national quality assurance framework
- iv) Global mobility of skilled workforce from India, through international equivalence of NSQF
- v) Mapping of progression pathways within sectors and cross-sectorally
- vi) Approval of National Occupational Standards (NOS)/ Qualification Packs (QPs) as national standards for skill training

The NSQF is anchored at the National Skill Development Agency (NSDA) and is being implemented through the National Skills Qualifications Committee (NSQC) which comprises of all key stakeholders. The NSQC's functions amongst others include approving National Occupational Standards (NOSs) and Qualification Packs (QPs), approving accreditation norms, prescribing guidelines to address the needs of disadvantaged sections, reviewing inter-agency disputes and alignment of NSQF with international qualification frameworks.

### **Centrally Sponsored Scheme for Vocationalisation of Secondary and Higher Secondary Education**

Vocationalisation of Secondary and Higher Secondary Education comes under the umbrella of Rashtriya Madhyamik Shiksha Abhiyan (RMSA), now Samagra Shiksha. The components of the scheme include introduction of vocational education in government schools from Class IX till XII, capacity building of existing vocational education teachers through in-service training and induction training for new vocational education teachers, development of competency based modules for each individual vocational course, performance linked incentive to government aided and recognized, unaided private schools.

The state of Nagaland under the banner of RMSA started implementing the Centrally Sponsored Scheme of Vocationalisation of Secondary and Higher Secondary School Education in some selected schools from 2014 onward. Currently, under the Samagra Shiksha the vocational subjects introduced in the state are:

- i) Information Technology Enabled Services (level 1-4)
- ii) Tourism & Hospitality (level 1-4)
- iii) Healthcare (level 3 & 4)
- iv) Retail (level 1 - 4)
- v) Beauty & Wellness (level 1 - 4)
- vi) Electronics & Hardware (level 1 - 4)
- vii) Multi Skilling (level 1 & 2)
- viii) Agriculture (level 1 & 2)
- ix) Automotive (level 1)

## SCHEME OF STUDIES

A Vocational subject is an optional subject at the secondary stage and an elective subject at the higher secondary stage.

### Duration of the Course:

The duration of the course for Secondary stage i.e., Level 1 & 2 is 200 hours and Higher Secondary stage i.e., Level 3 & 4 it is 300 hours.

Total marks for each level is 100 marks, of which 50 marks is theory and the other 50 marks is practical. The theory examination will be conducted by the Nagaland Board of School Education whereas the practical assessment will be conducted by the SSCs.

### Certification:

Certificates will be issued jointly by the National Skill Development Corporation, Sector Skill Council and the Nagaland Board of School Education on completion of level 2 & 4.

### PRACTICAL

**50 Marks (100 Hours)**

#### Parameters

- Project / Practical Activities
- Viva based on Project
- Practical File/ Report or Portfolio
- Demonstration of skill competency in Lab Activities
- Exposure trips/visits

#### Assessment Guide:

| <i>Sl. No</i> | <i>Method of Assessments</i> | <i>Weightage (Max. marks)</i> | <i>Evaluator</i>           |
|---------------|------------------------------|-------------------------------|----------------------------|
| 1             | Theory                       | 50                            | Board/Teacher              |
| 2             | Practical test               | 30                            | Certified Assessor/Teacher |
| 3             | Oral test/viva voce          | 5                             | Certified Assessor/Teacher |
| 4             | Portfolio                    | 5                             | Certified Assessor/Teacher |
| 5             | Project                      | 5                             | Certified Assessor/Teacher |
| 6             | Direct Observation           | 5                             | Certified Assessor/Teacher |
| <b>Total</b>  |                              | <b>100</b>                    |                            |

- Qualifying Marks for both Theory and Practical shall be 20 marks respectively for Secondary level and 16 and 17 marks respectively for Higher Secondary.
- A Vocational Subject has the same weightage as that of the sixth subjects and is replaceable with a failed subject.

## Design of Question Paper

The design of the Question Paper for all subjects and classes are same.

### Weightage to different forms of questions:

| Sl. No       | Forms of Question | Marks for each Question | No. of Question | Total Marks |
|--------------|-------------------|-------------------------|-----------------|-------------|
| 1.           | MCQ               | 1                       | 10              | 10          |
| 2.           | VSA               | 1                       | 8               | 8           |
| 3.           | SA                | 2                       | 8               | 16          |
| 4.           | LA                | 4                       | 4               | 16          |
| <b>Total</b> |                   |                         | <b>30</b>       | <b>50</b>   |

- General option shall be given in LA (To answer any four out of six questions)

### Weightage to level of questions:

| Sl. No       | Level     | Percentage (%) | Marks     |
|--------------|-----------|----------------|-----------|
| 1.           | Easy      | 30             | 15        |
| 2.           | Average   | 50             | 25        |
| 3.           | Difficult | 20             | 10        |
| <b>Total</b> |           | <b>100</b>     | <b>50</b> |

### The expected length and time to be taken for different forms of questions:

| Sl. No            | Forms of Question             | Expected length of answer | Expected time for each question | Total expected time |
|-------------------|-------------------------------|---------------------------|---------------------------------|---------------------|
| 1.                | MCQ                           |                           | 1 minute                        | 10 minutes          |
| 2.                | VSA                           | One word or one sentence  | 2 minutes                       | 16 minutes          |
| 3.                | SA                            | 20 - 50 words             | 5 minutes                       | 40 minutes          |
| 4.                | LA                            | 60 - 100 words            | 10 minutes                      | 40 minutes          |
| 5.                | Reading Q. Paper and Revision |                           |                                 | 14 minutes          |
| <b>Total Time</b> |                               |                           |                                 | <b>120 minutes</b>  |

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|                                  |              |
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| <b>Secondary Syllabus</b>        | <b>01-22</b> |
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| 3. Retail                        | 06-08        |
| 4. Electronics                   | 08-10        |
| 5. Beauty & Wellness             | 11-13        |
| 6. Agriculture                   | 14-15        |
| 7. Multi Skilling                | 16-19        |
| 8. Automotive                    | 20-22        |
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| 10. Tourism & Hospitality        | 25-27        |
| 11. Health Care                  | 28-30        |
| 12. Retail                       | 31-32        |
| 13. Beauty & Wellness            | 33-34        |
| 14. Electronics                  | 35-37        |

# SECONDARY SYLLABUS

**Job Role: Domestic Data Entry Operator**  
**Sector: ITeS**

**Class: IX**

|                    | <b>Units</b>  | <b>Hours</b> | <b>Marks</b> |
|--------------------|---|--------------|--------------|
| <b>Part A</b>      | <b>Employability Skills</b>                                 |              |              |
|                    | Unit 1: Communication Skills – I                            | 70           | 10           |
|                    | Unit 2: Self-management Skills – I                          |              |              |
|                    | Unit 3: Information and Communication Technology Skills – I |              |              |
|                    | Unit 4: Entrepreneurial Skills – I                          |              |              |
|                    | Unit 5: Green Skills – I                                    |              |              |
| <b>Part B</b>      | <b>Vocational Skills</b>                                    |              |              |
|                    | Unit 1: Introduction to IT-ITeS Industry                    | 100          | 40           |
|                    | Unit 2: Data Entry and Keyboarding Skills                   |              |              |
|                    | Unit 3: Digital Documentation (Elementary)                  |              |              |
|                    | Unit 4: Electronic Spreadsheet (Elementary)                 |              |              |
|                    | Unit 5 : Digital Presentation                               |              |              |
| <b>Total</b>       |   | <b>170</b>   | <b>50</b>    |
| <b>Part C</b>      | <b>Practical Work</b>                                       |              |              |
|                    | Practical Examination                                       | 06           | 15           |
|                    | Written Test  | 01           | 10           |
|                    | Viva Voce   | 03           | 10           |
| <b>Total</b>       |   | <b>10</b>    | <b>35</b>    |
| <b>Part D</b>      | <b>Project Work/Field Visit</b>                             |              |              |
|                    | Practical File/Student Portfolio                            | 15           | 10           |
|                    | Viva Voce   | 05           | 05           |
| <b>Total</b>       |   | <b>20</b>    | <b>15</b>    |
| <b>Grand Total</b> |   | <b>200</b>   | <b>100</b>   |

## Common for Class IX & X

*In a year, at least 3 field visits/educational tours should be organised for the students to expose them to the activities in the workplace.*

*Visit a data entry centre and observe the following: Location, Site, Office building, Computer Systems, Tools and Equipment, Printer, Scanner. During the visit, students should obtain the following information from the owner or the supervisor of the Data Centre:*

1. *Data Entry Centre.*
2. *Computer Infrastructure.*
3. *Sitting Posture of data entry operators.*
4. *Assistive technology.*
5. *Manpower engaged*
6. *Total expenditure of Data Entry Centre.*
7. *Total annual income.*
8. *Profit/Loss (Annual)*
9. *Any other information*

**Job Role: Domestic Data Entry Operator**

**Sector: ITeS**

**Class: X**

|                    | <b>Units</b>   | <b>Hours</b> | <b>Marks</b> |
|--------------------|--|--------------|--------------|
| <b>Part A</b>      | <b>Employability Skills</b>                                    |              |              |
|                    | <b>Unit 1: Communication Skills - II</b>                       |              |              |
|                    | Unit 2: Self-management Skills - II                            |              |              |
|                    | Unit 3: Information and Communication Technology Skills-II     | 70           | 10           |
|                    | Unit 4: Entrepreneurial Skills - II                            |              |              |
|                    | Unit 5: Green Skills - II                                      |              |              |
| <b>Part B</b>      | <b>Vocational Skills</b>                                       |              |              |
|                    | Unit 1: Digital Documentation (Advanced)                       |              |              |
|                    | Unit 2: Electronic Spreadsheet (Advanced)                      |              |              |
|                    | Unit 3: Database Management System                             | 100          | 40           |
|                    | Unit 4: Maintain Health, Safety and Secure Working Environment |              |              |
| <b>Total</b>       |  | <b>170</b>   | <b>50</b>    |
| <b>Part C</b>      | <b>Practical Work</b>  |              |              |
|                    | Practical Examination  | 06           | 15           |
|                    | Written Test   | 01           | 10           |
|                    | Viva Voce  | 03           | 10           |
| <b>Total</b>       |  | <b>10</b>    | <b>35</b>    |
| <b>Part D</b>      | <b>Project Work/Field Visit</b>                                |              |              |
|                    | Practical File/Student Portfolio                               | 15           | 10           |
|                    | Viva Voce  | 05           | 05           |
| <b>Total</b>       |  | <b>20</b>    | <b>15</b>    |
| <b>Grand Total</b> |  | <b>200</b>   | <b>100</b>   |

### List of Tools, Equipment and Materials

#### HARDWARE

- 1 Computer with latest configuration or minimum Pentium Processor with 2 GB RAM, 512 GB HDD, 17" LED Monitor, NIC Card, 3 button Mouse, 105 keys keyboard and built-in speakers and mic. (15 nos)
- 2 Laser Printer Black (1 no)
- 3 Inkjet Printers (Colour & Black) (1 no)
- 4 Scanner (1 no)
- 5 Online UPS 5 KVA (1 no)
- 6 16 Port Switches (1 no)
- 7 Air Conditioner 1.5 tonne (2 nos)
- 8 Telephone line (For Internet) (1 no)
- 9 Fire extinguisher (1 no)

#### SOFTWARE

- 1 Operating System Linux and Windows

- 2 Anti Virus Latest version
- 3 LibreOffice or MS Office latest version

#### FURNITURE

- 1 Class room chairs and desks (25 nos)
- 2 Computer Tables (15 nos)
- 3 Straight back revolving & adjustable chairs (Computer Chairs) (15 nos)
- 4 Printer Tables (2 nos)
- 5 Trainers Table (1 no)
- 6 Trainers Chair (1 no)
- 7 Steel cupboards drawer type (2 nos)
- 8 Cabinet with drawer (1 no)
- 9 Steel almirah big size (1 no)
- 10 Steel almirah small size (1 no)

## Teacher's Qualifications

| Sl. No | Qualification   | Minimum Competencies   | Age Limit   |
|--------|---|--|---|
| 1      | Diploma in Computer Science/ Information Technology OR Bachelor Degree in Computer Application/ Science/ Information Technology (BCA, B. Sc. Computer Science/ Information Technology) OR Graduate with PGDCA OR DOEACC A Level Certificate.<br>The suggested qualification is the minimum criteria. However higher qualifications will also be acceptable. | <ul style="list-style-type: none"> <li>Effective communication skills (oral and written)</li> <li>Basic computing skills.</li> <li>Technical competencies</li> </ul> | 18-35 years<br>Age relaxation to be provided as per Govt. rules |

**Job Role: Food and Beverage Service Trainee**

**Sector: Tourism & Hospitality**

**Class: IX**

|               | Units  | Hours      | Marks      |
|---------------|--|------------|------------|
| <b>Part A</b> | <b>Employability Skills</b>                                  |            |            |
|               | Unit 1: Communication Skills –I                              | 70         | 10         |
|               | Unit 2: Self-management Skills – I                           |            |            |
|               | Unit 3: Information and Communication Technology Skills – I  |            |            |
|               | Unit 4: Entrepreneurial Skills – I                           |            |            |
|               | Unit 5: Green Skills – I                                     |            |            |
| <b>Part B</b> | <b>Vocational Skills</b>                                     |            |            |
|               | Unit 1: Introduction to Tourism and Hospitality Industry     | 100        | 40         |
|               | Unit 2: Classification of Catering Industry                  |            |            |
|               | Unit 3: Preparation for Food and Beverage Service Operations |            |            |
|               | Unit 4: Food and beverage service operation                  |            |            |
|               | Unit 5: After - dining Activities                            |            |            |
|               | Unit 6: Communication with Customers and Colleagues          |            |            |
|               | <b>Total</b>   | <b>170</b> | <b>50</b>  |
| <b>Part C</b> | <b>Practical Work</b>  |            |            |
|               | Practical Examination  | 06         | 15         |
|               | Written Test   | 01         | 10         |
|               | Viva Voce  | 03         | 10         |
|               | <b>Total</b>   | <b>10</b>  | <b>35</b>  |
| <b>Part D</b> | <b>Project Work/Field Visit</b>                              |            |            |
|               | Practical File/Student Portfolio                             | 15         | 10         |
|               | Viva Voce  | 05         | 05         |
|               | <b>Total</b>   | <b>20</b>  | <b>15</b>  |
|               | <b>Grand Total</b>   | <b>200</b> | <b>100</b> |

## Common for Class IX & X

*In a year, at least 3 field visits/educational tours should be organised for the students to expose them to the activities in the workplace.*

*Visit a hotel or a lodge and observe the following: Location, Site, size, star rating, departments, staff structure, work distribution, clientele, layout, furnishing, ambience, etc.*

*During the visit, students should obtain the above information from the owner or the supervisor of the hotel.*

**Job Role: Food and Beverage Service Trainee**

**Sector: Tourism & Hospitality**

**Class: X**

|                    | <b>Units</b>   | <b>Hours</b> | <b>Marks</b> |
|--------------------|--|--------------|--------------|
| <b>Part A</b>      | <b>Employability Skills</b>                                    |              |              |
|                    | Unit 1: Communication Skills – II                              | 70           | 10           |
|                    | Unit 2: Self-management Skills – II                            |              |              |
|                    | Unit 3: Information and Communication Technology Skills – II   |              |              |
|                    | Unit 4: Entrepreneurial Skills – II                            |              |              |
|                    | Unit 5: Green Skills – II                                      |              |              |
| <b>Part B</b>      | <b>Vocational Skills</b>                                       |              |              |
|                    | Unit 1: Customer - Centric Service                             | 100          | 40           |
|                    | Unit 2: Etiquette And Hospitable Conduct                       |              |              |
|                    | Unit 3: Gender and Age Sensitive Service Practices             |              |              |
|                    | Unit 4: IPR of organization and customer                       |              |              |
|                    | Unit 5: Health and Hygiene                                     |              |              |
|                    | Unit 6: Safety at Workplace                                    |              |              |
|                    | Unit 7: Learn a foreign or local language(s) including English |              |              |
| <b>Total</b>       |  | <b>170</b>   | <b>50</b>    |
| <b>Part C</b>      | <b>Practical Work</b>  |              |              |
|                    | Practical Examination  | 06           | 15           |
|                    | Written Test   | 01           | 10           |
|                    | Viva Voce  | 03           | 10           |
| <b>Total</b>       |  | <b>10</b>    | <b>35</b>    |
| <b>Part D</b>      | <b>Project Work/Field Visit</b>                                |              |              |
|                    | Practical File/Student Portfolio                               | 15           | 10           |
|                    | Viva Voce  | 05           | 05           |
| <b>Total</b>       |  | <b>20</b>    | <b>15</b>    |
| <b>Grand Total</b> |  | <b>200</b>   | <b>100</b>   |



## List of Tools, Equipment and Materials

- |   |  |  |
|---|--|--|
| 1. Tables – 3 Units                       | 21. Cereal Bowl – 6 Units                        | ( 1 Portion) – 2 Units                               |
| 2. Dining Chairs – 12 Units               | 22. Chutney Bowl Small – 12 Units                | 40. Entree Dish Round With Lid ( 2 Portion) – 1 Unit |
| 3. Side Station – 1 Unit                  | 23. Tea Spoon – 12 Units                         | 41. Oval Platter – 1 Unit                            |
| 4. Bar Counter – 1 Unit                   | 24. Dessert ( A.P) Spoon – 12 Units              | 42. Reserved – 1 Unit                                |
| 5. Hostess Desk – 1 Unit                  | 25. Dessert ( A.P) Fork – 12 Units               | 43. Round Service Tray – 10 Units                    |
| 6. Storage Cabinet – 1 Unit               | 26. Soup Spoon – 12 Units                        | 44. Rectangular Service Tray – 10 Units              |
| 7. POS/ Computer – 1 Unit                 | 27. Dessert Knife – 12 Units                     | 45. Ash Tray – 4 Units                               |
| 8. Dinner Plate 11" – 12 Units            | 28. Table Service Spoon – 6 Units                | 46. Tom Collins – 12 Units                           |
| 9. Dessert Plate 9" – 12 Units            | 29. Table Service Fork – 6 Units                 | 47. Hi Ball – 12Units                                |
| 10. B&B Plate – 12 Units                  | 30. Tea Strainer – 3 Units                       | 48. Pilsner – 6 Units                                |
| 11. Tea Cup – 12 Units                    | 31. Tea Set – 1 Unit                             | 49. Decanter Small – 6 Units                         |
| 12. Tea Saucer – 12 Units                 | 32. Water Jug – 6 Units                          | 50. Decanter Large – 6 Units                         |
| 13. Soup Bowl – 12 Units                  | 33. Salt And Pepper Set – 4 Units                | 51. Wine Glass – 12 Units                            |
| 14. Soup Bowl 4.5" Chinese – 12 Units     | 34. Tooth Pick H Older – 2 Units                 | 52. Table Cloths – 6 Units                           |
| 15. Soup Spoon Chinese – 12 Units         | 35. Straw Holder – 2 Units                       | 53. Table Napkins – 36 Units                         |
| 16. Service Bowl 1 Port 6 – 6 Units       | 36. Sugar Sachet Holder – 2 Units                | 54. Bar tool kit-1 Unit                              |
| 17. Service Bowl 2 Port 7 – 6 Units       | 37. Napkin Holder – 2 Units                      | 55. Cocktail Shaker– 2 Units                         |
| 18. Service Platter 1 Port 10 " – 6 Units | 38. Finger Bowl Large With Under Liner – 6 Units |  |
| 19. Service Platter 2 Port 12 " – 6 Units | 39. Entree Dish Round With Lid                   |  |
| 20. Pasta Plate 11 " – 6 Units            |  |  |

## Teacher's Qualifications

| Sl. No | Qualification   | Minimum Competencies  | Age Limit   |
|--------|---|---|---|
| 1      | Diploma/Degree in Hotel Management from a recognized Institute /University, with at least 5 years' work/teaching experience in Food and Beverage service including one year as supervisory capacity in a classified Hotel or Facility Management Company. | <ul style="list-style-type: none"> <li>Effective communication skills (oral and written)</li> <li>Basic computing skills</li> </ul> | 18-35 years<br>Age relaxation to be provided as per Govt. rules |

**Job Role: Store Operations Assistant**

**Sector: Retail**

**Class: IX**

|                    | <b>Units</b>  | <b>Hours</b> | <b>Marks</b> |
|--------------------|---|--------------|--------------|
| <b>Part A</b>      | <b>Employability Skills</b>                                 |              |              |
|                    | Unit 1: Communication Skills – I                            | 70           | 10           |
|                    | Unit 2: Self-management Skills – I                          |              |              |
|                    | Unit 3: Information and Communication Technology Skills - I |              |              |
|                    | Unit 4: Entrepreneurial Skills – I                          |              |              |
|                    | Unit 5: Green Skills – I                                    |              |              |
| <b>Part B</b>      | <b>Vocational Skills</b>                                    |              |              |
|                    | Unit 1: Introduction to Retail                              | 100          | 40           |
|                    | Unit 2: Receiving and Storage of Goods                      |              |              |
|                    | Unit 3: Stock Levels in Storage                             |              |              |
|                    | Unit 4: Customer Service                                    |              |              |
| <b>Total</b>       |   | <b>170</b>   | <b>50</b>    |
| <b>Part C</b>      | <b>Practical Work</b>                                       |              |              |
|                    | Practical Examination                                       | 06           | 15           |
|                    | Written Test  | 01           | 10           |
|                    | Viva Voce   | 03           | 10           |
| <b>Total</b>       |   | <b>10</b>    | <b>35</b>    |
| <b>Part D</b>      | <b>Project Work/Field Visit</b>                             |              |              |
|                    | Practical File/Student Portfolio                            | 15           | 10           |
|                    | Viva Voce   | 05           | 05           |
| <b>Total</b>       |   | <b>20</b>    | <b>15</b>    |
| <b>Grand Total</b> |   | <b>200</b>   | <b>100</b>   |

**Common for Class IX & X**

*In a year, at least 3 field visits/educational tours should be organised for the students to expose them to the activities in the workplace.*

*Visit a retail store and observe the following: Location, Site, Mother block, Office building, Store Layout, Arranging products in Racks, Store Design, Signage, Display of Products, Arranging Products into Gondolas, Billing Counter, Baggage of Products, Information Counters, etc. During the visit, students should obtain the following information from the owner or the supervisor or manager of the retail store:*

1. Area under retail store and its layout
2. Types of retail stores
3. Type of racks used
4. Store layout and design
5. Goods receiving procedure
6. Storage of goods
7. Maintain stock levels
8. Communication between sales persons and customers
9. Communication between sales person and other stakeholders of the retail store
10. Segmentation of products
11. Arranging products in racks, Gondolas etc.
12. Types of signage's its usefulness
13. Duties and responsibilities of store operations assistant
14. Traditional billing system
15. Computerised billing system
16. Manpower engaged
17. Display of products
18. Total expenditure of retail store
19. Total annual income
20. Profit/Loss (Annual)
21. Any other information
22. Prepare report of field visits individual or group

**Job Role: Store Operations Assistant**

**Sector: Retail**

**Class: X**

|                    | <b>Units</b>   | <b>Hours</b> | <b>Marks</b> |
|--------------------|--|--------------|--------------|
| <b>Part A</b>      | <b>Employability Skills</b>                                  |              |              |
|                    | Unit 1: Communication Skills – II                            | 70           | 10           |
|                    | Unit 2: Self-management Skills – II                          |              |              |
|                    | Unit 3: Information and Communication Technology Skills – II |              |              |
|                    | Unit 4: Entrepreneurial Skills – II                          |              |              |
|                    | Unit 5: Green Skills – II                                    |              |              |
| <b>Part B</b>      | <b>Vocational Skills</b>                                     |              |              |
|                    | Unit 1: Delivery of Goods                                    | 100          | 40           |
|                    | Unit 2: Retail Store Operations                              |              |              |
|                    | Unit 3: Health and Safety Practices                          |              |              |
|                    | Unit 4: Work in Team & Organization                          |              |              |
| <b>Total</b>       |  | <b>170</b>   | <b>50</b>    |
| <b>Part C</b>      | <b>Practical Work</b>  |              |              |
|                    | Practical Examination  | 06           | 15           |
|                    | Written Test   | 01           | 10           |
|                    | Viva Voce  | 03           | 10           |
| <b>Total</b>       |  | <b>10</b>    | <b>35</b>    |
| <b>Part D</b>      | <b>Project Work/Field Visit</b>                              |              |              |
|                    | Practical File/Student Portfolio                             | 15           | 10           |
|                    | Viva Voce  | 05           | 05           |
| <b>Total</b>       |  | <b>20</b>    | <b>15</b>    |
| <b>Grand Total</b> |  | <b>200</b>   | <b>100</b>   |

### List of Tools, Equipment and Materials

1. Shelves for Stacking Products
2. Shopping Cart
3. Signage Board Retail
4. Offer / Policy Signage
5. Big Poster (at POS) for offer related advertisement
6. Gondola
7. Products for display (Dummy Cameras and Mobiles)
8. Danglers
9. Coupons and Vouchers
10. Carry Bags
11. Physical Bill Copy
12. Bar Code Machine
13. Customer Feedback Form
14. Safety and security equipments on site
  - Fire extinguisher
  - Security cameras
  - LCD screens
  - Safety sign boards
  - Personal protective equipments (PPE) like gloves, helmets, jackets, harness etc.
  - Locking systems
15. Housekeeping equipments on site
  - Vacuum cleaner
  - Mops
  - Cleaning chemicals
  - Cleaning Robots
  - Air purifiers
  - Filtering machines
  - Spill Absorbents
  - Termite treatment

### Teaching/Training Aids

1. Computer
2. LCD Projector
3. Projection Screen
4. White/Black Boards
5. Flip Charts
6. Video and audio recorders

## Teacher's Qualifications

| Sl. No | Qualification  | Minimum Competencies   | Age Limit   |
|--------|--|--|---|
| 1      | Graduate or Diploma in Retail Management, P.G. Diploma in Marketing with at least 50% marks and 1 year teaching / work experience. Preference given to higher education with MBA (Retail Marketing) and/ or PG Diploma in Retail Management. | <ul style="list-style-type: none"> <li>Effective communication skills (oral and written)</li> <li>Basic computing skills.</li> <li>Technical competencies (e.g. in areas such as marketing, sales promotion, store maintenance, marketing and merchandising etc.)</li> </ul> | 18-35 years<br>Age relaxation to be provided as per Govt. rules |

**Job Role: Field Technician – Other Home Appliances**

**Sector: Electronics**

**Class: IX**

|                    | Units   | Hours      | Marks      |
|--------------------|---|------------|------------|
| <b>Part A</b>      | <b>Employability Skills</b>                                 |            |            |
|                    | Unit 1: Communication Skills – I                            | 70         | 10         |
|                    | Unit 2: Self-management Skills – I                          |            |            |
|                    | Unit 3: Information and Communication Technology Skills – I |            |            |
|                    | Unit 4: Entrepreneurial Skills – I                          |            |            |
|                    | Unit 5: Green Skills – I                                    |            |            |
| <b>Part B</b>      | <b>Vocational Skills</b>                                    |            |            |
|                    | Unit 1: Basics of Electrical and Electronics                | 100        | 40         |
|                    | Unit 2: Electronic Components                               |            |            |
|                    | Unit 3: Tools and Equipment                                 |            |            |
|                    | Unit 4: Installation of Water purifier                      |            |            |
|                    | Unit 5: Repair and Maintenance of Water purifier            |            |            |
|                    | Unit 6: Maintain Health and Safety                          |            |            |
| <b>Total</b>       |   | <b>170</b> | <b>50</b>  |
| <b>Part C</b>      | <b>Practical Work</b>                                       |            |            |
|                    | Practical Examination                                       | 06         | 15         |
|                    | Written Test  | 01         | 10         |
|                    | Viva Voce   | 03         | 10         |
| <b>Total</b>       |   | <b>10</b>  | <b>35</b>  |
| <b>Part D</b>      | <b>Project Work/Field Visit</b>                             |            |            |
|                    | Practical File/Student Portfolio                            | 15         | 10         |
|                    | Viva Voce   | 05         | 05         |
| <b>Total</b>       |   | <b>20</b>  | <b>15</b>  |
| <b>Grand Total</b> |   | <b>200</b> | <b>100</b> |

### Common for Class IX & X

*In a year, at least 3 field visits/educational tours should be organised for the students to expose them to the activities in the workplace.*

*Visit the site of service center or shop carrying out the installation, repair and maintenance of home appliances – water purifier, mixer/ juicer/ grinder and microwave oven, and observe the following:*

*Location, Site, Tools and Equipment, Raw Materials, Spare parts, Workers behaviour. During the visit, students should obtain the following information from the owner or the supervisor of the OFC site:*

1. *Types, specifications, costs and brands of appliances – water purifier, mixer/ juicer/ grinder and microwave oven*
2. *Installation process of these appliances*
3. *Tools and equipment used for installation, repair and maintenance of these appliances*
4. *Safety precautions to be observed during installation, repair and maintenance*
5. *Specifications and cost of tools and equipment*
6. *Total expenditure of the project*
7. *Manpower engaged*
8. *Wages of workers*
9. *Qualifications and skills of workers*
10. *Any other information*

**Job Role: Field Technician – Other Home Appliances**

**Sector: Electronics**

**Class: X**

|                    | <b>Units</b>   | <b>Hours</b> | <b>Marks</b> |
|--------------------|--|--------------|--------------|
| <b>Part A</b>      | <b>Employability Skills</b>                                  |              |              |
|                    | Unit 1: Communication Skills – II                            | 70           | 10           |
|                    | Unit 2: Self-management Skills – II                          |              |              |
|                    | Unit 3: Information and Communication Technology Skills – II |              |              |
|                    | Unit 4: Entrepreneurial Skills – II                          |              |              |
|                    | Unit 5: Green Skills – II                                    |              |              |
| <b>Part B</b>      | <b>Vocational Skills</b>                                     |              |              |
|                    | Unit 1: Electrical Components and Motor                      | 100          | 40           |
|                    | Unit 2: Repair and Maintenance of Mixer/ Juicer/ Grinder     |              |              |
|                    | Unit 3: Repair and Maintenance of Microwave Oven             |              |              |
|                    | Unit 4: Maintain Health and Safety                           |              |              |
| <b>Total</b>       |  | <b>170</b>   | <b>50</b>    |
| <b>Part C</b>      | <b>Practical Work</b>  |              |              |
|                    | Practical Examination  | 06           | 15           |
|                    | Written Test   | 01           | 10           |
|                    | Viva Voce  | 03           | 10           |
| <b>Total</b>       |  | <b>10</b>    | <b>35</b>    |
| <b>Part D</b>      | <b>Project Work/Field Visit</b>                              |              |              |
|                    | Practical File/Student Portfolio                             | 15           | 10           |
|                    | Viva Voce  | 05           | 05           |
| <b>Total</b>       |  | <b>20</b>    | <b>15</b>    |
| <b>Grand Total</b> |  | <b>200</b>   | <b>100</b>   |

### List of Tools, Equipment and Materials

- |                       |                          |  |
|-----------------------|--------------------------|--|
| 1. Clamp Meter        | 9. Grinder               | 17. Water Purifier (UV)                    |
| 2. Digital Multimeter | 10. Screw Driver Set     | 18. Water Purifier (UF)                    |
| 3. Electrical Drill   | 11. Soldering Flux       | 19. Spares for micro wave oven As required |
| 4. Lead Solder        | 12. Soldering Iron       | 20. Hand glove 4 pairs                     |
| 5. Pipe wrench        | 13. Spanner Set          | 21. Radiation leakage tester 1 Nos         |
| 6. Microwave Oven     | 14. TDS Meter            |  |
| 7. Mixer              | 15. Water Pressure Gauge |  |
| 8. Juicer             | 16. Water Purifier (RO)  |  |

### Teacher's Qualifications

| Sl. No | Qualification   | Minimum Competencies   | Age Limit   |
|--------|---|--|---|
| 1      | B.E./ B.Tech in Electrical/ Electronics/ Telecommunication with one year experience in the relevant field <b>OR</b> Diploma in Electrical/ Electronics/ Telecommunication from recognized board of technical education with two years experience in the relevant field. | <ul style="list-style-type: none"> <li>• Effective communication skills (oral and written)</li> <li>• Basic computing skills.</li> <li>• Technical competencies/ knowledge of equipment, tools, material, Safety, Health &amp; Hygiene.</li> </ul> | 18-35 years<br>Age relaxation to be provided as per Govt. rules |

**Job Role: Assistant Beauty Therapist**

**Sector: Beauty & Wellness**

**Class: IX**

|                    | <b>Units</b>  | <b>Hours</b> | <b>Marks</b> |
|--------------------|---|--------------|--------------|
| <b>Part A</b>      | <b>Employability Skills</b>   |              |              |
|                    | Unit 1: Communication Skills – I  | 70           | 10           |
|                    | Unit 2: Self-management Skills – I                                      |              |              |
|                    | Unit 3: Information and Communication Technology Skills – I             |              |              |
|                    | Unit 4: Entrepreneurial Skills – I                                      |              |              |
|                    | Unit 5: Green Skills – I  |              |              |
| <b>Part B</b>      | <b>Vocational Skills</b>  |              |              |
|                    | Unit 1: Introduction to Beauty and Wellness Industry and Beauty Therapy | 100          | 40           |
|                    | Unit 2: Manicure, Pedicure and Mehendi Services                         |              |              |
|                    | Unit 3: Hair Care   |              |              |
| <b>Total</b>       |   | <b>170</b>   | <b>50</b>    |
| <b>Part C</b>      | <b>Practical Work</b>   |              |              |
|                    | Practical Examination   | 06           | 15           |
|                    | Written Test  | 01           | 10           |
|                    | Viva Voce   | 03           | 10           |
| <b>Total</b>       |   | <b>10</b>    | <b>35</b>    |
| <b>Part D</b>      | <b>Project Work/Field Visit</b>   |              |              |
|                    | Practical File/Student Portfolio  | 15           | 10           |
|                    | Viva Voce   | 05           | 05           |
| <b>Total</b>       |   | <b>20</b>    | <b>15</b>    |
| <b>Grand Total</b> |   | <b>200</b>   | <b>100</b>   |

### **Common for Class IX & X**

*In a year, at least 3 field visits/educational tours should be organised for the students to expose them to the activities in the workplace.*

*Visit a salon and observe the following: Location, Facial Room, Ambience, Manicure/Pedicure Room, Work Area, Hygienic conditions, etc. During the visit, students should obtain the following information from the owner or the supervisor of the salon:*

- 1. Area under salon and its layout*
- 2. Types of equipment and material used*
- 3. Location, environment, convenience*
- 4. Sale procedure*
- 5. Accounts maintenance*
- 6. Manpower engaged*
- 7. Total expenditure of salon*
- 8. Total annual income*
- 9. Profit/Loss (Annual)*
- 10. Any other information*

**Job Role: Assistant Beauty Therapist**

**Sector: Beauty & Wellness**

**Class: X**

|                    | <b>Units</b>   | <b>Hours</b> | <b>Marks</b> |
|--------------------|--|--------------|--------------|
| <b>Part A</b>      | <b>Employability Skills</b>                                  |              |              |
|                    | Unit 1: Communication Skills – II                            | 70           | 10           |
|                    | Unit 2: Self-management Skills – II                          |              |              |
|                    | Unit 3: Information and Communication Technology Skills – II |              |              |
|                    | Unit 4: Entrepreneurial Skills – II                          |              |              |
|                    | Unit 5: Green Skills – II                                    |              |              |
| <b>Part B</b>      | <b>Vocational Skills</b>                                     |              |              |
|                    | Unit 1: Basic Skin Care Services                             | 100          | 40           |
|                    | Unit 2: Basic Depilation Services                            |              |              |
|                    | Unit 3: Make Up Service                                      |              |              |
|                    | Unit 4: Creating Positive Impression at the Workplace        |              |              |
| <b>Total</b>       |  | <b>170</b>   | <b>50</b>    |
| <b>Part C</b>      | <b>Practical Work</b>  |              |              |
|                    | Practical Examination  | 06           | 15           |
|                    | Written Test   | 01           | 10           |
|                    | Viva Voce  | 03           | 10           |
| <b>Total</b>       |  | <b>10</b>    | <b>35</b>    |
| <b>Part D</b>      | <b>Project Work/Field Visit</b>                              |              |              |
|                    | Practical File/Student Portfolio                             | 15           | 10           |
|                    | Viva Voce  | 05           | 05           |
| <b>Total</b>       |  | <b>20</b>    | <b>15</b>    |
| <b>Grand Total</b> |  | <b>200</b>   | <b>100</b>   |

#### List of Tools, Equipment and Materials

- All in one Eyelash Brush/Comb
- All Propose Comb
- Applicator Brush
- Arm Chair
- Barber Brush
- Bath Comb
- Blackhead Remover
- Bleach Brush
- Body Massage Bed
- Bowles
- Brushing Machine 10 in 1 (Vacuum, High Frequency, galvanic, wood lamp, magnifying glass, steamer)
- Complete Make Up Brushes Set
- Computer with Internet
- Crimpers
- Curling Iron
- Curling Rods(Small, Medium, Large)
- Cuticle knife, Buffers, Pedicure rasp (hard skin removal), Nail scissors, Clippers, Hard skin remover, nipper (for pedicure),
- Cutting Scissors
- Cutting Sheets
- Decorative Pins Boxes
- Double Wax heater
- Dustbin
- Electric Curler
- Exfoliation machine
- Eyebrow Pencil Sharpener
- Facial Bed
- Facial Steamer
- Foot Scraper
- Foot spa
- Frosting Cap
- Galvanic Machine
- Garbage Bin/Bags
- Hair Brush
- Hair Clips set
- Hair Connector
- Hair Cutting Comb
- Hair Dresses Chair/ Stool
- Hair Dryer
- Hair Pins Boxes
- Hair Steamer
- Hand Mirrors
- High Chair
- Hydraulic Chair 5
- Infrared Lamp



- |                                |                             |                                      |
|--------------------------------|-----------------------------|--------------------------------------|
| 45. Invisible Pins Boxes       | 61. Medium Size Rollers     | 77. Small Size Hair Rollers<br>Wires |
| 46. Jumbo Rollers set          | 62. Mixing Bowles set       | 78. Small Stools                     |
| 47. Ladies/kids Cut Catalogues | 63. Modular Mirrors         | 79. Spatula                          |
| 48. Large Size Rollers         | 64. Mop                     | 80. Spray Bottle                     |
| 49. Large Stools               | 65. Needle for Striking     | 81. Sterilizer                       |
| 50. Large Tooth Comb           | 66. Paraffin Heater         | 82. Stone Therapy set                |
| 51. Magazines/Books with rack  | 67. Pedicure Set            | 83. Straightening Iron               |
| 52. Magnifying Glass           | 68. Perming Cap             | 84. Tail Comb                        |
| 53. Make up Catalogues         | 69. Pin Curl Clips Boxes    | 85. Thinning Scissors                |
| 54. Make up Palate             | 70. Razor with blade        | 86. Timer                            |
| 55. Manicure Set               | 71. Roller Brush set 5 in 1 | 87. Tinting Brush with Comb          |
| 56. Manicure Table             | 72. Roller pins             | 88. Tweezer                          |
| 57. Markers Set As required    | 73. Shampoo Bowl Set        | 89. White Board                      |
| 58. Measuring Cup sets         | 74. Shampoo Unit            | 90. Wide Toothed Comb                |
| 59. Measuring Glass sets       | 75. Shower Cap              | 91. Working and facial Trolleys      |
| 60. Measuring Spoon sets       | 76. Small Scissors          |                                      |

### Teacher's Qualifications

| Sl. No | Qualification  | Minimum Competencies  | Age Limit   |
|--------|--|---|---|
| 1      | Diploma in Cosmetology/<br>Beauty Therapy/ Beauty Culture<br>from a recognized Institution<br>Minimum 1 year work/teaching<br>experience in the relevant field | <ul style="list-style-type: none"> <li>• Effective communication skills (oral and written)</li> <li>• Basic computing skills</li> </ul> | 18-35 years Age<br>relaxation to be<br>provided as per<br>Govt. rules |

**Job Role: Solanaceous Crop Cultivator**

**Sector: Agriculture**

**Class: IX**

|                    | <b>Units</b>  | <b>Hours</b> | <b>Marks</b> |
|--------------------|---|--------------|--------------|
| <b>Part A</b>      | <b>Employability Skills</b>                                 |              |              |
|                    | Unit 1: Communication Skills – I                            | 70           | 10           |
|                    | Unit 2: Self-management Skills – I                          |              |              |
|                    | Unit 3: Information and Communication Technology Skills – I |              |              |
|                    | Unit 4: Entrepreneurial Skills – I                          |              |              |
|                    | Unit 5: Green Skills – I                                    |              |              |
| <b>Part B</b>      | <b>Vocational Skills</b>                                    |              |              |
|                    | Unit 1: Introduction to Horticulture                        | 100          | 40           |
|                    | Unit 2: Seed selection and seedling production              |              |              |
|                    | Unit 3: Soil preparation and transplanting                  |              |              |
|                    | Unit 4: Nutrient management in vegetable crops              |              |              |
| <b>Total</b>       |   | <b>170</b>   | <b>50</b>    |
| <b>Part C</b>      | <b>Practical Work</b>                                       |              |              |
|                    | Practical Examination                                       | 06           | 15           |
|                    | Written Test  | 01           | 10           |
|                    | Viva Voce   | 03           | 10           |
| <b>Total</b>       |   | <b>10</b>    | <b>35</b>    |
| <b>Part D</b>      | <b>Project Work/Field Visit</b>                             |              |              |
|                    | Practical File/Student Portfolio                            | 15           | 10           |
|                    | Viva Voce   | 05           | 05           |
| <b>Total</b>       |   | <b>20</b>    | <b>15</b>    |
| <b>Grand Total</b> |   | <b>200</b>   | <b>100</b>   |

**Common for Class IX & X**

*In a year, at least 3 field visits/educational tours should be organised for the students to expose them to the activities in the workplace.*

*Visit a Vegetable Farm and observe the following: Location, Site, Office building, Store, Pot yard, Packing Yard, Seed bed, Nursery bed, Water tank/Tube well, Gate and fencing. During the visit, students should obtain the following information from the owner or the supervisor of the Vegetable Farm:*

- 1. Area under Cultivation and its layout*
- 2. Types of vegetable raised*
- 3. Name of varieties grown*
- 4. Number of crops raised annually*
- 5. Total production of particular vegetable grown annually*
- 6. Sale procedure*
- 7. Manpower engaged*
- 8. Total expenditure of growing vegetables*
- 9. Total annual income*
- 10. Profit/Loss (Annual)*
- 11. Any other information*

**Job Role: Solanaceous Crop Cultivator**

**Sector: Agriculture**

**Class: X**

|                    | <b>Units</b>  | <b>Hours</b> | <b>Marks</b> |
|--------------------|---|--------------|--------------|
| <b>Part A</b>      | <b>Employability Skills</b>                                       |              |              |
|                    | Unit 1: Communication Skills – II                                 | 70           | 10           |
|                    | Unit 2: Self-management Skills – II                               |              |              |
|                    | Unit 3: Information and Communication Technology Skills - II      |              |              |
|                    | Unit 4: Entrepreneurial Skills – II                               |              |              |
|                    | Unit 5: Green Skills – II   |              |              |
| <b>Part B</b>      | <b>Vocational Skills</b>  |              |              |
|                    | Unit 1: Irrigation management in vegetable crops                  | 100          | 40           |
|                    | Unit 2: Weed control and management in vegetable crops            |              |              |
|                    | Unit 3: Integrated pest and disease management in vegetable crops |              |              |
|                    | Unit 4: Harvest and post harvest management in Solanaceous crop   |              |              |
|                    | Unit 5: Occupational Health, Hygiene and First Aid Practices      |              |              |
| <b>Total</b>       |   | <b>170</b>   | <b>50</b>    |
| <b>Part C</b>      | <b>Practical Work</b>   |              |              |
|                    | Practical Examination   | 06           | 15           |
|                    | Written Test  | 01           | 10           |
|                    | Viva Voce   | 03           | 10           |
| <b>Total</b>       |   | <b>10</b>    | <b>35</b>    |
| <b>Part D</b>      | <b>Project Work/Field Visit</b>                                   |              |              |
|                    | Practical File/Student Portfolio                                  | 15           | 10           |
|                    | Viva Voce   | 05           | 05           |
| <b>Total</b>       |   | <b>20</b>    | <b>15</b>    |
| <b>Grand Total</b> |   | <b>200</b>   | <b>100</b>   |

#### List of Tools, Equipment and Materials

1. Farmyard Manure
2. Fertilizers
3. Garden Hand Tools
4. Garden Hoes
5. Garden Knife
6. Garden Rake
7. Garden/Digging Fork
8. Garden/Digging Spade
9. Hand Screens/Sieves
10. Hoe
11. Hori Hori Knife
12. Knapsack Sprayer
13. Leaf Rake
14. Long Handle Hoes
15. Loppers or Pruning Saw
16. Plastics Baskets
17. Poly bags (different sizes)
18. Plug trays
19. Pruners
20. Rabbiting Spade
21. Sanitizers
22. Secateurs
23. Seed Cleaner
24. Seed Treating Equipment
25. Shovels and Specialty Spades
26. Soil Scoop
27. Sprinkler Irrigation Unit
28. Drip Irrigation Unit
29. Dutch Hand Hoe
30. Trowels
31. Vermicompost
32. Water Hose
33. Watering Can
34. Wheelbarrow or Garden Cart

## Teacher's Qualifications

| Sl. No | Qualification  | Minimum Competencies  | Age Limit   |
|--------|--|---|---|
| 1      | Graduate /Post-graduation in Horticulture from a recognized Institute/University, with at least 1 year work/teaching experience. | <ul style="list-style-type: none"> <li>• Effective communication skills (oral and written)</li> <li>• Basic computing skills</li> </ul> | 18-35 years<br>Age relaxation to be provided as per Govt. rules |

**Job Role: Multi Skilling**

**Sector: Agriculture/Automotive**

**Class: IX**

|                    | Units  | Hours      | Marks      |
|--------------------|--|------------|------------|
| <b>Part A</b>      | <b>Employability Skills</b>  |            |            |
|                    | Unit 1: Communication Skills – I                                   | 70         | 10         |
|                    | Unit 2: Self-management Skills – I                                 |            |            |
|                    | Unit 3: Information and Communication Technology Skills – I        |            |            |
|                    | Unit 4: Entrepreneurial Skills – I                                 |            |            |
|                    | Unit 5: Green Skills – I   |            |            |
| <b>Part B</b>      | <b>Vocational Skills</b>   |            |            |
|                    | Unit 1: Introduction to basics of Gardening, Nursery & Agriculture | 100        | 40         |
|                    | Unit 2: Energy & Environment                                       |            |            |
|                    | Unit 3: Workshop & Engineering Techniques                          |            |            |
|                    | Unit 4: Food Processing Techniques                                 |            |            |
| <b>Total</b>       |  | <b>170</b> | <b>50</b>  |
| <b>Part C</b>      | <b>Practical Work</b>  |            |            |
|                    | Practical Examination  | 06         | 15         |
|                    | Written Test   | 01         | 10         |
|                    | Viva Voce  | 03         | 10         |
| <b>Total</b>       |  | <b>10</b>  | <b>35</b>  |
| <b>Part D</b>      | <b>Project Work/Field Visit</b>                                    |            |            |
|                    | Practical File/Student Portfolio                                   | 15         | 10         |
|                    | Viva Voce  | 05         | 05         |
| <b>Total</b>       |  | <b>20</b>  | <b>15</b>  |
| <b>Grand Total</b> |  | <b>200</b> | <b>100</b> |

### Common for Class IX & X

*In a year, at least 3 field visits/educational tours should be organised for the students to expose them to the activities in the workplace.*

*Visit a Vegetable Farm/Engineering Workshop/Food Processing Unit and make close observation of all relevant information available.*

**Job Role: Multi Skilling**  
**Sector: Agriculture/Automotive**  
**Class: X**

|                    | <b>Units</b>   | <b>Hours</b> | <b>Marks</b> |
|--------------------|--|--------------|--------------|
| <b>Part A</b>      | <b>Employability Skills</b>                                  |              |              |
|                    | Unit 1: Communication Skills – II                            | 70           | 10           |
|                    | Unit 2: Self-management Skills – II                          |              |              |
|                    | Unit 3: Information and Communication Technology Skills - II |              |              |
|                    | Unit 4: Entrepreneurial Skills – II                          |              |              |
|                    | Unit 5: Green Skills – II                                    |              |              |
| <b>Part B</b>      | <b>Vocational Skills</b>                                     |              |              |
|                    | Unit 1: Workshop & Engineering Techniques                    | 100          | 40           |
|                    | Unit 2: Energy & Environment                                 |              |              |
|                    | Unit 3: Gardening, Nursery and Agricultural Techniques       |              |              |
|                    | Unit 4: Personal Health & Hygiene                            |              |              |
| <b>Total</b>       |  | <b>170</b>   | <b>50</b>    |
| <b>Part C</b>      | <b>Practical Work</b>  |              |              |
|                    | Practical Examination  | 06           | 15           |
|                    | Written Test   | 01           | 10           |
|                    | Viva Voce  | 03           | 10           |
| <b>Total</b>       |  | <b>10</b>    | <b>35</b>    |
| <b>Part D</b>      | <b>Project Work/Field Visit</b>                              |              |              |
|                    | Practical File/Student Portfolio                             | 15           | 10           |
|                    | Viva Voce  | 05           | 05           |
| <b>Total</b>       |  | <b>20</b>    | <b>15</b>    |
| <b>Grand Total</b> |  | <b>200</b>   | <b>100</b>   |

### List of Tools, Equipment and Materials

|   |  |   |
|---|--|---|
| <b>Workshop &amp; Engineering Techniques</b>            | 15. Capacitor  | 29. Electrical Metallic Tubing  |
| 1. Adhesives for Carpentry Work                         | 16. C-Clamps   | 30. Electrical Power Tools  |
| 2. Adjustable Wrench                                    | 17. Chimes   | 31. Electrical Tape   |
| 3. Air Filters  | 18. Circuit Breaker/Safety Switch/Fuses              | 32. Electrical Wire   |
| 4. American Wire Gauge                                  | 19. Clamp Ammeter                                    | 33. Electrician's Holster   |
| 5. Ammeter  | 20. Clamp Meter                                      | 34. Electrician's Knife   |
| 6. Arc Welding Machine                                  | 21. Claw Hammer                                      | 35. EMT Adapters  |
| 7. Ball Peen Hammer                                     | 22. Condenser (Fan Motor)                            | 36. Evaporator Fan and Motor  |
| 8. Bar Level  | 23. Condulets  | 37. Fan Motor   |
| 9. Bending Tool   | 24. Crimping Tools                                   | 38. Fastening Devices   |
| 10. Blueprint   | 25. Cutting Tools – Back Saw, Cross Cut Saw, Rip Saw | 39. Filler Rolls (Bronze, Steel, Aluminum Relevant To Required Activity/Task) |
| 11. Borax   | 26. Defective Capacitors                             | 40. Filter  |
| 12. Boring Tools – Auger Bit, Brace, Gimlet, Hand Drill | 27. Defective Electrical Controls                    | 41. Filter Drier  |
| 13. Branch Rule   | 28. Diagonal Cutting Pliers                          | 42. Filter Drier Connection   |
| 14. Buzzers   |  |   |

- |   |  |   |
|---|--|---|
| 43. Fish Tape Reel  | 71. Mica Tube  | 103. Rotary Switch  |
| 44. Fittings  | 72. Micrometer Clipper                                       | 104. Sand Paper   |
| 45. Flaring Tool  | 73. Motor Compressor   | 105. Screw Driver   |
| 46. Flat Screwdriver  | 74. Multi-Tester   | 106. Sealant  |
| 47. Fluxes (Borax, Aluminum and Silver)                         | 75. Ohmmeter   | 107. Set Of Screw Drivers   |
| 48. Frequency Meter   | 76. Oil  | 108. Sharpening Tools   |
| 49. Gimlet  | 77. Open End Wrench  | 109. Soap   |
| 50. Good Condition Electrical Controls                          | 78. Overload Protector                                       | 110. Solid Wire 2.0 Mm <sup>2</sup>                                     |
| 51. Grease  | 79. Oxy-Acetylene Welding Outfit                             | 111. Solid Wire 2.6 Mm <sup>2</sup>                                     |
| 52. Hacksaw   | 80. Personal Protective Equipment- Gloves, Mask, Apron, etc. | 112. Solid Wire 3.5 Mm <sup>2</sup>                                     |
| 53. Hacksaw Pliers  | 81. Philippine Electrical Code                               | 113. Spirit Level/Water Level   |
| 54. Holding Tools – Vise Grip, C-Clamp, Bench Vise              | 82. Philips Screwdriver                                      | 114. Steel Rule   |
| 55. Insulation Resistance Tester                                | 83. Pipe Bender  | 115. Straight Edge  |
| 56. Intercom Cables   | 84. Pipe Cutter  | 116. Strike Lighter   |
| 57. Intermediate Metal Conduit                                  | 85. Pipe Reamer  | 117. Swaging Tool   |
| 58. Junction Box  | 86. Pipe Wrench  | 118. Switch   |
| 59. Kilowatt Hour Meter   | 87. Pliers   | 119. Switch Pull-Push/Rotary  |
| 60. Leak Detector   | 88. Plumb Bob  | 120. System Analyzer  |
| 61. Level Bar   | 89. Pull Box   | 121. Teflon Tape  |
| 62. Linesman's Pliers   | 90. Pull-Push Switch   | 122. Thermostat   |
| 63. Lock Nut And Bushing  | 91. Push and Pull Rule                                       | 123. Timer  |
| 64. Long Nose Pliers  | 92. Push Tape Rule   | 124. Tri-Square   |
| 65. Manufacturer's Manual for various Tools and Equipment       | 93. PVC Adapters   | 125. Tube Cutters   |
| 66. Masonry Drill   | 94. PVC Moulding   | 126. Tubes (Copper, Steel, Aluminum Relevant To Required Activity Task. |
| 67. Measuring Tools – Pull-Push Rule, Meter, Ruler, Zigzag Rule | 95. PVC Pipe   | 127. Utility Box  |
| 68. Megger Tester   | 96. Rags   | 128. Vacuum Pump  |
| 69. Metal Moulding  | 97. Recovery/Recycling Machine                               | 129. Vernier Caliper  |
| 70. Metric Rule   | 98. Refrigerant Cylinder                                     | 130. Voltmeter  |
|   | 99. Relay  | 131. Voltmeter  |
|   | 100. Relays  | 132. Wattmeter  |
|   | 101. Requisition Slip  | 133. Wire Gauge   |
|   | 102. Rigid Steel Conduit                                     | 134. Wire Stripper  |
|   |  | 135. Wiring Diagrams  |
|   |  | 136. Wood Moulding  |
|   |  | 137. Wrench Box   |

### Energy & Environment

- |                                  |  |  |
|----------------------------------|--|--|
| 1. ACSR Conductors               | 14. Hammer                             | 27. Non-contact Voltage Detector           |
| 2. Air Circuit Breaker           | 15. HT Tray Set                        | 28. Razor Blade Knife (Utility Knife)      |
| 3. Allen Wrench Set (Hex Set)    | 16. Inverter                           | 29. Residual Circuit Breaker with Overload |
| 4. Battery                       | 17. Light Emission Diode               | 30. Rubber Matting                         |
| 5. Cables                        | 18. Lighting arrestors                 | 31. Screwdriver                            |
| 6. Channel Lock Pliers           | 19. Linesman Pliers                    | 32. Side Cutter Diagonal Pliers            |
| 7. Discharge Rod                 | 20. Manual Cover                       | 33. Solar Lights and Devices               |
| 8. Earth Leakage Circuit Breaker | 21. Miniature Circuit Breaker          | 34. Stay Wire                              |
| 9. Earthing Pipe                 | 22. Model of Biogas Plant              | 35. Switches                               |
| 10. Earthing Plate               | 23. Model of Soak Pit                  | 36. Tape Measure                           |
| 11. Earthing Rod                 | 24. Model of Simple Electrical Circuit | 37. Telescopic type Operating Rod          |
| 12. Fish Tape                    | 25. Model of Windmill                  | 38. Torpedo Level                          |
| 13. GI Wire                      | 26. Moulded Case Circuit Breaker       |  |

- |                            |                   |                    |
|----------------------------|-------------------|--------------------|
| 39. Vacuum Circuit Breaker | 41. Wire Crimpers | 43. Wire Strippers |
| 40. Voltmeter              | 42. Wire gauge    | 44. Wires          |

### Gardening, Nursery and Agriculture Techniques

- |                          |  |   |
|--------------------------|--|---|
| 1. Bamboo Sticks         | 17. Grafting Knife   | 31. Pruning Shears                      |
| 2. Blotting Paper        | 18. Hoe  | 32. Rabbiting Spade                     |
| 3. Budding Knife         | 19. Hori Hori Knife  | 33. Secateurs                           |
| 4. Chemical Balance      | 20. Leaf Rake  | 34. Seeds of Vegetables and Field Crops |
| 5. Clay Pots             | 21. Long Handle Hoes   | 35. Shade Net/Green Net                 |
| 6. Compost               | 22. Loppers or Pruning Saw   | 36. Shovels and Specialty Spades        |
| 7. Dutch Hand Hoe        | 23. Nursery Recordbook   | 37. Soil Auger                          |
| 8. Edger                 | 24. Personal Protective Clothing (Apron, Mask, Gloves, Boots,etc.) | 38. Soil Scoop                          |
| 9. Farmyard manure       | 25. Petri Dishes   | 39. Soil Testing Kit                    |
| 10. Fertilizers          | 26. Plastic Baskets  | 40. Trowels                             |
| 11. Garden Hand Tools    | 27. Plastic Pots   | 41. Vermicompost                        |
| 12. Garden Hoes          | 28. Polybags   | 42. Water Hose                          |
| 13. Garden Knife         | 29. Pruners  | 43. Watering Can                        |
| 14. Garden Rake          | 30. Pruning Knife  | 44. Weighing Balance                    |
| 15. Garden/Digging Fork  |  | 45. Wheelbarrow or Garden Cart          |
| 16. Garden/Digging Spade |  |   |

### Food Processing Techniques

- |                                 |  |                                    |
|---------------------------------|--|------------------------------------|
| 1. Aluminum Foil                | 20. Kettle                               | 36. Serving Tongs                  |
| 2. Baking Sheet                 | 21. Knives                               | 37. Serving tray or platter        |
| 3. Beeswax/Candle               | 22. Labels                               | 38. Sewing and Embroidery Scissors |
| 4. Bent-Handled Shears          | 23. Measuring Cups                       | 39. Sewing Box                     |
| 5. Bowls                        | 24. Melon Baller                         | 40. Sewing Gauge                   |
| 6. Candy Thermometer            | 25. Microplane Grater                    | 41. Soup Ladle                     |
| 7. Casserole Dish with Lid      | 26. Needles                              | 42. Spatulas                       |
| 8. Coffee Grinder and Press Pot | 27. Nonstick pan with high, curved sides | 43. Splatter Screen                |
| 9. Corer                        | 28. Openers for Cans, Bottles, Cartons   | 44. Spoons                         |
| 10. Corkscrew                   | 29. Pasta Spoon or Server                | 45. Tape Measure                   |
| 11. Cutting Board/Table         | 30. Pin Cushion and Pins                 | 46. Thimble                        |
| 12. Cutting boards              | 31. Pinking Shears                       | 47. Toaster                        |
| 13. Dish towels                 | 32. Potato Masher                        | 48. Trimming Scissors              |
| 14. Emery Bag                   | 33. Pressure Cooker                      | 49. Vegetable Peelers              |
| 15. Thread                      | 34. Seam Ripper                          | 50. Waterproof pens and markers    |
| 16. Freezer Bags                | 35. Serving and Salad Spoons             | 51. Whisks                         |
| 17. Glass Dishes with Lids      |  | 52. Wooden Spoons                  |
| 18. Graters                     |  | 53. Metre Stick                    |
| 19. Hem Gauge                   |  | 54. Zester                         |

### Teacher's Qualifications

| Sl. No | Qualification  | Minimum Competencies   | Age Limit   |
|--------|--|--|---|
| 1      | Diploma, degree or ITI certificate in relevant field (mechanical, electrical, welding, fitter, turner, agriculture, home science) / HSC –vocational / DBRT / RPL Level 3 and above | <ul style="list-style-type: none"> <li>Effective communication skills (oral and written)</li> <li>Basic computing skills.</li> <li>Technical competencies</li> </ul> | 18-35 years<br>Age relaxation to be provided as per Govt. rules |

(\* RPL = Recognition of prior learning/skills & demonstrable skills, DBRT – Diploma in Basic Rural Technology)

**Job Role: Automotive Service Technician**

**Sector: Automotive**

**Class: IX**

|                    | <b>Units</b>  | <b>Hours</b> | <b>Marks</b> |
|--------------------|---|--------------|--------------|
| <b>Part A</b>      | <b>Employability Skills</b>                                 |              |              |
|                    | Unit 1: Communication Skills – I                            | 70           | 10           |
|                    | Unit 2: Self-management Skills – I                          |              |              |
|                    | Unit 3: Information and Communication Technology Skills – I |              |              |
|                    | Unit 4: Entrepreneurial Skills – I                          |              |              |
|                    | Unit 5: Green Skills – I                                    |              |              |
| <b>Part B</b>      | <b>Vocational Skills</b>                                    |              |              |
|                    | Unit 1: History and Evolution of Automobiles                | 100          | 40           |
|                    | Unit 2: Various types of Automobiles                        |              |              |
|                    | Unit 3: Major Systems & Components of an Automobile         |              |              |
|                    | Unit 4: Road Safety   |              |              |
|                    | Unit 5: Automobiles and our Environment                     |              |              |
|                    | Unit 6: Introduction to Vehicle Maintenance & Servicing     |              |              |
|                    | Unit 7: Innovations & Developments in Automobiles           |              |              |
| <b>Total</b>       |   | <b>170</b>   | <b>50</b>    |
| <b>Part C</b>      | <b>Practical Work</b>                                       |              |              |
|                    | Practical Examination                                       | 06           | 15           |
|                    | Written Test  | 01           | 10           |
|                    | Viva Voce   | 03           | 10           |
| <b>Total</b>       |   | <b>10</b>    | <b>35</b>    |
| <b>Part D</b>      | <b>Project Work/Field Visit</b>                             |              |              |
|                    | Practical File/Student Portfolio                            | 15           | 10           |
|                    | Viva Voce   | 05           | 05           |
| <b>Total</b>       |   | <b>20</b>    | <b>15</b>    |
| <b>Grand Total</b> |   | <b>200</b>   | <b>100</b>   |

#### **Common for Class IX & X**

In a year, at least 3 field visits/educational tours should be organised for the students to expose them to the activities in the workplace like: Automobile show room, Automobile Fair, Different section of show room and service centre, Telecaller centre, Service centre Visit an Automobile showroom and service centre and observe the following: During the visit, students should obtain the following information from the owner or the supervisor of the showroom:

1. Activity of Automobile show room
2. Different section of show room and service centre
3. Service centre activity
4. Automobile Fair
5. Different section of showroom
6. Number of Vehicle sold annually
7. Power transmission section of engine
8. Type of engine and technology
9. Automation system
10. Denting and painting section
11. Electrical section
12. Auto electrical system



**Job Role: Automotive Service Technician**

**Sector: Automotive**

**Class: X**

|                    | <b>Units</b>   | <b>Hours</b> | <b>Marks</b> |
|--------------------|--|--------------|--------------|
| <b>Part A</b>      | <b>Employability Skills</b>                                  |              |              |
|                    | Unit 1: Communication Skills– II                             | 70           | 10           |
|                    | Unit 2: Self-management Skills – II                          |              |              |
|                    | Unit 3: Information and Communication Technology Skills - II |              |              |
|                    | Unit 4: Entrepreneurial Skills – II                          |              |              |
|                    | Unit 5: Green Skills – II                                    |              |              |
| <b>Part B</b>      | <b>Vocational Skills</b>                                     |              |              |
|                    | Unit 1: Automobile and its components                        | 100          | 40           |
|                    | Unit 2: Automobile Service Tools                             |              |              |
|                    | Unit 3: Vehicle Servicing                                    |              |              |
|                    | Unit 4: Customer sales care                                  |              |              |
|                    | Unit 5: Innovation and Development                           |              |              |
| <b>Total</b>       |  | <b>170</b>   | <b>50</b>    |
| <b>Part C</b>      | <b>Practical Work</b>  |              |              |
|                    | Practical Examination  | 06           | 15           |
|                    | Written Test   | 01           | 10           |
|                    | Viva Voce  | 03           | 10           |
| <b>Total</b>       |  | <b>10</b>    | <b>35</b>    |
| <b>Part D</b>      | <b>Project Work/Field Visit</b>                              |              |              |
|                    | Practical File/Student Portfolio                             | 15           | 10           |
|                    | Viva Voce  | 05           | 05           |
| <b>Total</b>       |  | <b>20</b>    | <b>15</b>    |
| <b>Grand Total</b> |  | <b>200</b>   | <b>100</b>   |

### List of Tools, Equipment and Materials

- Two Post lift
- Air compressor
- Wheel balancer
- Bench vice
- Work tables
- Bench grinder
- Oil draining & filling equipment
- Cooling system tester
- Multi meter
- Hydro meter
- BC clamp meter
- Coolant tester
- Battery & charging system tester (Megatronics)
- Diagnostic tool (genesis Evo)
- Hand tools
- Pneumatic tools
- Torque wrenches
- Car seat covers
- Steering covers
- Gear Knob covers
- Fender covers/kits
- Floor mats
- Cotton gloves
- Hard toed boots
- Sun glasses (3 m)
- Bump caps
- Air tester filter machine
- Hydraulic press
- Hydraulic jacks
- Vehicle safety stands
- Parts washing station car
- Pullers
- Sliding hammer
- Wheel aligner
- Head Light Focusing
- A/c Machine (124 Robin air)
- General Hand Tools
- A/c Leakage Tester
- Old car

## Teacher's Qualifications

| Sl. No | Qualification   | Minimum Competencies   | Age Limit   |
|--------|---|--|---|
| 1      | Degree in Automobile Engineering/<br>Mechanical Engineering from a<br>recognized Institute /University, with at<br>least 1 year work / teaching experience<br>Or<br>Diploma in Automobile Engineering/<br>Mechanical Engineering from a<br>recognized Institute /University, with at<br>least 3 year work / teaching experience | <ul style="list-style-type: none"><li>• Effective communication skills (oral and written)</li><li>• Basic computing skills.</li><li>• Technical competencies</li></ul> | 18-35 years<br>Age relaxation to be provided as per Govt. rules |

# HIGHER SECONDARY

**Job Role:** Domestic CRM Voice

**Sector:** ITeS

**Class: XI**

|                    | <b>Units</b>  | <b>Hours</b> | <b>Marks</b> |
|--------------------|---|--------------|--------------|
| <b>Part A</b>      | <b>Employability Skills</b>                                   |              |              |
|                    | Unit 1: Communication Skills – III                            | 110          | 10           |
|                    | Unit 2: Self-management Skills – III                          |              |              |
|                    | Unit 3: Information and Communication Technology Skills – III |              |              |
|                    | Unit 4: Entrepreneurial Skills – III                          |              |              |
|                    | Unit 5: Green Skills – III                                    |              |              |
| <b>Part B</b>      | <b>Vocational Skills</b>                                      |              |              |
|                    | Unit 1: Introduction IT/ITeS Industry                         | 160          | 40           |
|                    | Unit 2: Training of CRM Domestic Voice                        |              |              |
|                    | Unit 3: Make Outbound Calls: Interaction With Customer        |              |              |
|                    | Unit 4: Using CRM application: Free CRM                       |              |              |
|                    | Unit 5: Work Management                                       |              |              |
|                    | Unit 6: Workplace Safety & Hazards                            |              |              |
| <b>Total</b>       |   | <b>270</b>   | <b>50</b>    |
| <b>Part C</b>      | <b>Practical Work</b>   |              |              |
|                    | Practical Examination   | 06           | 15           |
|                    | Written Test  | 01           | 10           |
|                    | Viva Voce   | 03           | 10           |
| <b>Total</b>       |   | <b>10</b>    | <b>35</b>    |
| <b>Part D</b>      | <b>Project Work/Field Visit</b>                               |              |              |
|                    | Practical File/Student Portfolio                              | 15           | 10           |
|                    | Viva Voce   | 05           | 05           |
| <b>Total</b>       |   | <b>20</b>    | <b>15</b>    |
| <b>Grand Total</b> |   | <b>300</b>   | <b>100</b>   |

**Common for classes XI & XII**

*In a year, at least 3 field visits/educational tours should be organised for the students to expose them to the activities in the workplace.*

*Visit a CRM office and observe the following: Location, Site, Office building, Computer Systems, Tools and Equipment, Printer, Scanner. During the visit, students should obtain the following information from the owner or the supervisor of the CRM Centre:*

1. CRM Centre.
2. Computer Infrastructure.
3. CRM Tools and software.
4. Communication with customers.
5. Sitting Posture of data entry operators.
6. Manpower engaged
7. Total expenditure of CRM Centre.
8. Total annual income.
9. Profit/Loss (Annual)
10. Any other information

**Job Role: Domestic CRM Voice**  
**Sector: ITeS**

**Class: XII**

|                    | <b>Units</b>   | <b>Hours</b> | <b>Marks</b> |
|--------------------|--|--------------|--------------|
| <b>Part A</b>      | <b>Employability Skills</b>                                  |              |              |
|                    | Unit 1: Communication Skills – IV                            | 110          | 10           |
|                    | Unit 2: Self-management Skills – IV                          |              |              |
|                    | Unit 3: Information and Communication Technology Skills – IV |              |              |
|                    | Unit 4: Entrepreneurial Skills – IV                          |              |              |
|                    | Unit 5: Green Skills – IV                                    |              |              |
| <b>Part B</b>      | <b>Vocational Skills</b>                                     |              |              |
|                    | Unit 1: Fundamentals of ERP                                  | 160          | 40           |
|                    | Unit 2: Basics of Procurement Policy and BPO's               |              |              |
|                    | Unit 3: Fundamental of Learning                              |              |              |
| <b>Total</b>       |  | <b>270</b>   | <b>50</b>    |
| <b>Part C</b>      | <b>Practical Work</b>  |              |              |
|                    | Practical Examination  | 06           | 15           |
|                    | Written Test   | 01           | 10           |
|                    | Viva Voce  | 03           | 10           |
| <b>Total</b>       |  | <b>10</b>    | <b>35</b>    |
| <b>Part D</b>      | <b>Project Work/Field Visit</b>                              |              |              |
|                    | Practical File/Student Portfolio                             | 15           | 10           |
|                    | Viva Voce  | 05           | 05           |
| <b>Total</b>       |  | <b>20</b>    | <b>15</b>    |
| <b>Grand Total</b> |  | <b>300</b>   | <b>100</b>   |

### List of Tools, Equipment and Materials

#### Domain NOS requirements

- 1 Sample CRM tool for demonstration.
- 2 Telephone, voice recorder, IVR and software/document formats for recording call/interactions

#### Common requirements

- 1 Comfortable seats with adequate lighting, controlled temperature and acoustics for training and learning.
- 2 White Board, Markers and Eraser.
- 3 Projector with screen.
- 4 Flip chart with markers.
- 5 Faculty's PC/Laptop with latest configuration and Internet connection.
- 6 Supporting software / applications for projecting audio, video, recording,
- 7 Presentation Tools to support learning activities: Intranet, Email, IMS Learning management system e.g. Moodle, Blackboard to enable blended learning.

- 8 Microphone / voice system for lecture and class activities.
- 9 Handy Camera.
- 10 Stationery kit – Staples, Glue, Chart Paper, Sketch Pens, Paint Box, Scale, A4 Sheets.
- 11 For IT Lab sessions: Computer Lab with 1:1 PC:trainee ratio and having Internet connection, MS Office / Open office, Browser, Outlook / Any other Email Client and chat tools.
- 12 Assessment and Test Tools for day to day online Tests and Assessments.
- 13 For team discussions: Adequate seating arrangement in full / half circle format for one or more teams as per planned team composition.
- 14 Reading Resources: Access to relevant sample documents and learning forums to enable self-study before and after each training session.

## Teacher's Qualifications

| Sl. No | Qualification  | Minimum Competencies   | Age Limit   |
|--------|--|--|---|
| 1      | <p>Bachelor of Engineering / Technology in Computer Science / Information Technology <b>OR</b> Master of Computer Science <b>OR</b> Master of Computer Application <b>OR</b> Master of Information Technology <b>OR</b> DOEACC B Level Certificate.</p> <p>The suggested qualification is the minimum criteria. However higher qualifications such as Master of Engineering / Technology in Computer Science / Information Technology will also be acceptable.</p> | <ul style="list-style-type: none"> <li>• Effective communication skills (oral and written)</li> <li>• Basic computing skills.</li> <li>• Technical competencies</li> </ul> | 18-35 years<br>Age relaxation to be provided as per Govt. rules |

**Job Role: Customer Service Executive (Meet and Greet)**

**Sector: Tourism & Hospitality**

**Class: XI**

|                    | Units   | Hours      | Marks      |
|--------------------|---|------------|------------|
| <b>Part A</b>      | <b>Employability Skills</b>                                   |            |            |
|                    | Unit 1: Communication Skills – III                            | 110        | 10         |
|                    | Unit 2: Self-management Skills – III                          |            |            |
|                    | Unit 3: Information and Communication Technology Skills – III |            |            |
|                    | Unit 4: Entrepreneurial Skills – III                          |            |            |
|                    | Unit 5: Green Skills – III                                    |            |            |
| <b>Part B</b>      | <b>Vocational Skills</b>                                      |            |            |
|                    | Unit 1: Introduction to Tourism and Hospitality Industry      | 160        | 40         |
|                    | Unit 2: Meeting and Greeting to the customers                 |            |            |
|                    | Unit 3: Prepare for providing meet and greet services         |            |            |
|                    | Unit 4: Arrange for the guest transfers                       |            |            |
|                    | Unit 5: Handle guest queries and complaints                   |            |            |
|                    | Unit 6: Communication with customers and colleagues           |            |            |
| <b>Total</b>       |   | <b>270</b> | <b>50</b>  |
| <b>Part C</b>      | <b>Practical Work</b>   |            |            |
|                    | Practical Examination   | 06         | 15         |
|                    | Written Test  | 01         | 10         |
|                    | Viva Voce   | 03         | 10         |
| <b>Total</b>       |   | <b>10</b>  | <b>35</b>  |
| <b>Part D</b>      | <b>Project Work/Field Visit</b>                               |            |            |
|                    | Practical File/Student Portfolio                              | 15         | 10         |
|                    | Viva Voce   | 05         | 05         |
| <b>Total</b>       |   | <b>20</b>  | <b>15</b>  |
| <b>Grand Total</b> |   | <b>300</b> | <b>100</b> |

**Common for classes XI & XII**

*In a year, at least 3 field visits/educational tours should be organised for the students to expose them to the activities in the workplace.*

*Visit a Luxury hotel, travel agency and airport and observe the following: Location, Site, Functioning departments, Office building, Store, Documents and Travel Manuals, Office files, Reservation sheets/ Register for hotel guests etc. During the visit, students should obtain the following information from the Travel, tourism and hospitality professionals or expert from the organizations:*

- |   |  |
|---|--|
| 1. Hotel and Tour Company's profile.  | 10. Travel agency and hotel brochures for tariffs and packages                             |
| 2. Travel, Tourism and hospitality services of agency or hotel                          | 11. Manpower engaged (male/ female/ disables or children if any) in the hotel/travel agent |
| 3. Types of rooms available in the hotels   | 12. Tourist inflow/outflow status  |
| 4. Organizational structure of travel agency and hotel visited                          | 13. Type of rooms available and average occupancy in the hotel                             |
| 5. Code of conduct and guest handling practice  | 14. VIPs visit information   |
| 6. Recognitions and approval for standardization from Government or any other authority | 15. Feedback from customers  |
| 7. Agency manuals and travel documents  | 16. Total expenditure of the company   |
| 8. Booking status of the hotel  | 17. Total annual income  |
| 9. Marketing and Sale procedure   | 18. Profit/Loss (Annual)   |
|   | 19. Any other information  |

**Job Role: Customer Service Executive (Meet and Greet)**

**Sector: Tourism & Hospitality**

**Class: XII**

|                    | Units  | Hours      | Marks      |
|--------------------|--|------------|------------|
| <b>Part A</b>      | <b>Employability Skills</b>                                    |            |            |
|                    | Unit 1: Communication Skills – IV                              | 110        | 10         |
|                    | Unit 2: Self-management Skills – IV                            |            |            |
|                    | Unit 3: Information and Communication Technology Skills - IV   |            |            |
|                    | Unit 4: Entrepreneurial Skills – IV                            |            |            |
|                    | Unit 5: Green Skills – IV                                      |            |            |
| <b>Part B</b>      | <b>Vocational Skills</b>                                       |            |            |
|                    | Unit 1: Etiquette and Hospitable Conduct                       | 160        | 40         |
|                    | Unit 2: Gender and Age Sensitive Service Practices             |            |            |
|                    | Unit 3: Health and Hygiene                                     |            |            |
|                    | Unit 4: Safety at Workplace                                    |            |            |
|                    | Unit 5: Learn a foreign or local language(s) including English |            |            |
|                    | Unit 6: Customer-centric Services                              |            |            |
| <b>Total</b>       |  | <b>270</b> | <b>50</b>  |
| <b>Part C</b>      | <b>Practical Work</b>  |            |            |
|                    | Practical Examination  | 06         | 15         |
|                    | Written Test   | 01         | 10         |
|                    | Viva Voce  | 03         | 10         |
| <b>Total</b>       |  | <b>10</b>  | <b>35</b>  |
| <b>Part D</b>      | <b>Project Work/Field Visit</b>                                |            |            |
|                    | Practical File/Student Portfolio                               | 15         | 10         |
|                    | Viva Voce  | 05         | 05         |
| <b>Total</b>       |  | <b>20</b>  | <b>15</b>  |
| <b>Grand Total</b> |  | <b>300</b> | <b>100</b> |

### List of Tools, Equipment and Materials

1. Audio-visual aids
2. Computer system with Internet connectivity
3. Travel documents: Visa, Passports etc.
4. Travel itineraries
5. Flights tickets
6. Hotel vouchers
7. Hotel tariffs
8. Templates/brochures of companies
9. Pictures of destinations
10. Tourist maps
11. Railways time table
12. Airline time table
13. Travel agents hand books
14. Placards etc.

### Teacher's Qualifications

| Sl. No | Qualification  | Minimum Competencies   | Age Limit   |
|--------|--|--|---|
| 1      | <ol style="list-style-type: none"> <li>1. Post-graduation in Travel and Tourism Management or in Tourism and Hospitality from a recognized Institute /University, with at least 1year work experience.</li> <li>2. Three years degree /diploma after class XII, in Tourism and travel management from any recognized institute of Hotel Management from a recognized Institute /University, with at least 3 year industrial experience.</li> </ol> | <ul style="list-style-type: none"> <li>• Effective communication skills (oral and written)</li> <li>• Basic computing skills.</li> <li>• Technical competencies</li> </ul> | 18-35 years<br>Age relaxation to be provided as per Govt. rules |

**Job Role: General Duty Assistant****Sector: Health Care****Class: XI**

|                    | <b>Units</b>  | <b>Hours</b> | <b>Marks</b> |
|--------------------|---|--------------|--------------|
| <b>Part A</b>      | <b>Employability Skills</b>                                   |              |              |
|                    | Unit 1: Communication Skills – III                            | 110          | 10           |
|                    | Unit 2: Self-management Skills – III                          |              |              |
|                    | Unit 3: Information and Communication Technology Skills – III |              |              |
|                    | Unit 4: Entrepreneurial Skills – III                          |              |              |
|                    | Unit 5: Green Skills – III                                    |              |              |
| <b>Part B</b>      | <b>Vocational Skills</b>                                      |              |              |
|                    | Unit 1: Introduction to Healthcare System                     | 160          | 40           |
|                    | Unit 2: Role of General Duty Assistant in Patient Care        |              |              |
|                    | Unit 3: Customer Service and Public Relation                  |              |              |
|                    | Unit 4: Human Anatomy, Physiology and Nutrition               |              |              |
|                    | Unit 5: Primary Healthcare and Medical Emergencies            |              |              |
|                    | Unit 6: Handling Emergency Services                           |              |              |
|                    | Unit 7: Personal Hygiene and First Aid                        |              |              |
| <b>Total</b>       |   | <b>270</b>   | <b>50</b>    |
| <b>Part C</b>      | <b>Practical Work</b>   |              |              |
|                    | Practical Examination   | 06           | 15           |
|                    | Written Test  | 01           | 10           |
|                    | Viva Voce   | 03           | 10           |
| <b>Total</b>       |   | <b>10</b>    | <b>35</b>    |
| <b>Part D</b>      | <b>Project Work/Field Visit</b>                               |              |              |
|                    | Practical File/Student Portfolio                              | 15           | 10           |
|                    | Viva Voce   | 05           | 05           |
| <b>Total</b>       |   | <b>20</b>    | <b>15</b>    |
| <b>Grand Total</b> |   | <b>300</b>   | <b>100</b>   |

**Common for classes XI & XII**

*In a year, at least 3 field visits/educational tours should be organised for the students to expose them to the activities in the workplace.*

*Visit a Hospital and observe various activities of the nurses on daily schedule basis. Also observe the following activities at Hospital:*

- 1. Front office activities**
- 2. Reception and registration activities**
- 3. Disinfecting wards and equipments**
- 4. Laundry services**
- 5. Various activities related to patient care**
- 6. Demonstration of First Aid**
- 7. Bed making**
- 8. To observe the various safety measures**
- 9. To take first-hand knowledge of Bio medical waste Management**
- 10. Observe the demonstration of Hospital record keeping**



**Job Role: General Duty Assistant****Sector: Health Care****Class: XII**

|                    | <b>Units</b>   | <b>Hours</b> | <b>Marks</b> |
|--------------------|--|--------------|--------------|
| <b>Part A</b>      | <b>Employability Skills</b>                                  |              |              |
|                    | Unit 1: Communication Skills – IV                            | 110          | 10           |
|                    | Unit 2: Self-management Skills – IV                          |              |              |
|                    | Unit 3: Information and Communication Technology Skills – IV |              |              |
|                    | Unit 4: Entrepreneurial Skills – IV                          |              |              |
|                    | Unit 5: Green Skills – IV                                    |              |              |
| <b>Part B</b>      | <b>Vocational Skills</b>                                     |              |              |
|                    | Unit 1: Hospital Management System                           | 160          | 40           |
|                    | Unit 2: Sterilization and Disinfection                       |              |              |
|                    | Unit 3: Introduction to Medication                           |              |              |
|                    | Unit 4: Immunization   |              |              |
|                    | Unit 5: Physiotherapy  |              |              |
|                    | Unit 6: Bio Medical Waste Management                         |              |              |
|                    | Unit 7: Medical Records                                      |              |              |
| <b>Total</b>       |  | <b>270</b>   | <b>50</b>    |
| <b>Part C</b>      | <b>Practical Work</b>  |              |              |
|                    | Practical Examination  | 06           | 15           |
|                    | Written Test   | 01           | 10           |
|                    | Viva Voce  | 03           | 10           |
| <b>Total</b>       |  | <b>10</b>    | <b>35</b>    |
| <b>Part D</b>      | <b>Project Work/Field Visit</b>                              |              |              |
|                    | Practical File/Student Portfolio                             | 15           | 10           |
|                    | Viva Voce  | 05           | 05           |
| <b>Total</b>       |  | <b>20</b>    | <b>15</b>    |
| <b>Grand Total</b> |  | <b>300</b>   | <b>100</b>   |

**List of Tools, Equipment and Materials**

- |  |   |  |
|--|---|--|
| 1. Advanced Male and Female Catheterization Kit  | with Pillow Cover                                 | 21. Doctors Table                                |
| 2. Air Cushion                                   | 11. Bed Side Locker                               | 22. Draw Sheet                                   |
| 3. Airway Mannequin                              | 12. Birthing Simulator                            | 23. Electronic Blood Pressure Monitoring Machine |
| 4. Ambu Bag with Mask (Adult)                    | 13. Call Bell                                     | 24. Enamel Basin                                 |
| 5. Artery Forceps                                | 14. Cardiac Table                                 | 25. Fire Extinguisher (5 KG ABC type)            |
| 6. Auto-loading Stretcher made of aluminum alloy | 15. Cervical Colour Set of Large Medium and Small | 26. Foot Step                                    |
| 7. Back Rest                                     | 16. CPR Mannequin                                 | 27. Full Body Mannequin – Basic                  |
| 8. Bath Tub                                      | 17. Crash Card                                    | 28. Goggles                                      |
| 9. Bed Pan                                       | 18. Crutch  | 29. Gown   |
| 10. Bed Sheet, Blanket, Pillow                   | 19. Cupboard                                      |  |
|  | 20. Dissecting Forceps                            |  |

- |   |  |   |
|---|--|---|
| 30. ICU Bed with Mattress                                     | 42. Pocket Mask                                      | 56. Sterilizer                          |
| 31. IV Stand  | 43. Rubber Sheet (2 x 2 meters)                      | 57. Stethoscope                         |
| 32. Kidney Tray   | 44. Sand Bag   | 58. Stop Watch                          |
| 33. Male Multi-Venous Intravenous Arm                         | 45. Scissor  | 59. Suction Apparatus                   |
| 34. Malleable Splint Set (Large Medium and Small)             | 46. Scoop Stretcher                                  | 60. Syringe Destroyer and Needle Burner |
| 35. Measuring Glass   | 47. Simulation Equipment - Mannequins                | 61. Thermometer                         |
| 36. Nail Cutter   | 48. Spine Board                                      | 62. Towel                               |
| 37. Nail Filer  | 49. Spoon  | 63. Urinal Set (1 Male + 1 Female)      |
| 38. Oral care Set   | 50. Steel Basin 1 Set (3 Large, 3 Medium, 3 Small)   | 64. Walker                              |
| 39. Oxygen Cylinder with Connector, Key, Face Mask and Tubing | 51. Steel Bowl                                       | 65. Weighing Machine                    |
| 40. Patient Examination Table                                 | 52. Steel Glass                                      | 66. Wheel Chair                         |
| 41. Patient Remote Bell                                       | 53. Steel Jug  | 67. Wound Care Model Anatomical         |
|   | 54. Steel Plate                                      | 68. First Aid Kit                       |
|   | 55. Steel Tray 1 Set (2 Large, 2 Medium and 3 small) |   |

### Teacher's Qualifications

| Sl. No | Qualification  | Minimum Competencies   | Age Limit   |
|--------|--|--|---|
| 1      | Teacher B.Sc. Nursing and Midwifery (4 years) or 3½ years Diploma in GNM with one year experience. | <ul style="list-style-type: none"> <li>• Effective communication skills (oral and written)</li> <li>• Basic computing skills.</li> <li>• Technical competencies</li> </ul> | 18-35 years<br>Age relaxation to be provided as per Govt. rules |

**Job Role: Sales Associate**

**Sector: Retail**

**Class: XI**

|                    | <b>Units</b>  | <b>Hours</b> | <b>Marks</b> |
|--------------------|---|--------------|--------------|
| <b>Part A</b>      | <b>Employability Skills</b>                                   |              |              |
|                    | Unit 1: Communication Skills – III                            | 110          | 10           |
|                    | Unit 2: Self-management Skills – III                          |              |              |
|                    | Unit 3: Information and Communication Technology Skills – III |              |              |
|                    | Unit 4: Entrepreneurial Skills – III                          |              |              |
|                    | Unit 5: Green Skills – III                                    |              |              |
| <b>Part B</b>      | <b>Vocational Skills</b>                                      |              |              |
|                    | Unit 1: Fundamentals of Retailing                             | 160          | 40           |
|                    | Unit 2: Process of Credit Application                         |              |              |
|                    | Unit 3: Mechanism for Customers to Choose Right Products      |              |              |
|                    | Unit 4: Specialist Support to Customers                       |              |              |
|                    | Unit 5: Health and Safety Management                          |              |              |
| <b>Total</b>       |   | <b>270</b>   | <b>50</b>    |
| <b>Part C</b>      | <b>Practical Work</b>   |              |              |
|                    | Practical Examination   | 06           | 15           |
|                    | Written Test  | 01           | 10           |
|                    | Viva Voce   | 03           | 10           |
| <b>Total</b>       |   | <b>10</b>    | <b>35</b>    |
| <b>Part D</b>      | <b>Project Work/Field Visit</b>                               |              |              |
|                    | Practical File/Student Portfolio                              | 15           | 10           |
|                    | Viva Voce   | 05           | 05           |
| <b>Total</b>       |   | <b>20</b>    | <b>15</b>    |
| <b>Grand Total</b> |   | <b>300</b>   | <b>100</b>   |

**Common for classes XI & XII**

*In a year, at least 3 field visits/educational tours should be organised for the students to expose them to the activities in the workplace.*

*Visit a retail store and observe the following: Location, Site, Mother block, Office building, Store Layout, Arranging products in Racks, Store Design, Signage, Display of Products, Arranging Products into Gondolas, Billing Counter, Baggage of Products, Information Counters, etc. During the visit, students should obtain the following information from the owner or the supervisor or manager of the retail store:*

1. *Area under retail store and its layout*
2. *Types of retail stores*
3. *Type of racks used*
4. *Store layout and design*
5. *Goods receiving procedure*
6. *Storage of goods*
7. *Maintain stock levels*
8. *Communication between sales persons and customers*
9. *Communication between sales person*
10. *Segmentation of products*
11. *Arranging products in racks, Gondolas etc.*
12. *Types of signage's its usefulness*
13. *Duties and responsibilities of store operations assistant*
14. *Traditional billing system*
15. *Computerised billing system*
16. *Manpower engaged*

**Job Role: Sales Associate**

**Sector: Retail**

**Class: XII**

|                    | <b>Units</b>   | <b>Hours</b> | <b>Marks</b> |
|--------------------|--|--------------|--------------|
| <b>Part A</b>      | <b>Employability Skills</b>                                  |              |              |
|                    | Unit 1: Communication Skills – IV                            |              |              |
|                    | Unit 2: Self-management Skills – IV                          |              |              |
|                    | Unit 3: Information and Communication Technology Skills – IV | 110          | 10           |
|                    | Unit 4: Entrepreneurial Skills – IV                          |              |              |
|                    | Unit 5: Green Skills – IV                                    |              |              |
| <b>Part B</b>      | <b>Vocational Skills</b>                                     |              |              |
|                    | Unit 1: Resolve Customer Concerns                            |              |              |
|                    | Unit 2: Delivery of Reliable service                         |              |              |
|                    | Unit 3: Customer Relationship Management                     | 160          | 40           |
|                    | Unit 4: Continuous Improvement in Service                    |              |              |
|                    | Unit 5: Work in Team & Organization                          |              |              |
| <b>Total</b>       |  | <b>270</b>   | <b>50</b>    |
| <b>Part C</b>      | <b>Practical Work</b>  |              |              |
|                    | Practical Examination  | 06           | 15           |
|                    | Written Test   | 01           | 10           |
|                    | Viva Voce  | 03           | 10           |
| <b>Total</b>       |  | <b>10</b>    | <b>35</b>    |
| <b>Part D</b>      | <b>Project Work/Field Visit</b>                              |              |              |
|                    | Practical File/Student Portfolio                             | 15           | 10           |
|                    | Viva Voce  | 05           | 05           |
| <b>Total</b>       |  | <b>20</b>    | <b>15</b>    |
| <b>Grand Total</b> |  | <b>300</b>   | <b>100</b>   |

#### List of Tools, Equipment and Materials

- ❖ Same as Secondary

#### Teacher's Qualifications

- ❖ Same as Secondary

**Job Role: Beauty Therapist**

**Sector: Beauty & Wellness**

**Class: XI**

|                    | <b>Units</b>  | <b>Hours</b> | <b>Marks</b> |
|--------------------|---|--------------|--------------|
| <b>Part A</b>      | <b>Employability Skills</b>   |              |              |
|                    | Unit 1: Communication Skills – III                                    | 110          | 10           |
|                    | Unit 2: Self-management Skills – III                                  |              |              |
|                    | Unit 3: Information and Communication Technology Skills – III         |              |              |
|                    | Unit 4: Entrepreneurial Skills – III                                  |              |              |
|                    | Unit 5: Green Skills – III  |              |              |
| <b>Part B</b>      | <b>Vocational Skills</b>  |              |              |
|                    | Unit 1: Introduction to Beauty & Wellness Industry and Beauty Therapy | 160          | 40           |
|                    | Unit 2: Skin Care Services  |              |              |
|                    | Unit 3: Manicure and Pedicure Services                                |              |              |
|                    | Unit 4: Depilation Services   |              |              |
| <b>Total</b>       |   | <b>270</b>   | <b>50</b>    |
| <b>Part C</b>      | <b>Practical Work</b>   |              |              |
|                    | Practical Examination   | 06           | 15           |
|                    | Written Test  | 01           | 10           |
|                    | Viva Voce   | 03           | 10           |
| <b>Total</b>       |   | <b>10</b>    | <b>35</b>    |
| <b>Part D</b>      | <b>Project Work/Field Visit</b>                                       |              |              |
|                    | Practical File/Student Portfolio                                      | 15           | 10           |
|                    | Viva Voce   | 05           | 05           |
| <b>Total</b>       |   | <b>20</b>    | <b>15</b>    |
| <b>Grand Total</b> |   | <b>300</b>   | <b>100</b>   |

**Common for classes XI & XII**

*In a year, at least 3 field visits/educational tours should be organised for the students to expose them to the activities in the workplace.*

*Visit a salon and observe the following: Location, Facial Room, Ambience, Manicure/Pedicure Room, Work Area, Hygienic conditions, etc. During the visit, students should obtain the following information from the owner or the supervisor of the salon:*

- 1. Area under salon and its layout*
- 2. Types of equipment and material used*
- 3. Location, environment, convenience*
- 4. Sale procedure*
- 5. Accounts maintenance*
- 6. Manpower engaged*
- 7. Total expenditure of salon*
- 8. Total annual income*
- 9. Profit/Loss (Annual)*
- 10. Any other information*

**Job Role:** Beauty Therapist  
**Sector:** Beauty & Wellness  
**Class:** XII

|                    | <b>Units</b>   | <b>Hours</b> | <b>Marks</b> |
|--------------------|--|--------------|--------------|
| <b>Part A</b>      | <b>Employability Skills</b>                                  |              |              |
|                    | Unit 1: Communication Skills – IV                            | 110          | 10           |
|                    | Unit 2: Self-management Skills – IV                          |              |              |
|                    | Unit 3: Information and Communication Technology Skills – IV |              |              |
|                    | Unit 4: Entrepreneurial Skills – IV                          |              |              |
|                    | Unit 5: Green Skills – IV                                    |              |              |
| <b>Part B</b>      | <b>Vocational Skills</b>                                     |              |              |
|                    | Unit 1: Make Up Services                                     | 160          | 40           |
|                    | Unit 2: Facial Beauty Services                               |              |              |
|                    | Unit 3: Salon Reception Duties                               |              |              |
|                    | Unit 4: Create a Positive Impression at Workplace            |              |              |
| <b>Total</b>       |  | <b>270</b>   | <b>50</b>    |
| <b>Part C</b>      | <b>Practical Work</b>  |              |              |
|                    | Practical Examination  | 06           | 15           |
|                    | Written Test   | 01           | 10           |
|                    | Viva Voce  | 03           | 10           |
| <b>Total</b>       |  | <b>10</b>    | <b>35</b>    |
| <b>Part D</b>      | <b>Project Work/Field Visit</b>                              |              |              |
|                    | Practical File/Student Portfolio                             | 15           | 10           |
|                    | Viva Voce  | 05           | 05           |
| <b>Total</b>       |  | <b>20</b>    | <b>15</b>    |
| <b>Grand Total</b> |  | <b>300</b>   | <b>100</b>   |

### List of Tools, Equipment and Materials

- ❖ Same as Secondary

### Teacher's Qualifications

- ❖ Same as Secondary

| <b>Sl. No</b> | <b>Qualification</b>   | <b>Minimum Competencies</b>  | <b>Age Limit</b>  |
|---------------|--|--|---|
| 1             | Bachelor or PG in Cosmetology/ Beauty Therapy/ Beauty Culture from a recognized Institution<br>Minimum 1 year work/teaching experience in the relevant field | <ul style="list-style-type: none"> <li>• Effective communication skills (oral and written)</li> <li>• Basic computing skills.</li> <li>• Technical competencies</li> </ul> | 18-35 years<br>Age relaxation to be provided as per Govt. rules |

**Job Role: Field Technician – Wireman Control Panel**

**Sector: Electronics**

**Class: XI**

|                    | <b>Units</b>  | <b>Hours</b> | <b>Marks</b> |
|--------------------|---|--------------|--------------|
| <b>Part A</b>      | <b>Employability Skills</b>                                   |              |              |
|                    | Unit 1: Communication Skills – III                            | 110          | 10           |
|                    | Unit 2: Self-management Skills – III                          |              |              |
|                    | Unit 3: Information and Communication Technology Skills – III |              |              |
|                    | Unit 4: Entrepreneurial Skills – III                          |              |              |
|                    | Unit 5: Green Skills – III                                    |              |              |
| <b>Part B</b>      | <b>Vocational Skills</b>                                      |              |              |
|                    | Unit 1: Basics of Electrical and Electronics                  | 160          | 40           |
|                    | Unit 2: Electrical Safety and Hazards                         |              |              |
|                    | Unit 3: Tools and Equipment                                   |              |              |
|                    | Unit 4: Cabling and Wire Preparation                          |              |              |
|                    | Unit 5: Electromechanical Assembly                            |              |              |
| <b>Total</b>       |   | <b>270</b>   | <b>50</b>    |
| <b>Part C</b>      | <b>Practical Work</b>   |              |              |
|                    | Practical Examination   | 06           | 15           |
|                    | Written Test  | 01           | 10           |
|                    | Viva Voce   | 03           | 10           |
| <b>Total</b>       |   | <b>10</b>    | <b>35</b>    |
| <b>Part D</b>      | <b>Project Work/Field Visit</b>                               |              |              |
|                    | Practical File/Student Portfolio                              | 15           | 10           |
|                    | Viva Voce   | 05           | 05           |
| <b>Total</b>       |   | <b>20</b>    | <b>15</b>    |
| <b>Grand Total</b> |   | <b>300</b>   | <b>100</b>   |

**Common for classes XI & XII**

In a year, at least 3 field visits/educational tours should be organised for the students to expose them to the activities in the workplace.

Visit a computer assembly and service centre and observe the following: Location, Site, Computer systems and peripheral devices.

During the visit, students should obtain the following information from the owner or the supervisor:

1. Area required for the junction box installation
2. Mounting of the control panels
3. Wiring of the control panels
4. Assembling of the control panels
5. Meter connections of the control panels
6. Procedure of fault checking
7. People and worker engaged

**Job Role: Field Technician – Wireman Control Panel**

**Sector: Electronics**

**Class: XII**

|                    | <b>Units</b>  | <b>Hours</b> | <b>Marks</b> |
|--------------------|---|--------------|--------------|
| <b>Part A</b>      | <b>Employability Skills</b>   |              |              |
|                    | Unit 1: Communication Skills – IV                                     | 110          | 10           |
|                    | Unit 2: Self-management Skills – IV                                   |              |              |
|                    | Unit 3: Information and Communication Technology Skills – IV          |              |              |
|                    | Unit 4: Entrepreneurial Skills – IV                                   |              |              |
|                    | Unit 5: Green Skills – IV   |              |              |
| <b>Part B</b>      | <b>Vocational Skills</b>  |              |              |
|                    | Unit 1: Generation, Transmission and Distribution Of Electrical Power | 160          | 40           |
|                    | Unit 2: Installation and Troubleshooting Electrical Control Panel     |              |              |
|                    | Unit 3: AC Drive, PLC and Switchboard In Control Panel                |              |              |
|                    | Unit 4: Testing and Measurement In Electrical Panel                   |              |              |
|                    | Unit 5: Safety Measures and Hazard                                    |              |              |
| <b>Total</b>       |   | <b>270</b>   | <b>50</b>    |
| <b>Part C</b>      | <b>Practical Work</b>   |              |              |
|                    | Practical Examination   | 06           | 15           |
|                    | Written Test  | 01           | 10           |
|                    | Viva Voce   | 03           | 10           |
| <b>Total</b>       |   | <b>10</b>    | <b>35</b>    |
| <b>Part D</b>      | <b>Project Work/Field Visit</b>                                       |              |              |
|                    | Practical File/Student Portfolio                                      | 15           | 10           |
|                    | Viva Voce   | 05           | 05           |
| <b>Total</b>       |   | <b>20</b>    | <b>15</b>    |
| <b>Grand Total</b> |   | <b>300</b>   | <b>100</b>   |

### List of Tools, Equipment and Materials

- 1 Pliers
- 2 Screwdrivers and nut drivers
- 3 Wire strippers
- 4 Fishing tools
- 5 Voltmeter
- 6 Ammeter
- 7 Labelling machines
- 8 Power drills and drivers
- 9 Hammer/drills
- 10 Circuit Testers
- 11 Knife
- 12 Electrical Tape
- 13 Duct Tape
- 14 A Tool Pouch
- 15 Ladders and Step Stools
- 16 Allen Wrench Set (Hex Set)
- 17 Wire Simpers
- 18 Non-contact Voltage Detector
- 19 Tester



## Teacher's Qualifications

| Sl. No | Qualification  | Minimum Competencies   | Age Limit   |
|--------|--|--|---|
| 1      | Bachelor of Engineering in Electronics/ Electrical. Additionally should have done a Diploma or certificate course in Control Panel Wiring of residential/ Industrial systems. The suggested qualification is the minimum criteria. However higher qualifications such as Bachelor of Engineering in Electronics is more preferable.. | <ul style="list-style-type: none"><li>• Effective communication skills (oral and written)</li><li>• Basic computing skills.</li><li>• Technical competencies</li></ul> | 18-35 years<br>Age relaxation to be provided as per Govt. rules |

