

**പൊതുപരീക്ഷക്കായി കൂടുതൽ ശ്രദ്ധ
നൽകേണ്ട പാഠഭാഗങ്ങൾ**

**സ്റ്റാൻഡേർഡ്
XI**

**വൊക്കേഷണൽ ഹയർ സെക്കന്ററിയുമായി
ബന്ധപ്പെട്ട വിഷയങ്ങൾ**



**കേരളസർക്കാർ
പൊതുവിദ്യാഭ്യാസവകുപ്പ്**

**സംസ്ഥാന വിദ്യാഭ്യാസ ഗവേഷണ പരിശീലന സമിതി (SCERT), കേരളം
2021**

DEPARTMENT OF GENERAL EDUCATION (V H S E WING)
AGRICULTURE MACHINERY OPERATOR (AMO)
FIRST YEAR FOCUS AREAS FOR THE ACADEMIC YEAR 2020-21

VOCATIONAL SKILL

SL NO	NAME OF UNIT AND FOCUS AREAS
01	<u>History of Agricultural Mechanization in India</u> 1.1 Role of Agricultural machinery in agriculture 1.3 Developments in Agriculture Mechanization
02	<u>Introduction of Tractor</u> 2.1 Importance of Tractor in Agriculture 2.2 Tractor Classification and Selection 2.3 Engine Components and Systems 2.5 Maintenance of Tractor
03	<u>Agriculture Machinery And its Operation</u> 3.1 Primary Tillage Equipments 3.2 Secondary Tillage Equipments 3.5 Sprayers and Dusters 3.6 Irrigation Pumps 3.7 Harvesting and Threshing Machinery
04	<u>Operational Safety</u> 4.1.4 Safety Precautions during operation on the field / Off the field. 4.1.10 General Safety Rules. 4.1.13 First Aid. 4.1.14 Disposal of hazardous Materials.

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1.Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 1. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

DEPARTMENT OF GENERAL EDUCATION (V H S E Wing)
ASSISTANT OFFSET PRINTING OPERATOR
FIRST YEAR FOCUS AREAS FOR THE ACADEMIC YEAR 2020-21

VOCATIONALSKILL

SL.NO.	NAME OF UNIT AND FOCUS AREAS
1.	<u>UNIT 1: INTRODUCTION TO PRINTING</u> 1.1 Explain the origin, development and history of printing 1.2 Definition of printing, Image carrier, ink, substrate, printing press 1.3 Identify Various print media products
2.	<u>UNIT 2: VARIOUS PRINTING PROCESSES</u> 2.1 List major printing processes and explain the differences among them 2.2 Identify the major Non-Impact Printing (NIP) processes
3.	<u>UNIT 3: COLOURS IN PRINTING</u> 3.1 Explain basic colour theory Primary colours, Secondary colours, colour psychology 3.2 Various colour modes in printing. 3.3 Colour separation process
4.	<u>UNIT 4: IMAGE CARRIER PREPARATION IN OFFSET</u> 4.1 Imposition methods used for printing and RIPing 4.2 Characteristics of an Offset plates- Structure of offset plates 4.3 The CTP process of plate preparation - Technology of CTP and Imaging methods of CTP
5	<u>UNIT 5: TECHNOLOGY OF OFFSET PRINTING</u> 5.1 The basic principle of Offset printing - Working principle of offset - Hydrophlic and oleophilic properties 5.2 Differentiate among offset presses 5.3 Identify the different units of an offset press
6	<u>UNIT 6: SAFETY AND GREEN PRINTING</u> 6.1 Specified hazard areas in Offset printing 6.2 Identify Safety guards in Offset printing press 6.3 Personal protective devices used in offset Printing.
7	<u>UNIT 7: MAKE READY AND WORKING OF A SHEET-FED OFFSET PRESS</u> 7.1 Perform the make ready operations 7.2 Operation of feeding unit 7.3 Operation of registration unit 7.4 Operation of printing unit - Cylinder system and its operations 7.6 Operation of the delivery unit

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1. Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 1. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

DEPATMENT OF GENERAL EDUCATION (VHSE WING)
AUTO SERVICE TECHNICIAN
FIRST YEAR FOCUS AREA FOR THE ACADEMIC YEAR 2020-21

VOCATIONA SKILL

SL.NO	NAME OF UNIT AND FOCUS AREAS
1	Engineering Drawing
	Dividing line into equal parts
	Construct an equilateral triangle
	Scale in engineering drawing
	Types of lines
2	Fasteners
	Common methods used for joining
	Mechanical Fasteners
	Session 1: Automotive Bolts and Machine Screws
3	Material
	Classification of Engineering Material
	Metals
	Ferrous metals
	Non-ferrous Metals and Alloys
	Synthetic Material
4	Measuring Equipment
	Important Components of Dashboard
	Speedometer
	Tachometer
	Odometer
	Fuel gauge
	Temperature gauge
5	Regular Maintenance of an Engine
	Session 1: Inspection of an Engine
	Air cooled system leakage
	Fuel leakage
	Leakage of combustion gases
	Lubricating oil leakage
	Session 3: Tuning Fuel System of an Engine
	Steps for fuel tuning
	Session 4: Tuning of Ignition System of an Engine
	Session 5: Tuning of Lubrication System of an Engine
	Tuning Procedure Changing the Oil
	Session 6: Tuning of Cooling System of an Engine
	Parts of Cooling System

6	Regular Maintenance of Transmission System
	Session 1: Transmission System
	Function of Clutch
	Function of Gearbox or Transmission
	Function of Propeller Shaft
	Function of Differential Unit
	Session 2: Clutch Maintenance and Adjustment
	Clutch Maintenance
7	Regular Maintenance of Gearbox
	Session 1: Lubrication of Gearbox
	Changing the Lubricating Oil
8	Servicing of Wheels
	Session 1: Importance of Wheels
	Types of Wheels
	Disc Wheels
	Light Alloy Cast or Forged Wheel
	Stub Axle
	Steps for Removing Wheel from Axle
	Tyre
	Types of Tyres
	Tube tyre
	Tubeless Tyre
	Advantages of Tubeless Tyre
	Maintenance of Tyres and Tubes
	Cold patching
9	Maintenance of Brakes
	Functions of a Good Braking System
	Different Types of Brakes
	Mechanical brakes
	Hydraulic brakes
	Vacuum servo brakes
	Pneumatic brakes
	Disc brakes
	Steps for Repairing Mechanical Brakes
	Bleeding
	Parking Brakes

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1.Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 2. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

DEPARTMENT OF GENERAL EDUCATION (V H S EWING)
DISTRIBUTION LINEMAN
 FIRST YEAR FOCUS AREAS FOR THE ACADEMIC YEAR 2020-21
VOCATIONAL SKILL

SL. NO.	NAME OF UNIT AND FOCUS AREAS
1	<u>BASIC ELECTRICITY</u> 1.1. Generation of electricity - Hydel plant with sketch 1.2. Definition, symbol, units - Voltage/Current/Resistance 1.3. Series Parallel Circuits 1.4. Ohms law, KCL, KVL 1.5. Power/Energy, Power factor 1.6. Earthing - Definition, Need, Importance - Pipe Earthing with diagram
2	<u>HANDLING TOOLS & EQUIPMENTS</u> 2.1. Different Hand tools for electrical and cable laying – Specification, Uses 2.2. Safety Precautions while handling Tools 2.3. Ammeters and Voltmeters – Purpose, Safety measures to be followed while using them
3	<u>ELECTRICAL WIRING COMPONENTS & ACCESSORIES</u> 3.1. Wiring materials & Accessories 3.2. Types of joints and their uses
4	<u>REPAIR & MAINTENANCE OF POWER DISTRIBUTION LINES</u> 4.1. Various components of distribution line 4.2. Distribution line standards and Terminologies used 4.3. Survey and Right of Way – Ground clearance 4.4. Maintenance – Pre monsoon, Regular, Preventive 4.5. Distribution Line Construction Activities - Pole erection, fixing of cross arms and insulators, Line erection, Stay erection etc

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1. Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 3. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

DEPARTMENT OF GENERAL EDUCATION (V H S E Wing)

DOMESTIC BIOMETRIC DATA OPERATOR

FIRST YEAR FOCUS AREAS FOR THE ACADEMIC YEAR 2020-21

VOCATIONALSKILL

Sl.No.	Name of unit and focus areas
1	<p>Unit I</p> <p>LO1 Appreciate the concept of data, types and formats(complete)</p> <p>LO2 Appreciate the uniqueness of biometric data (complete)</p> <p>LO3 Collect &digitalize the data</p> <ul style="list-style-type: none">• Applications of data collection in real life• Handwritten data vs digital data <p>LO4 Data Security</p>
2	<p>Unit II</p> <p>LO1 Understand the power of computing(complete)</p> <p>LO2 Familiarize with Biometric devices</p> <ul style="list-style-type: none">• Types of scanner• Slap scanner, iris scanner/capture device• Biometric Attendance Machine <p>LO4 (Complete) Capture Biometric data > Procedure, scanning procedure, Exception handling</p>
3.	<p>Unit III</p> <p>LO1 Concept of OS</p> <ul style="list-style-type: none">• Types of OS• Functions of OS• OS used for biometric data collection <p>LO2 Introduction to virus, Antivirus and malware function</p> <p>LO3 Real life examples of freeware OS</p>

4	Unit IV LO1 Basic Concepts of Networking Types of Network Network Devices LO2 Introduction to internet and intranet <ul style="list-style-type: none"> ● Logical Diagram of internet ● Concept of www ● Different web browsers
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EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1. Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 4. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

Department of General Education (V H S E Wing)
DRAUGHTSMAN
FIRST YEAR FOCUS AREA FOR THE ACADEMIC YEAR 2020 – 21

VOCATIONAL SKILL

Sl.No	NAME OF UNIT AND FOCUS AREAS
1	<u>UNIT 1: BASICS OF CIVIL ENGINEERING:</u> 1.1 . Different building materials and its uses.(stone,brick, sand,cement, steel,timber,mortar,concrete). 1.2 Component parts of building and their function, Types of foundation, Brick masonry and stone masonry, English bond and Flemish bond, Roof and types of roofs, Stairs – Technical terms and types.
2.	<u>UNIT 2: INTRODUCTION TO DRAFTING:</u> 2.1. Introduction to drawing papers, scales , RFD. 2.2. Calculation of scales, methods of dimensioning.
3.	<u>UNIT 3: DRAFTING INPUTS:</u> 3.1. Inputs required and collection of data for preparing drawings for residential plot and residential building. 3.2. Preparation of rough sketches of residential plots and residential buildings.
4.	<u>UNIT 4: TYPES OF DRAWINGS:</u> 4.1. Different types of drawings, its purposes and details – Built drawings, working drawings, shop drawings, site layout drawings, contours and other survey maps. 4.2. Codes of practice : Provisions of IS 962 & IS 7973. Introduction to KMBR and KPBR2019, NBC
5.	<u>UNIT 5: INTRODUCTION TO CAD:</u> 5.1. Computer and peripheral devices. 5.2. Different types of plotters and printers.

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1. Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 5. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
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DEPARTMENT OF GENERAL EDUCATION (VHSE WING)

ELECTRICIAN DOMESTIC SOLUTIONS (EDS)

FIRST YEAR FOCUS AREAS FOR THE ACADEMIC YEAR 2020-21

VOCATIONAL SKILL

Sl. No.	NAME OF UNIT AND FOCUS AREAS
01.	<p>UNIT -1 : FUNDAMENTALS OF ELECTRICITY</p> <p>1.1 Classification of materials</p> <p>1.2 Definition & Unit of Current, Resistance</p> <p>1.3 Ohm's Law, Kirchhoff's Current Law (Statement & Simple Problems)</p> <p>1.4 Sources of Electrical Energy</p> <p>1.5 Definitions for Time Period, Frequency, Power factor.</p> <p>1.6 Single phase and Three Phase system</p> <p>1.7 Star & Delta Connection (Connection only)</p> <p>1.8 Various electrical symbols</p> <p>1.9 Various Electrical Hand Tools & Its Uses</p> <p>1.10 Safety precautions while using Tools (Any 5)</p> <p>1.11 IE rules related to Electrical Wiring (Any 5)</p>
02.	<p>UNIT - 2 : BASIC HEALTH AND SAFETY PRACTICES IN POWER RELATED WORK</p> <p>2.1 Personal Protective Equipment's types -Respiratory & Non-Respiratory</p> <p>2.2 Electric Shock – Causes & effects</p> <p>2.3 Factors affecting severity of Electric shock</p> <p>2.4 First Aid for Electrical Emergencies – Electrical Rescue Techniques</p> <p>2.5 Artificial respiration and CPR</p> <p>2.6 Occupational Hazards - Types</p>
03.	<p>UNIT – 3 : HOUSE WIRING TYPES AND FAULT REPAIR</p> <p>3.1 Types of House Wiring</p> <p>3.2 Electrical Wiring accessories</p> <p>3.3 Circuit Diagram, Estimation and cost preparation of Wiring layouts – Series, Parallel, Stair case Wiring</p> <p>3.4 FR, FRLS, FRLS-ZH cables – Full Form</p> <p>3.5 Types of Fault in Electrical wiring</p> <p>3.6 Safety Regulations related to Electrical Wiring (8 Points)</p>

SL.NO.	NAME OF UNIT AND FOCUS AREAS
04.	UNIT – 4 : MAINS,DISTRIBUTION,CONTROLS,CIRCUITS AND PROTECTION IN HOUSE WIRING
	4.1 Short Notes on Subcircuit
	4.2 LDB & PDB Design
	4.3 Wire Joints – Types
	4.4 Protective Devices – Name & Function
	4.5 Difference between ELCB & RCCB
	4.6 Standard tests using Megger
	4.7 Short Note on Insulation resistance
	4.8 Earthing – Types
	4.9 Pipe Earthing – with detailed sketch
	4.10 Short Note on Home energy conservation (4 points)
	4.11 Short note on IOT based automation devices (4 devices)

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1.Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 6. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)
FABRIC CHECKER
FIRST YEAR FOCUS AREAS FOR THE ACADEMIC YEAR 2021-22

VOCATIONAL SKILL

Sl.No.	NAME OF UNIT AND FOCUS AREAS
01.	UNIT ONE (Role and responsibilities of Fabric Checker) 1.1 Role and responsibilities of fabric checker. 1.2 Various fabrics, their properties and uses. 1.3 Identify and describe fabric defects. 1.4 Inspection systems and criteria.
02.	UNIT SECOND (Checking methods and techniques) 2.1 List and explain different industrial fabric checking machines. 2.2 Demonstrate the ability to check fabric samples as per specifications.
03.	UNIT THIRD (Maintaining a clean and hazard free working area) 3.1 Demonstrate safe and correct storage of material. 3.2 Guidelines for proper storage and disposal of waste materials. 3.3 Personal hygiene and health.
04.	UNIT FOURTH (Health and safety related practices applicable at workplace) 4.1 List and analyses Potential hazards at workplace 4.2 Explain Environmental management procedure, security details.
05.	UNIT FIFTH (Legal,Regulatory and Ethical Requirements) 5.1 Importance and benefits of ethical and value based approach to management. 5.2 Demonstrate teamwork and support to supervisor. 5.3 Plan and manage work routines.

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1. Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 7. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
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DEPARTMENT OF GENERAL EDUCATION (VHSE WING)
FIELD TECHNICIAN AIR CONDITIONER
FIRST YEAR FOCUS AREA FOR THE ACADEMIC YEAR 2020 -21
VOCATIONAL SKILL

SL NO	NAME OF UNIT AND FOCUS AREAS
1	UNIT I -BASIC ELECTRICITY Definition, Type of electricity AC,DC Definition of Current,Voltage,Resistance Concept of frequency and time period, Potential and potential difference, Concept of magnetic field, Electromagnetic induction, Electromagnetic force Emf ,Units of current , voltage and resistance, Ohms Law, Series and parallel connection of resistance and Capacitor. Power and measurement, AC motor, DC Motor Starter in motors
2	UNIT II -BASIC ELECTRONICS Relay, Contractor and Switches Types of electronic Components, Colour code of resistors, capacitors,Diode,Transistor Rectifier,Transformer, Types of transformers Integrated Circuits, Classification of IC' s CRO.
3	<u>UNIT III -COMPRESSOR TECHNOLOGY</u> Definition of Compressor, Functioning of compressor, Types of Compressors, Hermetic Semi hermetic compressors Reciprocating,Rotary,Screw,Scroll Compressors, Internal parts of compressors, Lubrication
4	<u>UNIT IV-INSTALLATION OF SPLIT AIR CONDITIONER</u> Definition of Air Conditioner, Requirement of Air Conditioner, Heat load, Tonne of refrigeration,BTU,KW Refrigeration Cycle, Different types of AC Brands and models, Energy efficiency rating, Definition of refrigerants, classification, R22,R134a,R600a, Installation of AC

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1.Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 8. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

DEPARTMENT OF GENERAL EDUCATION (V H S E Wing)

FIELD TECHNICIAN COMPUTING AND PERIPHERALS (FTCP)

FIRST YEAR FOCUS AREAS FOR THE ACADEMIC YEAR 2020-21

VOCATIONALSKILL

SL.NO.	NAME OF UNIT AND FOCUS AREAS
1	<p style="text-align: center;"><u>Unit 1- Basic Electronics and Computer Hardware Essentials</u></p> <p>1.1. Active and Passive components (Definitions) Active components Examples (Names only) – diode, transistor. Passive components Examples (Names only) – resistor, capacitor, inductor.</p> <p>1.2. Logic Gates (Definition) AND, OR, NOT gates (Symbol and Truth table)</p> <p>1.3. SMPS (Definition)</p> <p>1.4. Computer as a System (Block diagram with explanation of each block)</p> <p>1.5. Characteristics of a Computer (Names and Explanations) - Speed, Accuracy, Diligence, Versatility, Storage.</p> <p>1.6. Classification of Computers (Names and Explanations) - Minicomputer, Mainframe, Microcomputer, Supercomputer.</p> <p>1.7. Hardware and Software (Definition and Examples)</p> <p>1.8. Motherboard (Definition) Motherboard Components (Name only)- CPU socket, Memory slot, BIOS ROM, North Bridge, South Bridge, Expansion slots, ports. Motherboard Ports (Name only) - PS/2 port, Serial port, Parallel port, VGA port, USB port, LAN port.</p> <p>1.9. Primary Memory and Secondary Memory (Definition) Primary Memory Examples (Names and Definitions) -ROM, RAM. Secondary Memory Examples (Names and Definitions) – Hard Disk, Floppy Disk, CD/DVD, Pen drive.</p> <p>1.10. Input devices and Output devices (Definition) Input device Examples (Names and Functions) - Keyboard, Mouse, Scanner. Output device Examples (Names and Functions)- Monitor, Printer, Projector.</p> <p>1.11. Processor (Definition)</p> <p>1.12. Types of HDD (Expansions only) – SATA, SSD.</p>
2	<p style="text-align: center;"><u>Unit 2 - Installation and Configuration of Desktop Operating System</u></p> <p>2. 1.Operating System (Definition)</p> <p>2. 2.Operating System Functions (Names and Explanations) – Device Management, Memory Management, Process and Resource management, Protection and Security.</p> <p>2. 3.Examples of Operating System (Names only)– Windows, Linux, Mac.</p> <p>2. 4.Classification of Operating Systems (Definitions) – Single user, Multi-user, Multitasking, Multiprocessing.</p> <p>2. 5.Booting (Definition)</p> <p>2. 6. Windows 10 Operating System Requirements</p> <p>2. 7. Versions of Windows 10 (Names only)- 32-bit and 64-bit versions.</p>

	<p>2. 8. Clean installation process of Windows 10 (Steps only)</p> <p>2. 9. Installation of Printer in Windows10 (Steps only)</p> <p>2. 10. Bootable disk (Definition)</p> <p>2. 11. Installation Requirements of Ubuntu Linux</p> <p>2. 12. Installation Process of Ubuntu Linux (Steps only)</p>
3	<p style="text-align: center;"><u>Unit 3 - Computer Maintenance and Troubleshooting</u></p> <p>3. 1. Nature of Complaint (Definitions and Examples)-Hardware & Software complaints.</p> <p>3. 2. Various ways to Report Complaints (Names only) – Personal reporting, Telephone, email, Messaging.</p> <p>3. 3. Tools & Devices for Field trip Tools(Names only) - Screw driver set, Digital Multimeter, ESD Wrist band, Soldering iron, Wire stripper. Devices (Names only) - SMPS, RAM, Processor, Heat sink & Fan, CMOS Battery, Motherboard, LAN card, Ethernet cable, LAN tester, OS DVD/ bootable drive, AC power cord, HDD data cable, SATA power connector.</p> <p>3. 4. Various Reports (Names only) - Fault report, repair report, report to supervisor, invoice, repairing cost report, customer feedback form.</p> <p>3. 5. Terms and Conditions of Warranty- (Definition and Examples)</p> <p>3. 6. Annual Maintenance Contract (Definition)</p> <p>3. 7. Tools and Equipment's for repairing (Names only) - Soldering iron, Desoldering pump, Multi-meter, Cathode Ray Oscilloscope.</p> <p>3. 8. Computer Assembly Process - (Steps only)</p> <p>3. 9. Computer Dis – assembly Process (Steps only)</p> <p>3. 10. Common Hardware problems (Names and Solutions) - Device not working, Booting problem, Power supply failures, Device connectivity problems, Memory failure, Printer not working, Cartridge of printer, Peripherals not detected.</p>
4	<p style="text-align: center;"><u>Unit 4 - Occupational Health and Safety Practices</u></p> <p>4. 1. Concept of Computer Ergonomics (Definition) Four steps to keep good workplace environment (Names only) - Proper lighting, Proper air conditioning, Cleanliness, Food and drinks away from work place.</p> <p>4. 2. Concept of Earthing (Definition) Importance of Earthing</p> <p>4. 3. Electric shock and precautions to be taken (List the precautions)</p> <p>4. 4. Precautions for computer repair and cleaning.(List the precautions)</p> <p>4. 5. Self-safety measures (Names only) - Protect eyes, Maintain proper dress code, Take care of discharge of capacitors in equipment's, Avoid jewellery.</p> <p>4.6 Concept of Electrostatic Discharge (ESD) (Definition) Safety instruments used to protect from ESD (Names only) - Antistatic Wrist Strap, ESD Mat.</p>

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1. Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 9. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

DEPARTMENT OF GENERAL EDUCATION (V H S E Wing)

GRAPHIC DESIGNER

FIRST YEAR FOCUS AREAS FOR THE ACADEMIC YEAR 2020-21

VOCATIONALSKILL

SL.NO.	NAME OF UNIT AND FOCUSAREAS
1	Introduction to Graphic Designing 1.1 Identification of Hardware and Software 1.2Types of Computer Networks and types of printers 1.3 Principles of Design and design workflow 1.4Graphic design products in print media and visual media
2	Graphic Visualisation 2.1 Identification of Font families & Point system 2.2 Parts of Type 2.3 Point system 2.4 Word processing and word-processing software
3	Graphic Design Tools 3.1 Image input methods 3.2 Types of Scanners 3.3 Digital Camera 3.4 Types of image formats
4	Design Techniques 4.1 Image editing software 4.2 Image editing methods 4.3 Production of dummies 4.4 Conversion of file formats

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1. Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 10. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

General Education department (VHSE wing)
IN-LINE CHECKER
FIRST YEAR FOCUS AREAS FOR ACADEMIC YEAR 2020-21

Vocational skill

Sl. #	Name of unit and focus areas
1	<u>Unit 1: Introduction and orientation to in-line checking</u> 1.1 Different departments in apparel industry and their working 1.2 Tools required for drafting, cutting and stitching, Double needle lock stitch machine, embroidery stitching machine, button holing machine, button attaching machine. 1.3 Parts of formal shirt, formal trouser, polo neck t-shirt and basic jeans
2	<u>Unit 2: Role and responsibilities of in-line checker</u> 2.1 Define in-line checking and explain role, responsibilities and attributes of in-line checker
3	<u>Unit 3: Maintain work area and tools</u> 3.1 Operate and store tools and material safely and correctly
4	<u>Unit 4: Health and safety related practices applicable at workplace</u> 4.1 Implement personal hygiene and health practices at workplace 4.2 Hazards at workplace
5	<u>Unit 5: Legal, regulatory and ethical requirements</u> 5.1 Employee conduct policy 5.2 Plan and manage work routines

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1. Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 11. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

Department of General Education (V H S E Wing)

JUNIOR SOFTWARE DEVELOPER

FIRST YEAR FOCUS AREAS FOR THE ACADEMIC YEAR 2020-21

VOCATIONALSKILL

SL. NO.	NAME OF UNIT AND FOCUSAREAS
1	<p><u>Software Construction Essentials</u></p> <p>Introduction to computer, Input / Output devices, Number systems (binary to decimal and decimal to binary only). Data representation, Algorithms : what is an algorithm, need of algorithm in problem solving, characteristics of algorithm, representation of algorithm using flowchart (<i>Add two numbers, Odd or even, Largest among two numbers, First N natural number, Fibonacci Series</i>), Introduction to compiler and interpreter and it's difference only</p>
2	<p><u>Operating System and Computer Network</u></p> <p>Concept of operating system, Types of operating system (listing names only), Basic concepts of networking, Types of network (LAN,MAN,WAN), Network Topology (BUS,RING,STAR,MESH,TREE)</p>
3	<p><u>Data Structure</u></p> <p>Introduction to data structure, Introduction to stack (LIFO Operations) concepts and Introduction to Queue (FIFO) concepts only</p>
4	<p><u>Python Programming</u></p> <p>Basics of Python programming,Working with Python interpreter in interactive mode and script mode,Structure of a program, Identifiers, keywords, constants, variables, Types of operators, precedence of operators,Data types, mutable and immutable data types,Statements, expressions and comments, Input and output statements,Data type conversion. Control structures: Sequence, selection (decision) and repetition (iteration),Selection: if, if-else, if statement, indentation, Repetition: for, while, break, continue; Introduction to functions, need of functions,User defined functions: passing arguments to a function, returning values from functions, Standard library: using built-in functions, importing modules math, random (<i>Hello World program, Add two number, Swap Two Variables, odd or even, largest among three number, Convert Celsius To Fahrenheit, Program to Check Prime Number, Find the Factorial of a Number, Display the Multiplication Table, Fibonacci Series, function to sum all the numbers in a list, function to add two number</i>).</p>
5	<p><u>Database Management System</u></p> <p>Introduction to database concepts, Difference between database and file system, concept of domain, tuple, relation, keys - candidate key, primary key, alternate key, foreign key, Data Definition Language, Data Query Language,Data Manipulation Language, Creating a database using MySQL, Data Types, Data Definition: CREATE,DROP, ALTER TABLE, Data Query: SELECT, FROM,WHERE,Data Manipulation: INSERT,UPDATE, DELETE</p>

EMPLOYABILITY SKILL	
SL. NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1.Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 12. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

Department of General Education (V H S E Wing)
MACHINE OPERATOR ASSISTANT PLASTIC PROCESSING
 FIRST YEAR FOCUS AREA FOR THE ACADEMIC YEAR 2020 – 21

VOCATIONAL SKILL

SL. NO.	NAME OF UNIT AND FOCUS AREAS
1	UNIT 1: INTRODUCTION TO PLASTIC PROCESSING 1.1 History of plastics 1.2 Thermoplastics vs thermosets 1.3 Define different plastic processing methods 1.4 Recycling symbols
2	UNIT 2: BASIC FITTINGS AND MEASUREMENTS 2.1 Measurement of dimensions using vernier calliper and outside micrometer 2.2 Study of common hand tools like, screw driver, Allen key, spanner, bench vice, hack saw, plier, etc
3	UNIT 3 PLASTIC MATERIALS 3.1 Properties and applications of commodity plastics such as PE, PP, PVC, PS and PET 3.2 Properties and applications of Engineering plastics such as ABS, Nylon, POM, PBT and Polycarbonate, 3.3 Additives for plastics
4	UNIT 4 INJECTION MOULDING 4.1 Advantages and disadvantages of IM. different types of IMM 4.2 Working of hand injection moulding machine 4.3 Microprocessor based injection moulding machine- parts and functions -- Injection unit, Barrel, screw, feed hopper, band heaters, non-return valve, clamping unit - hydraulic and toggle, Mould, hot runner cold runner systems, ejection systems, Control unit 4.4 process variables - Shot weight, barrel residence time. Machine start up procedure, Machine shut down procedure
5	UNIT 5 PRODUCTION PROCESS AND DOCUMENTATION 5.1 Work Order, Work Instructions, SOPs, QC check list.

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1. Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 13. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)
OPTICAL FIBER TECHNICIAN (OFT)
 FIRST YEAR FOCUS AREAS FOR THE ACADEMIC YEAR 2020-21

VOCATIONAL SKILL

Sl.No.	NAME OF UNIT AND FOCUS AREAS
01.	<p>UNIT ONE - (FUNDAMENTALS OF OPTICAL FIBER TECHNOLOGY)</p> <p>1.1(LO 1) Appreciate the basics of fiber optics</p> <ul style="list-style-type: none"> • Advantages/disadvantages of fiber optics. • Basics of a fiber optic communications system. • Applications of fiber optics. <p>1.2(LO 2) Understand the concept of light propagation</p> <ul style="list-style-type: none"> • Electromagnetic spectrum. • Snell's law. • Critical angle. • Total internal reflection. • Refractive index. <p>1.3(LO 3) Describe the types of optical fiber</p> <ul style="list-style-type: none"> • Structure of optical fiber. • Types of fiber based on modes of propagation – single mode and multi-mode fiber. <p>1.4 (LO 4) Describe the types of optical fiber cable</p> <ul style="list-style-type: none"> • Types of cables-indoor cables ,outdoor cables.
02.	<p>UNIT TWO - (TOOLS, EQUIPMENT AND COMPONENTS)</p> <p>2.1 (LO 1) Describe the light sources of optical fiber</p> <ul style="list-style-type: none"> • Structure of LED. • Advantages of LED. • Comparison of LED and LASER diodes. <p>2.2 (LO 2) Identify and use fiber optic tools in tool kit</p> <ul style="list-style-type: none"> • Splicing tools- optical fiber stripper, optical fiber splicing machine, cleaver (precision),protection sleeve. • Cleaning Tools- Isopropyl alcohol. • Tools for installing cables- Rotary cable slitting and ringing tool, Buffer tube stripper. <p>2.3(LO 3) Describe the specification of optical fiber cable</p> <ul style="list-style-type: none"> • Bend radius.
03.	<p>UNIT THREE - (CONDITIONAL MAINTENANCE AND SAFETY MEASURES)</p> <p>3.1 (LO 1) Testing of optical fibre cables by conditional maintenance and planned repair activities</p> <ul style="list-style-type: none"> • Testing optical fibre -visual fault locator, Inspection microscope. • Optical time domain reflectometers (OTDRs). • Fibre optic power meters. <p>3.2 (LO 2) Carrying out splicing in optical fibres</p>

	<ul style="list-style-type: none"> Requirement of splicing. Types of splicing- Fusion splicing. 3.3 (LO 3) Follow safety in handling tools <ul style="list-style-type: none"> Safety precautions in handling optical fibre. Safety precautions in handling optical laser. Precautions for optical fibre workmanship safety.
04.	UNIT FOUR - (SITE VISIT AND OPTICAL NETWORKING) 4.1 (LO 1) Read and interpret OFC route plan <ul style="list-style-type: none"> OFC route plan. Route inspection. 4.2 (LO 3) Link performance analysis <ul style="list-style-type: none"> Link power budget. Fiber To The Home(FTTH).

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> Verbal Non-verbal Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1. Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 14. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> Waste management Green transportation Green construction Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

Department of General Education (V H S E Wing)

PLUMBER GENERAL IIFIRST YEAR FOCUS AREAS FOR THE ACADEMIC YEAR 2020-

21

VOCATIONALSKILL

SL. NO.	NAME OF UNIT AND FOCUSAREAS
1	<u>UNIT ONE: Installation of basic sanitary fittings and fixtures</u> 1.1. Basic plumbing work(Terminology) 1.2. Types of exiting plumbing fixture(wash basin, watercloset,shower,trap etc)
2	<u>UNIT TWO:Tools for Plumbing</u> 1.1. Importance of tools 1.2. Different types of tools used in plumbing 1.3. Knowledge of tools such as Bench vice, Pipe,vice, wrenches,Adjustablewrench,Water-pump plies,Spanners(Ring spanner,Open ended spanner,Combination Spanners, Chisel,Hammer, Chain wrench Trowel,Screw driver, Hacksaw,Pipe cutter, Pipe bending, machine,Threading dies, File, Pliers, Drill machine, Drill bit, Measuring tape, Plumb rule and bob, Sprit level,Pipe threader
3	<u>UNIT THREE: Use of power tools and machine at site</u> 1.1. Plumbing tools and machine and its importance 1.2. Method/technique of application of plumbing tools and machine 1.3.Safety Precautions to be used during application
4	<u>UNIT FOUR: Perform various plumbing related operations/ procedure</u> 2.2 Important units of measurement 3.6. Application of tools for proper activities like cutting, bending,fixing etc. 4.3. Types of tap ware 4.6 Precautions to be taken during installation
5	<u>UNIT FIVE:Repair of basic fitting and fixtures</u> 1.1. Importance and use of plumbing fittings(Elbow,Tee,bend,union,reducer,cross,coupling) 1.2. Types and properties of plumbing fittings. 1.3. Tools required for fixing the plumbing fittings 1.4. Procedure of fixing the fittings like Elbow,Union, Reducer, Tee, Valve etc 3.2. Identify the reason of defects. 4.1Method of replacement procedure

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1. Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 15. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

Department of General Education (VHSE Wing)
SOLAR AND LED TECHNICIAN
 FIRST YEAR FOCUS AREA FOR THE ACADEMIC YEAR 2020-21
Vocational Skill

Sl no	Name of units and focus areas
1	Basic Electrical and Electronics 1.1 Voltage, Current (AC & DC), Power, Resistance, Inductance, capacitance and its units, energy, unit of energy 1.2. Identify tools and measuring instruments 1.3 Resistor Colour Coding 1.4 Verify the characteristics of series parallel combination of resistor 1.5 Diodes, Transistors, (Identification, Basic Working & Testing), 1.6 AC and DC voltage, Frequency, wave forms,
2	BASICS OF LED 2.1 Basic Construction, Working Principle, Colours Types, Combinations, Applications –LED, CCT & CRI 2.2 Identify the components of a LED Luminary Assembly Basic awareness of different luminary assemblies
3	Basics of Solar Electricity 3.1 need of solar power and its application 3.2 Photovoltaic conversion PV cell, Array 3.3 Series and Parallel connected solar panels 3.4 MC4 connector
4	Solar Lighting Systems 4.1 Components of a dc solar system 4.2 Solar street lighting system and its Elements

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1. Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 16. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

Department of General Education (V H S E Wing)

ASSISTANT FASHION DESIGNER

FIRST YEAR FOCUS AREAS FOR THE ACADEMIC YEAR 2020-21

VOCATIONALSKILL

SL. NO.	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1: PLANNING AND DESIGNING OF GARMENT COLLECTION FOR A SEASON 1.1. Garment Industry – Different departments and Functions 1.2. Tools & Equipment Used for Garment Making 1.3. Industrial Sewing Machines 1.4. Correct Procedure for taking body measurements 1.5. Textile Fibers – Classification, Identification, Weaving, Knitting & Non-Woven
2	UNIT 2: DESIGN PRINCIPLES AND METHODS 2.1 Design Concepts – Elements of Design, Principles of Design, Colour & Colour Combinations 2.2. Fashion Terms & Concepts – Fashion Terminology, Fashion Cycle, Fashion Theories 2.3. Fabric Manipulation Techniques – Gathers, Pleats & Tucks 2.4. Imparting Colouration – Printing Methods 2.5. Flat Sketches – Meaning, Importance, & Sketching of garment components – Pocket, Collar, Skirt 2.6. Pattern Making – Meaning, Methods, Advantages & Disadvantages, Pattern information, Drafting of Sleeve Block
3	UNIT 3: DESIGN DEVELOPMENT, TECHPACKS AND SAMPLES 3.1 Design Development 3.2. Illustration – 10 Head Fashion Figure 3.3. Tech Packs – Importance, Components & Terminology 3.4. Tech pack-based samples – Importance, types & roles
4	UNIT 4: HEALTH AND SAFETY RELATED PRACTICES APPLICABLE AT WORKPLACE 4.1. Potential hazards at Work Place -
5	UNIT 5: LEGAL REGULATORY AND ETHICAL REQUIREMENTS 5.1 Policies and Procedures of a company

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1. Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 17. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

Department of General Education (V H S E Wing)
ASSISTANT PHYSIOTHERAPIST
FIRST YEAR FOCUS AREAS FOR THE ACADEMIC YEAR 2020-21
VOCATIONAL SKILL

SL. NO.	NAME OF UNIT AND FOCUS AREAS
1	UNIT 1 INTRODUCTION TO PHYSIOTHERAPY 1.1. Explain the definition and scope of physiotherapy 1.2 General goals of physiotherapy 1.3. Explain the different specialties /branches of physiotherapy and its importance 1.4.Rehabilitation team
2	UNIT -02 BASICS OF HUMAN ANATOMY AND PHYSIOLOGY 2.1.Anatomical position 2.2.Explain the regional -(Upper limb, Lower limb, Head and neck and Trunk) and directional terms of human body (Anterior/Posterior, Medial/Lateral,Superior/Inferior,Proximal/Distal and Dorsal/ventral) 2.3.Function of skeletal system 2.4.Appendicular skeleton-Scapula,Clavicle,Humerus,Radius and Ulna,Hip bone and Femur.(Type,Position and major features) 2.5. Axial Skeleton-vertebral column in brief.(Name the region and number of vertebrae) 2.6.Types of bone-5 types 2.7-Types of muscles-Skeletal,Cardiac and Smooth muscles 2.8.Major muscles of upperlimb,lower limb and trunk with their nerve supply and action-Trapezius, Pectoralis, Deltoid, Biceps, Triceps,Quadriceps and Hamstrings 2.9.Definition of a joint,-Structural and functional classification of joint
3	UNIT -03. INTRODUCTION TO EXERCISE THERAPY -PART 01 <u>3.1.Classification of movement(Active and passive)-Principles, effects and uses of Realxed passive movements</u> 3.2.Fundamental Positions.(Brief Description) 3.3.Relaxation techniques. 3.4.Manual muscle testing-MRC Grading0-5 3.5.Aerobic and anaerobic exercise-Define Endurance,Fatigue, Sets and Repetitions, Frequency, Intensity and Duration 3.6.Definition of posture ,Effects of good posture ,Causes of poor posture and Postural deformities - Scoliosis, Kyphosis, Lordosis
4	UNIT 04 INFECTION CONTROL AND OCCUPATIONAL HAZARDS 4.1.Describe modes of transmission of infection 4.2. Personal protective equipments 4.3.Preventive measures of Burns,falls and Electric Shock

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1. Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 18. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)
BABY CAREGIVER
 FIRST YEAR FOCUS AREAS FOR THE ACADEMIC YEAR 2020-21

UNIT	NAME OF UNIT AND FOCUS AREA
1	<u>BCG-Scope and Prospects</u> <ul style="list-style-type: none"> • Roles and responsibilities of Baby Care Giver • Importance of aptitude and attitude
2	<u>Basic Needs of Babies and Toddlers</u> <ul style="list-style-type: none"> • Needs of children -Physical, emotional and social needs • Importance of sleep for the babies • Sleep schedule • How to provide a good sleep environment • Bathing schedule • Bathing procedure • Immunization schedule • Methods of Sterilizing Babies feeding apparatus and other products
3	<u>Feeding Babies and Toddlers</u> <ul style="list-style-type: none"> • Feeding schedule • Importance of observing the child immediately after every meal • How to prevent choking and aspiration • Breast feeding:- Importance and need of breastfeeding • conditions which demand artificial feeding • Introduction of complimentary feeding- when and how? • Common weaning recipes • Family pot feeding
4	<u>Holistic Development of Babies</u> <ul style="list-style-type: none"> • Growth and Development:-Meaning of Growth and development • Difference, Principles, Stages and areas • Growth Monitoring • Development milestones. • Developmental Deviations. • Importance of monitoring the baby • Installation of safety equipment for the baby-Temporary fence, CCTV, smoke sensors • Common accidents and its prevention • Positive ways of communication • Methods of resolving conflicts

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1. Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 19. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

DEPARTMENT OF GENERAL EDUCATION(V H S E WING)

BEAUTY THERAPIST

FIRST YEAR FOCUS AREAS FOR THE ACADEMIC YEAR 2020-21

VOCATIONAL SKILL

SL NO	NAME OF UNIT AND FOCUS AREAS
UNIT 1	BEAUTY AND WELLNESS INDUSTRY AND BEAUTY THERAPY
	SESSION 1-Career opportunities in the beauty and wellness sector.
	SESSION 2-Beauty therapy services
	SESSION 3-Preparing and maintaining the work area.
UNIT 2	SKIN CARE SERVICES
	SESSION 1-Anatomy and physiology of the skin
	SESSION 2-Types of skin and skin care
	SESSION 4-Bleaching
UNIT 3	MANICURE AND PEDICURE
	SESSION 1-Anatomy of the nail, hand and feet
	SESSION 2-Manicure
	SESSION 3-Pedicure
UNIT 4	DEPILATION SERVICES
	SESSION 1-Waxing
	SESSION 2-Threading

EMPLOYABILITY SKILL

SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1.Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 20. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

Department of General Education (V H S E Wing)

DAIRY PROCESSING EQUIPMENT OPERATOR

FIRST YEAR FOCUS AREAS FOR THE ACADEMIC YEAR 2020-21

VOCATIONAL SKILL

SL.NO	NAME OF UNIT AND FOCUS AREAS
1	<p><u>Introduction to Milk Processing</u></p> <p>1.1 Identify different classes of milks.</p> <ul style="list-style-type: none"> • Definition of milk • Composition of milk • Standards of different classes of milk
2	<p><u>General tools and safety practices in work area</u></p> <p>2.1 List out different types of tools used in dairy work area.</p> <ul style="list-style-type: none"> • Familiarize with the various tools used in dairy industry like wrenches, pliers, saws, cutters etc. <p>2.2 List general safety practices in work areas</p> <ul style="list-style-type: none"> • Familiarize with the various safety equipment used in the work area.
3	<p><u>Introduction to milk processing equipment</u></p> <p>3.5 Demonstrate working of various equipment's at Raw Milk Reception Dock.</p> <ul style="list-style-type: none"> • Can washers • Tipping bar • Weighing bowl • Dump tank • Flow meters <p>3.6 Demonstrate milk pasteurization.</p> <ul style="list-style-type: none"> • Objectives of pasteurization • Types of pasteurization • Schematic diagram of pasteurization <p>3.7 Develop skill in the operation of various equipment's in milk processing section.</p> <ul style="list-style-type: none"> • Tanks-Silos, storage tanks • Milk filters and types • Clarifiers, cream separators • Homogenizers-single stage and double stage • Pasteurizers-Batch type, flash and continuous • Heat exchangers-jacketed kettles, plate heat exchangers, tube in tube heat exchangers, shell and tube heat exchangers • Flow diversions valve • Pasteurizer control • Basic concepts about milk sterilizations

	<p>3.9 Identify different types of packing machines and perform its operations.</p> <ul style="list-style-type: none"> • List different types packaging machines • Parts and operations of pouch filling machines
4	<p><u>Preparations and maintenance of work area</u></p> <p>4.1 Explain types of deposits/soils in dairy machineries and identify suitable cleaning agents.</p> <ul style="list-style-type: none"> • Different types of deposits/ soils in various processing equipment • Selection of suitable cleaning agent and de-soiling process <p>4.3 Prepare and maintain work area and process machineries for processing.</p> <ul style="list-style-type: none"> • List methods of cleaning and sanitizations • Manual washing • Mechanical washing • Cleaning in place • Sanitizations of dairy equipment

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	<p>UNIT 1. COMMUNICATION SKILLS</p> <p>1. Elements of communication</p> <p>2. Methods of communication</p> <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	<p>UNIT 2 SELF MANAGEMENT SKILLS</p> <p>1. Grooming and personal hygiene</p>
3	<p>UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS</p> <p>21. Steps for open, save, print & close document</p>
4	<p>UNIT 4. ENTREPRENEURIAL SKILLS</p> <p>1. Who is an Entrepreneur</p> <p>2. Values of an Entrepreneur</p> <p>3. Attitude of an Entrepreneur & Employee</p> <p>4. Different ways in which an entrepreneur can think to solve problems</p> <p>5. Importance of business planning</p>
5	<p>UNIT 5. GREEN SKILLS</p> <p>1. Main sectors of green economy-</p> <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management <p>2. Policy initiatives for greening economy in India (GIM, NSM, SBA)</p>

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)
DENTAL ASSISTANT
 FIRST YEAR FOCUS AREAS FOR THE ACADEMIC YEAR 2020-21

VOCATIONAL SKILL

SL.NO.	NAME OF UNIT AND FOCUS AREAS
01.	UNIT ONE – INTRODUCTION TO DENTISTRY 1.1 Branches of Dentistry 1.2 Duties of Dental Assistant in Dental Office
02.	UNIT THREE -GENERAL AND ORAL ANATOMY 3.1 Mandible, TMJ 3.2 Dentition, Stages of dentition, Types of teeth and function 3.3 Structure of tooth and tissues of tooth- Enamel, Dentin, Pulp, Cementum 3.4 Terminologies used in Dentistry 3.6 Tooth numbering systems- Palmar, FDI
03.	UNIT FOUR – BASIC ORAL SURGERY-1 4.1 Names of common Oral surgical procedures 4.3 Types of anesthesia 4.4 Identification of instruments used in Oral surgery
04.	UNIT FIVE – RESTORATIVE AND ENDODONTIC DENTISTRY-1 5.1- Dental Caries, Causes & progression 5.3- Identification of instruments used in Restorative Dentistry
05.	UNIT SIX – PERIODONTICS- 1 6.1 Supporting structures of teeth 6.2 Factors affecting periodontal health 6.3 Identification of instruments and materials used in periodontal treatment
06.	UNIT SEVEN – PROSTHODONTICS-1 7.1 Types of Prosthodontic appliances 7.2 Materials used in Prosthodontics- Impression materials – types and manipulation of alginate, Gypsum products- Types and their manipulation
07.	UNIT EIGHT- ORTHODONTICS-1 8.1- Occlusion, malocclusion, classification of malocclusion 8.2 Classification of orthodontic appliances 8.3 Abnormal oral habits and indicated appliances
08.	UNIT NINE – DENTAL OFFICE MANAGEMENT 9.5 Management of emergency in Dental Office

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1. Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 22. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)
DAIRY FARMER/ENTREPRENEUR FIRST YEAR
FOCUS AREAS FOR THE ACADEMIC YEAR 2020-21

VOCATIONAL SKILL

SL. NO.	NAME OF UNIT AND FOCUS AREA
01	UNIT I. INTRODUCTION TO DAIRY FARMING 1.1. Importance of dairy farming 1.3. Understand the different indigenous and exotic breeds <ul style="list-style-type: none"> Indian breeds of cattle – Gir, Sahiwal, Red Sindhi, Tharparkar Exotic breeds of cattle – HF, Jersey, Brown Swiss Breeds of buffalo – Murrah, Mehsana, Jaffarabadi, Surti Various common terms used in cattle 1.4. Cross breeding and common cross bred cattle in India 1.5. Differentiate between healthy and sick animals. <ul style="list-style-type: none"> Symptoms of illness in animals Vaccination schedule of cattle
02	UNIT II. PREPARE AND MAINTAIN LIVESTOCK ACCCOMODATION 2.1. Purpose of animal housing 2.2. Housing systems – loose housing, tail to tail system, head to head system 2.4. Common equipment and machines used in dairy farms 2.5. Understand the different methods of waste handling/management <ul style="list-style-type: none"> Routine activities in a dairy farm – daily, monthly and yearly Effective disposal of manure – FYM, composting, bio gas, organic mulch 2.6. Plan and follow the routine cleaning of animal sheds <ul style="list-style-type: none"> Sections of dairy farm – milking centre, calving pen, calf shed, trevis, casting pit
03	UNIT III. ESTABLISH LIVESTOCK WITHIN ACCOMODATION 3.1. Understand the requirement of suitable PPE while livestock accommodation <ul style="list-style-type: none"> PPE equipment Risk associated with Dairy workers and safety measures 3.2. Check the suitability of environmental conditions for establishing livestock <ul style="list-style-type: none"> Suitable environmental conditions for dairy cattle Causes of stress and measures to minimise stress in dairy cattle 3.3. Transportation of dairy animals – (a) on foot (b) by road
04	UNIT IV. PROVIDE FEED AND WATER FOR LIVESTOCK 4.1. Classification of feed stuffs 4.2. Understand nutrient requirement of animals <ul style="list-style-type: none"> TDN and CP Types of animal feed requirements or ration 4.3. Various feed ingredients used in concentrate mixture 4.5. Steps in scientific and safe storage of animal feed 4.6. Prepare feed with the mixture of right components and procuring quality feed <ul style="list-style-type: none"> Steps in preparing concentrate mixture Benefits of concentrate mixture prepared in farm 4.7. Provide feed and water to livestock <ul style="list-style-type: none"> Plans to ensure availability of feed and water in a dairy farm Water requirement of dairy cattle 4.8. Causes of feed wastage and measures to minimise the wastage
05	UNIT V. FORAGE CONSERVATION 5.1. Classification of fodder crops based on season 5.4. Methods of forage conservation – (a) hay (b) silage

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1.Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 23. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

Department of General Education (V H S E Wing)
DIET ASSISTANT
FIRST YEAR FOCUS AREAS FOR THE ACADEMIC YEAR 2020-21

VOCATIONAL SKILL

SL.NO	NAME OF UNIT AND FOCUS AREAS
1	Unit 1. HUMAN NUTRITION AND PHYSIOLOGY 1.1 Human body systems and their functions. 1.2 Nutrition during life cycle-Dietary principles
2	Unit 2. FOOD PREPARATION PRACTICES 2.1 Different types of cooking methods 2.2 Techniques to enhance nutritive value of food
3	Unit 3. NUTRITIONAL INFORMATION OF FOODS AND MENU PLANNING 3.1 Aspects, principles and guide lines of menu planning, RDA of Indians 3.2 Steps of planning Menu for a day
4	Unit 4. FOOD SAFETY AND FOODBORNE ILLNESS 4.1 Safe food handling practices 4.2 Sources and preventive measures of food contamination
5	Unit 5. BIOMEDICAL WASTE MANAGEMENT 5.1 Sources and segregation of biomedical waste

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1. Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 24. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

Department of General Education (V H S E Wing)

FISH AND SEAFOOD PROCESSING TECHNICIAN

FIRST YEAR FOCUS AREAS FOR THE ACADEMIC YEAR 2020-21

VOCATIONAL SKILL

SL.NO.	NAME OF UNIT AND FOCUSAREAS
1	<u>Unit 1: Introduction to Fish and Seafood Processing</u> 1.1 Major seafood resources 1.2 Fish and Seafood processing
2	<u>Unit 2: Fish spoilage</u> 2.1 Types of spoilage in fish. 2.2 Factors affecting spoilage
3	<u>Unit 3: Preparation and maintenance of work area for seafood processing</u> 3.1 Various processing areas/sections in fish processing plant 3.2 Cleaning and sanitizing agents, chlorination dosage 3.3 Cleaning procedure
4	<u>Unit 4: Production planning involved in seafood processing</u> 4.1 Product styles of fish,prawn and cephalopods 4.2 Raw material calculation based on production order- yield calculation 4.3 Packaging materials used in seafood processing 4.4 SOP to be followed in cold storage for finished products.
5	<u>Unit 5. Occupational Health and Safety Issues in Seafood processing industry</u> 5.1 Various occupational health and safety issues in seafood industry

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1.Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 25. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

Department of General Education (V H S E Wing)

FISHING BOAT MECHANIC

FIRST YEAR FOCUS AREAS FOR THE ACADEMIC YEAR 2020-21

VOCATIONAL SKILL

SI No	Name of Unit and Focus area
1	Unit – 1 Introduction to FBM 1.2- Measuring, striking, holding and cutting tool
2	Unit – 2 Operations and testing of on board Machinery 2.1- Introduction to main engine, auxiliary engine 2.2- Describe working of four stroke diesel engine/engine parts- piston, cylinder, connecting rod, crank shaft 2.3- Name of pumps(centrifugal, reciprocating, gear, hand) 2.4- Construction of gear pump, Centrifugal pump 2.8- Function of a daily service tank, tank sounding procedure, function of a gauge glass
3	Unit – 3 Fire fighting equipment 3.1- Fire triangle, classification of fire, fire fighting equipment 3.2- Routine check for fire fighting equipment
4	Unit – 4 Life saving appliances 4.1-Names of LSAs, Explain Life Jacket , Lifeboat
5	Unit – 5 Fishing gear 5.1- Various Types of Nets-Purse seine and Gill Net, Long Line 5.2- Types of Ropes-Natural and Synthetic Ropes
6	Unit - 6 Operation and testing of deck machinery 6.1- Various Deck Machineries-Winches, Line Hauler, Gurdy, Net Drum, Power Block, Explain Winches , Explain Net Drum

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1. Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 26. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

Department of General Education (VHSE Wing)
FITNESS TRAINER
 First Year Focus Areas for the Academic Year 2020-21

VOCATIONAL SKILL

SL.NO	NAME OF UNIT AND FOCUSAREAS
1	<p><u>UNIT – 1 INTRODUCTION TO FITNESS</u></p> <p>Describe the meaning and Components of Fitness</p> <ol style="list-style-type: none"> 1. Fitness 2. Components of fitness: <ul style="list-style-type: none"> Cardio vascular endurance, Muscular endurance, strength, Flexibility, balance, Speed, Reaction time, Agility, Body composition, Types of fitness - aerobic, anaerobic, muscular strength, and Flexibility 3. Describe the benefits of fitness <ul style="list-style-type: none"> Benefits of being fit – Better physical health, Better personality, Social benefits of exercises, Improved Psychological health 4. Identify the employment opportunities in fitness industry and describe their role and functions <ul style="list-style-type: none"> ➤ Fitness trainer ➤ Personal trainer ➤ Athletic trainer ➤ Gym assistant ➤ Health club manager Certified strength and conditioning specialist
2	<p>Unit 2. ROLES AND RESPONSIBILITIES OF A FITNESS TRAINER</p> <ol style="list-style-type: none"> 1. Describe the requirements to be met for becoming a fitness trainer <ol style="list-style-type: none"> a. Training for acquiring essential qualification b. Building a portfolio c. Popular Institutes for fitness training <ul style="list-style-type: none"> ➤ American Council on Exercise ➤ American College of Sports Medicine ➤ Athletic and Fitness Association ➤ Human Kinetics Aquatic Exercise Association 2. Identify the roles and responsibilities of a fitness trainer <ol style="list-style-type: none"> a. Work ethics of a fitness trainer b. Responsibilities of a fitness trainer <ul style="list-style-type: none"> ➤ Explain and demonstrate exercise routine to client ➤ Reduce chances of injuries ➤ Monitor client progress ➤ Provide information on general fitness and health issues, ➤ Provide immediate first aid
3	Unit 3. STARTING AND MANAGING A FITNESS CENTRE

	<ol style="list-style-type: none"> 1. Establishment of a fitness center <ol style="list-style-type: none"> a. Preparation of a plan for starting a fitness center Target market, Location, Infrastructure, Facilities, Exercise machines and free weights, Administration and accounts section b. Strategies to increase clientage c. Maintenance of a fitness center 2. Identify the various zones of a fitness center <ol style="list-style-type: none"> 1. Different areas of a Fitness Centre <ul style="list-style-type: none"> ➤ Reception ➤ Cardio zone ➤ Strength zone ➤ Spa zone ➤ Nutrition bar <p>Equipment management in various zones</p> <ol style="list-style-type: none"> 3. Demonstrate the knowledge of managing a fitness center <ol style="list-style-type: none"> a. Definition and Principles of Management b. Creation of conducive environment <ol style="list-style-type: none"> 1. Marketing and advertisement
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EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2. SELF MANAGEMENT SKILLS 1. Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 27. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)
FLORICULTURIST (OPEN CULTIVATION) Year – First Year
FOCUS AREAS FOR THE ACADEMIC YEAR 2020-21

VOCATIONAL SKILL

SL.N O.	NAME OF UNIT AND FOCUS AREAS
01.	Introduction to floriculture 1.1 Describe floriculture and its importance 1.2 Classification of flowers
02.	Nursery Management 2.1 Types of nursery – Based on duration 2.2 Classes of Plant growth regulators 2.3 Growing medium 2.4 Site selection for nursery 2.5 Prepare nursery bed 2.6 Procedure of Soil Solarization. 2.7 Method of seed sowing 2.8 Potting depotting & repotting 2.9 Hardening of plants in nursery
03.	Tools and Equipment 3.1 Types of tools and equipments and their uses
04.	Field preparation and Cultural Operations 4.1 Selection of site for cultivation of ornamental crops 4.2 Soil properties - Soil texture and structure, Soil pH 4.3 List out soils of India 4.4 Preparation of field 4.5 Special practices
05.	Nutrition and irrigation 5.1 Manures and Fertilizers 5.1.1 Classification of manures, fertilizers 5.1.2 Green manuring advantages and examples 5.2 Methods of manure and fertilizer application, Biofertilizers 5.3 Method of irrigation
06.	Insect pests, diseases and weed management 6.1 Insect pest management 6.1.1 Insect Orders -Damaging stage – Examples 6.1.2 Nature of insect damage 6.1.3 Integrated Pest Management 6.2 Disease Management 6.2.1 Identify Symptoms 6.2.2 Integrated Disease Management

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1. Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 28. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)

FLORICULTURIST(PROTECTED)CULTIVATION

FIRST YEAR FOCUS AREA FOR THE ACADEMIC YEAR 2020-21

UNIT	NAME OF UNIT AND FOCUS AREAS
1	Introduction to Protected Cultivation
	Session 1: Importance of Protected Cultivation
	Session 2: Site Selection and Suitable Crops for Protected Cultivation
2	Types of Protected Structures and their Components
	Session 1: Types of Protected Structures- Name of structures
	Session 2: Classification of Greenhouses-factors responsible for site selection
	Session 3: Major Components of a Greenhouse-Name and use
3	Preparation of Media and Container for Commercial Cultivation in Greenhouses
	Session 1: Growing Media and its Composition -Name and one important characteristic
	Session 2: Sterilization of Growing Media
	Session 3: Preparation of Beds and Containers for Growing Crops
4	Irrigation and Fertigation in Greenhouses
	Session 1: Micro Irrigation Systems and their Application
	Session 2: Types of Fertilizers and their Scheduling-Name of fertilizers
5	Greenhouse Operations
	Session 1: Equipment for Environmental Parameter Monitoring in Greenhouses -Name and use
	Session 2: Management of Environmental Parameters in a Greenhouse-Purpose and name of equipment

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1.Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 29. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)
FRONTLINE HEALTH WORKER
FIRST YEAR FOCUS AREAS FOR THE ACADEMIC YEAR 2020-21

VOCATIONAL SKILL

SL.NO	NAME OF UNIT AND FOCUS AREAS
1	<u>COMMUNITY HEALTH AND PUBLIC HEALTH</u> 1.1. Definition and concept of public health and community health, Health indicators and factors affecting health. 1.2. Concept and objectives of NHM &ASHA
2	<u>ROLES AND RESPONSIBILITIES OF FHW</u> 2.1. Perform duties of FHW in maternal care ,new born care and child care. 2.2. Duties of FHW in social mobilization
3	<u>RECORDS AND REGISTRATION ,HEALTH INFORMATION AND WORK PLACE PROTOCOL</u> 3.1. Importance of maintaining registers 3.2. Types of community registers used in the community-Birth,death,marriage ,epidemic registers
4	<u>VHSNC,TSP and BIOMEDICAL WASTE</u> 4.1. Functions and objectives of VHSNC ,VHND 4.2. The knowledge of source and disposal methods of Bio-medical waste
5	<u>NATIONAL HEALTH PROGRAMMES</u> 5.1. Various National Health Programmes reference to communicable diseases.(up to DOTS) 5.2. Enumerate National Immunization Schedule (Importance,schedule,storage&transport)
6	<u>PERSONAL HYGIENE ,INFECTION CONTROL &PREVENTION</u> 6.1. Demonstrate good hygiene practices. 6.2. Infection, causative factors and process of transmission

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1. Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 30. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

Department of General Education (V H S E Wing)

GARDENER

FIRST YEAR FOCUS AREAS FOR THE ACADEMIC YEAR 2020-21

VOCATIONAL SKILL

SL. NO.	NAME OF UNIT AND FOCUS AREAS
1	<u>INTRODUCTION TO FLORICULTURE</u> 1.1 Importance and uses of floriculture 1.2 Classification of Ornamental Plants
2	<u>INTRODUCTION TO NURSERY MANAGEMENT</u> 2.1 Nursery bed 2.2 Growing medium 2.3 Type of plant bio-regulators 2.4 Methods of seed sowing 2.5 Potting, de-potting and re-potting
3	<u>PLANT PROPAGATION</u> 3.1 Types of Propagation 3.2 Cuttings – Stem and Leaf 3.3 Layering – Simple and Air layering 3.4 Grafting – Scion, Root stock, approach grafting, wedge grafting, top working 3.5 Budding – T-budding, Patch budding 3.6 Tissue culture 3.7 Plant propagation by specialised organs
4	<u>GARDEN TOOLS AND EQUIPMENTS</u> 4.1 Tillage 4.2 Garden Tools 4.3 Precaution taken during use of tools & equipment, Care and maintenance
5	<u>SOIL MANAGEMENT AND FIELD PREPARATION</u> 5.1 Soil pH 5.2 Soil reclamation 5.3 Soil Sampling 5.4 Field preparation & Special Practices

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1. Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 31. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)
GENERAL DUTY ASSISTANT
 FIRST YEAR FOCUS AREAS FOR THE ACADEMIC YEAR 2020-21
VOCATIONAL SKILL

SL.N O.	NAME OF UNIT AND FOCUS AREAS
01.	UNIT NO: 1 INTRODUCTION TO HEALTH CARE SYSTEM 1.1 Roles and functions of various departments and professionals in the hospital 1.2 Roles and functions of General Duty Assistant in the hospital 1.3 Qualities of a good General Duty Assistant in the hospital
02.	UNIT NO: 2 ROLE OF GENERAL DUTY ASSISTANT IN PATIENT CARE 2.1 Various activities of patient's daily care routine, including oral care, bathing (sponge bath, back care), feeding (assisted feeding, RT feeding), excreta disposal (use of bed pan and urinal), transfer of patients etc. 2.2 Vital Signs 2.3 Bed Making 2.4 Components of Patient's Comfort – Comfort Devices, Therapeutic Positions 2.5 Death Care 2.6 Phases of disaster management 2.7 Handling Emergency Services – Emergency Response Team, Fire Fighting
03.	UNIT NO: 3 CUSTOMER SERVICE AND PUBLIC RELATIONS 3.1 Telephone Etiquettes 3.2 Qualities of a good medical receptionist
04.	UNIT NO: 4 HUMAN ANATOMY, PHYSIOLOGY AND NUTRITION 4.1 Cardiovascular System 4.2 Musculoskeletal System – Body Mechanics 4.3 Balanced Diet 4.4 Therapeutic Diet
05.	UNIT NO: 5 PRIMARY HEALTHCARE AND MEDICAL EMERGENCY 5.1 Essential components of primary healthcare 5.2 Chain of Survival 5.3 Various medical emergency situations (Heart Attack – CPR), Chocking, Asthma
06.	UNIT NO: 6 HANDLING EMERGENCY SERVICES 6.1 Qualities to be possessed by GDA while handling emergencies

	6.2 Triage 6.3 Methods and types of immobilizations 6.4 Accidents and emergencies in children and its preventive measures 6.5 Operation Theatre – Disinfection of OT, Preoperative Preparation of the patient
07.	UNIT NO: 7 PERSONAL HYGIENE AND FIRST AID 7.1 Infection Control Practices – Standard Precautions, Hand Washing 7.2 First aid in fever, heat stroke, bleeding, burns, insect bites and stings, dog bites and snake bites

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUS AREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1. Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 32. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

Department of General Education (V H S E Wing)

MEDICAL EQUIPMENT TECHNICIAN

FIRST YEAR FOCUS AREAS FOR THE ACADEMIC YEAR 2020-21

VOCATIONAL SKILL

SL. NO.	NAME OF UNIT AND FOCUSAREAS
1	<u>HEALTHCARE DELIVERY SYSTEMS AND ROLE OF MEDICAL DEVICES</u> 1.1 Structure of healthcare delivery systems in India. 1.2 Name and functions of various departments in hospitals
2	<u>FUNDAMENTALS OF ELECTRICITY AND ELECTRONICS</u> 2.1 Definition and units of Voltage, Current and Power 2.2 List out various active components 2.3 Application of diode and transistor
3	<u>FUNDAMENTALS OF BIOMEDICAL INSTRUMENTATION</u> 3.1 Bioelectric potential-resting membrane potential-action potential-depolarization-repolarization 3.2 Block diagram of basic biomedical recording system 3.3 Transducer- definition- type - use (LVDT, capacitive transducer temperature sensor) 3.4 Electrodes-use-type
4	<u>ELECTROMECHANICAL,THERMODYNAMICS, PHYSICS & INSTRUMENTATION</u> 4.1 Applications and parts of Centrifuge 4.2 Applications and parts of Laryngoscope 4.3 Applications and parts of Photo therapy unit 4.4 Applications and parts of Nebulizer
5	<u>FUNDAMENTAL KNOWLEDGE OF FUNCTION AND OPERATION OF ALL POSSIBLE BASIC CLINICAL EQUIPMENT</u> 5.1 Operation and applications of Digital Blood Pressure Monitor, Digital Glucometer and Digital Thermometer 5.2 ECG waveform and their characteristics, Lead configuration 5.3 Compound microscope-parts 5.4 Photo electric colorimeter-parts-block diagram 5.5 ESU principle-modes of operation 5.6 Introduction to Dialysis-Types of dialysis 5.7 X-ray machine –parts and working 5.8 Applications of Anesthesia machine and Ventilator

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1. Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 33. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

DEPARTMENT OF GENERAL EDUCATION (V H S E WING)
MICRO-IRRIGATION TECHNICIAN – 1st Year
FOCUS AREAS FOR THE ACADEMIC YEAR 2020-21

VOCATIONAL SKILL

SL. NO.	NAME OF UNIT AND FOCUS AREAS
1	<p><u>UNIT 1 - INTRODUCTION TO MICRO-IRRIGATION SYSTEM</u></p> <p>1.1.1. Introduction to irrigation, methods of irrigation and micro-irrigation</p> <p>1.1.2. Classification of micro-irrigation systems and important features including sprinkler irrigation system (Types, working principles)</p> <p>1.3.1. Design of the micro-irrigation system in the field – Important aspects of a design, factors to be considered while designing a MIS (soil factors, crop factors, environmental factors and plant water relationships)</p>
2	<p><u>UNIT 2 - LAYOUT AND INSTALLATION OF SPRINKLER IRRIGATION SYSTEM</u></p> <p>2.1.1. Layout & Components of Sprinkler Irrigation System (SIS)</p> <p>2.2.1. Different tools and materials used for installation of sprinkler irrigation system.</p> <p>2.6.1. Procedures and materials involved in installation of pipe network (including raiser pipe with sprinkler heads)</p>
3	<p><u>UNIT 3 - MAINTENANCE OF SPRINKLER IRRIGATION SYSTEM</u></p> <p>3.1.1. Sequence of operation - pump, NRV, air release valve, main and sub main valves, lateral and sprinklers</p> <p>3.3.1. Procedure for maintenance of Head unit, pump, filters, valves and sprinkler heads</p>

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1. Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 34. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

Department of General Education (V H S E Wing)

ORGANIC GROWER

FIRST YEAR FOCUS AREAS FOR THE ACADEMIC YEAR 2020-21

VOCATIONAL SKILL

SL.NO.	NAME OF UNIT AND FOCUS AREAS
1	<p><u>UNIT 1: Introduction to crops and cropping system</u></p> <p>1.1 Classification of agriculture science</p> <p>1.2 Major agriculture crops of India, grown under organic farming</p> <p>1.3 Difference between organic farming and conventional farming</p> <p>1.4 Integrated farming system</p> <p>1.5 Cropping system (Monoculture, multiple cropping, Inter-cropping, ratoon cropping, crop rotation, multi-tier cropping)</p>
2	<p><u>UNIT 2: Introduction to Organic farming</u></p> <p>2.1 Detrimental effects of chemical-based farming system (Points only)</p> <p>2.2 Difference between Natural and Organic food</p> <p>2.3 Types of Organic farming</p> <p>2.4 Farm Machinery and equipment</p> <p>(a) Soil cultivation (Primary and secondary tillage implement)</p> <p>(b) Garden tools</p> <p>2.5 Principles of organic farming (List only)</p> <p>2.6 Sources and production of organic manures</p> <p>(a) Classification of organic manures</p> <p>(b) Method of preparation</p> <p>(1) FYM (2) Vermicompost (3) Vermiwash</p> <p>2.7 Role and benefits of livestock in organic farming (Points only)</p>
3	<p><u>UNIT 3: Water, nutrients and pest management in organic farming</u></p> <p>3.1 Irrigation technology</p> <p>(a) Drip irrigation – Advantages</p> <p>(b) Factors affecting irrigation interval</p> <p>3.2 Biofertilizers</p> <p>(a) Classification (Name and examples only)</p> <p>(b) Application techniques</p> <p>3.3 Methods of weed control (Points Only)</p> <p>(a) Mechanical (b) Cultural (c) Biological (Bio control agents)</p> <p>3.4 Pest control</p> <p>(a) List of pest group with examples</p> <p>(b) General characters of insect pest with group, feeding habit and destructiveness</p> <p>(c) Classification of insect pest, based on extent of damage</p> <p>(d) Classification of disease, based on causal organism</p> <p>(e) Methods of insect pest management with two examples (Five points only)</p>

	(f) Plantbasedextracts(Neemseedkernel,Neemoilgarlic,Papayaleafextracts, Nattapoochedi emulsion,Kiriyathextracts.
4	<u>UNIT-4:Packageofpracticesfororganicfarming</u> 4.1 Varieties of Amaranthus, chilly, tomato, bittergourdand snakegourd 4.2 Majorinsectpest ofcucurbits (nameonly) 4.3 Diseaseof okra 4.4 Usesofflowercrops(Rose,chrysanthemumandmarigold)

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1.Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 35. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

Department of General Education (V H S E Wing)
ORNAMENTAL FISH TECHNICIAN (ORFT)
 FIRST YEAR FOCUS AREAS FOR THE ACADEMIC YEAR 2020-21

VOCATIONAL SKILL

SL NO	NAME OF THE UNIT AND FOCUS AREAS
1	Unit 1 : INTRODUCTION TO ORNAMENTAL FISH INDUSTRY 1.1) Identify commercially important ornamental fish species.
2	Unit 3: Fabrication and setting of different types of tanks 3.1 Develop skill in the fabrication of glass tanks of different shapes and size
3.	Unit 4: ORNAMENTAL FISH FARM MANAGEMENT 4.1 Perform prestocking management in culture ponds. 4.2. Develop skill in quarantining and acclimatization of ornamental fishes 4.4 . Develop skill in water quality analysis
4.	UNIT 5 ORNAMENTAL FISH NUTRITION 5.1) List out nutritional requirements of ornamental fishes according to life stages 5.2) Develop skill in formulated feed preparation using locally available ingredients

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1.Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 36. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

Department of General Education (V H S E Wing)
SHRIMP FARMER (SHF)
 FIRST YEAR FOCUS AREAS FOR THE ACADEMIC YEAR 2020-21

VOCATIONAL SKILL

SL.NO.	NAME OF UNIT AND FOCUS AREAS
1	Unit 1: Introduction to shrimp farming 1.1 Shrimp morphology 1.2 Extensive Farming / Prawn Filtration 1.3 Intensive Farming / Prebiotics & Probiotics 1.4 Super intensive Farming /RAS / Biofloc systems
2	Unit 2: Selection of species 2.1 Criteria / factors for selection of species 2.2 Shrimp species / <i>F.indicus</i> , <i>P.monodon</i> & <i>L. Vannamei</i> (Identification, Growth rate, Culture period, Feeding behavior, FCR, salinity preference)
3	Unit 3: Site selection 3.1 Criteria / factors for selection of shrimp farm site (List only) 3.2 Water characteristics (Temperature, D.O., Transparency, pH, Ammonia, Phytoplankton, Zooplankton) 3.3 Soil characteristics (Soil pH, Soil Types) 3.4 CRZ & CAA
4	Unit 4: Design and construction of shrimp farm 4.1 Steps in Farm construction (List only) 4.2 Layout of a shrimp farm 4.3 Sluice Gate (Functions) & Bund (Cross section) 4.4 Paddle wheel aerator, Cat walk, Feeding tray 4.5 Pond area calculation
5	Unit 5: Pre-stocking management 5.1 Steps in Pre stocking management (List only) 5.2 Eradication of aquatic weeds 5.3 Eradication of weed fishes predatory fishes 5.4 Liming – Importance and types 5.5 Chlorination and de-chlorination of water 5.6 Fertilizer application - Importance and types
6	Unit 6: Stocking 6.1 Factors to be considered in selecting shrimp seeds (List only) 6.2 P.C.R. Test 6.3 S.P.F. seeds 6.4 Acclimatization of shrimp seeds for stocking 6.5 Bio security

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1. Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 37. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

Department of General Education (VHSE Wing)
SMALL POULTRY FARMER (SPF)
 FIRST YEAR FOCUS AREA FOR THE ACADEMIC YEAR 2020 -2021

VOCATIONAL SKILL

SL. NO.	NAME OF UNIT AND FOCUS AREAS
1.	<u>ACCOMADATION FOR POULTRY BIRDS</u> 1.2.1: Types of poultry housing system 1.2.3: Design and layout of a small poultry farm 1.2.5: Tools, equipments, materials, required for the maintenance of birds 1.3.1: Routine cleaning 1.3.3: Use of PPE while handling birds 1.4.1: Safety and cleanliness of birds 1.4.3: Waste disposal in a farm 1.4.6: Special management and care of birds during extreme climatic conditions (summer management)
2.	<u>HANDLING POULTRY BIRDS IN SHED</u> 2.1.1: Preparations for placement of newly hatched chicks 2.1.2: Handling and good management practices for birds 2.2.1: Types of biosecurity
3.	<u>FEEDING POULTRY BIRDS</u> 3.1.1: Breeds of poultry birds 3.1.2: Role of nutrients, feed ingredients, supplements and additives in poultry ration 3.1.5: Feeding and drinking behaviour of birds 3.2.2: Procurement and storage of feed ingredient and feed 3.2.6: Preparation of feed inventory and checking stock level on a regular basis 3.3.1: Forms and types of feed 3.3.2: Steps in computation of ration
4.	<u>MAINTAINING HEALTH AND HYGIENE OF POULTRY FARM</u> 4.1.3: Principles of health management 4.1.5: Difference between healthy and sick birds 4.2.1: Types of vaccines 4.2.3: Vaccination schedule for poultry birds 4.2.4: Vaccination procedures 4.3.1 : Factors influencing the nutrient requirement of poultry birds 4.3.3: Diseases – Salmonellosis, Fowl cholera, Infectious coryza, coccidiosis, Ranikhet disease, Avian influenza, Fowl pox, Aspergillosis, Aflatoxicosis, Fatty liver syndrome, Rickets, Nutritional roup, Curled toe paralysis

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1. Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 38. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)
SPEECH & AUDIO THERAPY ASSISTANT (SATA)
 FIRST YEAR FOCUS AREAS FOR ACADEMIC YEAR 2020-2021

VOCATIONAL SKILL

SI NO	NAME OF THE UNIT AND FOCUS AREAS
1	Name of the unit 1 – Introduction to Speech Language and Hearing Pathology. 1.1 Definition of speech, Language ,communication and their components. 1.2 Basics of audiology and Basics of Sound. 1.3 Development of speech and language skills.
2	Name of the unit 2- Anatomy and Physiology Speech and Hearing Mechanisms. 2.1 Hearing Mechanism.
3	Name of unit 3 - Understanding Disability. 3.1 Definition of Disability.
4	Name of the unit 4- Speech and Language Disorders. 4.1 Definition of Speech and language Disorders.
5	Name of the unit 5- Assessment of speech and Language Disorders. 5.1 Common test materials used for speech and language disorders.
6	Name of the unit 6-Hearing Loss and its assessment. 6.1 Classification of Hearing Loss. 6.2 Effect of Hearing loss on Speech and Language development. 6.3 Audiogram Notations. 6.4 Calculation of Pure Tone Average.

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1. Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 39. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

Department of General Education (VHSE Wing)

TOUR GUIDE

FIRST YEAR FOCUS AREAS FOR THE ACADEMIC YEAR 2020-21.

SL No	Name of Unit & Focus Areas	
1	Introduction to Tourism industry and Tour guide.	
	1.1	Describe the concept and types of tourism.
	1.2	Components of Tourism Industry.
	1.3	Role and Importance of Tour Guide in Tourism Industry.
	1.4	Duties and Responsibilities of Tour Guide.
2	Coordinate with travel partners.	
	2.1	Interact with travel Agents and Tour Operators.
3	Engage with tourists.	
	3.1	Perform reporting and documenting for the tour activities.
	3.2	Greet the tourists with professional etiquettes.
4	Guide Tourist at Religious Destinations.	
	4.1	Religious Tourism & different segments and forms of tourism.
	4.2	Requirements to the tourists follow at religious destinations.
5	Guide Tourist on Cruise.	
	5.1	Describe the Cruise Tourism and its various features.
6	Guide Tourists at Nature/Eco/Rural Tourist spots.	
	6.1	Demonstrate the guiding to the tourists in rural areas.
	6.2	Rules and Regulations while arranging the Nature/Eco/Rural tribal tourist spots.
7	Guide Tourists in Leisure and Recreation Tours.	
	7.1	Guide tourists to leisure and recreational activities.
8	Customer Centric Services.	
	8.1	Fulfilling Customer requirement.
9	Health and Hygiene.	
	9.1	Arrange the Personal health hygiene and care activities.

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1. Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 40. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

3	<p>Session 1: Preliminary Customer Information</p> <ul style="list-style-type: none"> ➤ Application Form For Customer ➤ Types Of Forms ➤ Documents Required For Processing Account Opening ➤ Eligibility to Open Savings Account <p>Session 2: Referral Enquiry For Potential Customers</p> <ul style="list-style-type: none"> ➤ Referral Enquiry ➤ Source Of Referral Enquiry <p>Session 3: Receive And Update Required Documents</p> <ul style="list-style-type: none"> ➤ Received And Check Filled Application Form <p>Session 4: Educate Customer About Payment Mechanism</p> <ul style="list-style-type: none"> ➤ Payment Mechanisms ➤ Payment Schedule
4	<p style="text-align: center;">UNIT 4..PROCESS OF BANKING APPLICATION</p> <p>Session 1: Delivery Of Document To The Bank</p> <ul style="list-style-type: none"> ➤ KYC Norms ➤ Acceptable Documentary Proofs And Address <p>Session 2: Status Of Application Form</p> <ul style="list-style-type: none"> ➤ Receive Notification From Bank ➤ Inform A Customer About Acceptance Or Rejection Of Application And The Reasons Of Rejection <p>Session 3: Delivery Of Documents On Account Opening</p> <ul style="list-style-type: none"> ➤ Bank Account Holder's Document ➤ Methods For Using Documents And Materials <p>Session 4: General Administration Work</p> <ul style="list-style-type: none"> ➤ Update Detail Of Accounts Opened In Information System ➤ Follow Up Visit

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1. Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 41. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

Department of General Education (V H S E Wing)
COMPUTER APPLICATION ACCOUNTING AND PUBLISHING
 FIRST YEAR FOCUS AREA FOR THE ACADEMIC YEAR 2020-21

SL No.	Name of Unit and Focus Area
1.	Unit.1 Fundamentals of Computer
	1. Basic concepts, types and generation of computer. 2. Concepts of Computer memory and types of memory. 3. Identify Input and output devices.
2.	Unit.2 Operating System and its functions
	1. Meaning , features and functions of operating system- System software- application software-differences between system software and application software. 2. Various types hardware components and its functions.
3.	Unit.4 Financial Accounting
	1. Double entry system of Accounting- basic terms- Accounting Equation- Accounting Rules 2. Journal entries and Journal entries with GST 3. Trial Balance 4. Adjusting entries- Outstanding expense, Accrued incomes, Depreciation and Closing stock. 5. Trading Account-Simple problem. 6. Profit and Loss Account-Simple problem.
4.	Unit. 6. Inventory Accounting and management
	1. Stores Ledger-FIFO and LIFO 2. Periodic Inventory system and Perpetual Inventory system

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1.Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 42. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

Department of General Education (V H S E Wing)
CRAFT BAKER CRB
 FIRST YEAR FOCUS AREAS FOR THE ACADEMIC YEAR 2020-21
VOCATIONAL SKILL

SL.NO.	NAME OF UNIT AND FOCUS AREAS
1	<u>Artisan Bakery and Patisserie</u> 1.1 Baked Products 1.2 Roles and responsibilities of a Craft baker 1.3 Equipment used in Bakery 1.4 Raw materials used in bakery and their roles
2	<u>Preparing and Maintaining Work Area and Machineries</u> 2.1 Personal Hygiene and sanitation 2.2 Cleaning agents and equipments 2.3 SOPs for disposal of waste material 2.4 Preparing work area
3	<u>Preparation and baking the products in the oven</u> 3.1 Types of oven 3.2 Fuels used to fire the oven 3.3 Baking temperature and weight conversion (Baker's Maths) 3.4 Pre production sequence (MIS-EN-PLACE)
4	<u>Bread Making Process</u> 4.1 Bread Making methods 4.2 Bread making steps 4.3 Types of bread 4.4 Common faults in bread making
5	<u>Process Of Baking (Pastry dough)</u> 5.1 Types of baked Pastry 5.2 Types of cakes

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1. Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 43. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)

OFFICE OPERATION EXECUTIVE FIRST YEAR

FOCUS AREAS FOR THE ACADEMIC YEAR 2020- 21

Vocational skill

Sl. No.	Name of Unit and Focus Area
1	Unit 1 : Introduction about Organisation Organisation Vision, Mission, Objective Organisation Structure Types of Organisation structure (Line, Function, Line and Staff, Committee)
2	UNIT 2. Managing Routine Office Activities Meaning, Importance, features and types of Work place Text, Business Letter writing Principles, E mail Etiquettes
3	UNIT 3 Computers to Store, Retrieve, and Communicate Information Basic of Computer - components Hardware Vs Software Input Unit Vs Output Unit
4	UNIT 5: Forms Management Meaning, Importance and Types of Forms Importance of Electronic Data Management
5	UNIT 6: Record Management System Meaning and Importance of Records Common Registers in an Office Meaning and Classification of Filing Meaning Indexing Meaning of Tracking.

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1. Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 44. Steps for open, save, print & close document
4	UNIT 4. ENTREPRENEURIAL SKILLS 1. Who is an Entrepreneur 2. Values of an Entrepreneur 3. Attitude of an Entrepreneur & Employee 4. Different ways in which an entrepreneur can think to solve problems 5. Importance of business planning
5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

Department of General Education(VHSE Wing)

SALES ASSOCIATE

FIRST YEAR FOCUS AREAS FOR THE ACADEMIC YEAR 2020-21

SL NO	NAME OF UNIT AND FOCUS AREAS
1	UNIT 1 Fundamentals of Retailing
	1.1 Session 1- Basics of Retailing
	1.2 Session 2 - Sales Associate Service to Customers (Difference between Customer & Consumer, Types of Customers, 4P's of Customer service)
	1.3 Session 4 - Duties & Responsibilities of Sales Associate
2	UNIT 2 Process of Credit Application
	2.1 Session 1- Features and Conditions for Credit sales (Features, characteristics of credit sale, Agreement to sell, Essential elements of contract of sale)
3	UNIT 3 Mechanism for Customers to choose right products
	3.1 Session 1- Methods of Selling (Retail Selling Methods)
	3.2 Session 2 - Sales Promotion Activities (Sales Promotion techniques)
	3.3 Session 3 - Responding to questions and comments
	3.4 Session 4 - Techniques of Closing Sales
4	UNIT 4 Specialist support to Customers
	4.1 Session 1-Providing Product information (Meaning and Features of a product, Ways of Providing Product Information)
	4.2 Session 2 - Techniques to encourage Customers to buy Products (Ways to Motivate customers to buy)
	4.3 Session 4 - Post Sales Service Support (Types of post sales service support, Collecting & Storing Customer Information)
5	UNIT 5 Health and Safety Management
	5.1 Session 1- Health and SafetyRequirements (Health and SafetyRequirements laid by Retailers & Law)
	5.2 Session 2 - Equipment and Material (Types of potential risks at a retail store, Types of Equipment and Material used in stores for Health &Safety, Dealing with risks at retail outlets)

EMPLOYABILITY SKILL	
SL.NO	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1. COMMUNICATION SKILLS 1. Elements of communication 2. Methods of communication <ul style="list-style-type: none"> • Verbal • Non-verbal • Visual
2	UNIT 2 SELF MANAGEMENT SKILLS 1. Grooming and personal hygiene
3	UNIT 3. INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS 45. Steps for open, save, print & close document
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5	UNIT 5. GREEN SKILLS 1. Main sectors of green economy- <ul style="list-style-type: none"> • Waste management • Green transportation • Green construction • Water management 2. Policy initiatives for greening economy in India (GIM, NSM, SBA)

Department of General Education (V H S E Wing)
FIRST YEAR FOCUS AREAS FOR THE ACADEMIC YEAR 2020-21
ENTREPRENEURSHIP DEVELOPMENT

SL.NO.	NAME OF UNIT AND FOCUSAREAS
1	UNIT 1 ENTREPRENEUR AND ENTREPRENEURSHIP 1.1 Concept of Entrepreneur 1.4 Functions of an Entrepreneur 1.5 Qualities of an Entrepreneur 1.6 Mindset of employees and entrepreneurs 1.13 Role of Entrepreneurship in Economic Development 1.14 Challenges of Entrepreneurship 1.15.1,2,3 Social responsibility of entrepreneurship
2	UNIT 2 ENTREPRENEURIAL COMPETENCIES 2.4,2.4.1 Leadership Competency of Entrepreneur 2.5.2,5.1,2,3 Communication competency of Entrepreneur 2.6 Competency of Entrepreneur in dealing with customers 2.14.2.A. Maslow's Need Hierarchy Theory
3	UNIT 3 ENTREPRENEURSHIP JOURNEY 3.3 Sources of generating ideas 3.7 Rural Entrepreneurship 3.8 Agri-Entrepreneurship 3.9,3.9.1 Social Entrepreneurship 3.10,3.10.1 Women Entrepreneurship
4	UNIT 4 ENTREPRENEUR THE INNOVATOR 4.2 Role of Technology and social media in creating new forms of business 4.4,4.4.1 Concepts of risk taking 4.5,4.5.1,2,3 Entrepreneurship Development Club 4.8,4.8.1 Business incubation
5	UNIT 5 ENTREPRENEURSHIP DEVELOPMENT PROGRAMME 5.4 Steps in EDP 5.5 Problems of EDP 5.8.1 Electronic Filing-E-filing 5.8.2 E-Licensing

DEPARTMENT OF GENERAL EDUCATION (VHSE-Wing)
MANAGEMENT-FIRST YEAR
Focus Areas for the Academic Year 2020-21

Sl.No	Name of unit & focus areas
1	<p>Unit-1:Nature and Significance of Management</p> <p>*Meaning & Concepts of management</p> <p>-Meaning & Definitions of Management</p> <p>-Management as economic resource</p> <p>-Management as a class or elite</p> <p>-Management as a system of authority</p> <p>-Management as a separate discipline</p> <p>-Management as a process</p> <p>*Objectives of management</p> <p>i) Organisational objectives or Economic objectives</p> <p>ii)Social objectives- iii) Personal objective</p> <p>*Levels of Management</p> <p>-Top level management, Functions of Top Level Management</p> <p>-Middle level management, Functions of Middle Level Management</p> <p>-Lower level management, Functions of Lower level Management</p> <p>*Functions of management</p> <p>Managerial functions</p> <p>(Planning,Organising,Staffing,Directing and Controlling)</p> <p>*Management v/s administration</p> <p>Differences between management and administration</p>
2	<p>Unit-2: Evolution of Management Thought</p> <p>Management Theories</p> <p>*Classical approach</p> <p>- Taylor's Scientific Management Theory(Meaning only)</p> <p>- Fayol's Administrative Management Theory(Meaning only)</p> <p>- Weber's Bureaucracy Theory (Meaning only)</p> <p>*Maslow's Need Hierarchy Theory</p> <p>*McGregor's Theory X and Theory Y</p>
3	<p>Unit 3: Functional Areas of Management</p> <p>*Financial Management</p> <p>Financial Management – Meaning</p> <p>Scope (Decisions)of Financial Management</p> <p>*Production Management:</p> <p>Production Control</p> <p>Steps in Production Control</p>

	1. Routing 2. Loading 3. Scheduling 4. Dispatching 5. Follow up and corrective action *Human Resource Management: Functions of a Personnel/ Human Resource Manager Operative Functions *Marketing Management Marketing Marketing Management Objectives of Marketing management
4	Unit 4: Recent Trends in Management Strategy Strategic Management SWOT Analysis BCG Matrix
5	Unit 5-Managerial Decision Making Meaning of (Managerial) Decision Making Characteristics of Decision Making Process of Decision Making
6	Unit 6- Economics for Managerial Decisions Meaning of Economics Meaning of Managerial Economics Demand Law of Demand Determinants of Demand Exceptions to the Law of Demand Supply Law of Supply
7	Unit 7- Pricing Decisions Meaning of Pricing Objectives of Pricing Factors affecting pricing decisions
8	Unit 8: Statistics for Managerial Decisions Meaning of statistics Functions of Statistics Limitations of Statistics Primary Data and Secondary Data Distinction between Primary and Secondary Data Sources of Primary Data
9	Unit 9 :Organisation and Presentation of Data Classification of data Frequency array and Frequency distribution

	<p>Tabular Presentation of data</p> <p>Parts of a Table</p> <p>Diagrammatical Presentation of Data</p> <p>i. One dimensional diagram</p> <p>a. Simple Bar Diagram b. Sub-divided Bar Diagram</p> <p>ii. Two dimensional diagram</p> <p>Pie Diagram</p> <p>Graphic Presentation of Data</p> <p>1. Histogram</p> <p>2. Frequency Polygon</p>
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