

# English Communicative Class 10 Syllabus

## Exam Structure

Section	Topic	Marks
A	Reading Skills	20
B	Writing Skills with Grammar	30
C	Literature Textbook and Extended Reading Text	30
	<b>Total</b>	<b>80</b>

The Board examination is of 80 marks, with a duration of three hours.

## SECTION A: READING

This section will have two unseen passages of a total of 700-750 words as per the details below:

**Q.1:** A Factual passage 300-350 words with eight Very Short Answer Type (VSA) Questions. [8 marks]

**Q.2:** A Discursive passage of 350-400 words with four Short Answer Type Questions of eight marks to test inference, evaluation and analysis and four VSA to test vocabulary and comprehension (two VSA for vocabulary and two for comprehension) [12 marks]

## SECTION B: WRITING AND GRAMMAR

**Q.3:** Formal Letter (Complaints / Inquiry / Placing order / letter to the editor) in about 100-120 words. The questions will be thematically based on the Main Course Book. [8 marks]

**Q.4:** Writing a short story based on a given outline or cue/s in about 200-250 words. [10 marks]

The **Grammar** syllabus will include the following areas in class X.

1. Tenses
2. Modals (have to/had to, must, should, need, ought to and their negative forms)

3. Use of passive voice
4. Subject – verb concord
5. Reporting
  - (i) Commands and requests
  - (ii) Statements
  - (iii) Questions
6. Clauses:
  - (i) Noun clauses
  - (ii) Adverb clauses of condition and time
  - (iii) Relative clauses
7. Determiners
8. Prepositions

The above items may be tested through test types as given below:

**Q.5:** Gap filling with one or two words to test Prepositions, Articles, Conjunctions and Tenses. [4 marks]

**Q.6:** Editing or Omission [4 marks]

**Q.7:** Sentences reordering or Sentence Transformation in context. [4 marks]

## SECTION C: LITERATURE TEXTBOOK AND LONG READING TEXT

**Q.8.** One out of two extracts from prose / poetry / play for reference to context. Four Very Short Answer Questions: Two questions of one mark each for global comprehension and two questions of one mark each on interpretation. [4 marks]

**Q.9.** Four Short Answer type Questions from the Literature Reader to test local and global comprehension of theme and ideas (30-40 words each) [2×4 = 8 marks]

**Q.10.** One out of two long answer type questions to assess how the values inherent in the text have been brought out. Creativity, imagination and extrapolation beyond the text and across the texts will be assessed. (100-120 words). [8 marks]

**Q.11.** One out of two Very Long Answer Question on theme or plot involving interpretation, inference and character, in about 200-250 words based on prescribed novel text for extended reading. [10 marks]

## Prescribed Books

## INTERACT IN ENGLISH SERIES

- Main Course Book (Revised Edition)
- Workbook (Revised Edition)
- Literature Reader (Revised Edition)

**EXTENDED READING TEXTS (either one)**

- Diary of a Young Girl - 1947 By Anne Frank (unabridged edition)
- The Story of My Life - 1903 By Helen Keller (unabridged edition)

# English Language & Literature Class 10 Syllabus

## Exam Structure

Section	Topic	Marks
A	Reading Skills	20
B	Writing Skills with Grammar	30
C	Literature Textbooks and Extended Reading Text	30
	<b>Total</b>	<b>80</b>

The Board examination will be of 80 marks, with a duration of three hours.

## SECTION A: READING

This section will have two unseen passages of a total length of 700-750. The arrangement within the reading section is as follows:

**Q.1:** A Factual passage of 300-350 words with eight Very Short Answer type Questions. [8 marks]

**Q.2:** A Discursive passage of 350-400 words with four Short Answer type Questions to test inference, evaluation and analysis and four MCQs to test vocabulary. [12 Marks]

## SECTION B: WRITING AND GRAMMAR

**Q.3:** Formal letter complaint / Inquiry / placing order / Letter to the editor / article in about 100-120 words. The questions will be thematically based on the prescribed books. [8 marks]

**Q.4:** Writing a short story based on a given outline or cue/s in about 150-200 words. [10 marks]

The Grammar syllabus will include the following areas in class X.

1. Tenses
2. Modals (have to/had to, must, should, need, ought to and their negative forms)

3. Use of passive voice
4. Subject – verb concord
5. Reporting
  - (i) Commands and requests
  - (ii) Statements
  - (iii) Questions
6. Clauses:
  - Noun clauses
  - Adverb clauses of condition and time
  - Relative clauses
7. Determiners
8. Prepositions

The above items may be tested through test types as given below:

**Q.5:** Gap filling with one or two words to test Prepositions, Articles, Conjunctions and Tenses. [4 marks]

**Q.6:** Editing or omission. [4 marks]

**Q.7:** Sentences reordering or Sentence Transformation in context. [4 marks]

## SECTION C: LITERATURE TEXTBOOKS AND EXTENDED READING TEXT

**Q.8:** One out of two extracts from prose/poetry/drama for reference to context. Four very Short Answer Questions : Two questions of one mark each on global comprehension and two questions of 1 mark each on interpretation. [4 marks]

**Q.9:** Four Short Answer type Questions from FIRST FLIGHT and FOOTPRINTS WITHOUT FEET (two from each to test local and global comprehension of theme and ideas (30-40 words each) [2×4=8 marks]

**Q.10:** One out of two Long Answer type Questions to assess how the values inherent in the texts have been brought out (FIRST FLIGHT and FOOTPRINTS WITHOUT FEET) creativity, imagination and extrapolation beyond the text and across the texts, will be assessed. (100-120 words). [8 marks]

**Q.11:** One out of two Very Long Answer Questions on theme, plot or character involving interpretation and inference in about 200-250 words based on prescribed extended reading text. [10 marks]

## Prescribed Books

### Published by NCERT

- FIRST FLIGHT - Textbook for Class X

- FOOTPRINTS WITHOUT FEET - Supplementary Reader for Class X

**EXTENDED READING TEXTS (either one)**

- Diary of a Young Girl - 1947 By Anne Frank (unabridged edition)
- The Story of My Life - 1903 By Helen Keller (unabridged edition)

# Hindi A Class 10 Syllabus

हिंदी पाठ्यक्रम 'ऐ' कक्षा - 10





**हिंदी पाठ्यक्रम - अ (कोड सं. 002)**  
**कक्षा 10वीं हिंदी - अ परीक्षा हेतु पाठ्यक्रम विनिर्देशन 2018-19**

परीक्षा भार विभाजन				
	विषयवस्तु		उप भार	कुल भार
1	पठन कौशल गद्यांश व काव्यांश पर शीर्षक का चुनाव, विषय-वस्तु का बोध, भाषिक बिंदु /संरचना आदि पर अति लघूत्तरात्मक एवं लघूत्तरात्मक प्रश्न			15
	अ	एक अपठित गद्यांश (100 से 150 शब्दों के) (1x2=2) (2x3=6)	8	
	ब	एक अपठित काव्यांश (100 से 150 शब्दों के) (1x3=3) (2x2=4)	7	
2	व्याकरण के लिए निर्धारित विषयों पर विषय-वस्तु का बोध, भाषिक बिंदु /संरचना आदि पर प्रश्न (1x15)			15
	व्याकरण			
	1	रचना के आधार पर वाक्य भेद (3 अंक)	3	
	2	वाच्य (4 अंक)	4	
	3	पद परिचय (4 अंक)	4	
	4	रस (4 अंक)	4	
3	पाठ्यपुस्तक क्षितिज भाग - 2 व पूरक पाठ्यपुस्तक कृतिका भाग - 2			30
	अ	गद्य खंड	13	
	1	क्षितिज से निर्धारित पाठों में से गद्यांश के आधार पर विषय-वस्तु का बोध, भाषिक बिंदु /संरचना आदि पर प्रश्न । (2+2+1)	5	
	2	क्षितिज से निर्धारित गद्य पाठों के आधार पर विद्यार्थियों की उच्च चिंतन व मनन क्षमताओं का आकलन करने हेतु प्रश्न। (2x4)	8	
	ब	काव्य खंड	13	
	1	काव्यबोध व काव्य पर स्वयं की सोच की परख करने हेतु क्षितिज से निर्धारित कविताओं में से काव्यांश के आधार पर प्रश्न (2+2+1)	5	
	2	क्षितिज से निर्धारित कविताओं के आधार पर विद्यार्थियों का काव्यबोध परखने हेतु प्रश्न । (2x4)	8	
	स	पूरक पाठ्यपुस्तक कृतिका भाग - 2		
		पूरक पुस्तिका कृतिका के निर्धारित पाठों पर आधारित एक प्रश्न पूछा जाएगा (विकल्प सहित)। इस प्रश्न का कुल भार चार अंक होगा। (4x1)	4	
4	लेखन			
	अ	विभिन्न विषयों और संदर्भों पर विद्यार्थियों के तर्कसंगत विचार प्रकट करने की क्षमता को परखने के लिए संकेत बिंदुओं पर आधारित समस्यात्मक एवं व्यावहारिक जीवन में जुड़े हुए विषयों पर 200 से	10	20



## Hindi B Class 10 Syllabus

**कक्षा दसवीं हिन्दी 'ब' - संकलित परीक्षाओं हेतु पाठ्यक्रम विनिर्देशन**

संकलित परीक्षा 1 ( भार 30% ) ( अप्रैल-सितम्बर ) तथा संकलित परीक्षा 2 ( भार 30% ) ( अक्टूबर से मार्च ) हेतु भार विभाजन				
		विषयवस्तु	उप भार	कुल भार
1		पठन कौशल गद्यांश व काव्यांश पर शीर्षक का चुनाव, विषय-वस्तु का बोध, भाषिक बिंदु/संरचना आदि पर लघु प्रश्न		20
	(अ)	अपठित गद्यांश (200 से 250 शब्दों का) (2x6)	12	
	(ब)	अपठित काव्यांश (2x4)	08	
2		व्याकरण के लिए निर्धारित विषयों पर विषय-वस्तु का बोध, भाषिक बिंदु/संरचना आदि पर प्रश्न पूछे जाएंगे। (1x15)	15	15
3		पाठ्यपुस्तक स्पर्श भाग-1 व पूरक पाठ्यपुस्तक संचयन भाग-1		30
	(अ)	गद्य खण्ड	15	
	1	विद्यार्थियों की साहित्य को पढ़कर समझ पाने की क्षमता के आकलन पर आधारित पाठ्यपुस्तक स्पर्श के गद्य पाठों के आधार पर लघु प्रश्न (2+2+1)	05	
	2	हिन्दी के माध्यम से अपने अनुभवों को लिखकर सहज अभिव्यक्ति कर पाने की क्षमता का आकलन करने पर आधारित पाठ्य पुस्तक स्पर्श के निर्धारित पाठों (गद्य) पर एक निबंधात्मक प्रश्न (1x5)	05	
	3	हिन्दी गद्य के संदर्भ में विषय तथा अर्थबोध की क्षमता का आकलन करने पर केन्द्रित स्पर्श के निर्धारित पाठों (गद्य) में से गद्यांश पर आधारित लघु प्रश्न (2+2+1)	05	
	(ब)	काव्य खण्ड	10	
	4	कविताओं के विषय, काव्य बोध, अर्थ, बोध व सराहना को सरल शब्दों में अभिव्यक्ति करने की क्षमता पर आधारित पाठ्यपुस्तक स्पर्श के काव्य खंड के आधार पर लघु प्रश्न (2+2+1)	05	
	5	कविताओं के अपने अनुभवों को लिखकर सहज अभिव्यक्ति कर पाने की क्षमता का आकलन करने पर एक निबंधात्मक प्रश्न (1x5)	05	
	(स)	पूरक पाठ्यपुस्तक संचयन भाग-1	05	
	6	पाठों पर आधारित मूल्यों के प्रति संवेदनशीलता पर आधारित पूरक पुस्तिका 'संचयन' के निर्धारित पाठों से एक मूल्य परक प्रश्न (1x5)	05	
4		लेखन		
	(अ)	संकेत बिंदुओं पर आधारित विषयों एवं व्यावहारिक जीवन से जुड़े हुए विषयों पर 80 से 100 शब्दों में अनुच्छेद (1x5)	05	
	(ब)	अभिव्यक्ति की क्षमता पर केन्द्रित एक औपचारिक विषय पर पत्र	05	



# Mathematics Class 10 Syllabus

## Exam Structure

Units		Marks
I	Number Systems	06
II	Algebra	20
III	Coordinate Geometry	06
IV	Geometry	15
V	Trigonometry	12
VI	Mensuration	10
VII	Statistics & Probability	11
	<b>Total</b>	<b>80</b>

## UNIT I: NUMBER SYSTEMS

### 1. REAL NUMBERS

Euclid's division lemma, Fundamental Theorem of Arithmetic - statements after reviewing work done earlier and after illustrating and motivating through examples, Proofs of results - irrationality of  $\sqrt{2}$ ,  $\sqrt{3}$ ,  $\sqrt{5}$ , decimal expansions of rational numbers in terms of terminating/non-terminating recurring decimals.

## UNIT II: ALGEBRA

## **1. POLYNOMIALS**

Zeros of a polynomial. Relationship between zeros and coefficients of quadratic polynomials. Statement and simple problems on division algorithm for polynomials with real coefficients.

## **2. PAIR OF LINEAR EQUATIONS IN TWO VARIABLES**

Pair of linear equations in two variables and their graphical solution. Geometric representation of different possibilities of solutions/inconsistency.

Algebraic conditions for number of solutions. Solution of a pair of linear equations in two variables algebraically - by substitution, by elimination and by cross multiplication method. Simple situational problems must be included. Simple problems on equations reducible to linear equations.

## **3. QUADRATIC EQUATIONS**

Standard form of a quadratic equation  $ax^2+bx+c=0$ , ( $a \neq 0$ ). Solution of the quadratic equations (only real roots) by factorization, by completing the square and by using quadratic formula. Relationship between discriminant and nature of roots.

Situational problems based on quadratic equations related to day to day activities to be incorporated.

## **4. ARITHMETIC PROGRESSIONS**

Motivation for studying Arithmetic Progression Derivation of the  $n^{\text{th}}$  term and sum of the first  $n$  terms of A.P. and their application in solving daily life problems.

## **UNIT III: COORDINATE GEOMETRY**

### **1. LINES (In two-dimensions)**

Concepts of coordinate geometry, graphs of linear equations. Distance formula. Section formula (internal division). Area of a triangle.

## **UNIT IV: GEOMETRY**

### **1. TRIANGLES**

Definitions, examples, counter examples of similar triangles.

1. (Prove) If a line is drawn parallel to one side of a triangle to intersect the other two sides in distinct points, the other two sides are divided in the same ratio.
2. (Motivate) If a line divides two sides of a triangle in the same ratio, the line is parallel to the third side.

3. (Motivate) If in two triangles, the corresponding angles are equal, their corresponding sides are proportional and the triangles are similar.
4. (Motivate) If the corresponding sides of two triangles are proportional, their corresponding angles are equal and the two triangles are similar.
5. (Motivate) If one angle of a triangle is equal to one angle of another triangle and the sides including these angles are proportional, the two triangles are similar.
6. (Motivate) If a perpendicular is drawn from the vertex of the right angle of a right triangle to the hypotenuse, the triangles on each side of the perpendicular are similar to the whole triangle and to each other.
7. (Prove) The ratio of the areas of two similar triangles is equal to the ratio of the squares on their corresponding sides.
8. (Prove) In a right triangle, the square on the hypotenuse is equal to the sum of the squares on the other two sides.
9. (Prove) In a triangle, if the square on one side is equal to sum of the squares on the other two sides, the angles opposite to the first side is a right triangle.

## **2. CIRCLES**

Tangents to a circle motivated by chords drawn from points coming closer and closer to the point.

1. (Prove) The tangent at any point of a circle is perpendicular to the radius through the point of contact.
2. (Prove) The lengths of tangents drawn from an external point to circle are equal.

## **3. CONSTRUCTIONS**

1. Division of a line segment in a given ratio (internally).
2. Tangent to a circle from a point outside it.
3. Construction of a triangle similar to a given triangle.

## **UNIT V: TRIGONOMETRY**

### **1 . INTRODUCTION TO TRIGONOMETRY**

Trigonometric ratios of an acute angle of a right-angled triangle. Proof of their existence (well defined); motivate the ratios, whichever are defined at  $0^\circ$  and  $90^\circ$ . Values (with proofs) of the trigonometric ratios of  $30^\circ$ ,  $45^\circ$  and  $60^\circ$ . Relationships between the ratios.

### **2. TRIGONOMETRIC IDENTITIES**

Proof and applications of the identity  $\sin^2 A + \cos^2 A = 1$ . Only simple identities to be given. Trigonometric ratios of complementary angles.

### **3. HEIGHTS AND DISTANCES**



Simple and believable problems on heights and distances. Problems should not involve more than two right triangles. Angles of elevation / depression should be only  $30^\circ$ ,  $45^\circ$ ,  $60^\circ$ .

## **UNIT VI: MENSURATION**

### **1. AREAS RELATED TO CIRCLES**

Motivate the area of a circle; area of sectors and segments of a circle. Problems based on areas and perimeter / circumference of the above said plane figures. (In calculating area of segment of a circle, problems should be restricted to central angle of  $60^\circ$ ,  $90^\circ$  and  $120^\circ$  only. Plane figures involving triangles, simple quadrilaterals and circle should be taken).

### **2. SURFACE AREAS AND VOLUMES**

(i) Problems on finding surface areas and volumes of combinations of any two of the following: cubes, cuboids, spheres, hemispheres and right circular cylinders/cones. Frustum of a cone.

(ii) Problems involving converting one type of metallic solid into another and other mixed problems. (Problems with combination of not more than two different solids be taken).

## **UNIT VII: STATISTICS AND PROBABILITY**

### **1. STATISTICS**

Mean, median and mode of grouped data (bimodal situation to be avoided). Cumulative frequency graph.

### **2. PROBABILITY**

Classical definition of probability. Simple problems on single events (not using set notation).

# NTSE Class 10 Syllabus and Exam Pattern

The National Talent Search Examination is conducted for students studying at the Class X level. The examination consists of two tests:

1. Mental Ability Test (MAT)
2. Scholastic Aptitude Test (SAT)

The questions in the MAT and SAT are multiple-choice type. Each question has four alternatives. You have to select one correct answer from the given alternatives and mark its number in the answer-sheet. Each correct answer carries one mark. Thus, the total score in a test is equal to the number of questions answered correctly by you.

Test	Questions	Marks	Time
<b>Mental Ability Test (MAT)</b>	50	50	45 minutes
<b>Scholastic Aptitude Test (SAT)</b>			
Language Test	50	50	45 minutes
Science, Mathematics & Social Science	100	100	90 minutes

## NTSE Mental Ability Test (MAT) Syllabus

This test is given to you to judge your power of reasoning, ability to think, ability to judge, evaluate or discriminate, ability to visualize in the space, spatial orientation, etc. A variety of questions, for example - analogies, classification, series, pattern perception, hidden figures, coding decoding, block assembly, problem solving, etc. are used for this purpose.

## NTSE Scholastic Aptitude Test (SAT) Syllabus (Language Test)

Language Test is designed to judge the power of reading comprehension, logical sequencing; interpretative, evaluative, predictive and creative components of language. You can appear for the Language Test either in English or in Hindi.

## NTSE Scholastic Aptitude Test (SAT) Syllabus (Maths, Science & Social Science)

This section is conducted to judge how much of text-book knowledge you have gained. As India doesn't have any single unified board system, NCERT has not prescribed any particular syllabus for the State Level Examination or for National Level Examination.

You can expect questions that are asked at the National Level (Stage-II) to be standard of Classes IX and X level.

# NTSE Class 10 Syllabus and Exam Pattern

The National Talent Search Examination is conducted for students studying at the Class X level. The examination consists of two tests:

1. Mental Ability Test (MAT)
2. Scholastic Aptitude Test (SAT)

The questions in the MAT and SAT are multiple-choice type. Each question has four alternatives. You have to select one correct answer from the given alternatives and mark its number in the answer-sheet. Each correct answer carries one mark. Thus, the total score in a test is equal to the number of questions answered correctly by you.

Test	Questions	Marks	Time
<b>Mental Ability Test (MAT)</b>	50	50	45 minutes
<b>Scholastic Aptitude Test (SAT)</b>			
Language Test	50	50	45 minutes
Science, Mathematics & Social Science	100	100	90 minutes

## NTSE Mental Ability Test (MAT) Syllabus

This test is given to you to judge your power of reasoning, ability to think, ability to judge, evaluate or discriminate, ability to visualize in the space, spatial orientation, etc. A variety of questions, for example - analogies, classification, series, pattern perception, hidden figures, coding decoding, block assembly, problem solving, etc. are used for this purpose.

## NTSE Scholastic Aptitude Test (SAT) Syllabus (Language Test)

Language Test is designed to judge the power of reading comprehension, logical sequencing; interpretative, evaluative, predictive and creative components of language. You can appear for the Language Test either in English or in Hindi.

## NTSE Scholastic Aptitude Test (SAT) Syllabus (Maths, Science & Social Science)

This section is conducted to judge how much of text-book knowledge you have gained. As India doesn't have any single unified board system, NCERT has not prescribed any particular syllabus for the State Level Examination or for National Level Examination.

You can expect questions that are asked at the National Level (Stage-II) to be standard of Classes IX and X level.

# Retail Class 10 Syllabus

This is a beginner level course. On completion of this course, a student can take up an Intermediate level course for job roles in Retail - Sales Associate, Distributor Salesman in class 11 and 12.

## Scheme of Units

Units		Marks
<b>Part A</b>	<b>Employability Skills</b>	<b>10</b>
Unit 1	Communication Skills - II	
Unit 2	Self-management Skills - II	
Unit 3	Information and Communication Technology Skills - II	
Unit 4	Entrepreneurial Skills - II	
Unit 5	Green Skills - II	
<b>Part B</b>	<b>Vocational Skills</b>	<b>40</b>
Unit 1	Delivery of Goods	
Unit 2	Retail Store Operations	
Unit 3	Health and Safety Practices	

Unit 4	Work in Team & Organization	
<b>Part C</b>	<b>Practical Work</b>	
	Practical Examination	15
	Written Test	10
	Viva Voce	10
<b>Part D</b>	<b>Project Work / Field Visit</b>	
	Practical File / Student Portfolio	10
	Viva Voce	05
	<b>Total</b>	<b>100</b>

## Unit 1: Delivery of Goods

### 1. Describe various delivery procedures for delivery of items

1. Various delivery procedures for delivery of items

### 2. State delivery process of departmental store / malls

1. Methods for packing, bagging and arranging for delivery in departmental stores & malls

### 3. List various modes of transportation

1. Common modes of retail transportation
2. Factors affecting modes of transportation

### 4. Identify objectives of loading and unloading

1. Objectives of loading & unloading
2. Discuss the significance of loading & unloading

### **5. Analyze the problems associated with retail transport**

1. Types of problems faced during transportation in retail
2. Solutions to overcome problems in retail transportation

### **6. Follow the delivery procedures to customer addresses**

1. Process of home delivery
2. Rejection of products
3. Documents required while delivery the products

## **Unit 2: Retail Store Operations**

### **1. Describe the retail store operations**

1. Fundamentals of retail operations
2. Importance of retail operations

### **2. List the types of retail outlets**

1. Various types of retail outlets
  - a. Store based retailing
  - b. Chain retailers
  - c. Leased departmental stores
  - d. Non-store based retailing

### **3. Choose the ways to categorized retail**

1. Retailers based on six factors
  - a. Target market served
  - b. Product offerings
  - c. Pricing structure
  - d. Promotional emphasis
  - e. Distribution methods
  - f. Service level
2. Retail category of ownership structure

### **4. Approach to the customer in a better way**

1. Types of approaches
2. Common mistakes in approaching the customer

### **5. Close the sale and make payments as per age group of customers**

1. Closing procedures for different age group customers
2. Billing systems as per age

#### **6. Identify the duties and responsibilities of store operations assistant**

1. Meaning of store operations assistant
2. Duties and responsibilities of store operation assistant
3. Core competencies required for the store operation assistant

### **Unit 3: Health and Safety Practices**

#### **1. Describe the importance of maintaining hygienic conditions in retail store**

1. Maintaining hygiene in retail store
2. Materials used for maintaining hygiene in retail store
3. Differentiate between health and hygiene

#### **2. List the potential hazards & safe practices to be adopted at retail store**

1. Potential hazards in store
2. Occupational health & safety

#### **3. Extinguish the small fires with suitable equipment**

1. Fire symbols used for safety purpose
2. Process of extinguish the fire

#### **4. Practice safety measures and tips to control injuries, violence, harassment, shoplifting and robbery**

1. Common health and safety concerns in retail store
2. Violence, shoplifting and robbery at workplace and measures to prevent them

#### **5. Describe process of handling money equipment, machines, irate customers and shrinkage**

1. Ways to handling of money
2. Manage and deal irate customers and shrinkage

#### **6. Describe the precautions followed while travelling and using tools and equipment**

1. Precautions to be taken while travelling to and from workplace
2. Precautions adopted for power tools and equipments
3. Significance of safety in gas stations, petrol pumps, working alone, forklifts and pallet jacks

## Unit 4: Work in Team & Organisation

### 1. Support the team work

1. Meaning and importance of team work
2. Value system of the organization
3. Job prospects in retail cashier and retail sector remuneration

### 2. Describe the employees rights and responsibilities

1. Rights of employees
2. Responsibilities of employees

### 3. Choose team aims and targets

1. Concept of work in a team
2. Importance of teams to achieve targets in retailing
3. Sources of setting goals
4. Maintain team morale
5. Tools and techniques available to set team performance targets and how to work as a team

### 4. Develop effective work habits

1. Skills required for achieving goals
2. Goals for checking progress, asking feedback, responding positively and adjusting plans
3. Handle the risks in learning on the job of trainee associate

## Information Technology Class 10 Syllabus

	Units	Marks
<b>Part A</b>	<b>Employability Skills</b>	
	Communication Skills	<b>10</b>
	Self-management Skills	
	Basic ICT Skills	
	Entrepreneurial Skills	
	Green Skills	
<b>Part B</b>	<b>Vocational Skills</b>	
	Word Processing (Advanced)	<b>40</b>
	Spreadsheet (Advanced)	
	Database Applications	
<b>Part C</b>	<b>Practical Work</b>	
	Practical Examination	<b>15</b>



	Written Test	10
	Viva Voce	10
<b>Part D</b>	<b>Project Work/Field Visit</b>	
	Practical File/ Student Portfolio	10
	Viva Voce	5
	<b>Total</b>	<b>100</b>

## Unit 1: Word Processing (Advanced)

### 1. Apply Styles in the document

- Style categories in Writer.
- Styles and Formatting window.
- Fill Format.
- Creating and updating new style from selection.
- Load style from template or another document.
- Creating a new style using drag-and-drop.
- Applying styles.

### 2. Insert and use images in document

- Options to insert image to document from various sources.
- Options to modify, resize, crop and delete an image.
- Drawing objects and its properties.
- Creating drawing objects and changing its properties.
- Resizing and grouping drawing objects.
- Positioning the image in the text.

### 3. Create and use template

- Template in Writer.
- Using predefined templates.
- Creating a template.
- Set up a custom default template.
- Updating a document.
- Changing to a different template.
- Using the Template.

### 4. Create table of contents

- Table of contents.
- Hierarchy of headings.
- Customization of table of contents.
- Character styles.
- Maintaining a table of contents.

## Unit 2: Spreadsheet Applications (Advanced)

### 1. Analyse data using scenarios and goal seek.

- Using consolidating data.
- Creating subtotals.
- Using “what if” scenarios.
- Using “what if” tools.
- Using goal seek and solver.

### 2. Link spreadsheet data

- Setting up multiple sheets.
- Creating reference to other sheets by using keyboard and mouse.
- Creating reference to other document by using keyboard and mouse.
- Relative and absolute Hyperlinks.
- Hyperlinks to the sheet.
- Linking to external data.
- Linking to registered data sources.

### 3. Share and review a Spreadsheet

- Setting up a spreadsheet for sharing.
- Opening and saving a shared spreadsheet.
- Recording changes.
- Add, Edit and Format the comments.
- Reviewing changes - view, accept or reject changes.
- Merging and comparing.

### 4. Use Macros in Spreadsheet

- Using the macro recorder.
- Creating a simple macro.
- Using a macro as a function.
- Passing arguments to a macro.
- Passing the arguments as values.
- Macros to work like built-in functions.
- Accessing cells directly.
- Sorting the columns using macro.

## Unit 3: Database Applications

### 1. Introduce with LibreOffice Base

- What is Base, LibreOffice Base for database Management
- Types of database - flat and relational database

- Planning for database Creation
- Sections of main database window: Database, Tasks, and List
- Options to create a new database using the Database Wizard
- Options to open an existing database using the Database Wizard

## **2. Create a table using table wizard**

- Database objects - tables, queries, forms, and reports of the database
- Terms in database - table, field, record
- Steps to create a table using table wizard
- Major steps - Select fields, Set types and formats, Set primary key, Create table
- Field information - type, entry required (Y/N), Length
- Various data types in Database
- Primary key and option to set primary key
- Table Data View dialog box

## **3. Enter or remove data using the Table Data View dialog**

- Process to open Table Data View dialog box
- Process to enter data into an empty table and empty cell
- Steps to Modify data in a cell of a table
- Steps to Delete data from a table

## **4. Create a simple form using the Form Wizard**

- Two ways to open the wizard for creating a form
- Steps to create form using Form Wizard - Select the fields from table to form, Set up subform, add subform fields and get joined fields, Arrange the controls of the form, Select the data entry mode, Apply the style of form, Set the name of the Form
- Options to enter or remove data from forms
- Options to enter or remove data from individual controls
- Form Navigation toolbar
- Options to delete records in a form

## **5. Query the database using the Query Wizard**

- What is Query in database
- Planning a Query based on the desired output
- Steps to create a Query using Form wizard
- Concept of sorting and sort order, searching and search conditions, grouped by and grouping conditions, aliases
- Examples of Queries

## **6. Create Reports using the wizard**

- Concept and purpose of Report in database

- Steps to create a Report using Report Wizard
- Examples of Reports

## Security Class 10 Syllabus

	Units	Marks
<b>Part A</b>	<b>Employability Skills</b>	
	Unit 1: Communication Skills - II	10
	Unit 2: Self-management Skills - II	
	Unit 3: Information and Communication Technology Skills - II	
	Unit 4: Entrepreneurial Skills - II	
	Unit 5: Green Skills - II	
<b>Part B</b>	<b>Vocational Skills</b>	
	Unit 1: Hygiene and Safety	40
	Unit 2: Documentation	
	Unit 3: Traffic Control and Parking	
	Unit 4: Security in Industrial and Commercial Deployments	
	Unit 5: Security Escorts	
<b>Part C</b>	<b>Practical Work</b>	
	Practical Examination	15
	Written Test	10
	Viva Voce	10
<b>Part D</b>	<b>Project Work / Field Visit</b>	
	Practical File / Student Portfolio	10
	Viva Voce	05
	<b>Total</b>	<b>10</b>

### Unit 1: Hygiene and Safety

#### 1. Demonstrate the knowledge of personal safety at the workplace

1. Personal safety
2. Risks associated while working alone
3. Safety of others - keeping employees and customers safe
4. Dealing with hostile crowd for avoiding damage to equipment and property
5. Types of fires - classification
6. Components of fire - fire pyramid
7. Control of fuel and ignition sources (bins and waste disposal)
8. Safe storage of inflammables
9. Inspection and maintenance of electrical equipment
10. Ensuring availability of adequate fire extinguishing equipment and materials, including fire blanket, fire extinguishers (colour codes) and sprinkler systems

11. Avoiding negative consequences – loss to productivity, business disruption, long term effects on employee health, damage to organisation's image and reputation
12. Dealing with aggressive individuals and intoxicated persons
13. Use of Personal Protection Equipment, personal alarms, mobile, and radios
14. Personal safety during screening and search
15. Procedures for lone working
16. Daily duties to check for safety and potential hazards

## **2. Demonstrate the knowledge of maintaining good public relations and Exhibiting professionalism at the workplace**

1. Personal appearance (presentable and clean attire, meet employer guidelines, professional attitude and skills)
2. Right conduct and positive attitude for maintaining good public relations
3. Meet and greet procedure
4. Being a team player
5. Acting without discrimination
6. Personal integrity and understanding
7. Right to Dignity
8. Right to Privacy
9. Gender Sensitivity
10. Staying free from intoxicants
11. Keeping physically fit
12. Compliance with employer's policies and guidelines
13. Following organisational values and standards

## **3. Demonstrating knowledge on safety plans, emergency response and First Aid**

1. Security guard and safety plans
2. Escape and escape Routes
3. Personal safety gear and clothing
4. Violations of safety Rules
5. Identifying and reporting fire hazards
6. Assisting fire fighters
7. First aid - providing first aid facilities and basic first aid practices for unconsciousness, choking, bleeding, seizures, fractures, shock, burns, injuries, bites, stroke, etc.
8. Whom to contact in case of health emergencies - Ambulance services and Supervisor
9. Staying safe from aids, sexually transmitted diseases and few common ailments
10. Basic exercises to remain healthy
11. Occupational hazards, such as slips, trips, etc.
12. Assessment of load and use of mechanical aid for lifting.
13. Correct posture of head, feet and back for sitting, standing and lifting things
14. Correct positing of load, smooth movements, avoidance of twisting, etc.

## **Unit 2: Documentation**

## **1. Demonstrate the knowledge of general guidelines which help in proper documentation**

1. Recording and reporting methods - manual, online, telephone and by post
2. Recording in diary and reporting to the relevant enforcing authority
3. Keeping record of incidents
4. Things to remember during documentation
5. Recording observations
6. Who, what, where, when, why, and how - guiding questions in report writing

## **2. Demonstrate the knowledge of security registers and types of gate passes**

1. Different types of identity cards
2. Different types of gate passes
3. Different types of registers

## **Unit 3: Traffic Control and Parking**

### **1. Demonstrate the knowledge of traffic signs and procedures for controlling traffic and managing parking**

1. Safety aspects during traffic control
2. Traffic control signals
3. Accidents
4. Emergency vehicles
5. Parking principles
6. Hazards in parking Lots
7. Parking lot signage

## **Unit 4: Security in Industrial and Commercial Deployments**

### **1. Demonstrate the knowledge of security in industrial deployment**

1. Physical security measures
2. Material gate and vehicle stickers
3. Keys of the organization
4. Emergency response Plan
5. Material security

### **2. Demonstrate the knowledge of security in commercial deployment**

1. Role and Responsibilities of Security Guard in Commercial deployments
2. Security of shopping Mall

## **Unit 5: Security Escorts**

### **Demonstrate the knowledge of roles and responsibilities of a security escort**

1. Mobile protection plan
2. Convoy composition
3. Communication
4. Readiness of driver
5. Assistance to protectee
6. Personal security officer for body protection

## Automotive Class 10 Syllabus

Units	Marks
<b>Part A Employability Skills</b>	
Unit 1: Communication Skills - II	<b>10</b>
Unit 2: Self-management Skills - II	
Unit 3: Information and Communication Technology Skills - II	
Unit 4: Entrepreneurial Skills - II	
Unit 5: Green Skills - II	
<b>Part B Vocational Skills</b>	
Unit 1: Understand the practice of OEM and dealers in sales procedure	<b>40</b>
Unit 2: Plan and organise work to meet expected outcomes	
Unit 3: Work effectively in a team	
Unit 4: Maintain healthy, safe and secure working environment	
<b>Part C Practical Work</b>	
Practical Examination	15
Written Test	10
Viva Voce	10
<b>Part D Project Work / Field Visit</b>	
Practical File / Student Portfolio	10
Viva Voce	05
<b>Grand Total</b>	<b>100</b>

Unit 1: Understand the practice of OEM and dealership in sales procedure

### 1. Describe sales technique for the OEM and dealership

1. Standard operating procedures of the auto component manufacturer related with the sales of the product to the respective OEM
2. Promotions, discounts, offers available from the auto component dealership, auto component manufacturer and the respective OEM and its channel partners
3. Terms & conditions agreed between the respective auto component / aggregate and the various OEMs/ OEM channel partners for supply, procurement of the various auto components/ aggregates.
4. Prices, taxes and other applicable cost elements for the auto component/ aggregate

5. Documentation requirements for each procedure carried out as part of roles and responsibilities as per the auto component manufacturer guidelines

## Unit 2: Plan and organising work to meet expected outcomes

### **1. Describe work requirements including various activities within the given time and set quality standards**

1. Organisation's policies, procedures and priorities for area of work, role and responsibilities in carrying out that work
2. Limits of responsibilities and when to involve others
3. Specific work requirements and who these must be agreed with
4. Importance of having a tidy work area and how to do this
5. How to prioritize workload according to urgency and importance and the benefits of this
6. Organisation's policies and procedures for dealing with confidential information and the importance of complying with these
7. The purpose of keeping others updated with the progress of work
8. Flexible and adapting work plans to reflect change
9. How to complete tasks accurately by following standard procedures
10. Technical resources needed for work and how to obtain and use

## Unit 3: Work effectively in team

### **1. Interact & communicate effectively with colleagues including member in the own group as well as other groups**

1. Organisation's policies and procedures for working with colleagues, role and responsibilities in relation to this
2. Importance of effective communication and establishing good working relationships with colleagues
3. Different methods of communication and the circumstances in which it is appropriate to use these
4. The importance of creating an environment of trust and mutual respect
5. The implications of own work on the work and schedule of others
6. Different types of information that colleagues might need and the importance of providing this information when it is required
7. The importance of helping colleagues to resolve problems, in order to meet quality and time standards as a team

## Unit 4: Maintain a healthy, safe and secure working environment

### **1. Recognize and adopt strategies for preventing hazardous conditions and work practices**

1. Types of hazards
2. Common hazards at nursery
3. Principles of safety and health



4. Procedure and steps to be taken to report any accident, incident or problem without delay to an appropriate person
5. Applicable hygiene and safety standards, regulations, and codes for Nursery

## **2. Administer first aid or undertake most important action in a life-threatening emergency**

1. Procedure for providing first aid in case of medical emergency - cut, burns, bites, grazes, bruises electric shock, external bleeding, etc.

## **3. Undertake physical and biological methods of treating waste materials**

1. Procedure for treating waste materials using physical and biological methods

# **5. Introduction To Financial Markets Class 10 Syllabus**

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

## **Theory Syllabus**

<b>Unit Number</b>	<b>Name</b>	<b>Marks</b>
1.	Investment Basics	3
2.	Securities	3
3.	Primary Market	8
4.	Secondary Market	8
5.	Derivatives	3
6.	Depository	3
7.	Mutual Funds	5
8.	Miscellaneous	7
9.	Concepts & Modes of Analysis	7
10.	Ratio Analysis	3
<b>Total</b>		<b>50</b>

## **Practical Syllabus**

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

# Introduction to Tourism Class 10 Syllabus

## **Unit 1: Soft Skills - II**

- Personality Development
- Positive Attitude
- Think Big
- Creating First & Last Impression:
  - i. Grooming
  - ii. Etiquette and Manners
  - iii. Required Body Language for social interaction
- Telephonic Conversation
- Public Speaking

## **Unit 2: Introduction to Tourism - II**

- Why do we need tourism?
- Tourism Sources and Information
- Sources of Tourism Information
- Tourism Organisation - MOT, STDC, UNWTO

## **Unit 3: Tourism Business - II**

- Destination / Site- define
- Travel Terminology/ Travel Lingo
- Hospitality Terminology
- Activities / Function Areas in a Travel Agency
- Domestic & International
- Documentations
- Medical Requirements

## **Unit 4: Tourism Product - II**

- Natural tourism products of India - Mountains, hills, lakes, waterfalls, rivers, deserts, islands, beaches.
- Man-made tourism products of India - Archaeological sites, historical sites, customs and traditions, fairs and festivals, art and art forms, entertainment
- Symbiotic tourism products - Wildlife sanctuaries and national parks of India.
- Event based tourism products - Music and Dance festivals, SurajKund Craft Mela, Pushkar Fair, Nehru Trophy Boat Race, Elephant festival, Kite flying festival, sporting events.
- List of UNESCO World Heritage Sites in India

## Beauty & Wellness Class 10 Syllabus

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

#	Topic	Marks
1	Body Care & Wellness I	8
2	Hand Care I	9
3	Foot Care I	9
4	Face and Beauty I	8
5	Hair Care I	8
6	Beauty & Wellness as a Business Sector I	8
	<b>Total</b>	<b>50</b>

## Agriculture Class 10 Syllabus

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

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

## Food Production Class 10 Syllabus

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

Unit Number	Unit Name	Marks
1	Introduction To Cookery	3
2	Methods Of Cooking	10
3	Vegetable And Fruit Cookery	10
4	Soups	8
5	Salads	10
6	Sandwiches	7

	<b>Total</b>	<b>50</b>
--	--------------	-----------

## Front Office Operations Class 10 Syllabus

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

Unit Number	Unit Name	Marks
1	Communication	9
2	General Awareness	9
3	Grooming and Hygiene	8
4	Qualities of front office staff	7
5	Front office	13
6	Role of computers	4
	<b>Total</b>	<b>50</b>

## Banking and Insurance Class 10 Syllabus

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

Unit Number	Unit Name	Marks
1	Laws relating to Negotiable Instruments	5
2	Lending Functions of a Bank	5
3	Utility Services of a Bank	10
4	Life Insurance Products	10
5	General Insurance	10
6	Communication at Workplace	10
	<b>Total</b>	<b>50</b>

### Unit 1: Laws relating to Negotiable Instruments

- a. Introduction to Negotiable Instruments
- b. Type of Negotiable Instruments
  - i. Cheques
  - ii. B/E (Bills of Exchange)
  - iii. Promissory Note
- c. Parties to Negotiable Instruments
- d. Crossing of Cheques

### Unit 2: Lending Functions of a Bank

- a. Lending Functions of a Bank

- b. Type of Advances-Secured & Unsecured
- c. Loans (Short Term & Long Term)
- d. Methods of granting Advances
  - i. Cash Credit
  - ii. Overdraft
  - iii. Bill Discounted and Purchased

### Unit 3: Utility Services of a Bank

- a. Remittance through Bank Draft
- b. E-Banking
  - i. ECS
  - ii. RGS
  - iii. NEFT
  - iv. INTERNET BANKING
- c. Safe Deposit lockers

### Unit 4: Life Insurance Products

- a. Life Insurance Policies
- b. Types of Life Insurance Policies
- c. Procedure for taking a policy
- d. Nomination & Assignment of a Policy

### Unit 5: General Insurance

- a. General Insurance
  - i. Fire Insurance
  - ii. Marine Insurance
  - iii. Miscellaneous Insurance Policies (Medi-claim insurance, Accident Insurance, Motor vehicles Insurance, Burglary and Theft Insurance)
- b. Procedure for taking these Policies

### Unit 6: Communication at Workplace

- a. Verbal and Non-Verbal Communication
  - i. Demonstrate effective use of verbal and non-verbal communication skills
  - ii. Identify the practices in verbal and non-verbal communication
- b. Forms of Communication
  - i. Identify the forms of communication
  - ii. Find out the advantages and disadvantages of different forms of communication
- c. Communication media and Equipment
  - i. Operate the communication media and equipment properly
  - ii. Evaluate the communication media
- d. Barriers in Communication
  - i. Identify the barriers in communication

- ii. Select the strategies for overcome barriers in communication

## Marketing and Sales Class 10 Syllabus

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

Unit Number	Unit Name	Marks
1	Sales with other functions - Introduction to Marketing Mix	5
2	Market (Segmentation, Targeting and Positioning)	10
3	Basic concept of Sales and selling	20
4	Careers in selling	10
5	Skills in selling	5
	<b>Total</b>	<b>50</b>

## Health Care Class 10 Syllabus

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

Unit Number	Unit Name	Marks
1	Hospital Structure and functions	10
2	Introduction to Care Plan and Care of Patients	10
3	Sterilization and Disinfection	9
4	Basic First Aid and Emergency Medical Relief	6
5	Human Body: Structure, Functions and Nutrition	11
6	Public Relations in Hospital	4
	<b>Total</b>	<b>50</b>

# Social Science Class 10 Syllabus

## Exam Structure

Units		Marks
I	India and the Contemporary World - II	20
II	Contemporary India - II	20
III	Democratic Politics - II	20
IV	Understanding Economic Development	20
	<b>Total</b>	<b>80</b>

### Unit 1: India and the Contemporary World - II

In Sub-unit 1.1 students are required to choose any two themes. In that sub-unit, theme 3 is compulsory and for second theme students are required to choose any one from the first two themes.

In Sub-units 1.2 and 1.3 students are required to choose any one theme from each. Thus all students are required to study four themes in all.

**Sub-unit 1.1 : Events and processes:** Any two of the following themes:

#### 1. The Rise of Nationalism in Europe:

- (a) The growth of nationalism in Europe after the 1830s.
- (b) The ideas of Giuseppe Mazzini, etc.
- (c) General characteristics of the movements in Poland, Hungary, Italy, Germany and Greece.  
(Chapter 1)

## **2. The Nationalist Movement in Indo - China:** Factors Leading to Growth of Nationalism in Indo-China

- (a) French colonialism in Indo-China.
- (b) Phases of struggle against the French.
- (c) The ideas of Phan Chu Trinh, Phan Boi Chau, HO Chi Minh
- (d) The Second World War and the liberation struggle.
- (e) America and the Vietnam war. (Chapter 2)

## **3. Nationalism in India:**

- (a) Impact of First world war, Khilafat, NonCooperation and Differing Strands within the Movement.
- (b) Salt Satyagraha.
- (c) Movements of peasants, workers, tribals.
- (d) Limits of Civil Disobedience.
- (e) The Sense of Collective Belonging. (Chapter 3)

## **Sub-unit 1.2: Livelihoods, Economies and Societies:**

Any one of the following themes:

### **4. The making of a Global World:**

- (a) The Pre-modern world
- (b) The Nineteenth Century global economy (colonialism)
- (c) The Inter war Economy (Great Depression)
- (d) Rebuilding the World Economy

### **5. The Age of Industrialization:**

- (a) Proto-industrialization and pace of industrial change
- (b) Life of workers
- (c) Industrialization in the colonies
- (d) Early Entrepreneurs & workers
- (e) The Peculiarities of Industrial Growth
- (f) Market for Goods

### **6. Work, Life & Leisure:**

- (a) Development of modern cities due to Industrialization in London & Bombay
- (b) Housing and Land Reclamation
- (c) Social Changes in the cities
- (d) Cities and the challenge of the Environment

## **Sub-unit 1.3: Everyday Life, Culture and Politics**



Any one of the following themes:

### **7. Print Culture and the Modern World:**

- (a) The history of print in Europe.
- (b) The growth of press in nineteenth century India.
- (c) Relationship between print culture, public debate and politics. (Chapter 7)

### **8. Novels, Society and History:**

- (a) Emergence of the novel as a genre in the west.
- (b) The relationship between the novel and changes in modern society.
- (c) Early novels in nineteenth century India.
- (d) A study of two or three major writers. (Chapter 8)

## **Unit 2: Contemporary India - II**

### **1. Resources and Development:**

Types - natural and human; Need for resource planning, natural resources, land as a resource, soil types and distribution; changing land-use pattern; land degradation and conservation measures. (Chapter 1)

### **3. Water Resources:**

Sources, distribution, utilisation, multi-purpose projects, water scarcity, need for conservation and management, rainwater harvesting. (One case study to be introduced) (Chapter 3)

### **4. Agriculture:**

Types of farming, major crops, cropping pattern, technological and institutional reforms; their impact; contribution of Agriculture to national economy-employment and output. (Chapter 4)

### **5. Minerals and Energy Resources:**

Types of minerals, distribution (Note: on map only) use and economic importance of minerals, conservation, types of power resources: conventional and non-conventional, distribution and utilization, and conservation. (Chapter 5)

### **6. Manufacturing Industries:**

Types, spatial distribution (Note: on map only) contribution of industries to the national economy, industrial pollution and degradation of environment, measures to control degradation.

### **7. Life Lines of National Economy:**

Importance of means of Communication and transportation, Trade & Tourism (Chapter 7)

## Unit 3: Democratic Politics - II

### **1&2. Power Sharing & Federalism:**

Why and how is power shared in democracies? How has federal division of power in India helped national unity? To what extent has decentralisation achieved this objective? How does democracy accommodate different social groups? (Chapter 1&2)

### **3&4. Democracy and Diversity & Gender, Religion and Caste:**