

**SECONDARY SCHOOL CURRICULUM**  
**VOCATIONAL SUBJECTS (UNDER NSQF)**  
**2017-18**

<b>Name of the vocational subject under NSQF</b>		<b>Subject Code</b>
<b>CLASS (IX) (2017-18)</b>	<b>CLASS (X) (2018-19)</b>	
Retailing	Dynamics Of Retailing	401
Information Technology	Information Technology	402
Security	Security	403
Automobile Technology	Automobile Technology	404
Concepts Of Money Management	Introduction To Financial Markets	405
Introduction To Tourism	Introduction To Tourism	406
Beauty & Wellness	Beauty & Wellness	407
Basic Agriculture	Introductory Agriculture	408
Food Production	Food Production	409
Front Office Operations	Front Office Operations	410
Banking & Insurance	Banking & Insurance	411
Marketing & Sales	Marketing & Sales	412
Health Care Services	Health Care Services	413

**1.**  
**Retailing**  
**(Subject Code -401)**  
**CLASS IX**

**Total Marks: 100 (Theory – 50 + Practical\*- 50)**

**Theory**

<b>S. No.</b>	<b>Unit Name</b>	<b>Marks</b>
<b>1</b>	Introduction	<b>5</b>
<b>2</b>	Consumer Behaviour	<b>5</b>
<b>3</b>	Careers in Retailing	<b>10</b>
<b>4</b>	Product Classification	<b>11</b>
<b>5</b>	Basic Hygiene & Safety Practices	<b>7</b>
<b>6</b>	Personality Development	<b>8</b>
<b>7</b>	Profit of Retail Bagger	<b>4</b>
<b>TOTAL</b>		<b>50</b>

## Retailing Class IX

### Practical

<b>Parameters</b>	<b>Marks</b>
Project	10
Viva based on Project	10
Practical File/ Report and portfolio	10
Demonstration of skill competency in Lab Activities	20
<b>Total</b>	<b>50</b>

## BLUEPRINT OF QUESTION PAPER

### CLASS IX Retailing

**TIME: 2 Hours**  
**marks**

**Marks: 50**

Unit No.	Unit Name	MCQ/Very Short Answer(1 Mark)	Short Answer I (2 Marks)	Short Answer II (3 Marks)	Long Answer (5 Marks)	Marks
1.	INTRODUCTION	1(2)		3(1)		5
2.	CONSUMER BEHAVIOUR	1(1)	2(2)			5
3.	CAREERS IN RETAILING	1(2)		3(1)	5(1)	10
4.	PRODUCT CLASSIFICATION	1(1)	2(1)	3(1)	5(1)	11
5.	BASIC HYGIENE AND SAFETY PRACTICES		2(2)	3(1)		7
6.	PERSONALITY DEVELOPMENT	1(1)	2(1)		5(1)	8
7.	PROFILE OF RETAIL BAGGER	1(1)		3(1)		4
	<b>TOTAL</b>	<b>1X8=8</b>	<b>2X6=12</b>	<b>3X5=15</b>	<b>5X3=15</b>	<b>(50 MARKS and 22 Questions)</b>

- (i) Question paper is divided into four sections:
- Section A- Multiple choice questions (1 mark each)
  - Section B- Very Short Answer (2 mark each)
  - Section C- Short Answer (3 mark each)
  - Section D- Long Answer (5 mark each)
- (ii) All question of that particular section must be placed in the correct order
- (iii) Please check that this question paper contains 22 questions
- (iv) The maximum time allowed is 2 hours

**Dynamics of Retailing**  
**(Subject Code -401)**

**CLASS X**

**Total Marks: 100 (Theory – 50 + Practical 50)**

<b>Unit No.</b>	<b>Unit Name</b>	<b>Marks</b>
1	Retail Operations	5
2	Merchandise Planning	8
3	Store Operations	10
4	Billing, Transport and Delivery	8
5	Security Operations & Housekeeping in Retail	8
6	Communication at Work Place	6
7	Health Care and Personal Grooming in Retailing	5
<b>Total</b>		<b>50</b>

**Dynamics of Retailing**

**Class X**

**Practical**

<b>Parameters</b>	<b>Mark</b>
Project	10
Viva based on Project	10
Practical File/ Report and portfolio	10
Demonstration of skill competency in Lab Activities	20
<b>Total</b>	<b>50</b>

# BLUEPRINT OF QUESTION PAPER

## CLASS X Dynamics of Retailing

**TIME: 2 Hours**

**Marks: 50**

Unit No.	Unit Name	MCQ/Very Short Answer(1 Mark)	Short Answer I (2 Marks)	Short Answer II (3 Marks)	Long Answer (5 Marks)	Marks
1.	RETAIL OPERATIONS	1(2)		3(1)		5
2.	MERCHANDISE PLANNING	1(1)	2(1)		5(1)	8
3.	STORE OPERATIONS	1(2)		3(1)	5(1)	10
4.	BILLING, TRANSPORT AND DELIVERY	1(1)	2(1)		5(1)	8
5.	SECURITY OPERATION AND HOUSEKEEPING	1(1)	2(2)	3(1)		8
6.	COMMUNICATION AT WORK PLACE	1(1)	2(1)	3(1)		6
7.	HEALTH CARE AND PERSONAL GROOMING		2(1)	3(1)		5
	<b>TOTAL</b>	<b>1X8=8</b>	<b>2X6=12</b>	<b>3X5=15</b>	<b>5X3=15</b>	<b>(50 MARKS and 22 Questions)</b>

- (i) Question paper is divided into four sections:
- Section A- Multiple choice questions (1 mark each)
  - Section B- Very Short Answer (2 mark each)
  - Section C- Short Answer (3 mark each)
  - Section D- Long Answer (5 mark each)
- (ii) All question of that particular section must be placed in the correct order
- (iii) Please check that this question paper contains 22 question
- (iv) The maximum time allowed is 2 hours

### ***Retail List of Tools, Equipment and Materials***

1. Shelves for Stacking Products
2. Shopping Cart
3. Signage Board
4. Offer Signages
5. End Cap
6. Table (POS)
7. Chair (POS)
8. Poster (POS)
9. Card Swiping Machine
10. Mannequins
11. Gondolas
12. Display Photographs
13. Products
14. Danglers
15. Coupons and Vouchers
16. Credit Notes
17. Currency Notes of different Denominations
18. Carry Bags
19. Neck-Locks for Carry Bags
20. Physical Bill Copy
21. Photographs of Stacked Notes
22. Housekeeping equipments
23. Goods moving equipments

### **Books published by CBSE.**

1. RETAILING STUDENTS HANDBOOK LEVEL-1-IX
2. DYNAMICS OF RETAILING (S.H.) – X



2.

**INFORMATION TECHNOLOGY (Code- 402)  
Class IX**

**Total Marks: 100 (Theory – 50 + Practical -50)**

**Theory**

<b>Unit No.</b>	<b>Unit Name</b>	<b>Mark</b>
1	Functional English	3
2	Fundamental of Computer	12
3	Mastering Typing	10
4	Word Processing (Basic)	5
5	Spreadsheet (Basic)	8
6	Digital Presentation	8
7	Email Messaging(Basic)	4
	<b>Total</b>	<b>50</b>

**INFORMATION TECHNOLOGY (Code- 402)  
Class IX**

**Practical**

<b>Parameters</b>	<b>Mark</b>
Project / Practical Activities	10
Viva based on Project	10
Practical File/ Report or Portfolio	10
Demonstration of skill competency in Lab Activities	20
<b>Total</b>	<b>50</b>

## BLUEPRINT OF QUESTION PAPER

### Class IX INFORMATION TECHNOLOGY

**TIME : 2 Hours**

**Marks : 50**

<b>INFORMATION TECHNOLOGY</b>						
<b>Unit No.</b>	<b>Unit Name</b>	<b>MCQ/VS A 1-Marks</b>	<b>Short Answer s I 2-Marks</b>	<b>Short Answer s II 3- Marks</b>	<b>Long Answer s 5- Marks</b>	<b>Mark</b>
1	Functional English	2(1)*	1			3 Marks
2	Fundamental of Computer	2	2(1)*	1	1	12 Marks
3	Mastering Typing	2	2(1)*	2		10 Marks
4	Word Processing (Basic)	(1)*	1	1		5 Marks
5	Spreadsheet (Basic)	2	(1)*	2		8 Marks
6	Digital Presentation	1	2(1)*		1	8 Marks
7	Email Messaging(Basic)	2	1			4 Marks
<b>Total Questions</b>		<b>10×1= 10</b>	<b>6 ×2= 12</b>	<b>6×3= 18</b>	<b>2×5= 10</b>	<b>No. of Question- 24 50 marks</b>

*\*optional questions*

(i) Question paper is divided into four sections :

Section A – Multiple choice questions/VSA (1 mark each)

Section B – Short Answer- I (2 mark each)

Section C – Short Answer- II (3 mark each)

Section D- Long Answer (5 mark each)

(ii) All questions of that particular section must be placed in the correct order.

(iii) The maximum time allowed is 2 hour.

**INFORMATION TECHNOLOGY**  
**Class X**

**Total Marks: 100 (Theory – 50 + Practical- 50)**

**Theory**

<b>Unit No.</b>	<b>Unit Name</b>	<b>Mark</b>
UNIT 1	Functional English(Intermediate)	8
UNIT 2	Web Applications( Basics)	8
UNIT 3	Word Processing (Intermediate )	8
UNIT 4	Spreadsheet(Intermediate)	8
UNIT 5	Digital Presentation (Intermediate)	6
UNIT 6	E Mail Messaging (Intermediate )	4
UNIT 7	Data base development (Basics)	8
	<b>Total</b>	<b>50</b>

**INFORMATION TECHNOLOGY – CLASS X**

**Practical**

<b>Parameters</b>	<b>Mark</b>
Project / Practical Activities	<b>10</b>
Viva based on Project	<b>10</b>
Practical File/ Report or Portfolio	<b>10</b>
Demonstration of skill competency in Lab Activities	<b>20</b>
<b>Total</b>	<b>50</b>

# BLUEPRINT OF QUESTION PAPER

## INFORMATION TECHNOLOGY

Class X

TIME : 2 Hours

Marks : 50

INFORMATION TECHNOLOGY						
Unit	Unit Name	MCQ/VS A 1-Marks	Short Answers I 2-Marks	Short Answer s II 3- Marks	Long Answers 5-Marks	Mark
I	Functional English(Intermediate)	4(2)*	3			8 Marks
II	Web Applications( Basics)	(2)*		1	1	8 Marks
III	Word Processing (Intermediate )		2(1)*	2		8 Marks
IV	Spreadsheet (Intermediate)	(2)*		1	1	8 Marks
V	Digital Presentation (Intermediate)	1	2(1)*	1		6 Marks
VI	E Mail Messaging (Intermediate )	2	1			4 Marks
VII	Data base development (Basics)	1	2	1		8 Marks
<b>Total Questions</b>		<b>6×1= 6</b>	<b>8×2= 16</b>	<b>6×3= 18</b>	<b>2×5= 10</b>	<b>No. of Questions- 22 50 marks</b>

*\*optional questions*

(i) Question paper is divided into four sections :

Section A – Multiple choice questions/VSA (1 mark each)

Section B – Short Answer-I (2 mark each)

Section C – Short Answer-II (3 mark each)

Section D- Long Answer (5 mark each)

(ii) All questions of that particular section must be placed in the correct order.

(iii) The maximum time allowed is 2 hour.

**List Equipments**

1. Hardware
  - a. Computers : 25
  - b. Printers : 2
2. Internet Connection
3. Software
  - i. Word Processing
  - ii. Spread Sheet
  - iii. Digital Presentation
  - b. Internet Browser
4. UPS/ Power Backup
5. Storage Media (Pen Drive/ CDs)-As required

**Books Published by CBSE**

1. Information Technology class IX, Level I.
2. Information Technology class X , Level II
3. I.T Tools class XI (795) – Level III
4. Web Applications Class XI (796)- Level III
5. Database Management Applications Class XI (795)- Level IV
6. Web Applications Class XII (796) Level IV

3.

**SECURITY**

**(SUBJECT CODE-403)**

**Class IX**

**Total Marks: 100 (Theory – 50 + Practical 50 )**

**Theory**

<b>Unit No</b>	<b>Unit Name</b>	<b>Marks</b>
<b>UNIT 1</b>	Communication at Workplace	<b>5</b>
<b>UNIT 2</b>	Disaster Management and Emergency Response(Basic)	<b>10</b>
<b>UNIT 3</b>	Development and Maintenance of Relationship with Stakeholders	<b>8</b>
<b>UNIT 4</b>	Occupational Health and Safety Procedures	<b>5</b>
<b>UNIT 5</b>	Observing and Monitoring People	<b>5</b>
<b>UNIT 6</b>	First Aid at Workplace (Basic)	<b>10</b>
<b>UNIT 7</b>	Work Integrated Learning- Security Services - L1	<b>7</b>
	<b>Total</b>	<b>50</b>

**SECURITY – CLASS IX**

**Practical**

<b>Parameters</b>	<b>Marks</b>
Project	<b>10</b>
Viva based on Project	<b>10</b>
Practical File/ Report and portfolio	<b>10</b>
Demonstration of skill competency in Lab Activities	<b>20</b>
Total	<b>50</b>

# BLUEPRINT OF QUESTION PAPER

Class IX

SECURITY

**TIME: 2 Hours**

**Marks: 50 Marks**

Unit No	Unit Name	MCQ /Very Short Answer (1 mark)	Short Answer I (2 Marks)	Short Answer II (3 Marks)	Long Answer (5 Marks)	Marks
I	Communication at Workplace	1(1)	2(2)			5 Marks
II	Disaster Management and Emergency Response (Basic)	1(2)	2(1)	3(2)		10 Marks
III	Development and Maintenance of Relationship with Stakeholders	1(1)	2(1)		5(1)	8 Marks
IV	Occupational Health and Safety Procedures	1(1)	2(2)			5 Marks
V	Observing and Monitoring People		2(1)	3(1)		5 Marks
VI	First Aid at Workplace (Basic)		2(1)	3(1)	5(1)	10 Marks
VII	Work Integrated Learning- Security Services - L1	1(2)	2(1)	3(1)		7 Marks
<b>TOTAL</b>		<b>1X7=7</b>	<b>2X9=18</b>	<b>3X5=15</b>	<b>5X2=10</b>	<b>(23 Questions ) &amp; 50 Marks</b>

(ii) Question paper is divided into four sections :

Section A – Multiple choice questions/ Very short answer (1 mark each)

Section B – Short Answer-I (2 marks each)

Section C – Short Answer -II (3 marks each)

Section D- Long Answer (5 marks each)

(iii) All questions of that particular section must be placed in the correct order.

(iv) Please check that this question paper contains 23 questions.

(V) The maximum time allowed is 2 hours

**SECURITY**  
**(SUBJECT CODE-403)**

**Class X**

**Total Marks: 100 (Theory – 50 + Practical 50 )**

**Theory**

<b>S. No.</b>	<b>Unit Name</b>	<b>Marks</b>
<b>UNIT 1</b>	Basic Drill and Defensive Techniques	<b>5</b>
<b>UNIT 2</b>	Disaster Management and Emergency Response(Advanced)	<b>7</b>
<b>UNIT 3</b>	Security Structure and Laws Governing Private Security	<b>12</b>
<b>UNIT 4</b>	Introduction to Information Technology	<b>3</b>
<b>UNIT 5</b>	Email Messaging	<b>5</b>
<b>UNIT 6</b>	First Aid Practices (Advanced)	<b>10</b>
<b>UNIT 7</b>	Work Integrated Learning – Security Services L2	<b>8</b>
	<b>Total</b>	<b>50</b>

**SECURITY – CLASS X**

**Practical**

<b>Parameters</b>	<b>Marks</b>
Project	<b>10</b>
Viva based on Project	<b>10</b>
Practical File/ Report and portfolio	<b>10</b>
Demonstration of skill competency in Lab Activities	<b>20</b>
Total	<b>50</b>



## BLUEPRINT OF QUESTION PAPER

### Class X SECURITY

**TIME: 2 Hours**

**Marks:50 marks**

Unit No	Unit Name	MCQ /Very Short Answer (1 mark)	Short Answer I (2 Mark)	Short Answer II (3 Mark)	Long Answer (5 Mark)	Marks
I	Basic Drill and Defensive Techniques	1(1)	2(2)			5 Marks
II	Disaster Management and Emergency Response(Advanced)	1(2)	2(1)	3(1)		7 Marks
III	Security Structure and Laws Governing Private Security	1(2)	2(1)	3(1)	5(1)	12 Marks
IV	Introduction to Information Technology	1(1)	2(1)			3 Marks
V	Email Messaging	1(2)		3(1)		5 Marks
VI	First Aid Practices (Advanced)	1(2)		3(1)	5(1)	10 Marks
VII	Work Integrated Learning – Security Services L2	1(2)	2(3)			8 Marks
<b>TOTAL</b>		<b>1(12)</b>	<b>2(8)</b>	<b>3(4)</b>	<b>5(2)</b>	<b>(26 Questions ) &amp; 50 Marks</b>

(ii) Question paper is divided into four sections :

Section A – Multiple choice questions/ Very short answer (1 mark each)

Section B – Short Answer-I (2 marks each)

Section C – Short Answer -II (3 marks each)

Section D- Long Answer (5 marks each)

(iii) All questions of that particular section must be placed in the correct order.

(iv) Please check that this question paper contains 26 questions.

(v) The maximum time allowed is 2 hours

## SECURITY

### LIST OF TOOLS, EQUIPMENTS & MATERIAL

The list given below is suggestive and an exhaustive list should be prepared by the teacher. Only basic tools, equipment and accessories should be procured by the institution so that the routine tasks can be performed by the students regularly by the institution so that the routine tasks can be performed by the students regularly for practice and acquiring adequate practical experience.

1. Torch Light.
2. Batons.
3. Handcuffs.
4. Boots.
5. Security Guard Belts.
6. Notebook.
7. Pen.
8. Spare Batteries and Bulbs.
9. Two way Radios and Chargers.
10. Safety Helmets.
11. Duty Uniform.
12. Clock.
13. Telephone.
14. Key Boards.
15. Fire Extinguishers.
16. Parking Signs.
17. Alarm Panels.
18. Padlocks Together with Chains.
19. Rope.
20. Emergency Warning Lights.
21. Emergency Flood Lights.
22. Smoke Detectors.
23. First Aid Equipment.
24. First Aid Kit.

#### **Books published by CBSE.**

**Security NSQF – Level 1 (Student Handbook) – Class IX**

**Security NSQF – Level 2 (Student Handbook) – Class X**

**AUTOMOBILE TECHNOLOGY**  
**(Subject Code-404) Class IX**

**Total Marks: 100 (Theory – 50 + Practical - 50 )**

**Theory**

<b>Unit No.</b>	<b>Unit Name</b>	<b>Marks</b>
<b>1</b>	History and Evolution of Automobiles Invention of the wheel Invention of the wheel cart and animal powered horse cart Invention of Automobile and Evolution Invention of Automobile and Evolution (Post World War II)	<b>4</b>
<b>2</b>	Various types of Automobiles - Able to identify Two and Three Wheelers Able to identify Passenger and Commercial vehicles Able to identify agricultural vehicles Able to identify construction equipment vehicles Able to identify special vehicles	<b>5</b>
<b>3</b>	Major Systems & Components of an Automobile - Chassis Frame and Auto Body Engine, and its components Lubrication System - Cooling System Fuel Supply - Transmission System	<b>20</b>

	<ul style="list-style-type: none"> <li>- Front and Rear Axle</li> <li>Steering System</li> <li>- Suspension System</li> <li>- Wheels and Tyre</li> <li>Brake</li> <li>Electrical &amp; Electronic Systems</li> <li>Air Conditioning System</li> <li>Active and Passive Safety</li> </ul>	
<b>4</b>	<p>Road Safety</p> <ul style="list-style-type: none"> <li>Importance of road safety rules</li> <li>Safe and responsible driving</li> <li>- Road Signs</li> <li>Driving rules and Registration of a vehicle</li> <li>Driving License</li> </ul>	<b>7</b>
<b>5</b>	<p>Automobiles and our Environment</p> <ul style="list-style-type: none"> <li>Air pollution</li> <li>- Auto Emissions and EU / BS Standards</li> <li>PUC Certification</li> </ul>	<b>5</b>
<b>6</b>	<p>Introduction to Vehicle Maintenance &amp; Servicing</p> <ul style="list-style-type: none"> <li>Importance of Vehicle Maintenance and Servicing</li> <li>Tips to Extend the Life of Vehicles</li> <li>Introduction to Vehicle Servicing Procedure</li> </ul>	<b>7</b>
<b>7</b>	Innovations & Developments in Automobile	<b>2</b>
<b>Total</b>		<b>50</b>

## AUTOMOBILE TECHNOLOGY – CLASS IX

### Practical

<b>Parameters</b>	<b>Marks</b>
Project	10
Viva based on Project	10
Practical File / Report and portfolio	10
Demonstration of skill competency in Lab Activities	20
<b>Total</b>	<b>50</b>

# BLUEPRINT OF QUESTION PAPER

Class IX

## AUTOMOBILE TECHNOLOGY

**TIME: 2 Hours**

**Marks: 50 marks**

Unit No.	Unit Name	MCQ/Very Short Answer(1 Mark)	Short Answer I (2 Marks)	Short Answer II (3 Marks)	Long Answer (5 Marks)	Marks
1	History and Evolution of Automobile	1 (1)		3 (1)		4
2	Various Types of Automobiles	1 (1)	2 (2)			5
3	Major Systems & Components of an Automobile	1 (2)	2 (1)	3 (2)	5 (2)	20
4	Road Safety	1 (2)	2 (1)	3 (1)		7
5	Automobiles and our Environment	1 (2)		3 (1)		5
6	Introduction to Vehicle Maintenance & Servicing		2 (2)	3 (1)		7
7	Innovations & Developments in Automobiles	1 (2)				2
<b>TOTAL</b>		<b>1 X10=10</b>	<b>2X6=12</b>	<b>3X6=18</b>	<b>5X2=10</b>	<b>(24 Questions &amp; 50 Marks)</b>

- I. Question paper is divided into four sections:
  - Section A- Multiple choice questions (1 mark each)
  - Section B- Very Short Answer (2 mark each)
  - Section C- Short Answer (3 mark each)
  - Section D- Long Answer (5 mark each)
- II. All question of that particular section must be placed in the correct order
- III. Please check that this question paper contains 24 question
- IV. The maximum time allowed is 2 hours

# AUTOMOBILE TECHNOLOGY

Class X

(Subject Code 404)

**Total Marks: 100 (Theory – 50 + Practical - 50)**

## Theory

Unit No.	Unit Name	Marks
1	Automobile and its components  Chassis - Auto body  Engine Lubrication System - Cooling System  Fuel Supply - Transmission System - Front Axle - Rear Axle  Steering System - Suspension System - Wheels and Tyre  Brake  Electrical & Electronic Systems	16
2	Tools  Hand tools  Measuring tools  Electrical tools	7

	Special tools - Service Workshop machine	
<b>3</b>	Vehicle Servicing -Washing of a vehicle Changing of oil and oil filter Changing of air filter Changing of fuel filter - Changing of Coolant	<b>13</b>
<b>4</b>	Customer sales care Customer sales care	<b>5</b>
<b>5</b>	Innovation and Development - Innovation and Development	<b>6</b>
<b>6</b>	Reading of Service Manual Service manual of respective vehicle Reading and use of the service manual	<b>3</b>
<b>Total</b>		<b>50</b>



## AUTOMOBILE TECHNOLOGY – CLASS X

### Practical

<b>Parameters</b>	<b>Marks</b>
Project	10
Viva based on Project	10
Practical File / Report and portfolio	10
Demonstration of skill competency in Lab Activities	20
<b>Total</b>	<b>50</b>

# BLUEPRINT OF QUESTION PAPER

Class X

## AUTOMOBILE TECHNOLOGY

**TIME: 2 Hours**

**Marks: 50 marks**

Unit No.	Unit Name	MCQ/Very Short Answer(1 Mark)	Short Answer I (2 Marks)	Short Answer II (3 Marks)	Long Answer (5 Marks)	Marks
1	Automobile and its components	1 (3)	2 (1)	3 (2)	5 (1)	16
2	Tools	1 (2)	2 (1)	3 (1)		7
3	Vehicle Servicing	1 (2)		3 (2)	5(1)	13
4	Customer Sales Care	1(1)	2(2)			5
5	Innovation and Development	1(1)	2(1)	3(1)		6
6		1(1)	2(1)			3
<b>TOTAL</b>		<b>1X10=10</b>	<b>2X6=12</b>	<b>3X6=18</b>	<b>5X2=10</b>	<b>(24 Questions &amp; 50 marks)</b>

- (i) Question paper is divided into four sections:
  - Section A- Multiple choice questions (1 mark each)
  - Section B- Very Short Answer (2 mark each)
  - Section C- Short Answer (3 mark each)
  - Section D- Long Answer (5 mark each)
- (ii) All question of that particular section must be placed in the correct order
- (iii) Please check that this question paper contains 24 question
- (iv) The maximum time allowed is 2 hours

## ***Automobile List of tools, equipment and materials***

1. Two Post lift
2. Air compressor
3. Wheel balancer
4. Bench vice
5. Work tables
6. Bench grinder
7. Oil draining & filling equipment
8. Cooling system tester
9. Multi meter
10. Hydro meter
11. BC clamp meter
12. Coolant tester
13. Battery & charging system tester (Megatronics)
14. Diagnostic tool (genesis Evo)
15. Hand tools
16. Pneumatic tools
17. Torque wrenches
18. Car seat covers
19. Steering covers
20. Gear Knob covers
21. Fender covers/kits
22. Floor mats
23. Cotton gloves
24. Hard toed boots

25. Sun glasses (3 m)
26. Bump caps
27. Air tester filter machine
28. Hydraulic press
29. Hydraulic jacks
30. Vehicle safety stands
31. Parts washing station car
32. Pullers
33. Sliding hammer
34. Wheel aligner
35. Head Light Focusing
36. A/c Machine (124 Robin air)
37. General Hand Tools
38. A/c Leakage Tester
39. Old car

**BOOKS published by CBSE.**

1. Automobile Technology NSQF Level-1 (S.H.) – IX.
2. Automobile Technology NSQF Level-2 (S.H.) – X.

**Concepts of Money Management**  
**(Subject Code-405)**

**Class IX**

**TIME :2 Hours**

**Total Marks: 100 (Theory – 50 + Practical-50)**

**Theory**

Unit No	Unit Name	Theory Marks
1.	Money - What it is?	5
2.	Money Exchange Systems	4
3.	Key Characteristics of Money	3
4.	What is Financial Planning?	6
5.	What is Income?	3
6.	What is Expenses?	3
7.	What is Bank?	8
8.	Why Save?	4
9.	Setting Goals	4
10.	Systematic Saving and Investments	6
11.	Making a Budget	4
	<b>Total</b>	<b>50</b>

**CONCEPTS OF MONEY MANAGEMENT – CLASS IX**

**Practical**

Parameters	Marks
Project / Practical Activities	10
Viva based on Project	10
Practical File/ Report or Portfolio	5
Demonstration of skill competency on NLT software(Numeric Speed Accelerator Module)	25
<b>Total</b>	<b>50</b>

# BLUEPRINT OF QUESTION PAPER

Class IX

## Concepts of Money Management

TIME :2 Hours

Marks :50

Concepts of Money Management						
Unit No.	Unit Name	MCQ/Very Short Answer(1 Mark)	Short Answer I (2 Marks)	Short Answer II (3 Marks)	Long Answer (5 Marks)	Marks
1.	Money - What it is?	1*1	2*2			5
2.	Money Exchange Systems	1*1		1*3		4
3.	Key Characteristics of Money	1*1	1*2			3
4.	What is Financial Planning?	1*1			1*5	6
5.	What is Income?	1*1	1*2			3
6.	What is Expenses?	1*1	1*2			3
7.	What is Bank?	1*1	1*2		1*5	8
8.	Why Save	1*3		1*3		4
9.	Setting Goals		2*2			4
10.	Systematic Saving and Investments	1*1			1*5	6
11.	Making a Budget	1*1		1*3		4
<b>Total Questions</b>		<b>1X10=10</b>	<b>2X8=16</b>	<b>3X3=9</b>	<b>3X5=15</b>	<b>(24 Questions &amp;50 Marks)</b>

(ii) Question paper is divided into four sections :

Section A – Multiple choice questions (1 mark each)

Section B – Very Short Answer (2 marks each)

Section C – Short Answer (3 marks each)

Section D- Long Answer (5 marks each)

(iii) All questions of that particular section must be placed in the correct order.

(iv) Please check that this question paper contains 24 questions.

(v) The maximum time allowed is 2hour.





## Introduction to Financial Markets

(Subject Code -405)

Class X

**TIME : 2 Hours**

**Total Marks: 100 (Theory – 50 + Practical -50)**

**Theory**

Unit No.	Unit Name	Marks
1.	Investment Basics	3
2.	Securities	3
3.	Primary Market	8
4.	Secondary Market	8
5.	Derivatives	3
6.	Depository	3
7.	Mutual Funds	5
8.	Miscellaneous	7
9.	Concepts & Modes of Analysis	7
10.	Ratio Analysis	3
	<b>Total</b>	<b>50</b>

### Introduction to Financial Markets – CLASS X

**Practical**

Parameters	Marks
Project / Practical Activities	10
Viva based on Project	10
Practical File/ Report or Portfolio	5
Demonstration of skill competency on NLT software(Function Key Accelerator Module)	25
<b>Total</b>	<b>50</b>

## BLUE PRINT OF QUESTION PAPER

Class X

### Introduction to Financial Markets

**TIME : 2 Hours**

**Marks : 50**

Introduction to Financial Markets						
Unit No.	Unit Name	MCQ/Very Short Answer (1 Mark)	Short Answer I (2 Marks)	Short Answer II (3 Marks)	Long Answer (5 Marks)	Marks
1.	Investment Basics	1*1	1*2			3
2.	Securities	1*1	1*2			3
3.	Primary Market	1*1	2*2	1*3		8
4.	Secondary Market	1*1	1*2		1*5	8
5.	Derivatives	1*1	1*2			3
6.	Depository	1*1	1*2			3
7.	Mutual Funds		1*2	1*3		5
8.	Miscellaneous	2*1			1*5	7
9.	Concepts & Modes of Analysis		2*2	1*3		7
10.	Ratio Analysis			1*3		3
	<b>Total Questions</b>	<b>1X8=8</b>	<b>2X10=20</b>	<b>3X4=12</b>	<b>5X2 =10</b>	<b>(24 Questions &amp; 50 Marks)</b>

(ii) Question paper is divided into four sections :

Section A – Multiple choice questions (1 mark each)

Section B – Very Short Answer (2 marks each)

Section C – Short Answer (3 marks each)

Section D- Long Answer (5 marks each)

(iii) All questions of that particular section must be placed in the correct order.

(iv) Please check that this question paper contains 24 questions.

(v) The maximum time allowed is 2 hours

## **Financial Market Management**

### ***List of Tools, Equipment and Materials***

1. Computers
2. Printer
3. Software
4. Manual for Various Software / Assorted Reference Books
5. Demonstration Stand
6. Computer Consumable Stationery
7. LCD Projector

### **Books published by CBSE**

1. Concepts of Money Management, NSQF Level-I-IX
2. Introduction to Financial Markets (NSQF Level-II) S.H.-X

**Introduction to Tourism****(Subject Code-406)****Class IX****Total Marks: 100 (Theory – 50 + Practical 50)****Time:****Theory – 2 Hour****Practical – 3 Hour****Theory**

<b>Unit No.</b>	<b>Unit Name</b>	<b>Theory</b>
<b>UNIT 1</b>	<b>Soft Skills-I</b> <ul style="list-style-type: none"> <li>- Defining Hard Skills &amp; Soft Skills</li> <li>- Importance of Soft Skills in Tourism &amp; Travel Industry</li> <li>- Communication Skills – A Key to Soft Skills</li> <li>- Communication –The Concept</li> <li>- Process of Communication</li> <li>- Types of Communication - Verbal Communication</li> <li>- Elements of Verbal Communication</li> <li>- Non –Verbal Communication</li> <li>- Types of Non-Verbal Communication</li> <li>- Barriers to Communication</li> <li>- Effective Communication</li> <li>- Listening</li> </ul>	<b>12</b>
<b>UNIT 2</b>	<b>Introduction to Tourism –I</b> <ul style="list-style-type: none"> <li>- Defining Tourism</li> <li>- Purpose of Tourism</li> <li>- Tourist typology</li> <li>- Nature of Tourism</li> <li>- Components of Tourism</li> <li>- Forms of Tourism- Inbound, Outbound, Domestic</li> </ul>	<b>12</b>
<b>Unit 3</b>	<b>Tourism Business- I</b> <ul style="list-style-type: none"> <li>- Evolution of Tourism Business (Thomas Cook till date)</li> <li>- Silk Route &amp; Tour</li> <li>- Grand Tour</li> <li>- Modern Tourism in India(<b>Rail Tourism</b>)</li> <li>- Tourism Intermediaries and Linkage (an Intro)</li> </ul>	<b>13</b>
<b>Unit 4</b>	<b>Tourism Product –I</b> <ul style="list-style-type: none"> <li>• Understanding Tourism Resource</li> <li>• Types of Resources</li> <li>• Tourism Product</li> </ul>	<b>13</b>

	<ul style="list-style-type: none"> <li>• Characteristics of Tourism Product</li> <li>• Tourism resource to tourism product</li> <li>• Classification of tourism product</li> </ul> Protection of tourism products.	
	<b>Total</b>	<b>50</b>

### Introduction To Tourism – CLASS IX

#### Practical

Parameters	Marks
Poster presentation	<b>10</b>
Viva	<b>15</b>
Scrape Book/ Report and portfolio	<b>10</b>
Demonstration of skill competency (Team Role plays)	<b>15</b>
<b>Total</b>	<b>50</b>

### BLUEPRINT OF QUESTION PAPER

#### Introduction To Tourism Class IX

Unit	Unit Name	MCQ/VS A (1)	SA-I (2)	SA- II(3)	LA-I(5)	Mark
1	Soft Skills-I	2	2	3(1)		12
2	Introduction to Tourism –I	2	1	3(2)	1	12
3	Tourism Business- I	2	(1)*	3		13
4	Tourism Product –I	2	(1)*	2	1	13
	<b>TOTAL</b>	<b>8×1=8</b>	<b>4×2=8</b>	<b>8×3=24</b>	<b>2×5=10</b>	No. of Questions- 22 <b>50 marks</b>

\*optional questions

SA-I –Short Answer Questions are for 2 marks each. Answer to them should not exceed **30-40** words each.

SA-II - Short Answer Question are for 3 marks each .Answer should not exceed **60-70** words each.

LA- Long Answer Questions are for 5 marks each. Answer to them should not exceed **100- 150**words each.

MCQ/VSA are for 1 marks each

**Introduction to Tourism  
Class X**

**Time: 2 Hour**  
**Max Marks: 50**  
**Theory**

<b>Unit No.</b>	<b>Unit Name</b>	<b>Theory</b>
<b>UNIT 1</b>	<b>Soft Skills-II</b> <ul style="list-style-type: none"> <li>- Personality Development</li> <li>- Positive Attitude</li> <li>- Think Big</li> <li>- Creating First &amp; Last Impression :               <ul style="list-style-type: none"> <li>I.) Grooming</li> <li>ii.)Etiquettes and Manners</li> <li>iii.)Required Body Language for social interaction</li> </ul> </li> <li>- Telephonic Conversation</li> <li>- Public Speaking</li> </ul>	<b>12</b>
<b>UNIT 2</b>	<b>Introduction to Tourism –II</b> <ul style="list-style-type: none"> <li>- Why do we need tourism?</li> <li>- Tourism Sources and Information</li> <li>- Sources of Tourism Information</li> <li>- Tourism Organisation –MOT, STDC, UNWTO</li> </ul>	<b>12</b>
<b>Unit 3</b>	<b>Tourism Business- II</b> <ul style="list-style-type: none"> <li>- Destination / Site- define.</li> <li>- Travel Terminology/ Travel Lingo.</li> <li>- Hospitality Terminology</li> <li>- Activities / Function Areas in a Travel Agency.</li> <li>- Domestic &amp; International</li> <li>- Documentations.</li> <li>- Medical Requirements.</li> </ul>	<b>13</b>
<b>Unit 4</b>	<b>Tourism Product –II</b> <ul style="list-style-type: none"> <li>• Natural tourism products of India- Mountains, hills, lakes, waterfalls, rivers, deserts, islands, beaches.</li> <li>• Manmade tourism products of India- Archaeological sites, historical sites, customs and traditions, fairs and festivals, art and art forms, entertainment</li> <li>• Symbiotic tourism products- Wildlife sanctuaries and national parks of India.</li> </ul>	<b>13</b>

	<ul style="list-style-type: none"> <li>Event based tourism products- Music and Dance festivals, SurajKund Craft Mela, Pushkar Fair, Nehru Trophy Boat Race, Elephant festival, Kite flying festival, sporting events.</li> <li>List of UNESCO World Heritage Sites in India</li> </ul>	
	<b>Total</b>	<b>50</b>

## BLUEPRINT OF QUESTION PAPER

### Introduction to Tourism Class X

Unit No.	Unit Name	MCQ/VSA = (1)	SA-I (2)	SA-II(3)	LA-I(5)	TOTAL
1	Soft Skills-II	2	1	2(1)*	1	12 Marks
2	Introduction to Tourism –II	2	1	2(1)	1	12 Marks
3	Tourism Business- II	3	1	2(1)*	1	15 Marks
4	Tourism Product –II	3	1	2(1)*	1	15 Marks
	<b>TOTAL</b>	10×1=10	4×2=8	4×3=12	4×5=20	No. of Questions- 22 50 Mark

\*optional questions

### Introduction to Tourism Class X –(FAM Tour and Visits)

#### Practical

Parameters	Marks
Poster presentation	10
Viva	15
Scrape Book/ Report and portfolio	10
Demonstration of skill competency (Team Role plays)	15
<b>Total</b>	<b>50</b>

\*SA-I –Short Answer Questions are for 2 marks each. Answer to them should not exceed 30-40 words each.

\*SA-II - Short Answer Question are for 3 marks each .Answer should not exceed 60-70 words each.

\*LA- Long Answer Questions are for 5 marks each. Answer to them should not exceed 100- 150 words each.

\*MCQ/VSA are for 1 marks each

<b>Introduction to Tourism Lab Requirement</b>		
<b>Sl. No.</b>	<b>NAME OF THE ITEM</b>	<b>QUANTITY</b>
1	<b>INTERIOR DESIGNING</b>	
	Wall Treatment	
	Window Curtains/ Blinds	
	Carpets	
	Light fitting	
2	<b>FURNITURE/ TRAVEL DESK</b>	
	Tables	2
	Chairs ( Revolving )	2
	Visitors Chairs	6
	Sofa set with coffee table	1 set
Cup board	2	
3	<b>ELECTRONIC GADGETS</b>	
	Monitor/ CPU/UPS/Key board/ Mouse/ Camera/ Head Set/ Printer	1
	Television/ LED with inbuilt Internet modem	1
	LCD Projector with sound system	1
Telephone	1	
4	<b>BOARDS</b>	
	Sign Board	5
	Currency Exchange rate Board	1
	Notice Board	1
	Display board(Country/ Airline/ Currency/ Capital)	1
	Laminated Maps, Foldable map ( World/ India Political/ Tourist Route)	3
	Display of Currency Board	1
	Globe( Large)	1
Clock (for displaying various country times)	7	



	Poster Laminates	4
	Large Flower Vase with flowers	1
5	<b>MATERIAL (HARD/SOFT)</b>	
	Lonely planet of world and different major tourism based countries	
	Virtual tour of various states in CD format	
6	Foreign Currency of major countries ( to display only)	

### **Books published by CBSE**

1. Introduction to Tourism I, Class IX, Level I.
2. Introduction to Tourism II, Class X, Level II.
3. Tourism Concepts & Practices, Class XI, Level III.
4. Tourism Resources in India, class XI, Level III.
5. Travel Agency and Tour Operations Business, Class XII, Level IV
6. Introduction to Hospitality Management, Class XII, Level IV

**Class IX**  
**Beauty & Wellness**  
**(SUBJECT CODE-407)**

**Total Marks: 100 (Theory –50 + Practical 50)**

s.no	Topic
1.	<b>Introduction to Body Care</b>
2.	<b>Introduction to Hand Care</b>
3.	<b>Introduction to Foot Care</b>
4.	<b>Introduction to Face and Beauty</b>
5.	<b>Introduction to Hair Care</b>
6.	<b>Introduction to Hand Art</b>
	<b>Total</b>

**Beauty and Wellness – CLASS IX**

**Practical (50 marks)**

Parameters	Marks
File	<b>10</b>
VIVA + hygiene	<b>10</b>
Practical Demonstration	
1. Practical Beauty related	<b>15</b>
2. Hair related	<b>15</b>
Total	<b>50</b>

## BLUEPRINT OF QUESTION PAPER

### BEAUTY & WELLNESS Beauty and Wellness class X

Time : 2 hour

Marks-50

	Unit Name	VSA/MCQ - 1	Short Answers-I 2	Short Answers-II 3	Long Answers - 5	Mark
Unit	Introduction to Body care.	4 (3)*	2(1)*	(1)*	2(1)*	8
1	Introduction to Hand care.	2	2	1	(1)*	9
2	Introduction to Foot care	1	(2)*	2(1)*	1	9
3	Introduction to face & Beauty	3(2)*	2(1)*	(1)*	1	8
4	Introduction to Hair Care	1*	2(1)*	2	(1)*	8
5	Introduction to Hand Art	2(1)*	2(1)*	(1)*	1	8
	<b>TOTAL</b>	<b>6 x 1 = 6</b>	<b>6 x 2 = 12</b>	<b>4 x 3 = 12</b>	<b>4 x 5 = 20</b>	<b>Total no. of Questions- 20 50 mark</b>

\*- optional questions/internal choice

	Topic	Theory	Practical
	Body Care & Wellness I	8	8
	Hand Care I	9	8
	Foot Care I	9	8
	Face and Beauty I	8	10
	Hair Care I	8	10
	Beauty & Wellness as a Business Sector I	8	6
	<b>Total</b>	<b>50</b>	<b>50</b>

### BLUEPRINT OF QUESTION PAPER

Beauty and Wellness class X

Time : 2hour Marks :50

Unit	Unit Name	VSA/MCQ - 1	Short Answers-I 2	Short Answers- II 3	Long Answers - 5	Mark
1	Body Care and Wellness I	(1)*	1*	1	1	8
2	Hand Care-I	3(1)*	2	1	1*	9
3	Foot Care-I	(1)*	2	1*	1	9
4	Face and Beauty-I	3	2 (1)*	1	(1)*	8
5	Hair Care-I	1*	(1)*	1	1	8
6	Beauty and Wellness as Business Sector I	2(1)*	1	(1)*	1	8
	<b>TOTAL</b>	<b>6X1=6</b>	<b>6X2=12</b>	<b>4X3=12</b>	<b>4X5=20</b>	<b>Total no. of Questions-20 50 Marks</b>

\*- optional questions/internal choice

**Beauty and Wellness – CLASS X (50 marks)**

**Practical**

<b>Parameters</b>	<b>Marks</b>
File	<b>10</b>
VIVA + hygiene	<b>10</b>
Practical Demonstration	
3. Practical Beauty related	<b>15</b>
4. Hair related	<b>15</b>
<b>Total</b>	<b>50</b>

**Beauty and Wellness  
Standard list of Tools and Equipment's Trade**

<b>Trainees personal kit</b>		
1.	Pack & Bleach Brush	01 No.
2.	Nail Brush	01 No.
3.	Head Band	01 No.
4.	Eye Lash curler	01 No.
5.	Manicure set	01 No.
6.	Cuticle cutter	01 No.
7.	Pedicure set	01 No.
8.	Wax applicator	01 No.
9.	Spray Bottle	01 No.
10.	Small Bowls	01 No.
11.	Make-up brush set	01 No.
12.	Make-up sponge	01 No.
13.	Artificial Eye lash set	01 No.
14.	Black head remover	01 No.
15.	Towels	As per requirement
16.	Dye brush	01 No.
17.	Gloves	01 No.
18.	Cutting Sheet	01 No.
19.	Hair cutting scissor	01 No.
20.	Setting Clips	As required
21.	Bob pins	As required
22.	Jura pins	As required
23.	Open teeth comb	01 No.

24.	Styling comb	01 No.
25.	Tail Comb	01 No.
26.	Switch stand	01 No.
27.	Plain switch	01 No.
28.	Swiggle	01 No.
29.	Plaits	01 No.
30.	Razor comb	01 No.
31.	Hair Accessories	As per requirement

## TOOLS & EQUIPMENTS (cont...)

<b>Sr. No.</b>	<b>Description Name</b>	<b>Quantity</b>
1.	Tray	20 No.
2.	Manicure Bowls/ Pedicure Tubs	20 No. each
3.	Vibro Massagers	4 No.
4.	Wax Heater with Thermostat with double bowl	06 No.
5.	Manicure Tables with lamps	6 No.
6.	Stools for Manicure	20 No.
7.	Complete Facial Machine Latest	03 No.
8.	Vapozone Electronic	02 No.
9.	UV Sterlizer	04 No.
10.	Facial beds	06 No.
11.	Hot plate	02 No.
12.	Heater	02 No.
13.	Heat Convector	02 No.
14.	Air Conditioner Split 2 ton with Stabilizer	02 No. each Lab.
15.	Mirror Panel	20 No.
16.	Saloon Chairs	12 No.
17.	Hot Towel Cabinet	02 No.
18.	Refrigerator	02 No.
19.	Faculty Table Chair	02 No.
20.	Manicure Trolley	06 No.
21.	Facial Trolley	06 No.
22.	Make- up colour mixing plate	04 No.
23.	Equipment Trolley	06 No.
24.	Professional Massager	02 No.
25.	Muscle Stimulator	02 No.
26.	Geyser 25kts	02 No. each
27.	Immersion Rod 1500 wts	04 No.
28.	Pedistation	06 No.
29.	UV lamps 36w with timer for nails	06 No.
30.	Wash Units (Basins)	04 No.
31.	Galvanic	02 No.
32.	Almirah	06 No.
33.	Display Board	06 No.
34.	Hair Rollers (small,	12 dz. Each

	Medium, and large)	
35.	Perming Rollers (Ladder perm, star perm, chopsticks, wood perm, circle rod)	12 dz. Each
36.	Ringlette Rollers (small, Medium and large)	12 dz. Each
37.	Plain Bun	20 No.
38.	Hair Clipper Mechanical	12 No.
39.	Cutting Scissor	12 No.
40.	Thinning Scissor	12 No.
41.	Hair Dusting soft brush	12 No.
42.	Wigs with skin parting/woven on net	12 No.
43.	Hair extension kits (Temporary) may be purchased as required after two years	20 No.
44.	Neck Tray	12 No.
45.	Dye Bowl	12 No.
46.	Colour Scale	02 No.
47.	Crimpling Tongue	6 No.
48.	Curling Rod	6 No.
49.	Pedestal Hood Hair dryer	3 No.
50.	Hand Hair Dryer Heavy duty	12 No.
51.	Hair Clipper Electrical	6 No.
52.	Diffuser	6 No.
53.	Scalp Steamer electronic	2 No.
54.	Electric roller Set (20 rollers in 3 sizes)	3 No.
55.	Shampoo station with chair	4 No.
56.	Dummy Head on stand with slip on	20 No.
57.	Front wash basin	4 No.
58.	Infrared Lamp	4 No.
59.	Sterilizing Unit Wet	2 No.
60.	Sterilizing Unit Dry	2 No.
61.	Dressing Out chairs	20 No.
62.	Trollies	12 No.
63.	Student Lockers with 12 cabinets	04 No.
64.	Saloon Chairs	12 No.
65.	Curtains for lab.	As per requirement
66.	Back View Mirror	12 No.



67.	Hair Curler Set	01 No.
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**Books- published by CBSE.**

- 1. Beauty and wellness, class IX. Level I.**
- 2. Beauty and wellness, class X. Level II.**
- 3. Beauty and wellness, class XI. Level III.**
- 4. Beauty and wellness, class XII. Level IV.**

**INTRODUCTORY AGRICULTURE****(SUBJECT CODE-408)****Class IX****Total Marks: 100 (Theory – 50 + Practical -50)****Theory**

<b>Unit No</b>	<b>Unit Name</b>	<b>Marks</b>
1	Introduction to Agriculture	4
2	Scenario of agriculture in India	7
3	Principles of crop production	14
4	Animal Science	11
5	Agricultural Farm Machinery & Food Processing	8
6	Special Practices in agriculture	6
<b>Total</b>		<b>50</b>

**INTRODUCTORY AGRICULTURE – CLASS IX****Practical**

<b>Parameters</b>	<b>Marks</b>
Project / Practical Activities	15
Viva based on Project	10
Practical File/ Report or Portfolio	10
Demonstration of skill competency in Lab Activities	15
<b>Total</b>	<b>50</b>

## BLUEPRINT OF QUESTION PAPER

Class IX

### INTRODUCTORY AGRICULTURE (408)

*TIME: 2 HOURS*  
*Marks*

*Marks : 50*

INTRODUCTORY AGRICULTURE						
Unit No	Unit Name	MCQ/ Very Short Answer (1 Mark)	Short Answer- I (2 Marks)	Short Answer- II (3 Marks)	Long Answer (5 Marks)	Marks
1	Introduction to Agriculture	2	1	-	-	4 Marks
2	Scenario of agriculture in India	2	1	1	-	7 Marks
3	Principles of crop production	2	2	1	1	14 Marks
4	Animal Science	1	1	1	1	11 Marks
5	Agricultural Farm Machinery & Food Processing	3	1	1	-	8 Marks
6	Special Practices in agriculture	1	1	1	-	6 Marks
Total		11 x1=11	7x2=14	5 x3=15	2 x5=10	(25 Questions & 50 Marks

*i. Question paper is divided in to four sections:*

*Section A – Multiple choice questions/ Very short answer (1 mark each)*

*Section B – Short Answer I (2 marks each)*

*Section C – Short Answer II (3 marks each)*

*Section D- Long Answer (5 marks each)*

- (ii) All questions of that particular section must be placed in the correct order.*
- (iii) Please check that this question paper contains 25 questions*
- (iv) The maximum time allowed is 2 hours.*



## BASIC AGRICULTURE

(SUBJECT CODE-408)

Class X

Total Marks: 100 (Theory – 50 + Practical -50)

**Theory**

Unit	Unit Name	Marks
1	Agricultural production and management	8
2	Production and management of horticultural crops	10
3	Animal husbandry and dairying	7
4	Post production handling, packaging and processing of animal products	8
5	Seed production and nursery management	9
6	Entrepreneurial skill development	8
<b>Total</b>		<b>50</b>

## BASIC AGRICULTURE – CLASS X

**Practical**

Parameters	Marks
Project / Practical Activities	15
Viva based on Project	10
Practical File/ Report or Portfolio	10
Demonstration of skill competency in Lab Activities	15
<b>Total</b>	<b>50</b>

## BLUEPRINT OF QUESTION PAPER

Class X

Basic Agriculture (408)

TIME: 2 HOURS

Marks : 50

Marks

Basic Agriculture						
Unit No	Unit Name	MCQ/ Very Short Answer (1 Mark)	Short Answer- I (2 Marks)	Short Answer- II (3 Marks)	Long Answer (5 Marks)	Marks
1	Agricultural production and management	1	2	1	-	8
2	Production and management of horticultural crops	2	-	1	1	10
3	Animal husbandry and dairying	2	1	1	-	7
4	Post production handling, packaging and processing of animal products	1	2	1	-	8
5	Seed production and nursery management	2	1	-	1	9
6	Entrepreneurial skill development	2	-	2	-	8
<b>Total</b>		<b>1X10=10</b>	<b>2X6=12</b>	<b>3X6=18</b>	<b>5X2=10</b>	<b>(24 questions &amp; 50 marks)</b>

i. Question paper is divided in to four sections:

Section A – Multiple choice questions/ Very short answer (1 mark each)

Section B – Short Answer I (2 marks each)

Section C – Short Answer II (3 marks each)

Section D- Long Answer (5 marks each)

- (ii) All questions of that particular section must be placed in the correct order.  
 (iii) Please check that this question paper contains 24 questions.  
 (iv) The maximum time allowed is 2 hours

**AGRICULTURE**

**SUGGESTED LIST OF EQUIPMENTS, APPARATUS AND IMPLEMENTS**

(For a Group of 20-25 students)

<b>S. No.</b>	<b>Name</b>	<b>Qty. No.</b>	<b>S. No.</b>	<b>Name</b>	<b>Qty. No.</b>
1.	Khurpi	20	39.	Measuring jugs (500 ml)	5
2.	Sickle	20	40.	Hindaliumpateelas (big) with lid.	5
3.	Ironpeg	20	41.	Hindaliumpateelas (medium) with lid.	5
4.	Spade	20	42.	Wooden spoons	5
5.	Handrake	20	43.	Steelpateelas (with lids)	5
6.	Handhoe	20	44.	Craters	5
7.	Digging fork	10	45.	Knives	10
8.	Secateur	20	46.	Peelers	20
9.	Cutting knife	20	47.	Lemon squeezes	20
10.	Budding knife	20	48.	Stainless steel strainers	5
11.	Grafting knife	20	49.	Soup strainers	5
12.	Budding and grafting knife (Combined)	10	50.	Steel thali	5
13.	Pruning knife	5	51.	Pressure cooker	5
14.	Watering can with hose	10	52.	Wooden paltas/kadchies	5
16.	Grasss hear	5	53.	Funnels	20
17.	Tasla	10	54.	Class jars	20
18.	Trenching trowel	5	55.	Glass bottles	20
19.	Balti (Bucket)	10	56.	Jam bottles	20
20.	Trenching hoe	5	57.	Wax	5 kg
21.	Grass cuttings word	5	58.	Bottles with crown caps	250

<b>S. No.</b>	<b>Name</b>	<b>Qty. No.</b>	<b>S. No.</b>	<b>Name</b>	<b>Qty. No.</b>
22.	Transplanting trowel	20	59.	Ordinary cork	200
23.	Pruning saw	5	60.	Sealing machine	2
24.	Treepruner	2	61.	Brushes for cleaning bottles	10
25.	Marking rope	5	62.	Glass tumblers	2
26.	Measuring tape	5	63.	Quarter plates	20
27.	Axe	2	64.	Teaspoons	20
28.	Glass containers	10	65.	Tablespoons	10
29.	Hosepipe for irrigation	200 m	66.	Serving spoons	10
30.	Lawn mower	1	67.	Gas lighter	2
31.	Sprayer	1	68.	Enamelled plates (big)	10
32.	Duster	1	69.	Enamelled bowls	10
33.	Wheel barrow	2	70.	Frying pans	5
34.	Cooking tables	3	71.	Tawas	2
35.	Juicer	2	72.	Poni	5
36.	Weighing machine Dial type)	5	73.	Karchi	5
37.	Spring balance	2	74.	Steel jugs	5
38.	Measuring jugs (1000 ml)	5	75.	Sieves	17

### **Books published by CBSE.**

**Introductory Agriculture NSQF – Level 1 (Student Handbook) – Class IX.**

**Basic Agriculture NSQF – Level 2 (Student Handbook) – Class X.**



**FOOD PRODUCTION**  
**(SUBJECT CODE-409)**

**Class IX**

**Total Marks: 100 (Theory – 50 + Practical -50)**

**Theory**

<b>Unit No</b>	<b>Unit Name</b>	<b>Marks</b>
1	Introduction to hospitality industry	3
2	Career Opportunities	3
3	Introduction to Kitchen	9
4	Protective clothing & its maintenance	5
5	Personal Hygiene	5
6	Equipment & Kitchen tools	5
7	Culinary History	3
8	Kitchen Commodities	7
9	Storage of Commodities	5
10	Kitchen Organization	5
<b>Total</b>		<b>50</b>

**FOOD PRODUCTION– CLASS IX**

**Practical**

<b>Parameters</b>	<b>Marks</b>
Project / Practical Activities	15
Viva based on Project	10
Practical File/ Report or Portfolio	10
Demonstration of skill competency in Lab Activities	15
<b>Total</b>	<b>50</b>

## BLUEPRINT OF QUESTION PAPER

Class IX

### FOOD PRODUCTION (409)

**TIME: 2 HOURS**

**Marks : 50 Marks**

FOOD PRODUCTION						
Unit No	Unit Name	MCQ/ Very Short Answer (1 Mark)	Short Answer- I (2 Marks)	Short Answer- II (3 Marks)	Long Answer (5 Marks)	Marks
1	Introduction to hospitality industry	1	1	--	--	3 Marks
2	Career Opportunities	1	1	--	--	3 Marks
3	Introduction to Kitchen	1	-	1	1	9 Marks
4	Protective clothing & its maintenance	-	1	1	--	5 Marks
5	Personal Hygiene	-	1	1	--	5Marks
6	Equipment & Kitchen tools	1	2	--	--	5 Marks
7	Culinary History	1	1	--	--	3 Marks
8	Kitchen Commodities	--	1	--	1	7 Marks
9	Storage of Commodities	--	1	1	--	5 Marks
10	Kitchen Organization	2	--	1	--	5 Marks
<b>Total Questions</b>		<b>7X1=7</b>	<b>9X2=18</b>	<b>5X3=15</b>	<b>2X5=10</b>	<b>( 23 Questions &amp; 50 Marks</b>

(i) Question paper is divided into four sections :

Section A – Multiple choice questions/ Very short answer (1 mark each)

Section B – Short Answer I (2 marks each)

Section C – Short Answer II (3 marks each)

Section D- Long Answer (5 marks each)

(ii) All questions of that particular section must be placed in the correct order.

(iii) Please check that this question paper contains 23 questions.

*(iv) The maximum time allowed is 2 hours.*

**FOOD PRODUCTION**  
**(SUBJECT CODE-409)**

**Class X**

**Total Marks: 100**      **(Theory – 50 + Practical -50)**  
**Theory**

<b>S. No.</b>	<b>Unit Name</b>	<b>Marks</b>
UNIT 1	INTRODUCTION TO COOKERY	3
UNIT 2	METHODS OF COOKING	10
UNIT 3	VEGETABLE AND FRUIT COOKERY	12
UNIT 4	SOUPS	8
UNIT 5	SALADS	10
UNIT 6	SANDWICHES	7
Total		50

**FOOD PRODUCTION– CLASS X**

**Practical**

<b>Parameters</b>	<b>Marks</b>
Project / Practical Activities	<b>15</b>
Viva based on Project	<b>10</b>
Practical File/ Report orPortfolio	<b>10</b>
Demonstration of skill competency in Lab Activities	<b>15</b>
<b>Total</b>	<b>50</b>

# BLUEPRINT OF QUESTION PAPER

Class X

## FOOD PRODUCTION (409)

Time: 2 Hours

Marks : 50 marks

FOOD PRODUCTION						
Unit No	Unit Name	MCQ/ Very Short Answer (1 Mark)	Short Answer -I (2 Marks)	Short Answer-II (3 Marks)	Long Answer (5 Marks)	Marks
I	INTRODUCTION TO COOKERY	1	1	--	--	3
II	METHODS OF COOKING	2	1	2	--	10
III	VEGETABLE AND FRUIT COOKERY	--	2	1	1	12
IV	SOUPS	1	2	1	--	8
V	SALADS	1	2	-	1	10
VI	SANDWICHES	2	1	1	--	7
<b>Total Questions</b>		<b>7X1=7</b>	<b>9X2=18</b>	<b>5X3=15</b>	<b>2X5=10</b>	<b>( 23 Questions &amp; 50 Marks)</b>

(i) Question paper is divided into four sections :

Section A – Multiple choice questions/ Very short answer (1 mark each)

Section B – Short Answer I (2 marks each)

Section C – Short Answer II (3 marks each)

Section D- Long Answer (5 marks each)

(ii) All questions of that particular section must be placed in the correct order.

(iii) Please check that this question paper contains 23 questions.

(iv) The maximum time allowed is 2 hours.

## FOOD PRODUCTION

### SUGGESTED LIST OF EQUIPMENTS

(For a batch of 20 students)

Name of the Equipment		Qty.
<b>Kitchen</b>		
1. Gas Cooking Range with oven and grill.		3 nos.
2. Two gas burners (double).		7 nos.
3. Stainless steel sinks (double with drains board).		3 nos.
4. Mixer e.g. Sumeet.		1 no.
5. Refrigerator (double door).	290 ltr.	2 nos.
6. Pressure Cooker.	7.5 ltr.	1 no.
7. Weighing scale.	(app. 5 kg.)	1 no.
8. Heavy duty pot with lid (S.S.).	20 litres	1 no.
9. Pastry cutter (set).		2 nos.
10. Palatte knife (set).		5 nos.
11. Patty tins.		20 nos.
12. Tablespoons (S.S.).		20 nos.
13. Forks (S.S.).		20 nos.
14. Cake Tins (Assorted).		20 nos.
15. Cooling Racks.	(S.S. 25 cm x 20 cm.	10 nos
<b>Small Equipment</b>		
Measuring Jug (S.S.).	1 ltr.	2 nos
S.S. Basin.	30 cm.	10 nos.
Soup stainers (stainless steel).		10 nos.
Brass or heavy gauze (Al. pan with lid 25 cm dia.).		10 nos.
Brass or heavy gauze (Al. pan with lid 20 cm dia.).		10 nos.
Rolling pins.	35 cm	10 nos.
Flat spoons.	30 cm	10 nos.
Frying spoons.	30 cm	10 nos.
Round spoons.	30 cm	10 nos.
Wooden spoons.	30 cm	10 nos.
Aluminium pie dish.	20 cm x 15 cm	20 nos.
S.S. Mugs.	500 ml	20 nos.
Jelly moulds.	500 ml	10 nos.
Karai (Black iron).	20 cm	10 nos.

Frypan (aluminium).	20 cm	10 nos.
Iron tawa.	25 cm	10 nos.
Thalis (S.S.).	30 cm	20 nos.
Nylocast chopping board.	45 × 30 × 2.5 cm	10 nos.
Stainless steel graters.		10 nos.
Al. stock pot with lid.	20 lts.	2 nos.
Atta sieve 30 cm dia.		5 nos.
Stainless steel trays.	60 × 60 cm	5 nos.
Lime squeezer (aluminium).		6 nos.
Piping bags with star nozzle.		10 nos.
Garbage bins with lid (syntex medium size).		4 nos.
Potato peeler.		10 nos.
Egg beater (S.S.).		10 nos.

### **Furniture**

- Demonstration S.S. table with shelve one locking drawer for one set of small. equipment 180 × 990 cm. 1 no.
- Working table for general use, storage of equipment stainless steel. tops 75 × 75 × 80 cm. 10 nos.
- Work table with Cupboard for storing equipment and general use. 2 nos.
- Black Board 180 × 120 cm. 1 no.
- Grinding stones.

### **Books Published by CBSE**

**Food Production NSQF – Level 1 (Student Handbook) – Class IX**  
**Food Production NSQF – Level 2 (Student Handbook) – Class X**

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**FRONT OFFICE OPERATIONS**

**(SUBJECT CODE-410)**

**Class IX**

**Total Marks : 100 (Theory-50+ Practical -50)**

**Theory**

<b>S. No.</b>	<b>Unit Name</b>	<b>Theory Marks</b>
<b>UNIT 1</b>	Introduction to Tourism	<b>8</b>
<b>UNIT 2</b>	Major Tourist Destinations of India	<b>8</b>
<b>UNIT 3</b>	Impacts of Tourism	<b>10</b>
<b>UNIT 4</b>	Hotels	<b>10</b>
<b>UNIT 5</b>	Classification of Hotels	<b>14</b>
	<b>Total Marks</b>	<b>50</b>

**FRONT OFFICE OPERATIONS – CLASS IX**

**Practical**

<b>Parameters</b>	<b>Mark</b>
Project / Practical Activities	<b>10</b>
Viva	<b>10</b>
Practical File	<b>10</b>
Grooming and soft skills	<b>10</b>
Demonstration of skill competency in Lab Activities	<b>10</b>
<b>Total</b>	<b>50</b>



# BLUEPRINT OF QUESTION PAPER

Class IX

## FRONT OFFICE OPERATIONS (410)

**TIME: 2 HOURS**  
**marks**

**Marks : 50**

FRONT OFFICE OPERATIONS						
Unit No	Unit Name	MCQ/ Very Short Answer (1 Mark)	Short Answer- I (2 Marks)	Short Answer- II (3 Marks)	Long Answer (5 Marks)	Marks
UNIT 1	Introduction to Tourism	1	2	1	-	8 Marks
UNIT 2	Major Tourist Destinations of India	1	2	1	-	8 Marks
UNIT 3	Impacts of Tourism	-	1	1	1	10 Marks
UNIT 4	Hotels	2	1	2	-	10 Marks
UNIT 5	Classification of Hotels	2	2	1	1	14 Marks
<b>Total Questions</b>		<b>6X1=6</b>	<b>8X2=16</b>	<b>6X3=18</b>	<b>5X2=10</b>	<b>(22 Questions &amp; 50 Marks)</b>

(i) Question paper is divided into four sections :

Section A – Multiple choice questions/ Very short answer (1 mark each)

Section B – Short Answer I (2 marks each)

Section C – Short Answer II (3 marks each)

Section D- Long Answer (5 marks each)

(ii) All questions of that particular section must be placed in the correct order.

(iii) Please check that this question paper contains 22 questions.

(iv) The maximum time allowed is 2 hours.

## FRONT OFFICE OPERATIONS

(SUBJECT CODE-410)

Class X

Total Marks : 100 (Theory-50+ Practical -50)

### Theory

S. No.	Unit Name	Marks
UNIT 1	Communication	9
UNIT 2	General Awareness	9
UNIT 3	Grooming and Hygiene	8
UNIT 4	Qualities of front office staff	7
UNIT 5	Front office	13
UNIT 6	Role of computers	4
<b>Total Marks</b>		<b>50</b>

## FRONT OFFICE OPERATIONS – CLASS X

### Practical

Parameters	Marks
Project / Practical Activities	10
Viva	10
Practical File	10
Grooming and soft skills	10
Demonstration of skill competency in Lab Activities	10
<b>Total</b>	<b>50</b>

## BLUEPRINT OF QUESTION PAPER

Class X

### FRONT OFFICE OPERATIONS (410)

**TIME: 2 HOURS**  
**marks**

**Marks : 50**

FRONT OFFICE OPERATIONS						
Unit No	Unit Name	MCQ/ Very Short Answer (1 Mark)	Short Answer-I (2 Marks)	Short Answer-II (3 Marks)	Long Answer (5 Marks)	Marks
I	Communication	1	-	1	1	9 Marks
II	General Awareness	2	2	1	-	9 Marks
III	Grooming and Hygiene	-	1	2	-	8 Marks
IV	Qualities of front office staff	2	1	1	-	7 Marks
V	Front office	1	2	1	1	13 Marks
VI	Role of computers	-	2	-	-	4 Marks
<b>Total Questions</b>		<b>6X1=6</b>	<b>8X2=16</b>	<b>6X3=18</b>	<b>2X5=10</b>	<b>( 22 Questions &amp; 50 Marks</b>

(i) Question paper is divided into four sections :

Section A – Multiple choice questions/ Very short answer (1 mark each)

Section B – Short Answer I (2 marks each)

Section C – Short Answer II (3 marks each)

Section D- Long Answer (5 marks each)

(ii) All questions of that particular section must be placed in the correct order.

(iii) Please check that this question paper contains 22 questions

(iv) The maximum time allowed is 2 hours.

## FRONT OFFICE OPERATIONS

### LIST OF EQUIPMENTS

1. Lobby Desk
2. Computer with Internet Facility
3. Printer
4. Property Management System
5. Foreign Currency Exchange Board
6. Credit Card Imprinter / EDC Machine
7. Luggage Rack
8. Luggage Trolley
9. Key Rack
10. Message Rack
11. Information Rack
12. Bell Desk
13. Reception Counter
14. Projector
15. Pen
16. Pencil
17. Ruler
18. Register
19. Note Pads
20. Sketch Pens
21. Charts

#### **Books Published by CBSE**

**Front Office Operations** NSQF – Level 1 (Student Handbook) – Class IX

**Front Office Operations** NSQF – Level 2 (Student Handbook) – Class X

**11**  
**Banking and Insurance**  
**(SUBJECT CODE-411)**  
**Class IX**

**Total Marks: 100 (Theory-50 + Practical 50)**

**Theory**

<b>Unit No.</b>	<b>Unit Name</b>	<b>Marks</b>
1.	<b>Introduction to Banking</b>	10
2.	<b>Deposit Accounts</b>	10
3.	<b>Utility Services of a Bank</b>	10
4.	<b>Introduction to Insurance</b>	10
5.	<b>Insurance Organization</b>	5
6.	<b>Communication at Workplace</b>	5
<b>Total</b>		<b>50</b>

**Banking and Insurance Class IX**

**Practical**

<b>Parameters</b>	<b>Marks</b>
Viva	10
Organization Chart of Insurance Companies	10
Power point presentation on emphasizing need of taking Insurance Polices / Banking	10
Filling up of pay-in-slip for deposits and withdrawal form for withdrawing money ( for Banking )/ Opening of Different Accounts	20
Performa for filling the Insurance policy	20
Project Report on Banking Services/ Insurance	10
<b>Total</b>	<b>50</b>

# BLUEPRINT OF QUESTION PAPER

## CLASS IX

### BANKING AND INSURANCE

TIME 2 Hours

Marks: 50 marks

Unit No.	Unit Name	MCQ/Very Short Answer(1 Mark)	Short Answer I (2 Marks)	Short Answer II (3 Marks)	Long Answer (5 Marks)	Marks
1.	Introduction to Banking	1 (3) 3*1 = 3	2 (2) 2*2 = 4	3 (1) 3*1 = 3	–	10
2.	Deposit Accounts	–	2*1 = 2	3*1 = 3	5*1 = 5	10
3.	Utility Services of a Bank	1*2 = 2	2*1 = 2	3*2 = 6	–	10
4.	Introduction to Insurance	–	2*1 = 2	3*1 = 3	5*1 = 5	10
5.	Insurance Organisation	1*3 = 3	2*1 = 2	–	–	5
6.	Communication at Workplace	–	2*1 = 2	3*1 = 3	–	5
<b>TOTAL</b>		<b>1X8=8</b>	<b>2X7=14</b>	<b>3X6=18</b>	<b>5X2=10</b>	<b>(23 Ques. 50 Marks)</b>

(i) Question paper is divided into four sections:

Section A- Multiple choice questions (1 mark each)

Section B- Very Short Answer (2 mark each)

Section C- Short Answer (3 mark each)

Section D- Long Answer (5 mark each)

(ii) All question of that particular section must be placed in the correct order

(iii) Please check that this question paper contains 23 question

(iv) The maximum time allowed is 2 hours

**Banking and Insurance**  
**(SUBJECT CODE-411)**

**Class X**

**Total Marks: 100 (Theory-50 + Practical 50)**

**Theory**

Unit No.	Unit Name	Marks
7.	<b>Laws relating to Negotiable Instruments</b> <ol style="list-style-type: none"> <li>1. Introduction to Negotiable Instruments</li> <li>2. Type of Negotiable Instruments                             <ul style="list-style-type: none"> <li>• Cheques</li> <li>• B/E (Bills of Exchange)</li> <li>• Promissory Note</li> </ul> </li> <li>3. Parties to Negotiable Instruments</li> <li>4. Crossing of Cheques</li> </ol>	5
8.	<b>Lending Functions of a Bank</b> <ol style="list-style-type: none"> <li>1. Type of Advances-Secured &amp; Unsecured</li> <li>2. Loans (Short Term &amp; Long Term)</li> <li>3. Methods of granting Advances                             <ol style="list-style-type: none"> <li>i. Cash Credit</li> <li>ii. Overdraft</li> <li>iii. Bill Discounted and Purchased</li> </ol> </li> </ol>	5
9.	<b>Utility Services of a Bank</b> <ol style="list-style-type: none"> <li>1. Remittance through Bank Draft</li> <li>2. E-Banking                             <ol style="list-style-type: none"> <li>I. ECS</li> <li>II. RGS</li> <li>III. NEFT</li> <li>IV. INTERNET BANKING</li> </ol> </li> <li>3. Safe Deposit lockers</li> </ol>	10
10.	<b>Life Insurance Products</b> <ol style="list-style-type: none"> <li>1. Life Insurance Policies</li> <li>2. Types of Life Insurance Policies</li> <li>3. Procedure for taking a policy</li> <li>4. Nomination &amp; Assignment of a Policy</li> </ol>	10
11.	<b>General Insurance</b> <ol style="list-style-type: none"> <li>1. General Insurance                             <ol style="list-style-type: none"> <li>a) Fire Insurance</li> <li>b) Marine Insurance</li> <li>c) Miscellaneous Insurance Polices (Medi-claim insurance, Accident Insurance, Motor vehicles Insurance, Burglary and Theft Insurance.)</li> </ol> </li> <li>2. Procedure for taking these Polices</li> </ol>	10
12.	<b>Communication at Workplace</b> <ol style="list-style-type: none"> <li>1. Verbal and Non-Verbal Communication                             <ol style="list-style-type: none"> <li>a) Demonstrate effective use of verbal and non-</li> </ol> </li> </ol>	10

	<p>verbal communication skills</p> <p>b) Identify the practices in verbal and non-verbal communication</p> <p>2. Forms of Communication</p> <p>a) Identify the forms of communication</p> <p>b) Find out the advantages and disadvantages of different forms of communication</p> <p>3. Communication media and Equipment</p> <p>a) Operate the communication media and equipment properly</p> <p>b) Evaluate the communication media</p> <p>4. Barriers in Communication</p> <p>a) Identify the barriers in communication</p> <p>b) Select the strategies for overcome barriers in communication</p>	
	<b>Total</b>	<b>50</b>



## BLUEPRINT OF QUESTION PAPER

### CLASS X

### BANKING AND INSURANCE

**TIME: 2 Hours**

**Marks: 50**

Unit No.	Unit Name	MCQ/Very Short Answer(1 Mark)	Short Answer I (2 Marks)	Short Answer II (3 Marks)	Long Answer (5 Marks)	Marks
1.	Laws relating to Negotiable Instruments	–	2*1 = 2	3*1 = 3	–	5
2.	Lending functions of a bank	1*2 = 2	–	3*1 = 3	–	5
3.	Utility Services of a Bank	1*2 = 2	2*1 = 2	3*2 = 6	–	10
4.	Life Insurance Products	1*3 = 3	2*2 = 4	3*1 = 3	–	10
5.	General Insurance	–	2*1 = 2	3*1 = 3	5*1 = 5	10
6.	Communication at Workplace	1*1 = 1	2*2 = 4	–	5*1 = 5	10
<b>TOTAL</b>		<b>1X8=8</b>	<b>2X7=14</b>	<b>3X6=18</b>	<b>5X2=10</b>	<b>(23 Ques. 50 Marks)</b>

(i) Question paper is divided into four sections:

Section A- Multiple choice questions (1 mark each)

Section B- Very Short Answer (2 mark each)

Section C- Short Answer (3 mark each)

Section D- Long Answer (5 mark each)

(ii) All question of that particular section must be placed in the correct order

(iii) Please check that this question paper contains 23 question

(iv) The maximum time allowed is 2 hours

## BANKING AND INSURANCE -class IX & X

### Practical

<b>PARAMETERS</b>	<b>Marks</b>
Viva	10
Project Report on any Utility Services of Banks	5
Draw specimen of P/N, B/E, Cheques, DD	5
Presentation on any Lending function of a bank	10
Filling up a Proposal Form for obtaining Life Insurance and General Insurance Policies	10
Visit to a General Insurance Company and Enquire about prerequisite for taking a Fire Insurance Policy	10
<b>TOTAL</b>	<b>50</b>

**MARKETING AND SALESMANSHIP****(Subject Code-412)****Class IX****Total Marks: 100 (Theory – 50 + Practical-50)****Theory**

<b>Unit No</b>	<b>Unit Name</b>	<b>Marks</b>
<b>12.</b>	<b>Introduction to Marketing and Sales</b>	<b>5</b>
<b>13.</b>	<b>Concept of Market</b>	<b>5</b>
<b>14.</b>	<b>Basic concept of Sales and selling</b>	<b>10</b>
<b>15.</b>	<b>Understanding customer &amp; consumer</b>	<b>20</b>
<b>16.</b>	<b>Activities in Sales and Marketing</b>	<b>10</b>
	<b>Total</b>	<b>50</b>

**MARKETING AND SALESMANSHIP Class -IX****Practical**

<b>Parameters</b>	<b>Marks</b>
Project	10
Viva based on Project	10
Practical File/ Report and portfolio	10
Demonstration of skill competency in Lab Activities	20
<b>Total</b>	<b>50</b>

## MARKETING AND SALESMANSHIP

(Subject Code-412)

Class X

Total Marks:100 (Theory – 50 + Practical 50 )

Theory

Unit No	Unit Name	Marks
1.	Sales with other functions- Introduction to Marketing Mix	5
2.	Market (Segmentation, Targeting and Positioning)	10
3.	Basic concept of Sales and selling	20
4.	Careers in selling	10
5.	Skills in selling	5
	<b>Total</b>	<b>50</b>

## MARKETING AND SALESMANSHIP Class- X

Practical

Parameters	Marks
Project	10
Viva based on Project	10
Practical File/ Report and portfolio	10
Demonstration of skill competency in Lab Activities	20
<b>Total</b>	<b>50</b>

## **Marketing and Salesmanship**

### ***List of Tools, Equipment and Materials***

1. Computers
2. Printer,
3. Software like Ms excels etc.
4. Computer stationery,
5. Smart boards to make the subject more interesting
6. LCD Projector and Screen

## **Banking List of Tools, Equipments& Materials**

### **Equipments/Tools**

1. Shelves for Stacking Products
2. Shopping Cart
3. Signage Board
4. Offer Signages
5. End Cap
6. Table (POS)
7. Chair (POS)
8. Poster (POS)
9. Card Swiping Machine
10. Mannequins
11. Gondolas
12. Display Photographs Products
13. Dangers
14. Coupons and Vouchers
15. Credit Notes
16. Currency Notes of different Denominations
17. Carry Bags
18. Neck-Locks for Carry Bags
19. Physical Bill Copy
20. Photographs of Stacked Notes
21. Housekeeping equipments
22. Goods moving equipments Computer
23. LCD Projector
24. Projection Screen

- 25. White/Black Boards
- 26. Flip Chart Holder

### ***Insurance List of tools, equipment and materials***

The list given below is suggestive and an exhaustive list should be prepared by the teacher

1. Brochure of different products offered by various insurance companies
2. Proposal forms of all Insurance products
3. Sample policy documents of various products
4. Sample of First Premium Receipt
5. Software for Life, General Insurance and Insurance Brokers for practical training for students
6. Purchase of Insurance books/ study material online.

**HEALTH CARE SERVICES****Subject Code 413 (Class IX)****Total Marks:100 (Theory – 50 + Practical 50 )**

S. No.	Unit Code	Unit Title
1	HSS101- NQ2016	Health care Delivery Systems
2	HSS102 - NQ2016	Role of Patient Care Assistant
3	HSS103 - NQ2016	Personal Hygiene and Hygeine Standards
4	HSS104 - NQ2016	Primary Health Care and Emergency Medical Response
5	HSS105 - NQ2016	Immunization
6	HSS106 - NQ2016	Communication at Workplace

**HEALTH CARE SERVICES****Subject Code 413 (Class X)****Total Marks:100 (Theory – 50 + Practical 50 )**

S. No.	Unit Code	Unit Title
1	HSS201- NQ2014	Hospital Structure and functions
2	HSS202 - NQ2014	Introduction to Care Plan and Care of Patients
3	03 HSS203 - NQ2014	Sterilization and Disinfection
4	HSS204 - NQ2014	Basic First Aid and Emergency Medical Relief
5	HSS205 - NQ2014	Human Body: Structure, Functions and Nutrition
6	HSS206 - NQ2014	Public Relations in Hospital

