

STATE INSTITUTE OF EDUCATION,  
KASHMIR



**SYLLABUS**

Vocational Subjects- Level 1  
(9<sup>th</sup> class)

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## **PRACTICAL ASSESSMENT**

**(Annual)**

### **EXTERNAL ASSESSMENT:**

<b>Distribution</b>	<b>MARKS</b>
Oral test/viva	10
Student's portfolio	10
Hands on skill	30
<b>TOTAL</b>	<b>50</b>

### **INTERNAL ASSESSMENT:**

<b>Distribution</b>	<b>MARKS</b>
CBT (class based test)	05
Student's portfolio	05
Participation	05
Attendance	05
<b>TOTAL</b>	<b>20</b>

# **Syllabus for IT/ITes (050)**

## **“Level-1”**

**Term-1:**

**15 Marks**

### **Unit 1: Introduction to IT-ITeS Industry**

**6 Marks**

1. Introduction:
  - a. Information technology,
  - b. Information technology enabled services (ITeS)
  - c. BPO services, BPM industry in India.
2. Structure of IT-BPM industry:
  - a. Multinational Companies (MNCs)
  - b. Indian Service Providers (ISPs)
  - c. Global In-House Centres (GIC).
3. IT Applications:
  - a. IT in home computing, IT in everyday life, IT in library, IT at workplace
  - b. IT in education (ICT in the classroom, Education-anywhere anytime, Teaching aids and media, Learning Management System)
  - c. IT in entertainment, IT in communication, IT in business, IT in science and engineering
  - d. IT in banking, IT in insurance, IT in marketing
  - e. IT in healthcare (Use of ICT in diagnosis-Computerised Axial Tomography Machine CAT, Magnetic Resonance Imaging Machine MRI, Electrocardiogram Machine ECG, Cardiac Screening Machine, Blood Sugar Testing Machine, Blood Pressure Measuring Machine)
  - f. IT in government and public services.

### **Unit 2: Data Entry and Keyboarding Skills**

**4 Marks**

1. Introduction
2. Keyboarding skills
3. Types of keys
  - a. Alphanumeric keys
  - b. Punctuation keys
  - c. Navigation keys
  - d. Function keys Etc.
4. Numeric pad, Home Keys, Guide Keys
5. Pointing Devices

- a. Mouse
  - i. Mouse Pointer
  - ii. Mouse Operations
- 6. Typing Ergonomics
  - a. Sitting Posture
  - b. Position of Hands
  - c. Monitor placement
  - d. Mouse and Keyboard placement
  - e. Chair and Table placement
  - f. Placement of matter to be typed
- 7. Positioning of fingers on keyboard
  - a. Allocation of fingers on keyboard
    - i. Home Row
    - ii. Upper Row
    - iii. Bottom Row
    - iv. Number Row
- 8. Using Numeric Keypad
- 9. Typing Software
  - a. Introduction to Rapid Typing Tutor
  - b. Interpreting Result
    - i. Error Window
    - ii. Analyse statistics
  - c. Calculate Typing speed
  - d. Typing Accuracy
  - e. Overall Rating calculation

### **Unit 3: Digital Documentation**

**5 Marks**

- 1. Introduction
- 2. Getting started with Word Processor Writer
  - a. Libra Office Writer Word Processor
    - i. Starting Libra Office Writer
    - ii. Creating a document
    - iii. Mouse Pointer
    - iv. Cursor Movement Editing a document
    - v. Formatting a document
    - vi. Formatting text
    - vii. Page style dialog
    - viii. Paragraph style
    - ix. Creating and Managing Tables
    - x. Printing the document
- 3. Mail Merge

## **Term-2:**

**15 Marks**

### **Unit 4: Electronic Spread Sheet**

**6 Marks**

1. Introduction
2. Getting started with Libra Office Calc
  - a. Starting Libra Office Calc
  - b. Entering Data
  - c. Mathematical Operators used in formulae
  - d. Use of functions to do calculations
  - e. Formatting the worksheet
  - f. Formatting a range of cells with decimal places
  - g. Formatting a cell range as scientific
  - h. Formatting a cell range to display time
  - i. Formatting alignment of a cell range
  - j. Speeding up Data Entry
  - k. Referencing
  - l. Thumb rule for Referencing
  - m. Creation of charts using Spreadsheets

### **Unit 5: Digital Presentation**

**09 Marks**

1. Introduction
2. Characteristics of a good presentation
3. Libra Office Impress
  - a. Starting Libra Office Impress
  - b. Closing Libra Office Impress
  - c. Creating Presentation
  - d. Inserting duplicate slide
  - e. Slide Layout
  - f. Coping and Moving Slides
  - g. Coping, Moving and Deleting content
4. View Presentation
  - a. Controlling size of view
  - b. Work Space View
    - i. Normal View
    - ii. Outline View
    - iii. Notes View
    - iv. Slide Sorter View
5. Formatting Text
6. Tables

- a. Inserting Tables
  - b. Editing Data in a Table
  - c. Table border and background
7. Images
    - a. Inserting an Image from Files and Gallery
    - b. Formatting Images
    - c. Resizing Images
    - d. Rotating Images
  8. Managing Graphic Objects
    - a. Drawing Tools
    - b. Grouping Objects
    - c. Ungrouping
  9. Slide Master
  10. Slide Transition

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### ***Practical:***

1. Create a new text document using (menu bar) showing your name, address and the name of your school save this file with the name my document 1 at the desktop location.
2. Open a document and zoom it for 50%, 75%, 130% and 200%.
3. Explore in how many formats can you save the Calc worksheet using the *save as* option. Verify it by opening in the software.
4. Add your name into the dictionary so that the red line will not be displayed under it.
5. Create a presentation which gives an overview of the science subject. This presentation should contain the following slides:
  - a. Title of the subject
  - b. Index
  - c. Introduction of each chapter(minimum one slide per chapter)
6. Create a presentation which demonstrates details of a car launched by any company of your choice. Include the following sliders:
  - a. Introduction of the company
  - b. List of cars of the company
  - c. Introduction of new car launched
7. Using your left hand type the following letters:
  - a. Kjhkudshckjsdcighsidycgbscmbjudhckjsdclkjdc  
lkjhkhkkjd9868657t4587&&^%&^o(\*y\*^JBKJGI&%\*7UGJBKJGVH,,K
8. Create a table in spreadsheet. Include your name, roll no, address, subject, marks and contact number in it.

### **SUBJECT CODE – IT/ITes (050)**

**SUBJECT CODE – IT/ITES (050)**

**PAPER FORMAT**

**Level-1**

**DURATION: 1:30 Hrs**

**Term-1:**

**15 Marks**

UNIT	IT LEVEL-1	MCQ(1) Q(M)	VSA-I(2) Q(M)	SA-II(3) Q(M)	LA-I (6) Q(M)	TOTAL
1	Introduction to IT-ITes Industry	X	X	X	1(6)	06 Marks
2	Data Entry and Keyboarding Skills	2(2)	1(2)	X	X	04 Marks
3	Digital Documentation	2(2)	X	1(3)	X	05 Marks
Total		1(4)	1(2)	1(3)	1(6)	15 Marks

**Term-2:**

**15 Marks**

UNIT	IT LEVEL-1	MCQ (1) Q(M)	VSA-I (2) Q(M)	SA-II (3) Q(M)	LA-I (6) Q(M)	TOTAL
1	Electronic Spreadsheet	1(1)	1(2)	1(3)	X	06 Marks
2	Digital presentation	3(3)	X	X	1(6)	09 Marks
Total		1(4)	1(2)	1(3)	1(6)	15 Marks



# **Syllabus For Retail (051)**

## **“Level-1”**

**Term-1:**

**15 Marks**

### **Unit 1: Introduction to Retailing**

**6 Marks**

1. Basics of Retailing
2. Functions of retailer,
3. Organized and Unorganized Retailing
4. Store and Non-Store Retailing
5. Duties and Responsibilities of a Cashier
6. Skills required to become a retail cashier

### **Unit 2: Service Cash Points or POS**

**5 Marks**

1. Modes of Payment
2. Procedures for Handling Cash
3. Authorization of Cheque
4. Credit/Debit Card, Payments
5. Problems at Cash Points/POS

### **Unit 3: Customer Order for Goods**

**4 Marks**

1. Processing Customer Orders for Goods
2. Procuring Supplies
3. Customer Information
4. Invoice

## **Term-2:**

**15 Marks**

### **Unit 4: Process of Payment**

**7 Marks**

1. Effective Process of Payment
2. Sorting out Pricing
3. Problems in Payment Process
4. Rights, Duties and Responsibilities in Process of Payment,
5. Components of Payment System in Retail

### **Unit 5: Customer Service**

**8 Marks**

1. Customer Needs and Service
2. Distinction between customer and consumer
3. Basic needs of customer
4. Elements of customer services
5. Advantages of Customer Service
6. Organization Standards
7. Standards of staff appearance in retail
8. Customer Expectation

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### ***Practical:***

1. Role Play - Your friend wants to open up a kirana shop. Inform him about the benefits of organized retailing and discuss the related functions
  - a. Activity 1 - Prepare a chart to distinguish between organized and unorganized retail business
  - b. Activity 2 - Prepare a Model on store and non-store retailing.
2. Role Play – Enact a cash transaction and preparing a bill on billing counter
3. Role Play - Enact card processing problems at service cash point POS in retail outlet.
4. Role Play - Enact getting customer information at a retail outlet
  - a. Activity 1 – Prepare an invoice for a cash transaction
5. Role Play – A customer at your store is unhappy with the product he purchased. How do you deal with such agitated customer?
  - a. Activity 1 – Prepare different types discount and special offers. Demonstrate the same.
6. Role Play – Role play on obtaining feedback by interacting with customer at retail store.
7. Role Play – A customer has visited your store for the first time. How do you build good rapport with him/her?

**SUBJECT CODE – Retail (051)**

**PAPER FORMAT**

**Level-1**

**DURATION: 2:30 Hrs**

**Term-1:**

**15 Marks**

UNIT	RETAIL LEVEL-1	MCQ (1) Q(M)	VSA-I (2) Q(M)	SA-II (3) Q(M)	LA-I (6) Q(M)	TOTAL
1	Introduction to Retailing	X	X	X	1(6)	06 Marks
2	Service Cash points or POS	2(1)	X	1(3)	X	05 Marks
3	Customer order for Goods	2(1)	1(2)	X	X	04 Marks
<b>Total</b>		<b>4(1)</b>	<b>1(2)</b>	<b>1(3)</b>	<b>1(6)</b>	<b>15 Marks</b>

**Term-2:**

**15 Marks**

UNIT	RETAIL LEVEL-1	MCQ (1) Q(M)	VSA-I (2) Q(M)	SA-II (3) Q(M)	LA-I (6) Q(M)	TOTAL
4	Process of Payment	X	2(2)	1(3)	X	7 Marks
5	Customer Service	2(1)	X	X	1(6)	8 Marks
<b>Total</b>		<b>2(1)</b>	<b>2(2)</b>	<b>1(3)</b>	<b>1(6)</b>	<b>15 Marks</b>

# **Travel & Tourism (053)**

## **“Level-1”**

**Term-1:**

**15 Marks**

### **UNIT I : Communication With Customers And Colleagues** **05 marks**

1. Meaning of communication
2. Types of communication
3. Communication process
4. Barriers to communication
5. Effective communication
6. Importance of communication with customers and colleagues.

### **UNIT II : Tourism And Hospitality** **06 marks**

1. Introduction to Tourism & Hospitality
2. Types of Tourism
3. Components of Tourism
4. Different departments of hospitality sector
5. Importance of Hospitality Sector
6. Goals of Hospitality Industry

### **UNIT III : Preparation of Food & Beverage Service Operations** **04 marks**

1. Food and Beverage introduction
2. Characteristics of Food & Beverage
3. Food and Beverage Outlets
4. Different operations of food and beverage services
5. Importance of Food Production
6. Food storage

## **Term-2:**

**15 Marks**

### **UNIT IV : Classification of Catering Industry**

**05 marks**

1. Introduction to catering industry
2. Types of catering establishments
3. Residential, non residential & no commercial residential establishments
4. Scope & Importance of catering industry

### **UNIT V : Food & Beverage Service Operations**

**06 marks**

1. Introduction to F & B service operations
2. Management of banquet & catering events
3. Functions of F & B service trainee
4. Service norms & ethics
5. Decision making in the F & B service operations

### **UNIT VI : After Dinning Activities**

**04 marks**

1. Introduction
2. Preparation of departing the guest [billing to guest account]
3. Clearing table & counter after dinning
4. Resetting of dining table
5. Cleaning, rinsing & sanitizing

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### ***Practical:***

1. Holding salver
2. Laying Table cloth types
3. Clearing solid plates
4. Groomed service staff
5. Carrying glasses & serving plates
6. Holding service gear types
7. American, English and Continental breakfast cover
8. Order taking procedure in a restaurant

**SUBJECT CODE –Travel and Tourism (053)**

**PAPER FORMAT**

**Level-1**

**DURATION: 2:30 Hrs**

	UNIT	TRAVEL&TOURISM LEVEL-01 (9 <sup>th</sup> )	MCQ(01) Q(M)	VSA(02) Q(M)	SA(03) Q(M)	LA(05) Q(M)	TOTAL
<b>Term 1</b>	I	COMMUNICATION WITH CUSTOMERS & COLLEGUES	2 (1)	x	1 (3)	×	<b>05 marks</b>
	II	TOURISM & HOSPITALITY	x	x	x	1 (6)	<b>06 Marks</b>
	III	PREPRATION OF F & B SERVICE OPERATIONS	2 (1)	1 (2)	×	x	<b>04 Marks</b>
<b>TOTAL</b>			4(01)	1(02)	1(3)	1(06)	<b>15 Marks</b>

<b>Term II</b>	IV	CLASSIFICATION OF CATERING INDUSTRY	2 (1)	x	1 (3)	×	<b>08 Marks</b>
	V	F & B SERVICE OPERATION	x	x	×	1 (6)	<b>06 Marks</b>
	VI	AFTTER DINING ACTIVITIES	2 (1)	1 (2)	×	x	<b>04 Marks</b>
<b>TOTAL</b>			4(01)	1(02)	1(3)	1(06)	<b>15 Marks</b>

# **Syllabus for Security (054)**

## **“Level-1”**

**Term-1:**

**15 Marks**

### **Unit 1: Introduction to Security Services**

**9Marks**

1. Roles and Responsibilities of Security Personnel
  - a. Roles and functions of public and private security personnel
  - b. General roles and responsibilities of an Unarmed Security Guard
  - c. Official procedures and instructions
2. Risks, Threats, Hazards and Emergency - Responding and Reporting
  - a. Assets and risks
  - b. Threats
  - c. Observing and reporting
  - d. Response mechanism: Suspicious packages and weapon threat
  - e. Using a fire extinguisher
  - f. Risk management
  - g. Types of emergency
  - h. Risks associated with assault
  - a. Safety Signage

### **Unit 2: Private Security - Regulations and Equipment**

**6 Marks**

1. Cooperation with Police and Other Organisations
  - a. Private security guard vs. police officer
  - b. Arrest & Rules to be followed by security staff during arrest or detention
  - c. Main features of civil law & Criminal Law
  - d. First Information Report (FIR)
  - e. Evidence
  - f. Securing a crime scene
  - g. Testifying in courts
  - h. Private Security Agencies (Regulation) Act
  - i. (PSARA), 2005
  - j. Ranks and badges in Indian Army, Navy
  - k. Air Force & Police Forces

## **Term-2:**

**15 Marks**

### **Unit 3: Introduction to Arms and Improvised Explosive Device 6 Marks**

1. Identification of Arms
  - a. Arms (introduction)
2. Improvised Explosive Device
  - a. Parts of an IED
  - b. Action to be taken on locating an IED
  - c. Recognising packaged IED & Types of IED
3. Security Equipment for Unarmed Security Guard
  - a. Uniform and equipment
  - b. Electronic security systems
  - c. Access control system
  - d. Benefits of security lighting
  - e. Fire detection system
  - f. Safety and emergency system

### **Unit 4: Access Control**

**9 Marks**

1. Search and Seizure
  - a. Patrolling & Study the post orders & Talk to colleagues
  - b. Check the Vehicle & your equipment
  - c. Security searches: People and baggage
  - d. Electronic equipment used in search
  - e. Processes & Manual search of persons and baggage
  - f. Reporting risk, threat and hazard during search
2. Structures and Techniques for Access Control
  - a. Organisational rules & Levels of access control
  - b. Building perimeter and entrance
  - c. Access control in the absence of equipment
  - d. Electronic access control system
  - e. Benefits of electronic access control system
  - f. Alarm System & Vehicle search and access control
  - g. Queues and access control
  - h. Responding to situations during screening and search activities
  - i. Procedure followed for body search in the absence of equipment
  - j. Authorisation for different categories of people & Tracking

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## ***Practical:***

1. Access emergency assembly area around any building.
2. Exit routes or Building evacuation areas
3. Deduction and alarm areas
4. Fire Extinguishers
5. Assets which you need to protect
6. In situation of risk what is your response.

### **SUBJECT CODE –Security (054)**

#### **PAPER FORMAT**

#### **Level-1**

#### **DURATION: 2:30 Hrs**

	Unit	Security Level-1st	MCQ (01) Q(M)	VSA (02) Q(M)	SA (03) Q(M)	LA (06) Q(M)	TOTAL
<b>Term I</b>	<b>I</b>	<b>Introduction to Security Services</b>	<b>3 (01)</b>	<b>X</b>	<b>X</b>	<b>1 (06)</b>	<b>09 Marks</b>
	<b>II</b>	<b>Private Security — Regulations and Equipment</b>	<b>1 (01)</b>	<b>1 (02)</b>	<b>1 (03)</b>	<b>X</b>	<b>06 Marks</b>
<b>Total</b>			<b>4(01)</b>	<b>1(02)</b>	<b>1(03)</b>	<b>1(06)</b>	<b>15 marks</b>

<b>Term II</b>	<b>III</b>	<b>Introduction to Arms and Improvised Explosive Device</b>	<b>1 (01)</b>	<b>1 (02)</b>	<b>1 (03)</b>	<b>X</b>	<b>06 Marks</b>
	<b>IV</b>	<b>Access Control</b>	<b>3 (03)</b>	<b>X</b>	<b>X</b>	<b>1 (06)</b>	<b>09 Marks</b>
<b>Total</b>			<b>4(01)</b>	<b>1(02)</b>	<b>1(03)</b>	<b>1(06)</b>	<b>15 marks</b>

# **Syllabus for AGRICULTURE (055)**

## **“Level-1”**

### **Term-1:**

**15 Marks**

#### **Unit-1: Introduction to Agriculture:**

**06 Marks**

- 1) Importance of Agriculture in Indian economy
  - a. Agriculture (Basics)
  - b. Branches of agriculture
- 2) Contribution of states in production of major crops of India
  - a. Contribution of agriculture sector in national income
  - b. Employment
  - c. Interdependence of agriculture and industry
  - d. Agriculture farming system
  - e. Major agriculture revolutions.
  - f. Crop production based on season:

#### **Unit-2: Introduction to Soil Management:**

**04 Marks**

- 1) Soil as a medium for plant growth
  - a. Introduction
    - i. Definition of soil
    - ii. Factors affecting soil formation
    - iii. Soil composition
    - iv. Soil structure
    - v. Various types of soils
    - vi. Properties of soil.
- 2) Fertilizers used in crop production
  - a. Characteristics of fertilizers
  - b. Advantages and disadvantages of fertilizers
  - c. Nutrient deficiency symptoms
- 3) Methods of fertilizer application
  - a. Broadcasting
  - b. Placement
  - c. Band placement
  - d. Foliar application
  - e. Injection into soil

- f. Aerial application
- 4) Methods of irrigation
- a. Sources of irrigation
  - b. Different methods of irrigation
  - c. Factors affecting choice of irrigation method

**Unit-3 : Introduction to Field Preparation And Planting**

**05 Marks**

- 1) Climate and weather parameters affecting agricultural crops.
- a. Elements of climate and weather.
  - b. Temperature
  - c. Rainfall
  - c. Light
  - d. Air
  - e. Relative humidity.
- 2) Instruments and equipments used for weather forecasting.
- a. Thermometer.
  - b. Rain gauge.
  - c. Sling psycho meter.
  - d. Wind vane.
  - e. Anemometer.
  - f. Barometer.
- 3) Field and seed bed preparation.
- a. Factors affecting seed germination.
  - b. Procedure of ploughing Puddling and levelling.
  - c. Difference between shallow and deep ploughing.
  - d. Summer ploughing and harrowing.
  - e. Purpose of Puddling.
- 4) Sowing / planting methods.
- a. Methods of sowing
  - b. Broadcasting.
  - c. Drilling.
  - d. Dibbling
  - e. Planting.
- 5).Procedure of pre treatment of seeds before sowing.
- a. Scarification.
  - b. Pre soaking.

## **Term -2:**

**15 Marks**

### **Unit-4 : Introduction to Agricultural Crops**

**06 Marks**

- 1) Major agricultural crops and seasons.
  - a. Crops
  - b. Major crops
  - c. Food crops
  - d. Commercial crops
  - e. Other important crops of India
- 2) Introduction to fibre crops
  - a. Cotton
  - b. Jute
  - c. Major producer states of cotton and jute
- 3) Cultivation of fodder crops
  - a. Forage crops
- 4) Crop improvement
  - a. Abiotic factors
  - b. Minerals in soil
  - c. Biotic factors
  - d. Methods of crop improvement

### **Unit 5 : Introduction to Animal Husbandry**

**4 Marks**

- 1) Importance of livestock
  - a. Animal husbandry
  - b. Livestock and its contribution in Indian economy
- 2) Livestock body parts and structure
  - a. Body parts of livestock
  - b. Body structure of livestock
- 3) Housing system for livestock
  - a. Livestock farming system
  - b. Systems of rearing
  - c. Mixed farming system
- 4) Milk and Milk products
  - a. Components of milk
  - b. Chemical properties of milk
  - c. Physical properties of milk

### **Unit-6: Introduction to Dairy Farming**

**05Marks**

- 1) Dairy farming in India
  - a. Dairy farming
  - b. Advantages of dairy farming

- c. Importance of dairy farming
- d. Scope of dairy farming
- 2) Commodities and services for dairy animals
  - a. Food
  - b. Energy
  - c. Fuel
  - d. Clothing
  - e. Raw materials
- 3) Terminologies related to dairy farming
  - a. General terms
  - b. Animal related terms

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### ***Practical:***

1. Collect seeds of wheat, Rice, Maize and Gram and prepare a collage.
2. Determining Soil Texture by feel method.
3. Identify the different manures and fertilizers.
4. Practice application of fertilizers using different methods such as broad casting, Band placement, side dressing etc and note your observations in the note book.
5. Draw a chart showing various sources of irrigation.
6. Draw a chart showing the Drip irrigation System.
7. Identification of instruments used in metrological observations.
8. Prepare a poster of different instruments and equipments used for weather Forecasting.

**SUBJECT CODE – AGRICULTURE (055)**

**PAPER FORMAT**

**Level-1**

**DURATION: 2:30 Hrs**

**Term-1:**

**15 Marks**

UNIT	Agriculture- LEVEL-1	MCQ(1) Q(M)	VSA-I(2) Q(M)	SA-II(3) Q(M)	LA-I (6) Q(M)	TOTAL
1	Introduction to agriculture	X	X	X	1(6)	06 Marks
2	Introduction to soil management	X	1(2)	1(3)	X	05 Marks
3	Introduction to field preparation and planting	1(1)	X	1(3)	X	04 Marks
Total		1(1)	1(2)	2(3)	1(6)	15 Marks

**Term-2:**

**15 Marks**

UNIT	Agriculture- LEVEL-1	MCQ (1) Q(M)	VSA-I (2) Q(M)	SA-II (3) Q(M)	LA-I (6) Q(M)	TOTAL
1	Introduction to agricultural crops	X	X	X	1(6)	06 Marks
2	Introduction to animal husbandry	X	1(2)	1(3)	X	05 Marks
3	Introduction to dairy farming	2(2)	2(1)	X	X	04 Marks
Total		1(4)	3(2)	1(3)		15 Marks

# **Syllabus for TELECOM(056)**

## **“Level-1”**

**Term-1:**

**15 Marks**

### **Unit 1: Communication skills-1**

**4 Marks**

1. Meaning and Importance of communication.
2. Elements of communication cycle:
  - a. Sender
  - b. Ideas
  - c. Encoding
  - d. Communication channel / Medium
  - e. Receiver,
  - f. Decoding
  - g. Feedback
3. Methods of communication:
  - a. Verbal.
  - b. Non-verbal.
  - c. Visual.
4. Perspectives in communication.
5. Factors affecting perspectives in communication:
  - a. Visual perception.
  - b. Language.
  - c. Past experience.
  - d. Prejudices.
  - e. Feelings.
  - f. Environment.
6. Writing skills related to the following:
  - a. Sentence & its Parts.
  - b. Kinds of sentences
  - c. Parts of speech
  - d. Use of articles
  - e. Construction of a paragraph

### **Unit 2: Basic ICT Skills-1**

**3 Marks**

1. Introduction to ICT
2. Role and importance of ICT in personal life and at workplace.
3. Primary operations on a computer system – input, process, storage, output, communication networking, etc.
4. Components of computer system and their functions.

5. Input, Output & Storage Devices.
6. Role and functions of Random Access Memory (RAM) and Read Only Memory (ROM)
7. Hardware and software of a computer system.
8. Types of Software
9. ICT tools – Mobile, tab, radio, TV, email, etc.

### **Unit 3: Splicing Tools and Equipment**

**3 Marks**

1. Basic hand tools – screw driver, scissors, cable cutting knife, pliers, cleaning swab, electrical tape, gloves
2. Splicing machine, cleaver, tissue paper, isopropyl alcohol, protection sleeves, round cutter, tube cutter, fibre cutter, fibre stripper, OTDR
3. Mechanical splice connector
4. Functioning of splicing tools

### **Unit 4: Splicing Operations**

**3 Marks**

1. Concept of splicing
2. Need of splicing
3. Splicing process
4. Testing parameters of splicing
5. Materials required for splicing
6. Optical fiber splicing – Fusion and mechanical splicing process
7. Classification and principle of splicing
8. Testing parameters

### **Unit 5: Green Skills-1**

**2 Marks**

1. Introduction to environment
2. Relationship between society and environment, ecosystem and factors causing imbalance
3. Natural resource & their conservation
4. Environment protection and conservation
5. Definition of green economy
6. Importance of green economy



## **Term-2:**

**15 Marks**

### **Unit 6: Optical Communication Technology**

**5 Marks**

1. The communication process
2. Concept of data communication
3. Characteristics of data
4. Transmission media and its types
5. Components of data communication
6. Modes of communication
7. Broadband technology
8. Types of broadband
9. Broadband market – global and Indian Telecommunication
10. Optical fibre technology
11. Basics of optics and its evolution
12. Optical fibre in broadband industry
13. Optical fibre terminologies
14. Structure of fibre
15. Fibre optic communication
16. Light Theory
17. Classification of optical fibre
18. Light sources of optical fibre
19. Losses in optical fibre

### **Unit 7: Optical Fibre Testing**

**2 Marks**

1. Standard process of OTDR test, working
2. Elements of OTDR
3. Standard process of Power meter tests

### **Unit 8: Self Management Skills-1**

**3 Marks**

1. Meaning of self-management
2. Positive results of self-management
3. Self-management skills:
  - a. Stress Management
  - b. Time Management
  - c. Decision Making
  - d. Self-Protection
  - e. Self Confidence
4. Factors that help in building self-confidence:
  - a. Social

- b. Cultural
- c. Physical Factors

**Unit 9: Entrepreneurial Skills – I**

**3 Marks**

1. Meaning of entrepreneurship development
2. Distinguishing characteristics of entrepreneurship
3. Role and rewards of entrepreneurship
4. Meaning & Concepts of Business Service
5. Types of businesses:
  - a. Service
  - b. Manufacturing
  - c. Hybrid
6. Types of businesses found in our community

**Unit 10: Maintain Health and Safety**

**2 Marks**

1. Cut fibres, sleeves and cable pieces
2. Dispose of the cut fibres, sleeves and cable pieces
3. Personal protection equipment – helmets, safety boots, safety glasses

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***Practical:***

1. Demonstrate the knowledge of the role of Information and Communication Technology (ICT) in day-to-day life and workplace.
2. Demonstrate use of various components and peripherals of computer system.
3. Demonstrate the use of basic hand tools.
4. Demonstrate the use of Splicing tools.
5. Carry out fusion and mechanical splicing.
6. Demonstrate the splicing Process.
7. Demonstrate the knowledge of the factors influencing natural resource conservation.
8. Test the fibre joint with OTDR.

**SUBJECT CODE – Telecom (056)**

**PAPER FORMAT**

**DURATION: 2:30 Hrs**

<b>Term</b>		<b>Long Answer Questions (6 Marks)</b>	<b>Short Answer Questions (3 Marks)</b>	<b>Very Short Answer Questions (2 mark)</b>	<b>MCQ (1 Mark)</b>	<b>Marks</b>
		<b>Q(M)</b>	<b>Q(M)</b>	<b>Q(M)</b>	<b>Q(M)</b>	<b>Q(M)</b>
<b>Term 1st</b>	<b>Unit I</b>	1(06)	X	X	X	<b>6 Marks</b>
	<b>Unit II</b>	X	1(03)	X	X	<b>3 Marks</b>
	<b>Unit III</b>	X	X	1(02)	X	<b>2 Marks</b>
	<b>Unit IV</b>	X	X	X	1(01)	<b>1 Marks</b>
	<b>Unit V</b>	X	1(03)	X	X	<b>3 Marks</b>
	<b>Total</b>	<b>1(06)</b>	<b>2(03)</b>	<b>1(02)</b>	<b>1(01)</b>	<b>15 Marks</b>

<b>Term 2<sup>nd</sup></b>	<b>Unit VI</b>	X	X	1(02)	1(01)	<b>3 Marks</b>
	<b>Unit VII</b>	X	X	X	1(01)	<b>1 Marks</b>
	<b>Unit VIII</b>	1(06)	X	X	X	<b>6 Marks</b>
	<b>Unit IX</b>	X	1(03)	X	X	<b>3 Marks</b>
	<b>Unit X</b>	X	X	1(02)	X	<b>2 Marks</b>
	<b>Total</b>	<b>1(06)</b>	<b>1(03)</b>	<b>2(02)</b>	<b>2(01)</b>	<b>15 Marks</b>

# **Syllabus Beauty and Wellness (058)**

## **“Level-1”**

**Term-1:**

**15 Marks**

### **Unit I: Beauty and Wellness Industry and Wellness Sector** **13 Marks**

1. Carrier Opportunities in the Beauty and wellness sector.
  - a) Major sub segments in the beauty and wellness sector.
  - b) Carrier path for an assistant beauty therapist.
2. Beauty Therapy services.
  - a) Manicure, Pedicure, Threading, Waxing, Bleach, Face Cleanup, Makeup, Hairdo, Mehendi (Henna).
3. Preparing and maintaining the work are
  - a) Maintenance of record cards, Essentials of the work area, sterilization and disinfection methods, Equipment and material used in a beauty salon, personal presentation and behaviour, safe disposal of waste, storage of tools and equipments, compliance of rules and norms, Responsibility of an assistant beauty therapist.
4. Health and safety in the work area.
  - a) Fire safety, electrical safety, chemical safety, posture lifting and carrying, parlour hygiene.

### **Unit II: Manicure, Pedicure And Mehendi -I** **02 Marks**

Anatomy of the Nail, Hand and Feet

- a) Skeletal System, Muscular System, Structure of the Nail.

## **Term-2:**

**15 Marks**

### **Unit III: Manicure, Pedicure And Mehandi-II**

**07 Marks**

1. Manicure

- a) Preparing the work area, Contra-indications for Manicure.
- b) Identification of Nail conditions, Manicure Procedure, After care advice

2. Pedicure

- g. Purpose of pedicure, Pedicure Includes
- h. Contra-indications for Pedicure, Pedicure procedures, After care advice

3. Henna (Mehandi)

- a) Mehandi art on hands and legs, Tools and material required
- b) Preparation, Procedure, Sparkle Mehandi, Wooden block Mehandi, After care advice

### **Unit IV: Hair Care**

**08 Marks**

1. Basic Of Hair Care

- a) Effects of environmental factors and uses of hair dryer, types of hair, factors affecting hair styling.
- b) Anatomy of hair (basics), Hair and Scalp condition and diseases, after care advice.

2. Common Hairdos

- a) Common hair styles, Hair accessories, Hair styling products, Tools and equipments, physical effects of styling on hair structure.

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### ***Practical:***

- 1. Beauty Therapy Services: Threading, Bleach, Waxing, Face Clean Up.
- 2. Preparing and Maintaining The Work Area: Hand Washing
- 3. Anatomy of the Nail, Hand and Feet: Nail Shapes
- 4. Manicure: Manicure
- 5. Pedicure: Pedicure
- 6. Henna or Mehandi: Mehandi Designs, Cone Making
- 7. Basic of Hair Care: Shampooing and Conditioning
- 8. Common Hairdos: Hair Styles

**SUBJECT CODE – Beauty & Wellness (058)**

**PAPER FORMAT**

**DURATION: 2:30 Hrs**

**Term-1:**

**15 Marks**

UNIT	BEAUTY AND WELLNESS LEVEL-1	MCQ(1) Q(M)	VSA-I(2) Q(M)	SA-II(3) Q(M)	LA-I (6) Q(M)	TOTAL
1.1	Career opportunities in the beauty & wellness sector	X	X	1(03)	X	03 Marks
1.2	Beauty Therapy Services	X	1(02)	X	X	02 Marks
1.3	Preparing and Maintaining the work area	X	X	X	1(06)	06 Marks
1.4	Health and Safety in the Work Area	2(01)	X	X	X	02 Marks
2.0	Anatomy of the Nail, Hand and feet	2(01)	X	X	X	02 Marks
<b>Total</b>		<b>4(01)=4</b>	<b>1(02)=2</b>	<b>1(03)=3</b>	<b>1(06)=6</b>	<b>15 Marks</b>

**Term-2:**

**15 Marks**

UNIT	IT LEVEL-1	MCQ (1) Q(M)	VSA-I (2) Q(M)	SA-II (3) Q(M)	LA-I (6) Q(M)	TOTAL
3.1	Manicure	X	X	1(03)	X	03 Marks
3.2	Pedicure	2(01)	X	X	X	02 Marks
3.3	Henna or Mehendi	2(01)	X	X	X	02 Marks
4.1	Basics of Hair care	X	X	X	1(06)	06 Marks
4.2	Common Hairdos	X	1(02)	X	X	02 Marks
<b>Total</b>		<b>4(01)=4</b>	<b>1(02)=2</b>	<b>1(03)=3</b>	<b>1(06)=6</b>	<b>15 Marks</b>

# **Syllabus for PE AND SPORTS(059)**

## **“Level-1”**

**Term-1:**

**15 Marks**

### **Unit 1: Foundation Of Physical Education**

**6 Marks**

1. Understand the concept of physical education
2. Identify the aims and objectives of physical education
3. Describe the importance of physical education in relation to overall growth and development of an individual
4. Understand the scope and trends in physical education
5. Identify social and economic opportunities in physical education

### **Unit 2: Health And Fitness**

**4 Marks**

1. Understand the concept of health and fitness
2. Understand growth and development
3. Identify the parts of the human body and relate their role in keeping us healthy and fit
4. Identify and understand the fundamental motor skills

### **Unit 3: Games And Sports**

**5 Marks**

1. Perform age appropriate physical activities
2. Fun with sports equipment and props
3. Perform certain yoga exercises
4. Demonstrate the knowledge of sports
5. Demonstrate knowledge of rules of games

## **Term-2:**

**15 Marks**

### **Unit 4: Developing An Athlete**

**3 Marks**

1. Understand hygienic lifestyle
2. Understand good posture
3. Practice safety measures on playgrounds
4. Perform basic first aid

### **Unit 5: Teaching- Learning**

**6 Marks**

1. Roles and responsibility of a teacher
2. Effective communication
3. Effective teaching methods
4. Developing lesson plan

### **Unit 6: Managing Sports Events**

**3 Marks**

1. Perform court/ground marking as per the specification
2. Prepare fixtures as per the specifications
3. Maintain props and equipments as per the requirement

### **Unit 7: Nutrition**

**3 Marks**

1. Understand the role of nutrients in maintenance of health
2. Balance your diet to keep yourself fit
3. Understand the role of water in keeping our body healthy and fit

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### ***Practical:***

1. Athletic: Running, Jumping & Throwing
2. Running: 100m, 200m, 400m
3. Jumping: Long jump & High jump
4. Throwing: Shot-put, discuss throw, Javelin
5. Badminton, Kabaddi, Volley ball, Kho kho & Cricket



**SUBJECT CODE – Physical Education (059)**

**PAPER FORMAT**

**Level-1**

**DURATION: 2:30 Hrs**

**Term-1:**

**15 Marks**

UNIT	Physical education- LEVEL-1	MCQ(1) Q(M)	VSA-I(2) Q(M)	SA-II(3) Q(M)	LA-I (6) Q(M)	TOTAL
<b>I</b>	<b>Foundation of Physical Education</b>	X	x	x	1(6)	<b>06 Marks</b>
<b>II</b>	<b>Health and Fitness</b>	2(2)	1 (2)	X	X	<b>04 Marks</b>
<b>III</b>	<b>Games and Sports</b>	x	1(2)	1(3)	X	<b>05 Marks</b>
<b>Total</b>		<b>1(2)</b>	<b>2(4)</b>	<b>1(3)</b>	<b>1(6)</b>	<b>15 Marks</b>

**Term-2:**

**15 Marks**

UNIT	Physical education	MCQ (1) Q(M)	VSA-I (2) Q(M)	SA-II (3) Q(M)	LA-I (6) Q(M)	TOTAL
<b>IV</b>	<b>Developing an athlete</b>	1(1)	1(2)	X	X	<b>03 Marks</b>
<b>V</b>	<b>Teaching and learning</b>	X	x	x	1(6)	<b>06 Marks</b>
<b>VI</b>	<b>Managing srts events</b>	x	x	1(3)	X	<b>03 Marks</b>
<b>VII</b>	<b>Food and nutrition</b>	x	x	1(3)	X	<b>03 Marks</b>
<b>Total</b>		<b>1(1)</b>	<b>1(2)</b>	<b>1(6)</b>	<b>1(6)</b>	<b>15 Marks</b>