

വൊക്കേഷണൽ ഹയർ സെക്കന്ററി
എഡ്യൂക്കേഷൻ (VHSE)

പൊതുപരീക്ഷ
കൂടുതൽ ശ്രദ്ധ നൽകേണ്ട
പാഠഭാഗങ്ങൾ

സ്റ്റാൻഡേർഡ് XII



കേരളസർക്കാർ
പൊതുവിദ്യാഭ്യാസവകുപ്പ്

തയ്യാറാക്കിയത്
സംസ്ഥാന വിദ്യാഭ്യാസ ഗവേഷണ പരിശീലന സമിതി
(SCERT), കേരളം
2022

ഭരതം

കോവിഡ് മഹാമാരി കാരണം നമ്മുടെ വിദ്യാർത്ഥികൾക്ക് സ്വാഭാവിക സ്കൂൾ അനുഭവങ്ങളും ക്ലാസ്സ്മുറിപഠനവും ഈ വർഷവും പൂർണ്ണമായും സാധ്യമായിട്ടില്ല. വീഡിയോ ക്ലാസ്സുകളിലൂടെയാണ് നവംബർ വരെ പാഠങ്ങൾ പഠിപ്പിച്ചിരുന്നത്. നവംബർ മുതൽ വിദ്യാർത്ഥികൾ സ്കൂളിലെത്തി നേരിട്ടുള്ള അധ്യയനം നടത്തുന്നുവെങ്കിലും ആഴ്ചയിൽ പകുതി ദിവസവും ഓരോ ദിവസവും പകുതി അധ്യയന സമയവും മാത്രമേ ലഭ്യമാകുന്നുള്ളൂ. ഈ സാഹചര്യം പരിഗണിച്ച് ആത്മവിശ്വാസത്തോടെ പരീക്ഷ എഴുതാൻ നമുക്ക് അവരെ സജ്ജരാക്കേണ്ടതുണ്ട്. വ്യത്യസ്ത നിലവാരത്തിലുള്ള വിദ്യാർത്ഥികളെ അവരുടെ സാധ്യതകൾക്കനുസരിച്ച് നമുക്ക് സഹായിക്കേണ്ടതുണ്ട്.

കുട്ടികളുടെ അഭിരുചി മേഖലകൾ ഭിന്നമായതിനാൽ അവയെല്ലാം ഉൾക്കൊള്ളുന്നതിനായി പാഠഭാഗങ്ങൾ ഒന്നുതന്നെ ഒഴിവാക്കേണ്ടതില്ല എന്നാണ് തീരുമാനിച്ചിട്ടുള്ളത്. എന്നിരുന്നാലും ക്ലാസ്സും ചർച്ചയ്ക്കും വിശകലനത്തിനുമായി കൂടുതൽ ശ്രദ്ധ നൽകേണ്ട പാഠഭാഗങ്ങളാണ് ഇതോടൊപ്പമുള്ളത്. ഈ പാഠഭാഗങ്ങൾ അർത്ഥപൂർണ്ണമായി സ്വാംശീകരിക്കുന്നതിന് ആവശ്യമായ പഠനപ്രവർത്തനങ്ങളും പഠനപിന്തുണയും നൽകാൻ അധ്യാപകർ പ്രത്യേകം ശ്രദ്ധിക്കേണ്ടതാണ്. ഇങ്ങനെ ചെയ്യുമ്പോൾ മറ്റ് പാഠഭാഗങ്ങളുമായി ബന്ധപ്പെട്ട് ഉയർന്നുവരുന്ന സംശയങ്ങൾക്ക് അതത് സമയം തന്നെ അധ്യാപകർ നിവാരണം വരുത്തേണ്ടതാണ്. വീഡിയോ ക്ലാസ്സിലൂടെയും സ്വയംപഠനത്തിലൂടെയും എത്രമാത്രമാണ് ആശയഗ്രഹണം നടന്നത് എന്ന് വിലയിരുത്തിയാകണം പഠനപ്രവർത്തനങ്ങൾ ആസൂത്രണം ചെയ്യേണ്ടത്.

ഡയറക്ടർ
എസ്.സി.ഇ.ആർ.ടി

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)

NAME OF SUBJECT: **ASSISTANT FASHION DESIGNER (NSQF)**

FOCUS AREAS FOR THE ACADEMIC YEAR 2021-22

VOCATIONAL SKILL

SL.NO	NAME OF UNIT & FOCUS AREA
01.	UNIT ONE (PREPARING GARMENT DESIGN COLLECTIONS FOR A SEASON) 1.1 Classification Of Garments & Study of their Components 1.2 Garment manufacturing processes 1.3 Cost Sheet Preparation 1.4 Garment Construction Techniques (types of seams & additional seam techniques) 1.5 Inspection processes & their Importance
02.	UNIT TWO (DEVELOPING TECH PACK, PROTO & FIT SAMPLES) 2.1 Development of Tech Pack 2.2 Development of Proto & Fit Samples 2.3 Sequence of Assembling for Garment Construction
03.	UNIT THREE (EVALUATING & IMPROVING THE PROTO & FIT SAMPLES) 3.1 Evaluation Criteria for Proto Samples 3.2 Factors influencing Fit & Preparations for Fitting 3.3 Garment Testing Methods & Requirements 3.4 Advanced & Innovative Sample Testing Methods
04.	UNIT FOUR (HEALTH SAFETY & SECURITY AT WORK PLACE) 4.1 Types of Protective Equipment & their Uses 4.2 Safety Signs at Work Place & their Meaning
05.	UNIT FIVE (INDUSTRY & ORGANISATIONAL REQUIREMENTS) 5.1 Significance of Compliance in Indian Garment Industry (audit, pre audit, on-site audit post- audit, core labour standards & common compliance code) 5.2 Ethical Compliance

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)

NAME OF SUBJECT: AGRICULTURE MACHINERY OPERATOR (NSQF)

SECOND YEAR FOCUS AREA FOR THE ACADAMIC YEAR 2021-22

VOCATIONAL SKILL

SL. NO.	NAME OF UNIT & FOCUS AREAS
1	UNIT 1 Use of engine in agricultural machinery Working principles of 2-Stroke, 4-stroke, SI and CI engines Components of engines
2	UNIT 2 Land leveling and shaping machines Importance of land leveling, types of land levelers,
3	UNIT 3 Power tiller – Importance and uses Working principles – Parts, operations
4	UNIT 4 New technologies and future of agriculture machinery Power weeder – Construction operation, safety Combine harvester – Construction features – Operations Reaper, Binder, Baler Drones – Classification and parts
5	UNIT 5 Custom hiring of agriculture machinery What is custom hiring – Selection of machines

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)

NAME OF SUBJECT: ASSISTANT OFFSET PRINTING OPERATOR

FOCUS AREAS FOR THE ACADEMIC YEAR 2021-22

Sl No	Name of Unit and Focus areas
1	<u>Unit 1 – Printing Materials</u> <ul style="list-style-type: none">• 1.2. Classify different types of paper• 1.3. Explain different paper sizes and terms related to paper• 1.4. List out and explain basic ingredients of ink• 1.5. Identify different chemicals used in printing.
2	<u>Unit 2 – Offset Operations</u> <ul style="list-style-type: none">• 2.1 Demonstrate the working of feeding unit and registration unit• 2.2 Demonstrate the setting up of the printing, inking, dampening and delivery units• 2.3 Explain Multi-colour printing and sequence of colour printing
3	<u>Unit 3 – Web Offset Presses</u> <ul style="list-style-type: none">• 3.1 Explain basic components of web offset machine• 3.4 Differentiate among various inline finishing operation
4	<u>Unit 4 - Troubleshooting and Quality Control</u> <ul style="list-style-type: none">• 4.1 Identify different paper related problems• 4.2 Identify different ink related problems• 4.3 Identify different printing problems• 4.4 Identify different blanket and roller problems
5	<u>Unit 5 – Finishing and Binding Operations</u> <ul style="list-style-type: none">• 5.2 Demonstrate the operation of cutting machine• 5.3 Explain different finishing operations• 5.4 Explain various types of binding

6	<p><u>Unit 6 – Package Printing</u></p> <ul style="list-style-type: none"> • 6.1 Explain the importance of packaging • 6.3 Methods of preparing a packaging die. • 6.4 classify cartons based on its style.
7	<p><u>Unit 7 – Basic Engineering</u></p> <ul style="list-style-type: none"> • 7.1 Recognize various mechanical, electrical and electronic parts of an offset machine • 7.2 Identify pneumatic parts of an offset press

NAME OF SUBJECT:(NSQF): ASSISTANT PHYSIOTHERAPIST

FOCUS AREAS FOR THE ACADEMIC YEAR 2021-22

VOCATIONAL SKILL

SL.NO.	NAME OF UNIT AND FOCUS REAS
01.	UNIT ONE: INTRODUCTION TO EXERCISE THERAPY -PART 02 1.1 Definition of gait Phases of gait cycle 1.2 Crutches-Elbow, forearm and Axillary crutches 1.3 Brief idea about Parts of Wheel chair 1.4 Explain ROM and Normal ROM of Shoulder, Elbow, Hip and Knee. 1.5 Uses of following equipments Quadriceps Table Shoulder Wheel Abduction ladder Medicine ball Wobble board Tilt Tabe Parallel Bar Theraband
02.	UNIT SECOND: INTRODUCTION TO CHEST PHYSIOTHERAPY 2.1Aims of Chest Physiotherapy Techniques used in Chest Physiotherapy Lung volume and capacities <ul style="list-style-type: none">• Tidal volume• Residual volume• Vital capacity• Total lung capacity• Brochiectasis• Atelectatis

03.	<p>UNIT THRID: INTRODUCTION TO ELECTROTHERAPY</p> <p>3.1. Effects and uses of electrotherapy</p> <p>Classification of electrotherapy equipments based on frquency</p> <p>3.2 Uses of Following Electro therapy equipments</p> <ul style="list-style-type: none"> ▪ Therapeutic ultrasound ▪ Short wave Diathermy ▪ Interferential Therapy ▪ Transcutaneous electric nerve stimulator
04.	<p>UNIT FOURTH: INTRODUCTION TO ORTHOPAEDIC CONDITIONS</p> <p>4.1. Briefly Describe</p> <ol style="list-style-type: none"> 1. Fracture and Types of Fracture 2. Dislocation and Subluxation 3. Sprain and Strain 4.Osteoarthritis 5.Tennis elbow 6.Plantar fasciitis 7.Amputation 8.Periarthritic Shoulder
05	<p>UNIT FIFTH: INTRODUCTION TO NEUROLOGICAL CONDITIONS</p> <p>5.1.Define the following</p> <ol style="list-style-type: none"> 1. Rigidity 2. Spasticity 3. Flaccidity 4. Monopegia, 5. Hemiplegia 6. Quadriplegia

	<ol style="list-style-type: none"> 7. Monoparesis 8. Hemiparesis 9. Quadriparesis 10. Paresthesia 11. Hypertrophy and Atrophy <p>5.2.Causes and Symptoms of</p> <ol style="list-style-type: none"> 1.Cerebro Vascular Accidents 2.Parkinsonism 3.Spinal cord injury- Quadriplegia,Paraplegia,Cuada equina syndrome 4.Peripheral Nerve Injury-Claw hand,Wrist drop,Foot drop,Erb's palsy ,Klumpke palsy
06	<p>UNIT SIXTH: INTRODUCTION TO ORTHOTICS AND PROSTHETICS</p> <p>6.1 Define Orthotics</p> <p>Ankle Foot Orthosis</p> <p>Hinged Knee Brace</p> <p>Cervical Collar</p> <p>Lumbar Corset</p> <p>6.2 Define Prosthetics SACH Foot</p> <p>Below Knee Prosthesis</p>

DEPATMENT OF GENERAL EDUCATION (VHSE WING)
AUTO SERVICE TECHNICIAN
SECOND YEAR FOCUS AREA FOR THE ACADEMIC YEAR 2021-22
VOCATIONAL SKILL

SL.NO	NAME OF UNIT AND FOCUS AREAS
1	Service Manual
	Areas cover in the Service Manual
	Content of Manual
2	Serviceability, Replacement or Repair of Engine components
	Relevant Knowledge (function of valve)
	Valve mechanism And its types
	Overhead valve mechanism (OHV)
	Overhead Cam mechanism (OHC)
	Valve Lapping Operation
	Piston Ring Functions
	Function of cooling system
	Common faults in cooling system
	MPFI system and its advantages
	Function of ECM and Actuator
	Sensors and its types
	Throttle body
	CRDI System
	types of solid injection system-
	Fuel Injector Nozzel
	Turbo Charger
3	Transmission System
	Functions of transmission system-lay out
	Diaphragm clutch- advantages
	Clutch slip, causes and remedies
	Clutch Judder,causes and remedies
	Propeller shaft - function
	Drive shaft-function
	Differential - need and function
	Working of Differential
	Servicing of Differential
	Automatic Transmission System- function and construction
	Types of automatic transmission

4	Suspension system
	function of suspension system
	Maintenance Tips for Suspension system
	Leafs spring- function,construction and working
	Shackle- function
	shock absorber -function
	Steering Linkage
	types of steering gear boxes
	Rack and pinion type steering gear box-advantages
	Hydraulic operated power steering - working
	Air suspension - working
	wheel balancing and wheel alignhment- function
	Camber angle, Toe-in, Castor angle, Wheel base -Defenition
5	Auto Electrical
	Multimeter -function
	Digital Multimeter
	Ammeter Test with digital multimeter
	Battereay- function
	General Precautions while Handling Battery
	Specific Gravity Test (Hydrometer Test)
	Open Circuit Voltage Test
	Important Maintenance Points of battery
	Fuse - function and types
	Charging system
	Starting system and circuite
	Ignition sytem and circuite
	Computerized Ignition System (Distributerless)
	Horn circuite
	Advantages of electrical fuel pump

Department of General Education (VHSE Wing)

NSQF JOB ROLE:

BUSINESS CORRESPONDENT AND BUSINESS FACILITATOR(BCBF)

SECOND YEAR FOCUS AREA FOR THE ACADEMIC YEAR 2021-22

VOCATIONAL SKILL

SL. NO	NAME OF UNIT AND FOCUS AREAS
1	<p style="text-align: center;">UNIT 1: CASH AND CASHLESS TRANSACTION</p> <p>Session:1 Indian banking system</p> <ul style="list-style-type: none">➤ Banking transaction➤ Types of account transactions➤ Financial inclusion channel➤ Receive cash from designated accounts➤ Banking kiosk & POS (point of sale) machine➤ Collection cheques and cash➤ Disburse cash for withdraws➤ Remittance facilities to other accounts & Types of remittances <p>Session: 2 Client relationship and grievance management customers queries and complaints</p> <ul style="list-style-type: none">➤ Type of customer complaints➤ Process to resolve customer complaints and issues➤ Report to branch assigned with cash and cheques➤ Cash and cheque disbursed to customers are recording to bank <p>Session: 3 Repayment and its procedure</p> <ul style="list-style-type: none">➤ Type of loan➤ Type of loan repayment➤ Loan repayments as per company policy➤ Account closure request and collect deliverables <p>Session: 4 banking system and its administration</p> <ul style="list-style-type: none">➤ Update detail of cash disbursed➤ Received the designated format or software➤ Periodic report➤ Sop (standard operating procedure) for security procedure
2	<p style="text-align: center;">UNIT 2: BANKING SERVICES TO CUSTOMERS</p> <p>Session1: Schedule and execute follow-up session</p> <ul style="list-style-type: none">➤ Scheduling and executing follow-up visits➤ Periodically review customers' financial requirements <p>Session 2: Provide post sale consumer services services</p> <ul style="list-style-type: none">➤ Post-sale service➤ Importance and types of post-sale service

	<p>Session 4 : Defaulter management process</p> <ul style="list-style-type: none"> ➤ Defaulter loans accounts ➤ Preparing a list of defaulters ➤ Payment recovery in case of default as per company policy ➤ Report status of loan recovery of to branch manger
3	<p style="text-align: center;">UNIT:3 CUSTOMER CENTRIC SERVICES</p> <p>Session 1: Customer communication and development</p> <ul style="list-style-type: none"> ➤ Communication skills ➤ Address escalated customer concerns ➤ Educate colleagues on good practices in customer handling <p>Session 3: Customers: co-ordination and collaboration</p> <ul style="list-style-type: none"> ➤ Communication at work place ➤ Types of communication at workplace ➤ Training of staff to cooperate, coordinate and collaborate to Achieve shared goals <p>Session 4: Good governance and its implementation</p> <ul style="list-style-type: none"> ➤ Feedback and its features ➤ Organize regular feedback collection as per company's sop ➤ Address problems by quick decision making ➤ Promote clarity, honesty and transparency in dealing with customers and colleagues
4	<p style="text-align: center;">UNIT: 4 INTEGRITY, BANKING ETHICS AND TEAM WORK</p> <p>Session-1 Maintain the integrity of banking transactions</p> <ul style="list-style-type: none"> ➤ Banking integrity ➤ Setting highest standards of integrity ➤ Unfair trades & Corrupts practices ➤ Avoid using company's fund for personal use <p>Session 3: Practising ethical behaviour avoid misrepresentation of misinformation</p> <ul style="list-style-type: none"> ➤ Practices of ethical behaviour ➤ Ethical practices with customers & colleagues ➤ Avoid defaming products and service of companies in competition <p>Session: 4 Developing healthy team climates</p> <ul style="list-style-type: none"> ➤ Team work and its features ➤ Develop healthy team environment ➤ Build mutual trust

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)

NAME OF THE SUBJECT: BABY CAREGIVER(NSQF)

FOCUS AREA FOR THE ACADEMIC YEAR 2021-22

VOCATIONAL SKILL

SL.NO	NAME OF UNIT AND FOCUS AREAS
01.	<p>UNIT ONE: PREPARATION OF FOOD FOR BABIES AND TODDLERS.</p> <p>1.1. Food and nutrition meaning</p> <p>1.2. Nutrients, functions, sources and deficiency diseases</p> <p>1.3. Importance of maintaining water balance-Symptoms of dehydration</p> <p>1.4. Basic V food groups- food plate</p> <p>1.5. Meal planning- principles</p> <p>1.6 Factors to be considered while planning meals for infants and babies.</p> <p>1.7 Methods of enhancing the bio-availability of foods</p> <p>1.8. Cleaning vegetables, fruits and food articles</p> <p>1.9. Preservation and storage of leftover fruit and vegetables</p>

<p>2.</p>	<p><i>UNIT 2. HYGIENE AND WORK ETIQUETTE</i></p> <p><i>2.1. Personal hygiene - Good health habits -(coughing, sneezing, washing hands).</i></p> <p><i>2.2. Communicating about infectious diseases andpersonal health issues</i></p> <p><i>2.3. Personal protective equipments</i></p>
<p>3.</p>	<p><i>UNIT 3 CLEAN AND SECURE ENVIRONMENT</i></p> <p><i>3.1. Cleanliness of workplace: Importance ofcleaning the workplace</i></p> <p><i>3.2. Different types of pollutions</i></p> <p><i>3.3. Identify the hazards and deal with them in safeand competed manner.</i></p> <p><i>3.4. Waste management-classification of waste anddisposal</i></p> <p><i>3.5. Methods of reducing household waste</i></p>
<p>4.</p>	<p><i>UNIT 4 PERSONAL QUALITIES AND GENERALSKILLS</i></p> <p><i>4.1. Personal qualities:- Qualities and qualifications of child care protection</i></p> <p><i>4.2. Importance of good manners and interpersonal skills</i></p> <p><i>4.3. Importance of maintaining good relations withthe employer</i></p>

DEPARTMENT OF GENERAL EDUCATION(VHSE)
SECOND YEAR FOCUS AREA(NSQF)2021-22

BEAUTY THERAPIST

SL NO	NAME OF UNIT AND FOCUS AREA	
01	Unit 1:MAKE UP SERVICES	
	1.1:BASIC SKIN TYPES AND SKIN TONES	
	1.2:MAKE UP PRODUCTS	
	1.3:SELECTION AND APPLICATION OF RIGHT PRODUCTS TO ENHANCE FACIAL FEATURES	
	1.4:THE COLOUR WHEEL	
	1.5:BASIC BINDI DESIGNS	
	1.6:SAREE DRAPING	
	1.7:MAKE UP REMOVAL METHODS	
02	UNIT 2-FACIAL BEAUTY SERVICE	
	2.1:FACIAL STEAMER	
	2.2:ELECTRO FACIAL SKIN TREATMENT	
03	UNIT 3-SALON RECEPTION DUTIES	
	3.1:CLIENT CARE	
	3.2:MAINTAIN RECEPTION AREAS	
	3.3:PROCESS PAYMENT	
04	UNIT 4-CREATING POSITIVE IMPRESSION AT WORK PLACE	
	4.1:RECEPTION AREA AND SALOON STAFF MANAGEMENT	
	4.2. CREATION OF A CARING AND COMFORTING ENVIRONMENT	
	4.4. EFFECTIVE COMMUNICATION TECHNIQUES	
	4.5. CODE OF CONDUCT	
	4.6. TEAM WORK	

II Year VHSE
NSQF Course: Computer Application Accounting and Publishing(CAAP)
Focus Area-(60% of Total Syllabus)

Unit No.	Focus Area
Unit 1.	Computerised Accounting.
	<p>1. Explain Fundamentals of Accounting Software.</p> <ul style="list-style-type: none"> ➤ Introduction to Accounting Software. ➤ Meaning of Computerised Accounting. ➤ Types of Accounting software. ➤ Benefits of computerised Accounting ➤ Accounting Software Fundamentals-features ➤ Screen components of Accounting Software ➤ Create, Alt, Select and Shut Company <p>2. Explain Accounting Information in Accounting Software.</p> <ul style="list-style-type: none"> ➤ Groups in Accounting Software-Predefined ➤ Create, Display ,Alter and Delete Ledgers ➤ F11 Features ➤ F12 Configuration. <p>3. Prepare Accounting Vouchers in Accounting Software.</p> <ul style="list-style-type: none"> ➤ Voucher Types ➤ Configuration of Vouchers <p>Accounting Vouchers</p> <ul style="list-style-type: none"> ➤ Contra Voucher ➤ Payment Voucher ➤ Receipt Voucher ➤ Journal Voucher ➤ Sales Voucher ➤ Credit Note Voucher ➤ Purchase Voucher ➤ Debit Note Voucher ➤ Display, Alter and Delete Voucher entry. ➤ Duplicate a Voucher ➤ Cancel a Voucher ➤ Shortcut keys. <p>4. Explain Inventory Information in Accounting Software.</p> <ul style="list-style-type: none"> ➤ Maintaining stock details in Accounting Software ➤ Inventory masters ➤ Stock item ➤ Stock group. ➤ Stock Category. ➤ Unit of Measure. <p>5. Prepare Inventory Vouchers in Accounting Software</p> <ul style="list-style-type: none"> ➤ Purchase order ➤ Invoicing <p>6.Prepare Tax Accounting in Accounting Software</p> <ul style="list-style-type: none"> ➤ Goods and Service Tax

	<ul style="list-style-type: none"> ➤ Ledgers Pertaining to GST on Supply of goods. ➤ Ledgers pertaining to TDS ➤ TDS Voucher types ➤ GST Reports. <p>7. Demonstrate Technology Advantages in Accounting Software.</p> <ul style="list-style-type: none"> ➤ Printing. ➤ Export <p>7. Demonstrate various MIS reports in Accounting Software.</p> <ul style="list-style-type: none"> ➤ Statutory and Tax Report ➤ Trial Balance, P&L Account ,Balance Sheet ➤ Cash Book, Bank Book and ledger ➤ Inventory Report.
Unit 2	Page Layouting Software.
	<p>1. Identify the screen components of Desk Top Publishing.</p> <ul style="list-style-type: none"> ➤ Introduction to Desktop Publishing ➤ Desk Publishing Softwares. ➤ Introduction to Page Lay outing Software ➤ Features of Page lay outing software. ➤ Advantages of Page Lay outing Software, ➤ Components in the user interface of Page Lay outing Software . ➤ Tool box. ➤ Control Palette. <p>2. Demonstrate create and save documents.</p> <ul style="list-style-type: none"> ➤ Steps to create new documents, save documents , ➤ Shortcut keys <p>3. Demonstrate Formatting and lay outing the documents .</p> <ul style="list-style-type: none"> ➤ Threading and Unthreading Text. ➤ Converting objects into frame ➤ Page Layout and Bitmap.
Unit. 3.	Advanced Page Layouting Software.
	<p>1. Explain User interface.</p> <ul style="list-style-type: none"> ➤ Application Bar, Control Panel, Document Layout, Tool bar Panels Bar, Ruler measurements. ➤ Features of Advanced page lay outing software. ➤ Advantages of Advanced page lay outing software <p>2. Demonstrate adding and editing of Texts and graphics</p> <ul style="list-style-type: none"> ➤ Explain Procedures to- Create a new document Adding text frame, Typing and editing text, Placing text, Convert text into text block. Placing graphics Sizing and resizing of Graphics. <p>3. Demonstrate Managing pages</p> <ul style="list-style-type: none"> ➤ Explain procedures to- Insert, delete and moving pages Creating and applying master pages, Overriding master page items. Change Page size and margins and Setting Page number. <p>4. Demonstrate Working with Colours and Transparency</p> <ul style="list-style-type: none"> ➤ Explain steps to create- Transparency, drop shadows and effects. Stroking and filling frames and Paths, Creating and applying radiant and swatches.

	<p>5. Demonstrate Frames and Paths.</p> <ul style="list-style-type: none"> ➤ Explain Steps to Drawing path and frame shapes Adjusting corner options, Creating text outline. Short cut keys.
Unit. 4	Image Editing Software
	<p>1. Identify the basic tools and palettes and modify image.</p> <ul style="list-style-type: none"> ➤ Explain features of Image editing software. ➤ Merits of Image editing software. ➤ Explain- Basic Tools and Palettes Modifying an Image, ➤ Minor Adjustments in Image, ➤ Adjusting the Lighting in Image ➤ Enhancing an Image, <p>2. Demonstrate Working with Layers.</p> <ul style="list-style-type: none"> ➤ Explain basic idea about Layer effects. <p>3. Demonstrate Web features of Photoshop.</p> <ul style="list-style-type: none"> ➤ Explain - Animated GIF, File format and Image format for web, Saving Images for the Web, Web Gallery,
Unit.5	Vector Drawing Software
	<p>1. Identify the screen components work space and basic tools in Vector Drawing Software</p> <ul style="list-style-type: none"> ➤ Explain various features of Vector drawing software. ➤ Benefits of Vector drawing software. ➤ Difference between Vector graphics and Bitmaps. ➤ Basics of Vector Drawing Software – ➤ Creating a new file, Title Bar, Work Area, Printable Page, Property Bar, Page Counter Bar, Colour Palette, Toolbox, <p>2. Basic s of Drawings an Objects in Vector Drawing Software.</p> <ul style="list-style-type: none"> ➤ Explain steps to - Drawing Figures, Lines, Ellipse, Circles, Rectangle, Square, Polygon ➤ Toolbox. ➤ Selecting ,Resizing and moving an Object, <p>3. Demonstrate the shape and line in Vector Drawing Software.</p> <ul style="list-style-type: none"> ➤ Explain steps to Changing the Shape, Combining Two Objects, Skewing, Welding the Objects, Blending, Curve Lines, Straight Lines. ➤ Comparison of different Desk Top Publishing Softwares.
Unit.6	<p>Health and safety measures</p> <p>Nil</p>

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)

**NAME OF SUBJECT: CRAFT BAKER – CRB
(NSQF)**

**FOCUS AREAS FOR THE ACADEMIC YEAR
2021-22**

VOCATIONAL SKILL

SL.NO.	NAME OF UNIT AND FOCUS AREAS
01.	<i>FOOD SAFETY STANDARDS, HYGIENE AND SANITATION</i> 1.1 Food quality, Hygiene, prevention of contamination and storage in a Patisserie 1.2 Food Safety law, Importance of HACCP, FSSAI, GHP, GMP 1.3 Safety Hazards in work place Safety signs and simple waste management
02.	<i>PASTRIES, CAKES, CHOCOLATES AND DESSERTS</i> 2.1 Quality Parameters of raw ingredients. 2.2 Equipment tools and techniques used in preparation. 2.3 First in First out (FIFO) and First expiry first out (FEFO) 2.4 Cleaning methods for machinery and tools, (COP& CIP)
03.	<i>PASTRY CRAFT</i> 3.1 Pastry preparation and types 3.2 Cake preparation and types 3.3 Chocolate preparation and types
04.	<i>UNIT FOURTH (NAME)</i> 4.1 Documentation of raw material 4.2 Requisitioning raw material for daily production 4.3 Record maintenance of finished products

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)

NAME OF SUBJECT: DOMESTIC BIOMETRIC DATA OPERATOR.(NSQF)

FOCUS AREAS FOR THE ACADEMIC YEAR 2021-22 VOCATIONAL SKILL

VOCATIONAL SKILL

SL.NO.	NAME OF UNIT AND FOCUS AREAS
1	UNIT ONE (APPLICATIONS OF BIOMETRIC DATA) 1.1.Data items required in the preparation of BAS 1.2.Procedure of preparation of BAS 1.3 Types of reports generated in BAS 1.4 Data items required in the preparation of adhar Card 1.5 Procedure of preparation of aadhar card 1.6 Data items required in the preparation of Passport 1.7 Procedure of preparation of passport 1.8 Data items required in the preparation of Driving Licence 1.9 Procedure of preparation of Driving Licence 1.10 Data items required in the preparation of ID card 1.11 Procedure of preparation of ID card
2	UNIT TWO (APPLICATIONS OF BIOMETRIC DATA) 1.1.Concept of database systems 1.2.Relational database systems 1.3.Creation and updation of database using SQL (MySQL) 1.4.Commands for creation and updation of database 1.5.Commands for querying a database 1.6.Basic Concept of data Security
3	UNIT THREE (ADVANCED TECHNOLOGIES) 1.1.Concept of Cloud Computing 1.2.Basic Architecture of cloud 1.3.Cloud services offered by Google, NIC and Apple 1.4 Concept of data mart and data warehouse 1.5 Concept of Digital Signature
4	UNIT FOUR (HEALTH AND SAFETY MEASURES) 1.1.Importance of health, safety and security at work place 1.2.Policies for health, safety and security

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)
NAME OF SUBJECT: Dairy Farmer/Entrepreneur (NSQF) (Second Year)
FOCUS AREAS FOR THE ACADEMIC YEAR 2021-22

VOCATIONAL SKILL

SL. NO.	NAME OF UNIT AND FOCUS AREAS
01	Unit 1: Maintain healthy performance of Livestock 1.1. Signs of healthy animal, difference between health and sick animal 1.2. Five basic animal freedoms, concept of animal welfare 1.3. Prevention and control of parasitic infections: types of parasites, deworming, administration of dewormers, deworming schedule, harmful effects of external parasites, common ectoparasites, treatment and control of external parasites, precautions during medicine application. 1.4. Identification of dairy animals: animal identification methods 1.5. Heat detection: Phases of estrus cycle, detection of heat by observing signs of heat 1.6. Artificial insemination: advantages, disadvantages, time of AI, methods. 1.7. Diagnosis of pregnancy: signs of pregnancy, methods of detection and management of pregnant animals 1.8. Management of calves: cleaning and initiation of breathing, colostrum feeding, cutting umbilical cord, housing of calves, removal of supernumerary teats, weaning 1.9. Feeding of calves: pail feeding, feeding schedule, calf starter, milk replacer 1.10. Determination of age of animals: age determination using horn rings, age determination using dentition: only types of teeth, dental formula in cattle, age of eruption of permanent incisors in cattle.
02	Unit 2: Performing Hand and Machine Milking 2.1. Structure of udder 2.2. Physiology of milk let down 2.3. Inhibition of milk let down 2.4. Pre milking activities 2.5. Hand milking methods 2.6. Machine milking: parts of milking machine, principle of machine milking, comparison of machine milking to hand milking and suckling 2.7. Post milking activities 2.8. Clean milk production: sources of contamination, factors of clean milk production 2.9. Mastitis: types, detection methods, control and prevention of mastitis
03	Unit 3: Maintain Health and Safety at the Workplace 3.1. Cleanliness and hygiene in dairy farm 3.2. Safe handling of equipment and animals: risks, recommended practices 3.3. Biosecurity measures: restricted access, foot bath, PPE, disinfection, disposal of carcass (burial, incineration, composting, rendering) 3.4. Transmission of infectious diseases: routes, preventing transmission of diseases 3.5. First aid for non-infectious conditions: Indigestion and anorexia, constipation, tympany, diarrhoea, poisoning, sunstroke, burns, management of wounds, controlling bleeding wound, measures to be taken during first aid treatment.
04	Unit 4: Entrepreneurship 4.1. Entrepreneurship opportunities in dairy sector 4.2. Steps for becoming a dairy entrepreneur and fundamentals of dairy economics 4.3. Economic aspects in dairy farming in dairy sector 4.4. Factors influencing economics of dairy farming 4.5. Starting a dairy business: preparing a dairy business plan – technical, financial, managerial and other aspects. 4.6. Marketing of milk and milk products: pricing, ways of marketing, selling milk products

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)
NAME OF SUBJECT: DISTRIBUTION LINEMAN (SECOND YEAR)
FOCUS AREA FOR THE ACADEMIC YEAR 2021-22

VOCATIONAL SKILL

Sl No	Name of Unit and Focus Areas
01	UNIT ONE (BASIC ELECTRICITY II) 1.1 Basic Electrical Quantities(Definition, Unit, Symbol) 1.2 Active and Passive components (Definition, Examples) 1.3 Colour coding of resistors 1.4 Measuring Instruments(Ammeter, Voltmeter, Wattmeter, Energy meter)- Purpose, Connection 1.5 Series and Parallel Circuits- Circuit properties, Series circuit calculations
02	UNIT TWO (OBSERVE THE OPERATION AND MAINTENANCE OF 11/0.433kv DISTRIBUTION SUBSTATION 2.1 Various Distribution Line Components (Isolator, CT, PT, Circuit Breakers(Types only), LA(types), DO Fuse 2.2 Distribution Transformer- Parts, Working 2.3 General maintenance work on distribution Transformer, Yard 2.4 Pole mounted substation - Lay out, Erection Procedure
03	UNIT THREE (SAFETY PRECAUTIONS OF ELECTRIC WORK) 1.1 Electric accidents- Causes, First Aid, Precautions 1.2 CPR 1.3 Fire- Types of fire, Causes 1.4 Fire Extinguisher – Types and techniques for using fire extinguishers.
04	UNIT FOUR (WORK PLACE MANAGEMENT) 4.1 PPE 4.2 Safety signs, Slogans 4.3 Electrical Safety Procedures - Tag out/Lock out , Permit To Work

DENTAL ASSISTANT

SL NO	UNITS AND FOCUS AREA
1.	UNIT ONE-BASIC ORAL SURGERY-1 1.1 Common oral surgical procedures and instrumentation. 1.3 Instructions given to patients.
2.	UNIT -2-RESTORATIVE AND ENDODONTIC DENTISTRY-2 2.1 Procedures in restorative dentistry and manipulation of ZnOE, Amalgam ZnPO ₄ , GIC 2.2 Identification of endodontic instruments 2.3 Isolation of tooth-rubber dam
3.	UNIT 3-PERIODONTIA-2 3.3 Oral hygiene methods
4.	UNIT 4-PROSTHODONTICS-2 4.1 Removable Partial Dentures 4.2 Fixed partial dentures 4.3 Immediate dentures and Overdentures -indications 4.4 Relining and rebasing – definition and materials used materials used
5.	UNIT 5- ORTHODONTICS-2 5.4 Oral hygiene and dietary instructions to patients
6	UNIT 6-DENTAL PHARMACOLOGY 6.5 Storage and dispensing of drugs 6.6 Names of antibiotics, analgesics,LA used in dentistry
7	UNIT -7 DENTAL RADIOLOGY 7.2 Types of dental radiographs 7.3 Parts of x-ray machine 7.4 Developing and fixing solutions-procedure 7.5 Radiation hazards
8	UNIT -8 INFECTION CONTROL ,DISINFECTION,STERILISATION IN DENTAL CLINICS 8.1 Disinfection,sterilization and asepsis-hand hygiene etc 8.2 Disinfection-procedure and material used 8.3 Sterilisation-materials and equipments used 8.4 Packaging and storing

**DEPARTMENT OF GENERAL EDUCATION
(VHSE WING)**

**DAIRY PROCESSING EQUIPMENT OPERATOR
(NSQF)**

FOCUS AREAS FOR THE ACADEMIC YEAR 2021-22

VOCATIONAL SKILL

SL.NO.	NAME OF UNIT AND FOCUS AREAS
01.	<p><i>UNIT ONE (INTRODUCTION TO DAIRY PRODUCTS)</i></p> <p><i>1.1</i> List the different types of milk products and their method of production</p> <ul style="list-style-type: none">• List the different classes of milk products• Production chart/ Process flow chart of milk products .
02.	<p><i>UNIT SECOND (QUALITY STANDARDS ,HEALTH AND SAFETY ASPECTS IN DAIRY AND FOOD INDUSTRY)</i></p> <p><i>2.1</i> Demonstrate different quality control tests of milk</p> <ul style="list-style-type: none">• Platform tests• estimation of fat and SNF• Estimation of acidity• Methylene blue reduction test.• adulterants in milk-water, sugar, starch etc.• Neutralisers in milk <p><i>2.2</i> List the food safety standards to be followed</p> <ul style="list-style-type: none">• National standards for hygienic milk production• Processing methods standards (GMP, HACCP, ISO etc.)• Labelling standards <p><i>2.3</i> Describe the personal hygiene to be followed in food handling systems</p> <ul style="list-style-type: none">• Personal hygiene

03.	<p><i>UNIT THIRD (INTRODUCTION TO DAIRY PRODUCT PROCESSING EQUIPMENT / MACHINES)</i></p> <p>3.1 Develop skill in operation of various equipment in milk products manufacturing.</p> <ul style="list-style-type: none"> • Operation of the following equipment: <ul style="list-style-type: none"> • Khoa making machine • Ghee making equipment • Butter making machine • Ice cream making machine • Milk sterilization unit
04.	<p><i>UNIT FOURTH (INSTRUMENTATION IN DAIRY INDUSTRY)</i></p> <p>4.1 List and describe the different types of measuring instruments in dairy industry.</p> <ul style="list-style-type: none"> • Different types of measuring devices used in dairy industry (temperature, pressure, flow, speed, torque, Vibration, level, pH, conductivity etc.). • Working function of instruments/ devices <p>4.3 Describe the overview of the automation system adopted in dairy industry</p> <ul style="list-style-type: none"> • Introduction to PLC and SCADA (overview)
05.	<p><i>UNIT FIVE (DOCUMENTATION AND RECORD KEEPING)</i></p> <p>5.1. Keep record of raw materials and packaging materials</p> <ul style="list-style-type: none"> • Record Keeping • Documentation of raw material and packaging material • Requisitioning raw material for daily production • Enterprise resource planning (ERP) <p>5.2. Assess the details to be documented at production schedule and process chart</p> <ul style="list-style-type: none"> • Maintaining records of production schedule • Maintaining records of production process

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)

NAME OF SUBJECT(NSQF): DIET ASSISTANT (DTA)

FOCUS AREA FOR THE ACADEMIC YEAR 2021-22(SECOND YEAR)

VOCATIONAL SKILL

SL NO	NAME OF UNIT AND FOCUS AREA
1	UNIT 1 -THERAPEUTIC DIET 1. LO (1) EXPLAIN TYPES OF THERAPEUTIC DIET AND THEIR IMPORTANCE 2. LO (2) DESCRIBE THE PRINCIPLES OF THERAPEUTIC DIETS IN DIFFERENT DISEASES
2	UNIT 2- NUTRITIONAL CARE IN LIFESTYLE DISEASES 1. LO (1) DEMONSTRATE KNOWLEDGE OF THE BASIC CONCEPT OF LIFESTYLE DISEASES AND OBESITY 2. LO (2) EXPLAIN THE PATHOPHYSIOLOGY OF DIABETES MELLITUS
3	UNIT 3- NUTRITIONAL EDUCATION, PROGRAMMES, AND ASSESSMENT 1. LO (1) IMPART NUTRITION EDUCATION TO PATIENTS
4	UNIT 4 - FOOD STORAGE AND PRESERVATION 1.LO (1) DEMONSTRATE KNOWLEDGE OF FOOD STORAGE 2. LO (2) DEMONSTRATE METHODS OF FOOD PRESERVATION
5	EMERGENCY MEDICAL RESPONSE AND FIRST-AID 1. LO (2) PERFORM FIRST-AID AND HANDLE FOOD-RELATED EMERGENCIES

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)

NAME OF SUBJECT:
(NSQF) DRAUGHTSMAN

FOCUS AREAS FOR THE ACADEMIC YEAR 2021-22

UNIT 1
CONSTRUCTION PROJECTS

SL.NO.	NAME OF UNIT AND FOCUS AREAS
01	TYPES OF CONSTRUCTION PROJECTS 1.1 Different Types of Construction Projects and Scope 1.2 Residential construction projects 1.3 Building Construction Project 1.4 Institutional and Commercial Projects 1.5 Industrial Construction Projects 1.6 Specialized industrial Construction Projects 1.7 Power Plants 1.8 Highway Construction Projects 1.9 Heavy Construction Projects
02	TYPES OF DRAWINGS AND PURPOSE 2.1 Construction Drawing 2.2 Block Plan 2.3 Architectural Drawings 2.3.1 Types of Architectural Drawings 2.4 Production Drawings 2.5 Electrical Drawings 2.6 Plumbing Drawings 2.7 HVAC Drawings 2.8 Firefighting Drawings 2.9 Environmental Plans 2.10 Finishing Drawings
03	SEPTIC TANK AND RAINWATER HARVESTING 3.1 Use of Septic Tank 3.2 Details of construction 3.3 Drawings for Construction 3.4 Methods of Rainwater Harvesting 3.5 Importance of Rainwater Harvesting
04	RULES TO BE FOLLOWED FOR CONSTRUCTION AND DRAWINGS 4.1 KMBR Rule 4.2 KPBR Rule 4.3 NBC

UNIT 2

DRAFTING USING CAD SOFTWARE

01.	INTRODUCTION TO LIBRECAD 1.1 LibreCAD- Basic Intro 1.2 How to Install LibreCAD 1.3 Basic Settings and Preferences- Application Preferences and Drawing Preferences 1.4. Tool Icons and Tool Description for Drawing
02.	PREPARATION OF DRAWING 2.1 Starting a new drawing 2.2 Layers and Pen attributes 2.3 Construction Layers 2.4 Blocks and Library Browser
03.	PLAN PREPARATION FOR APPROVAL 3.1 Title Block 3.2 Preparation of a Plan 3.3 Basic requirements for a Plan to submit for Sanction 3.4 How to save, store and create output
04.	DOCUMENT CONTROL 4.1 Maintaining Documents of Work and Approval 4.2 Need for Document Control 4.3 RFIs and Responses
05	HOW TO IMPROVE SKILL 5.1 Good and efficient communication/ consultation/Rework/Knowledge transfer 5.2 Ethics of Draughtsman
06	OUTPUT AND OUTPUT DEVICES 6.1 How to take output in required sizes

UNIT 3

VIRUS PROTECTION AND SAFETY

SL.NO.	NAME OF UNIT AND FOCUS AREAS
01	VIRUS PROTECTION 1.1 How to minimise Virus infection in computer-Viruses, vulnerability and damage by viruses 1.2 How to remove Viruses
02	CONSTRUCTION SAFETY 2.1 Safety Measures to be followed in Construction Site 2.2 Importance of Safety Measures to avoid accidents

VHSE SECOND YEAR-ENTREPRENEURSHIP DEVELOPMENT

FOCUS AREAS FOR THE ACADEMIC YEAR 2021-22

SL.NO	NAME OF UNITS AND FOCUS AREAS
1	UNIT 1 -ENTREPRENEURIAL OPPORTUNITY IDENTIFICATION: 1.1 Sensing entrepreneurial opportunity 1.2.2. Transformation of idea into opportunity 1.3. Environment scanning 1.3.1. Need for and importance of environment scanning 1.5. PESTEL Model 1.6. Types of Trends
2	UNIT 2 - ENTERPRISE PLANNING: 2.1.1. Sole proprietorship 2.1.2. Characteristics of sole proprietorship 2.3. Joint stock company 2.3.1 Meaning of Joint stock company 2.3.2 Characteristics of a company 2.4. Co-operative Organisations 2.4.1. Meaning of co-operative organisation 2.4.2. Features of co-operative organisations
3	UNIT 3 - PROJECT FORMULATION: 3.5.1. Determinants of working capital 3.5.2. Operating cycle of working capital 3.5.3. Concept of working capital, calculation of gross working capital and net working capital 3.8.1. Break Even Point, problems 3.8.1. calculation of contribution and profit 3.9.1 Current Ratio
4	UNIT 4 - PROJECT APPRAISAL AND REPORT: 4.2. Aspects of project Appraisal 4.3.2 Calculation of Pay Back Period 4.3.3. Net Present Value calculation
5	UNIT 5 - ENTERPRISE MANAGEMENT 5.3. Functions of management 5.4. Principles of management 5.6. Marketing functions 5.7.1. Benefits of advertising 5.8.1. Qualities of a salesman

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)

NSQF JOB ROLE : ELECTRICIAN DOMESTIC SOLUTIONS (EDS)

SECOND YEAR FOCUS AREAS FOR THE ACADEMIC YEAR 2020-21
VOCATIONAL SKILL

Sl. No.	NAME OF UNIT AND FOCUS AREAS
01.	<p>UNIT - 1 : ELECTRICAL MACHINES</p> <p>1.1 Transformer (Working, construction and types)</p> <p>1.2 Three Phase AC Motor (Types, Construction and Working- Synchronous speed)</p> <p>1.3 Motor starters (Need for starter and types-name only)</p> <p>1.4 Single phase Induction motors</p> <p>1.5 Connection Diagram, working & application of</p> <ul style="list-style-type: none">• CSIR Motor• PSC Motor• Universal Motor <p>1.6 BLDC motor – Advantages and Applications</p>
02.	<p>UNIT - 2 : MAINTENANCE AND REPAIR OF DOMESTIC APPLIANCES</p> <p>2.1 Heating elements – Types, various shape, size and capacity</p> <p>2.2 Materials for making (heating elements & thermal insulations)</p> <p>2.3 Constructional details and functions of each part of</p> <ul style="list-style-type: none">• Automatic Iron• Water Heater• Toaster• Ceiling Fan• Induction cook top• Electric mixer• Water pump <p>2.4 Precautions while using various appliances</p> <p>2.5 Trouble shooting chart and fault rectification for</p> <ul style="list-style-type: none">• Automatic Iron• Water Heater• Ceiling Fan• Electric Mixer• pump

UNIT - 3 : ILLUMINATION and STANDALONE POWER SUPPLIES

03.

3.1 Photovoltaic effect

3.2 Advantages and disadvantages of solar energy

3.3 Maintenance of solar panels

3.4 Lead Acid battery types, AH Capacity

3.5 Maintenance of Lead acid battery

DEPARTMENT OF GENERAL EDUCATION(VHSE WING)

NAME OF SUBJECT:.....(NSQF)

FOCUS AREAS FOR THE ACADEMIC YEAR 2021-22

EMPLOYABILITY SKILLS

SL.NO	NAME OF UNIT AND FOCUS AREAS
01.	UNIT 1(COMMUNICATION SKILLS) 1.Active Listening 1.2...Parts of speech
02.	UNIT2-SELF MANAGEMENT SKILLS 2.1...Ways to maintain positive attitude 2.2...Personality disorders.
03.	UNIT 3 (ICT skills) 3.1...PowerPoint presentation full 3.2...Spreadsheet mention softwares only..
04.	UNIT4 (Entrepreneurial skills) 4.1..... Qualities of an entrepreneur 4.2...Start ups 4.3...Entrepreneurial attitudes and competencies
05.	...Unit 5 Green Skills 5.1Green job-Definition, Benefits , Importance 5.2...Role in agriculture, building and construction

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)

NAME OF SUBJECT: FISHING BOAT MECHANIC

FOCUS AREAS FOR THE ACADEMIC YEAR 2021-22
VOCATIONAL SKILL

SL.NO.	NAME OF UNIT AND FOCUS AREAS
1	UNIT – 1 (Manning of fishing vessel) 1.1 Manning of engine. 1.2 Fouling of propeller and fishing gear. 1.3 Repairing of fouled propeller and damaged gear.
2	UNIT – 2 (Safe manning precautions) 2.1 Safe manning precautions. 2.2 Over loading in fishing gear-Possible causes 2.3 Overturning of fishing boat-Causes and remedy. 2.4 Engine room watch keeping
3	UNIT – 3 (Radio regulations and communication) 3.1 Communication devices. 3.2 Working and application of VHF. 3.3 Navigation equipment
4	UNIT – 4 (Marine meteorology and forecasting) 4.1 Weather forecasting methods at sea. 4.2 Approved weather forecasting agencies.
5	UNIT – 5 (Emergency and safe procedures for machinery operation) 5.1 Emergency and safe procedures for machinery operation
6	UNIT – 6 (Navigation rules.) 6.1 Navigation rules 6.2 Signals used in fishing and other operations

7	UNIT – 7 (Safety measures in fish handling on board.) 7.1 MARPOL. 7.2 Conservation of banned species. 7.3 Icing and Chilling
8	UNIT – 8 (Health and safety at workplace.) 8.1 Meaning of health and safety 8.2 Safety requirements 8.3 List of safety equipment kept in workshop

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)

NSQF JOB ROLE – FABRIC CHECKER

SECOND YEAR FOCUS AREAS FOR THE ACADEMIC YEAR 2021-22 VOCATIONAL SKILL

Sl.No.	NAME OF UNIT AND FOCUS AREAS
01.	UNIT ONE (Preparation for Fabric Checking Operations) 1.1 Explain and perform fabric checking operations. 1.2 Common factors influencing woven and knitted fabric quality. 1.3 Analyze and evaluate various fabric defects. 1.4 Describe importance and various parameters of fabric checking.
02.	UNIT SECOND (Fabric checking-Process and Execution) 2.1 List and describe steps in fabric checking. 2.2 Prepare a report on fabric defects and defective machines. 2.3 Explain reporting system based on protocols. 2.4 Marking identified defects on fabric.
03.	UNIT THIRD (Maintaining a clean and hazard free working area II) 3.1 Describe Maintenance procedure. 3.2 List and describe cleaning equipment, safe working practices and substances.
04.	UNIT FOURTH (Health, safety and Security at workplace) 4.1 Describe and handle potential safety risks and emergencies. 4.2 Recognize emergency situations and report to the concerned authority.
05.	UNIT FIFTH (Industry and Organizational Requirements) 5.1 Describe standard organisational compliance. 5.2 Explain customer specific regulations and requirements. 5.3 Describe ethical compliance.

DEPARTMENT OF GENERAL EDUCATION (VHSEWING)

NAME OF SUBJECT: FRONTLINE HEALTH WORKER

FOCUS AREAS FOR THE ACADEMIC YEAR 2021-22

SI NO	NAME OF UNIT & FOCUS AREA
1.	<p>SUB UNIT 1 ADOLESCENT CARE , STD & FAMILY PLANNING</p> <ol style="list-style-type: none">1.Explain the phenomenon of menstruation and how to maintain personal hygiene during it.2.Counsel community about pre menstrual syndrome (PMS)3.Explain anemia. Explain color coding of iron tablet4. Elicit various reproductive tract infections and sexually transmitted infections.5. Conceptualize various preventive methods of various RTIs /STIs.6. Roles and responsibilities of FHW in prevention and care of STIs/RTIs and HIV/AIDS.7.Discuss the concept of family Planning8. Explain elaborately the various methods of family planning including temporary and permanent methods. <p>Note : the following topics are indirectly linked</p> <ul style="list-style-type: none">• Adolescence nutrition• HIV/AIDS• Cafeteria method of family planning

2.	<p>SUB UNIT 2: PREGNANCY AND CARE</p> <ol style="list-style-type: none">1. Determine the Last Menstrual Period (LMP) and Expected Date of Delivery (EDD)2. Pre Natal Care - Identify needs and care in pregnancy period.3. Discuss the ill-effects of unsafe abortions4. (Ante natal Care) Comprehend and motivate community for the anti-natal visits-physical examination, laboratory examinations, ultrasound, iron and folic acid supplementation, immunization against tetanus.<ol style="list-style-type: none">a. Assess various health issues during pregnancy like anemia, malaria, gestational diabetes etc.b. Identify the problems like pre-eclampsia, obesity and danger signs during pre-natal, ante-natal, intra-natal and post- natal period and escort for appropriate and & timely referral.c. Discussion on nutrition during pregnancy.5. Recognise the roles and responsibilities of FHW in taking care of a woman in pre- natal, ante-natal, intra-natal and post-natal period.6. Explain key points which need to be taken care of during delivery.
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3.	<p>SUB UNIT 3: MATERNAL,NEW BORN AND YOUNG CHILDRENHEALTH CARE</p> <ol style="list-style-type: none"> 1.Explain about the prevention of complications in the post-natal period. 2.Discuss the care of mother in the post-natal period pertaining to psychological make up. 3.Descibe principles and methods of new born care, cleanliness and hygiene while referring the newborn to a health facility 4. Discussion on nutrition during lactation, childhood, complementary foods nutritional practices during infancy and childhood. 5.Identification of SAM ,MAM children 6. Causes, prevention and treatment of malnutrition 7. Explain the management of various neonatal health hazards like asphyxia, neonatal sepsis, iodine deficiency etc 8. Promote health behavior in the children under -five.
4.	<p>SUB UNIT 4: Emergency Medical Response and Management of Minor, Ailments or Injuries</p> <ol style="list-style-type: none"> 1.Describe the concept of basic life support and emergency medical response. 2.Explain the management of convulsion 3. Discuss the steps of carrying out CPR on an adult. 4. Discuss various minor illness and its management. 5. Outline the first aid management of minor injuries. 6. Explain basic care and treatment for wounds, bites, burns.

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)

NAME OF SUBJECT: FITNESS TRAINER

FOCUS AREAS FOR THE ACADEMIC YEAR -2021-22

SECOND YEAR

SL NO	NAME OF UNIT AND FOCUS AREAS
1	UNIT ONE: DIET 1.1 Balanced diet 1.2 Types of diet- general diet, goal-oriented diet:paleo diet, blood type diet, vegan diet, keto diet, Mass gain diet 1.3 Importance of Hydration in fitness 1.4 Importance of Pre and post work out diets
2	UNIT TWO: KINESIOLOGY AND PHYSIOLOGY 2.1 Planes and axis of motion 2.2 Anatomical movement descriptors 2.3 Muscular system 2.4 Cardiovascular system Functions of heart 2.5 Functions of lungs
3	UNIT THREE: HEALTH AND SAFETY 3.1 Pre-data collection of medical history- major risk factors: personal medical history, cardiovascular (CVD) risk profile, current client medication, chronic illness, injury or limitation, contraindications to exercise, has client been advised against exercise 3.2 Physical assessment 1. Balance, static and dynamic postural assessment 3.3 Cardiovascular assessment 3.4 Muscular strength and muscular endurance assessment
4	UNIT FOUR: EXERCISE 4.1 Warm up (general and specific warm up) 4.2 Workout Program 4.3Cooling down methods Sets and Repetitions methods for exercise (straight set, Giant set, super set, drop set, pyramid sets, etc.) 4.4 Strength and Endurance – Type of strength, type of endurance, difference between strength and endurance, training method of developing strength, training methods of developing endurance 4.5 Exercise and Muscle Coordination - introduction to functional training, flexibility-training overview, type of ROM, Type of stretching (Static, dynamic and PNF), 4.6 Effect of exercise on muscle- mechanism of skeletal muscles (Extensor and Flexor), nervous system (CNS, PNS and ANS) 4.7 Training Method - frequency, intensity, load, volume and rest interval in training

NAME OF THE SUBJECT: FLORICULTURIST (OPEN CULTIVATION) - II YEAR
FOCUS AREA FOR ACADEMIC YEAR 2021 - 22
(NSQF Based Subjects)

VOCATIONAL SKILLS - PART B

Sl. No.	Name of Unit and Focus Area
01	Cultivation of Commercial flowers - I 1.1 China aster 1.2 Chrysanthemum 1.3 Tuberose 1.4 Gladiolus (Excluding Post harvest management)
02	Cultivation of Commercial flowers – II 2.1 Rose 2.2 Marigold 2.3 Jasmine spp. 2.4 Crossandra (Excluding Post harvest management)
03	Growing Annuals 3.1 Definition 3.2 Importance 3.3 Classifications 3.4 Herbaceous border 3.5 Preparation of Seed bed 3.6 Types of sowing 3.7 Transplanting seedlings 3.8 Application of manures & fertilizers 3.9 Irrigation methods 3.10 Cultural operations
04	Growing of Perennials 4.1 Define perennials, Types of perennials, Uses of Perennials 4.2 Trees -Importance, Classification 4.3 Shrubs – Definition, Classification, Difference between shrubs and trees, Training and Pruning, Propagation, Topiary 4.4 Climbers and Creepers -Definition, Classification, Propagation, Pergola. 4.5 Indoor plants -Definition, Care and maintenance of indoor plants, Classification of indoor plants, Importance of indoor plants, Planting of Indoor plants 4.6 Bonsai – Definition, Plants suitable
05	Post-Harvest Management and Value Addition 5.1 Care should be taken after harvest of flowers? 5.2 Flower grading 5.3 Pulsing & holding solution and its preparation 5.4 Bruising 5.5 Types of different value added products of flower (bouquet, garland etc.)

	5.6 Preparation of gulkand and rose water 5.7 Describe flower arrangement 5.8 Describe different methods of storage 5.9 How the flowers are packed
06	Occupational Health, Hygiene and First Aid Practices 6.1 Common hazards at flower production 6.2 Applicable hygiene and safety standards, regulations and codes for flower cultivation area 6.3 Procedure for providing first aid in case of medical emergency – cut, burns, bites, grazes, bruises, electric shock, external bleeding etc.

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)

NAME OF SUBJECT: FLORICULTURIST (PROTECTED CULTIVATION)

FOCUS AREAS FOR THE ACADEMIC YEAR 2021-22

SL NO.	NAME OF UNIT AND FOCUS AREAS
1.	UNIT 1 – Care and Maintenance of Protected Structure 1.1. Care of Greenhouse Structure 1.2. Care and maintenance of Drip irrigation system 1.3. Care and maintenance of fogging system 1.4. Sanitation practices in greenhouse
2.	UNIT 2 – Protected Cultivation of Rose, Gerbera and Orchids 2.1. Prepare bed/ Media for growing crops 2.2. Select varieties 2.3. Demonstrate planting 2.4. Demonstrate special operations 2.5. Apply irrigation and fertigation 2.6. Apply plant protection 2.7. Harvest and post harvest management
3.	UNIT 3 - Special Horticultural Practices in Protected Cultivation 3.1. Demonstrate special horticultural practices 3.3. Apply plant growth regulator – Method of application for plant propagation, Define ppm, Define stock solution
4.	UNIT 4 – Control of Insect – Pest and Diseases in Flower Crops (Rose and Gerbera) 4.1. Identify insect, pest, disease and physiological disorders 4.2. Manage important insect, diseases and physiological disorders in protected cultivation
5.	UNIT 5 – Harvesting and Post Harvest Management 5.1. Stage and time of harvesting 5.2. Explain pre – cooling, sorting and grading 5.3. Apply post harvest treatments 5.4. Demonstrate packaging, storage and transportation (Cold chain management)

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)

FISH AND SEAFOOD PROCESSING TECHNICIAN

FOCUS AREA FOR THE ACADEMIC YEAR 2021-22

VOCATIONAL SKILL

SL No.	NAME OF UNIT AND FOCUS AREA
01.	<p>UNIT ONE-FISH AND SEAFOOD PROCESSING</p> <p>1.1 Familiarise with different preservation methods 1.2 Handling of Rawmaterial-Organoleptic evaluation , De-icing, washing. weighing, sorting, reicing. 1.3. Pre-processing activities-Grading ,spooning. 1.4.Processing activities-Thawing,setting,moisture retention, Glazing, freezing, cold storage. Types of freezers-horizontal plate freezer, Air blast, freezer,IQF. Glazing of frozen material. 1.5.Quality of finished products-Core temperature, freezer Burn, Discolouration</p>
02.	<p>UNIT TWO-MACHINES AND EQUIPMENTS INVOLVED IN SEAFOOD PROCESSING</p> <p>2.1.Brief description of grading machine 2.2.Filth machine 2.3.Glaze hardening unit. 2.4.Chlorine dozer.</p>
03.	<p>UNIT THREE-QUALITY MANAGEMNET SYSTEMS AND PRACTICES IN SEAFOOD INDUSTRY.</p> <p>3.1.Basic concepts of SOP,GMP,HACCP,FSSAI. 3.2.Pest control management systems. 3.3.Methods followed to prevent cross contamination in Seafood industry.</p>
04.	<p>UNIT FOUR-DOCUMENTATION AND RECORD KEEPING</p> <p>4.1.ERP(Enterprise Resource Planning)-mention 4.2.Preparation of raw material inventory. 4.3.Mention call back procedure.</p>

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)

NSQF JOB ROLE: FIELD TECHNICIAN AIR CONDITIONER

SECOND YEAR FOCUS AREA FOR THE ACADEMIC YEAR 2021 -22

VOCATIONAL SKILL

SL NO	NAME OF UNIT AND FOCUS AREAS
1	UNIT I -REPAIR AND MAINTENANCE OF AIR CONDITIONER Preventive maintenance of Indoor Unit Preventive maintenance of Outdoor Unit Process for checking compressor,Capacitor,Fan Motor, blower motor,PCB and control panel. Common problem, their possible causes and remedies such as , Unit not working Fuse off Low cooling Fan not working Fan working but not cooling Procedure for repairing different component such as fan, PCB ,air sensor, grill sensor, brazing in case of gas leak
2	UNIT II -TROUBLE SHOOTING IoT APPLICATIONS IN AIR CONDITIONER Common problem in IoT applications List of error codes of related issues Mobile app for checking the functionality Various functions in mobile app
3	UNIT III ADVANCED TECHNOLOGY IN AIR CONDITIONER Dual Inverter technology Concept of air curtain fan Concept of smart cooling Four-dimensional air flow with wider angle Concept of aqesthetic jacket Auto clean technology Anti-corrosive technology Blue fin technology Fast cooling technology Efficient cooling technology

4	<p>UNIT IV- WORKPLACE SAFETY MEASURES</p> <p>Refrigerant Cylinder – Handling and storage</p> <p>Precautions in safe handling</p> <p>Use of recovery unit</p> <p>Prevention of HFC become flammable</p> <p>Safe handling of- vaccum pump and leak detector</p> <ul style="list-style-type: none">-Micron Gauge-Manifold gauge in charging hoses- Safety by using power tools
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DEPARTMENT OF GENERAL EDUCATION (VHSE WING)

**NAME OF SUBJECT: FIELD TECHNICIAN COMPUTING AND
PERIPHERALS (FTCP)**

FOCUS AREAS FOR THE ACADEMIC YEAR 2021-22

VOCATIONAL SKILL

SL.NO.	NAME OF UNIT AND FOCUS AREAS
01	UNIT ONE (Computer Network Essentials) 1.1 Computer network (definition and examples), need for networking 1.2 Network technologies- Peer to peer, Client server (figure and explanation) 1.3 Types of networking- LAN, MAN, WAN (explanation and examples) 1.4 Topologies- Bus, Star, Mesh, Ring, Hybrid (figure and brief explanation) 1.5 OSI layers- (name and brief explanation), TCP/IP layers- (name and brief explanation) 1.6 Protocols- TCP, IP, UDP, FTP, HTTP, HTTPS (names only) 1.7 IP Address- IPV4 (explanation), Different classes of IP address with examples, IPV6 (brief explanation) 1.8 Network devices- Hub, Modem, Switch, Router, Gateway (brief explanations), Comparison of Switch and Hub), NIC card (explanation) 1.9 Guided and Unguided transmission media (types and explanations) 1.10 Transmission modes- Simplex, Half duple, Full duplex (definitions, examples and comparison) 1.11 Straight through and Cross over crimping (definitions and color codes)
02	UNIT TWO (Installation and Configuration of Network Operating System Windows Server) 2.1 Hardware requirements for Windows server installation 2.2 Windows Server 2016 installation procedure (steps) 2.3 Overview of AD DS (explanation) 2.4 Purpose of domain controllers 2.5 Structure of AD DS (explanation) 2.6 Antivirus installation procedure for server (steps)
03	UNIT THREE (Installation and Configuration of Network Operating System Linux Server) 3.1 Dual booting (definition) 3.2 Linux server installation procedure (steps) 3.3 Types of users (names only) 3.4 File Access Permissions (FAPs) (names only) 3.5 Basic commands-man, pwd, sudo, ifconfig, ping, ls (use of commands only)

04	<p>UNIT FOUR (Computer Network Maintenance and Troubleshooting)</p> <p>4.1 Identify, trace and resolve common network problems- Troubleshooting techniques for common network problems (check network adapter, verify drivers using device manager utility, verify connections, ensure no IP conflict, check connectivity using 'ping' command)</p> <p>4.2 Identify, trace and resolve problems related to network user- Troubleshooting techniques for Authentication Problems (check username and password, check user account is not disabled, check security log)</p> <p>4.3 Checking physical connectivity of hardware devices- (check connectivity using 'ping', 'ipconfig' commands)</p>
05	<p>UNIT FIVE (IT Security)</p> <p>5.1 IT Security (definition)</p> <p>5.2 Three principles of IT security (names only)</p> <p>5.3 Malware (definition), Examples of Malware- Virus, Worm, Trojan (names only)</p> <p>5.4 Denial of service attacks, Phishing attacks, Man-in-the-middle attacks (definitions)</p> <p>5.5 Antivirus software (installation steps, any two examples)</p> <p>5.6 Hacking (definition)</p> <p>5.7 Types of hackers (names and definitions)</p> <p>5.8 Firewall (definition)</p> <p>5.9 Types of Firewalls– Packet, Application-level gateway, Stateful inspection (names only)</p> <p>5.10 Cyber security Techniques– Authentication, Encryption, Digital signature, Antivirus, Firewall, Steganography (names only)</p>
06	<p>UNIT SIX (Information Technology Infrastructure Library (ITIL) v4)</p> <p>6.1 Importance of ITIL in IT services</p> <p>6.2 IT quality service parameters- Competence, Courtesy, Credibility, Communication, Reliability (names only)</p> <p>6.3 SLA (definition)</p> <p>6.4 Three phases of problem management- Problem identification, Problem control, Error control (names only)</p>

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)

NAME OF SUBJECT: GRAPHIC DESIGNER

FOCUS AREAS FOR THE ACADEMIC YEAR

2021-22

SL.NO	NAME OF UNIT AND FOCUS AREAS
01.	UNIT ONE (COLOURS) 1.1 Concept of Colour 1.2. Colour Psychology 1.3. Colour Separation
02.	UNIT TWO (GRAPHIC ILLUSTRATION) 2.1. Vector based illustrating software 2.2. Graphic interface for illustration
03.	UNIT THREE (PAGE LAYOUT) 3.1. Imposition schemes 3.2. Digital Pre- press workflow & Output
04.	UNIT FOUR (DESIGN TO PRINT AND VISUAL MEDIA) 4.1. Graphic Design in Print Industry 4.2, Graphic Design for visual media

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)
NSQF JOB ROLE: GENERAL DUTY ASSISTANT
SECOND YEAR FOCUS AREAS FOR THE ACADEMIC YEAR 2021-22
VOCATIONAL SKILL

SL.NO.	NAME OF UNIT AND FOCUS AREAS
01.	UNIT 1: HOSPITAL MANAGEMENT SYSTEM <ul style="list-style-type: none"> 1.1 Various ways of transporting patients within hospital – stretcher, wheel chair, use of spine board 1.2 Significance, purposes and techniques of physical assessment of the patient 1.3 Role of GDA in assisting physical examination of patient 1.4 Measuring parameters of a patient 1.5 Responding to patient call 1.6 Role of GDA in collecting and transporting various specimen 1.7 Use of various equipments and supplies in patient's unit
02.	UNIT 2: STERILIZATION AND DISINFECTION <ul style="list-style-type: none"> 2.1 Sterilization and Disinfection methods 2.2 Role of hand hygiene in prevention of infection 2.3 Role of GDA in maintaining disinfection of hospital wards 2.4 Surveillance of OT 2.5 Role of GDA in maintaining disinfection of Operation Theatre 2.6 Cleaning and disinfection of medical equipments under supervision 2.7 Surgical Dressing 2.8 Role of GDA in Prevention of Hospital Acquired Infection
03.	UNIT 3: INTRODUCTION TO MEDICATION <ul style="list-style-type: none"> 3.1 Forms of medication 3.2 Routes of drug administration 3.3 Drug delivery systems 3.4 Classification of medication 3.5 Standard abbreviations used in medication chart 3.6 Arranging the medicine cabinet and storage of drugs

	3.7 Preventive measures to control the mistakes in drug administration – Three Checks and Seven Rights
04.	UNIT 4: IMMUNIZATION 4.1 Immunization Schedule 4.2 Pulse Polio Immunization
05.	UNIT 5: PHYSIOTHERAPY 5.1 Principles of good body mechanics 5.2 Active Range of Motion Exercises 5.3 Passive Range of Motion Exercises 5.4 Breathing and Coughing Exercises
06.	UNIT 6: BIOMEDICAL WASTE MANAGEMENT 6.1 Importance of Hospital Waste Management 6.2 Sources of Biomedical waste 6.3 Biomedical Waste Management – Collection, Segregation (importance of colour coding criteria recommended by WHO), Packaging, Transportation and storage, disposal
07.	UNIT 7: MEDICAL RECORDS 7.1 Purposes and Principles of documentation 7.2 Role of GDA in maintaining medical records (including LAMA, MLC, RTA, POMR)

Department of General Education (VHSE WING)

NAME OF SUBJECT : GARDENER (GNR) FOCUS AREA FOR THE
ACADEMIC YEAR 2021-2022

SL. NO	NAME OF UNIT AND FOCUS AREAS
1	Unit 1 - NUTRITION AND IRRIGATION
	1.1. Essential Nutrients- Macro and Micronutrients- N,P,K – Functions, Classification of manures and fertilizers
	1.2 Define green manures and fertilizers with examples and explain the different methods of manure and fertilizer application
	1.3 Types of composting and explain Vermicomposting procedure in detail
	1.4 List out the different methods of Irrigation (Surface, Subsurface, Specialised irrigation methods) and explain in detail about Drip and sprinkler irrigation systems.

02.	UNIT 2: CARE AND MAINTENANCE OF GARDEN 2.1 Nature of insect damage 2.2 Five insect orders, its characteristics and damaging stages 2.3 Define disease and different causal organisms 2.4 Common disease symptoms 2.5 Classification of weeds (Based on life span- Annuals, Biennials and perennials, Based on ecological affinities – Dry land weeds and wetland weeds) 2.6 Classification of weedicides 2.7 Methods in Integrated pest and disease management (Cultural, Mechanical, Physical, Biological and Chemical methods) 2.8 Common cultural operations (Mulching, Training, Pruning, Pinching, Disbudding)
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Unit 3	Name of unit and focus areas
	UNIT 3 – LAWN-ESTABLISHMENT &MAINTENANCE
	3.1 Common Lawn grasses and their characteristics
	3.2 Methods used for Planting of Lawn
	3.3 Different operations for maintaining Lawn

Unit 4	Name of Unit: Basic landscape designing and garden components
	4.1 Principles of Landscaping along with design Principles of educational institutions and home gardens
	4.2 Features of garden/Components of garden
	4.3 Different styles of garden with special reference to Japanese garden
	4.4 Indoor garden(With examples of plants used , care and maintenance and containers used)

Unit 5	NAME OF UNIT AND FOCUS AREA
	IDENTIFICATION OF ORNAMENTAL PLANTS
	5.1. classification of ornamental plants with examples <ul style="list-style-type: none"> • Based on lifespan: Annuals, Biennials and Perennials • Based on morphology: Herbs, Shrubs, Trees, Creepers and Climbers • Based on season of growth: Winter season annuals, Summer season annuals and Rainy season annuals
	5.2. Uses or purpose of shrubs, annuals and trees

General Education department (VHSE wing)

Second year focus areas for academic year 2021-22

NSQF job role: In-line checker

VOCATIONAL SKILL

SL. NO.	NAME OF UNIT AND FOCUS AREAS
1	<u>UNIT ONE (CARRY OUT IN-LINE CHECKING ACTIVITIES, PROCESS & EXECUTION)</u> 1.1 List and describe body measurements and garment sizes 1.2. Classify, explain and rectify garment defects
2	<u>UNIT SECOND (INSPECTION METHODS AND TECHNIQUES)</u> 2.1. List and describe common factors affecting garment quality Garments inspection 2.2. Garments inspection 2.3. Report problems to concerned authority
3	<u>UNIT THIRD (MAINTAINING A CLEAN AND HAZARD FREE WORKING AREA)</u> 3.1 Describe maintenance procedures
4	<u>UNIT FOURTH (HEALTH, SAFETY AND SECURITY AT WORKPLACE)</u> 4.1 Describe and handle potential safety risks and emergencies 4.2 Identify and report malfunctions in machinery and equipment at workplace
5	<u>UNIT FIFTH: INDUSTRY AND ORGANIZATIONAL REQUIREMENTS</u> 5.1 Explain and practice customer specific regulations and requirements

Department of General Education (V H S E Wing)

NSQF JOB ROLE : Junior Software Developer

SECOND YEAR FOCUS AREAS FOR THE ACADEMIC YEAR 2021-22

VOCATIONALSKILL

Sl No.	NAME OF UNIT AND FOCUS AREAS
1	<p>Software Engineering</p> <p>Phases of software development – requirement analysis, system analysis, system design, system implementation, system maintenance.</p> <p>SDLC - Waterfall Model, Agile Model</p> <p>Concept of software testing, Different types of software testing.</p>
2	<p>Advanced Programming using Python</p> <p>Code and executing python programs using Strings.Initializing strings and accessing strings, String operations, Built-in functions for string manipulation, String traversal, String as argument to function.</p> <p>Code and execute python programs using List. List, list operations - creating, initializing, traversing and manipulating lists, list methods, Built-in functions, nested lists, list as argument to a function.</p> <p>Code and execute python programs using Tuples.Creating, initializing, accessing elements, tuple assignment, Operations on tuples, Tuple methods and built-in functions, nested tuples.</p> <p>Code and execute python programs using Dictionary.Concept of key value pair, mutability, creating,initializing, traversing, updating and deleting elements.</p>

3	<p>Web Application Development</p> <p>Create web page using basic HTML,HTML basic structure, HTML Tags – <Head>, <Title>, <Body>, <P>, <A>, , <H1> to <H6> Colors, Tables, Fonts,Forms</p> <p>List – ordered and unordered list.</p> <p>Create a web page to display the marks scored by all students belonging to different classes of your school.</p> <p>Create a web page to display the list of items in ordered form and unordered form.</p> <p>Form Elements – Text, Combo box, Lists, radio buttons,</p> <p>Registration form using form elements,Login form using tables and form elements,Create a feedback form.</p>
4	<p>Mobile Application Development</p> <p>Introduction to Mobile Computing.</p> <p>Introduction Android Development Environment and tools</p> <p>Application wireframing, Generic User Interface (UI) development.Android Graphics and Multimedia. Integration of location based Services,Procedure for designing and building basic android application.</p>
5	<p>Emerging Trends and Social Impact</p> <p>Machine Learning and Artificial intelligence, Internet of Things,Cyber Security, BlockChain,Social Engineering,Data Analytics.Cyber Crime,IT Act of India</p>

DEPARTMENT OF GENERAL EDUCATION (VHSE-Wing)
Management-Second year
Focus Areas for the Academic Year 2022

SL. No	Name of unit & focus areas
1	Unit-1:Economic Environment for Management Meaning and Importance of Economic Environment Economic System -Meaning and types Economic policies- Fiscal policy-Monetary policy National Income- meaning Basic concepts in National Income-GDP,NDP,GNP,NNP Problems in the estimation of national income Business Cycles. 4 Phases with diagram
2.	Unit-2: Working Capital Management Gross Working Capital,Net working capital-Simple problem Factors determining the working capital requirements Operating cycle-meaning with diagram Dangers of inadequate working capital
3	Unit 3: Long Run Investment Decision -Capital Budgeting Meaning and Importance of Capital budgeting Steps of Capital budgeting process with diagram Non-Discounted Cash Flow Criteria Pay Back Period -Meaning and problem Accounting Rate Of Return -Meaning
4	Unit 4-Production and Operations Management Meaning of Production Management Difference between Production and Operation Strategic, Tactical ,Operational Decisions (Brief explanations with any four examples) Plant Location and factors affecting plant location Plant Layout and different types of Plant Layouts with examples
5	Unit 5-Quality Management Meaning of Quality Dimensions of Product quality with diagram Dimensions of Service quality
6	Unit 6-Meaning of measures of central tendency Qualities of a good average Arithmetic Mean -Individual series -Discrete series Continuous series= (Direct method only) Combined mean Median (Individual, Discrete series and Continuous series) Mode(Individual series only) Location of Mode Graphically Partition Values-Meaning and Types

	Quartiles (Q1,Q2,Q3 in individual series only,
7	Unit 7-Measures of Dispersion Meaning Range and its coefficient- individual series Quartile Deviation and its coefficient- individual series Standard Deviation- individual series
8	Unit 8-Correlation Meaning and Types of correlation Karl Pearsons Coefficient of Correlation -Direct Method
9	Unit 9-Index Number Meaning and Uses of index numbers Simple Index Number Simple aggregate price method (aggregate method) Weighted Index Number Laspeyers price index method

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)

NAME OF SUBJECT: *Medical Equipment Technician (MET)*

FOCUS AREAS FOR THE ACADEMIC YEAR 2021-22

VOCATIONAL SKILL

SL.NO.	NAME OF UNIT AND FOCUS AREAS
01.	Fundamentals of Calibration of the Basic Clinical Equipment
	<i>1.2 Introduction to electrical parameters</i> Voltage rating, Current rating, Power rating, RPM, Battery rating, Single phase / Three phase, Frequency
	<i>1.3 Electrical specifications of</i> Digital BP apparatus, Pulse oximeter, ECG machine, Infusion pump, Centrifuge, Syringe pump, Multiparamonitor
	<i>1.4 Introduction to Calibration</i> Definition of calibration, Need for calibration, Schedule for calibration, Authorized person for doing calibration (as per manufacturer and accreditation standards)
	<i>1.5 List of calibration equipment for basic biomedical equipment Importance of scheduling calibration</i>
	<i>1.6 Calibration standards (manufacturer recommendation and accreditation standard)</i>
02.	Fundamentals of Diagnosis and Repair the Faults of the Basic Medical Equipment
	<i>2.1 Introduction to common faults found in basic biomedical equipment</i> Power failure, Mechanical failure, Operational failure
	<i>2.2 Common indication or error code of failure of basic biomedical equipment</i> Test points, Alarms, Circuit breakers, Error codes, LED indications
	<i>2.3 Introduction to trouble shooting strategy recommended by the manufacturer of basic biomedical equipment</i>
	<i>2.4 Introduction to Service of basic biomedical equipment</i>
	<i>2.5 Different levels of services</i> Component level, Board level, Device or system level
	<i>2.6 Introduction to failure Factors</i> Improper use, Failure to perform preventive maintenance, Failure to continuously monitor the performance, Tear and wear
	<i>2.7 Steps involved in the fault findings and troubleshooting of basic biomedical equipment</i> Collect the Evidence, Analyze the Evidence, Locate the Fault Determination and Removal of the Cause, Rectification of the Fault, Check the System performance

03.	Safety issues, emergencies and troubleshooting
	3.1 Introduction to safety issues in performing effective maintenance programme of medical equipment
	3.2 Various Safety issues related to maintenance and operation of medical equipment
	3.3 Introduction to various hazards related with maintenance of biomedical equipment High voltage hazards, Chemical hazards, Magnetic hazards, Radiation hazards, Medical gas explosion hazards
04.	3.4 Electric shock hazards and precaution to avoid shock
	Fundamentals of on-call and on-site technical assistance of the basic medical equipment
	4.1 Introduction to On call support services, On-site support services
	4.2 Introduction to Operation manual and its contents, Service manual and its contents
05.	4.3 Criteria for prioritizing work schedule in Biomedical department Risk based, Mission based, Resource based Revenue generation based
	Fundamentals of training, education and assessment of the staff on the basic medical equipment
	5.1 Introduction to various training methods Self-study, One to one training, Third party training, Manufacturer training
	5.2 Terms, parameters, normal values of human body parameters, Placement position of consumables and accessories related to Pulse oximeter, Digital BP monitor, ECG machine, Multiparamonitor, Digital thermometer, Glucometer
	5.3 Following Details of Pulse oximeter, Digital BP monitor, ECG machine, Multiparamonitor, Digital thermometer, Glucometer and Fetal doppler Product specification, Common problems, Environment of use, Consumables

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)

NAME OF SUBJECT (NSQF Job Role): MICRO-IRRIGATION TECHNICIAN

FOCUS AREAS FOR THE ACADEMIC YEAR 2021-22 – 2nd YEAR

VOCATIONAL SKILL - PART B

SL. NO.	NAME OF UNIT AND FOCUS AREAS
1	<p><u>UNIT 1. Layout and Installation of Microirrigation systems</u></p> <p>1.1. Introduction to drip irrigation system (Development of drip irrigation system, major advantages, disadvantages and types of drip irrigation system)</p> <p>1.2. Identify components of microirrigation system (Major components like water sources, pumps, filters, fertigation units, piping system, emitters and automation components)</p> <p>1.3. Identify different parts of microirrigation unit (Major parts of microirrigation units like water sources, head control unit, piping system and emitters)</p> <p>1.6. Install Head Unit (Designing and layout of drip irrigation system and Installation procedure of components of Head control units)</p> <p>1.7. Install Pipe Networks (Installation procedure of different piping systems)</p> <p>1.8. Install the water Emitters/ drippers (Installation procedure of different types of emitting dives)</p>
2	<p><u>UNIT 2. Maintenance of Drip irrigation system</u></p> <p>1.1. Operate drip irrigation system (Stepwise operation procedure of drip irrigation system)</p> <p>1.2. Maintain the Head Unit (Maintenance aspects of components of Head control units like pump, filters, fertigation equipments etc)</p> <p>1.3. Maintain the distribution network and emission devices (Maintenance aspects of piping systems like mainline, sub-mainline, laterals, fittings and accessories and valves)</p>
3	<p><u>UNIT 3. Occupational health hygiene and First aid practices</u></p> <p>1.2. Administer first aid or undertake most important action in a life-threatening emergency (Importance of first aid and suggested first aid practices for cuts, burns, electric shock, snake bite, choking hazards etc)</p>

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)

MACHINE OPERATOR ASSISTANT – PLASTIC PROCESSING (MOPP) (NSQF)

FOCUS AREA FOR THE ACADEMIC YEAR 2021 -22

VOCATIONAL SKILL

SL. NO.	NAME OF UNIT AND FOCUS AREA
1	UNIT – 1 EXTRUSION Principle of extrusion Different types of Extruders – Ram extruder, Single screw extruder, twin screw extruder Single screw extruder – feed hopper, barrel, screw, screen pack, breaker plate, die head, die, drive units, heating and cooling systems. Manufacture of PVC pipes and hoses- pipe dies, cooling, cutting and take off systems. Manufacture of plastic films by blown film extrusion
2	UNIT – 2 BLOW MOULDING Blow moulding process Types of blow moulding Extrusion blow moulding, Convergent and divergent dies Injection blow moulding Stretch blow moulding
3	UNIT – 3 AUXILIARY EQUIPMENT IN PLASTIC PROCESSING Working of Pre-dryer, chiller, cooling tower, mould temperature controller, dry blender, hopper loader, scrap grinder,
4	UNIT – 4 SAFETY CONCEPTS AND PRACTICE General safety practices Personal safety practices Machine safety practices Preventing fires, extinguishing fires, Classification and use of fire extinguishers personal protective equipment 5S concepts
5	UNIT – 5 MAINTENANCE OF MACHINE MOLDS AND DIES Types of maintenance Preventive maintenance checks on plastic processing machines Cleaning of machines, molds and dies

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)

NAME OF SUBJECT: OFFICE OPERATIONS EXECUTIVE

FOCUS AREAS FOR THE ACADEMIC YEAR 2021-22

SL. NO.	NAME OF UNIT AND FOCUS AREAS
1	UNIT 1 : CO-ORDINATE OPERATIONAL REQUIREMENTS
	1.1. Develop skill in work schedule management: 1.Work-plan and schedule, efficient to do list(manually & electronically), Gantt chart, calendar and trackers
	1.2 Develop skill in executing follow up activities: 1.Communication etiquette, netiquette, concalls, webinars, meeting 2. Features, benefits and limitations of different collaborative technology tools and devices.
	1.3 Develop skill in finance and administrative work: 1. Procedure for receipt and payment for goods and services 2. Common banking procedures 3.Information in a bill and invoice
	1.4 Develop skill in Use and maintenance of records 1. Inward mail procedure. 2.outward mail procedure
	1.5 Explain the need for Develop good relations 1. Importance of maintaining good relationships with internal and external customers. 2. Good email etiquette 3. Characteristics, benefits and consequences of positive and negative behaviour at the work place.
2	UNIT 2: COMMUNICATE WITH CLIENTS, VISITORS AND COLLEAGUE
	2.1 Develop skill in communicating with clients: 1. Importance and barriers to communication 2. .Difference between clients/ visitors /colleagues
	2.2 Develop skill in effective interaction with superiors: 1. Grievance procedure
	2.3 Develop skill in effective communication with colleagues 1. Inter personnel relationship-importance
	2.4 Develop skill in effective communication with customers and suppliers 1. Customer 2. Types of customers 3.Tips for handling customer/visitor
3	UNIT 3: HEALTH AND SAFETY PRACTICES AT WORK PLACE
	3.1 Explain relevant health and safety practices at the work place 1. Work place hazards and risks 2. Safe working practices in different situations. 3. Preventive and remedial action while dealing with toxic materials
	3.2 Explain healthy and hygienic environment 1. Procedure for maintaining healthy and hygienic environment at work place
	3.3 Demonstrate the basic rescue techniques to deal with emergency situation 1. Basic techniques bandaging 2. CPR(First Aid Training)

	3.4 Explain the fire safety techniques 1. Explain the techniques using demonstration videos
4	UNIT 4: PRINCIPLES OF PROFESSIONAL PRACTICE AT THE WORK PLACE
	4.1 Explain professional image and behaviour at workplace 1. Importance of developing personal and professional goals and objectives
	4.3 Perform work in a disciplined and ethical manner 1. Importance of discipline and ethics in a professional work place. 2. follow organization policy
	4.4 Develop skill in Work effectively with all stake holders 1. Team performance – meaning-importance-team performance and targets 2. Types of inappropriate behaviour at the work place

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)

NAME OF SUBJECT: (NSQF) OPTICAL FIBER TECHNICIAN (OFT)

FOCUS AREAS FOR THE ACADEMIC YEAR 2021-22 (SECOND YEAR)

VOCATIONAL SKILL

Unit. No	Name of Unit	Learning Outcome	Focus Area Topics
1	Introduction to Optical Fiber Industry	L.O : 1 Understand the opportunities in the broadband industry	Role of optical fiber technician in telecom industry Transmission media Advantages of fiber optic communication in telecom industry
		L.O : 2 Read and interpret OFC route plan	OFC route plan Route inspection
		L.O : 3 Inspect the site for safe and secure cable installation	Cable laying process in the various site conditions Safety and security of site
2	Optical Fiber Cable and Tools	L.O : 1 Describe the types of optical fiber	Structure of optical fiber Types of fiber based on mode of propagation – single mode and multi-mode fiber, step index and graded index fiber
		L.O : 2 Describe the types of optical fiber cable	Types of cables – cordage, armoured cable, ribbon Color codes in optical fiber cables
		L.O: 3 Understand fiber optic cable specification	Fiber optic cable specification – tensile strength, bend radius
		L.O : 4 Identify and use fiber optic tools in tool kit	Hand Tools-Round tube cutter, optical fiber stripper Splicing tools- optical fiber Splicing machine, cleaver (precision), protection sleeve Cleaning Tools- Iso propyl alcohol Testing tools – OTDR

			Tools for installing cables- Rotary cable slitting and ringing tool, Buffer tube stripper Termination kit- connectors and its types (SC,ST, LC, FC)
3	Installation of Optical Fiber Cable	L.O: 1 Demonstrate to handle OFC cables	Cable drum Cable storage and handling
		L.O : 2 Carry out cable laying	Installation through trenching Ducting process Conduct figure 8' ing' Cable pulling and blowing
		L.O : 3 Post implementation of fiber cables after laying	Fusion splicing process Splice trays Splice enclosures
4	Fault Restoration, Safety Measures and Networking	L.O : 1 Test OFC using visual fault locator	Fault localization and restoration Cable system faults
		L.O : 2 Observe safety measures during installation of OFC	Working safety Using personal protective equipment – helmet, eye and face protection LASER light safety
		L.O : 3 Optical networking	Li – Fi Technology

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)

NAME OF SUBJECT: NSOF SECOND YEAR ORNAMENTAL FISH TECHNICIAN (ORFT)

FOCUS AREAS FOR THE ACADEMIC YEAR 2021-22

VOCATIONAL SKILL

SL NO	NAME OF UNIT & FOCUS AREA
1	UNIT 1(AQUARIUM PLANTS)
	1.1 The role of aquarium plants
	1.2 Disinfection of plants
	1.3 Maintenance of plants
2	UNIT 2(BREEDING & REARING OF LIVE BEARERS)
	2.1 Identify male & female live bearers(guppy,platy,molly & sword tail)
	2.2 Brood stock management of live bearers
	2.3 Setting of breeding tank
	2.4 Larval rearing of live bearers
	2.5 Packing of ornamental fish
3	UNIT 3(BREEDING & REARING OF EGG LAYERS)
	3.1 Identify male & female of gold fish
	3.2 Setting of breeding tank
	3.3 Larval rearing of egg layers
4	UNIT 4 (FISH HEALTH MANAGEMENT)
	4.1 Common bacterial,fungal,viral,protozoan & parasitic diseases in ornamental fishes
	4.2 Applying prophylactic measures in aquarium
5	UNIT 5(ENTREPRENEURSHIP DEVELOPMENT IN ORNAMENTAL FISH CULTURE)
	5.1 Infrastructural facilities required for an ornamental fish breeding & rearing unit

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)

NAME OF SUBJEC: ORGANIC GROWER (NSQF)

FOCUS AREAS FOR THE ACADEMIC YEAR 2021-22

VOCATIONAL SKILL

SECOND YEAR

SL. No.	NAME OF UNIT AND FOCUS AREAS
1.	<p>UNIT ONE – Harvesting And Post Harvesting Technology</p> <p>1.1 Maturity and Ripening in Crops Categories of Maturity</p> <p>1.2 Factors Affecting Maturity of Crops</p> <p>1.3 Maturity Indices</p> <p>1.4 Stage, Time and Method of Harvesting Harvesting tools, Equipment and Containers Precautions to be taken while harvesting</p> <p>1.5 Post Harvest Activities</p> <p>a) Curing</p> <p>b) Pre - Cooling Types of Pre-Cooling</p> <p>c) Washing</p> <p>d) Cleaning and Trimming</p> <p>e) Sorting and Grading – Advantages</p> <p>f) Pre- Treatment Methods of Heat Treatment</p> <p>g) Packaging Advantages Types (Vacuum, MAP, CAP)</p> <p>h) Storage Purpose Methods (Mention only)</p> <p>i) Transportation Types Minimization of Transport Losses Cold Chain Management</p> <p>j) Recycling / disposal of waste</p>

2.	<p>UNIT SECOND – Standards And Certification In Organic Farming</p> <p>2.1 International Organic Standards</p> <p>2.2 Factors affecting the loss of quality in a food</p> <p>2.3 Organic Crop Production Standards</p> <ul style="list-style-type: none"> a) Crop Production Plan b) Conversion Requirements and Duration c) Nutrient Management d) Pest, Disease and Weed Management e) Contamination Control f) Collection of Non-Cultivated Materiel of Plant Origin <p>2.4 Categories of Organic Product Labels</p> <p>2.5 Organic Certification</p> <ul style="list-style-type: none"> a) Advantages b) Certification Process <p>2.6 List of Records to be Maintained for Organic Product Certification</p> <p>2.7 Organic Product Certificate</p>
3.	<p>UNIT THIRD – Marketing of Organic Products</p> <p>3.1 Essential for Marketing Organic Products</p> <p>3.2 Objectives and Types of Schemes to Start and Organic Farm</p> <ul style="list-style-type: none"> a) PKVY b) RKVY c) NHM d) Aatmanirbhar Bharat e) NPOF <p>3.3 Functions of Marketing Channels</p> <p>3.4 Problems in Marketing</p> <p>3.5 Role and Functions of APEDA</p>

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)
NAME OF SUBJECT : PLUMBER GENERAL II SECOND YEAR
FOCUS AREAS FOR THE ACADEMIC YEAR 2021-22
(NSQF BASED SUBJECTS)

VOCATIONAL SKILL

Sl. No	NAME OF UNIT AND FOCUS AREAS
1.	<p><u>Unit 1: Installation and repair of advance sanitary fixture</u></p> <p>1.1 . Identification of advanced plumbing fittings and fixtures</p> <p>Advanced plumbing fittings and fixtures</p> <p>Advantages and uses</p> <p>1.2. Installation of advanced sanitary fixtures</p> <p>Installation method</p> <p>Precaution during installation</p>
2.	<p><u>Unit 2: Functioning and maintenance of taps and valve and control devices</u></p> <p>2.1. Explaining the function of taps and valves</p> <p>Taps and valves and its role</p> <p>Parts of taps and valves</p> <p>Advantages of using taps and valves</p> <p>2.2 Identify taps and valve</p> <p>Components of taps and valves</p> <p>Types of taps and valves</p> <p>2.4. Use and handle control devices</p> <p>Method of assembling and disassembling of control devices of plumbing and sanitary fixtures.</p>
3.	<p><u>Unit 3: Techniques related to cutting, bending and joining of fixtures and fittings</u></p> <p>3.1. . Identify different components of a building structure</p> <p>Components of Building structure</p> <p>Importance and use of building components in a structure</p>

	<p>Purpose and utilization of various components of building structure</p> <p>Type and Components of building structure fixtures</p> <p>3.2. Do the cutting and opening in building structure for fixing plumbing fixtures etc.</p> <p>Method of cutting</p> <p>Tools used for cutting</p> <p>Safety during cutting and opening</p> <p>3.3. Do the bending and joining of plumbing fittings in building structure</p> <p>Method of bending and joining of plumbing fittings</p> <p>Types of joints</p>
4.	<p><u>Unit 4: Defects in plumbing system</u></p> <p>4.1. Identify different types of defects</p> <p>Importance and use of checking the defects</p> <p>4.2. Repairing of different types of defect</p> <p>Type of Defects like leakage, low pressure, no supply of water etc.</p> <p>Importance of maintenance</p> <p>Precautions during maintenance</p>
5.	<p><u>Unit 5: Working and operation of special tools</u></p> <p>5.1. Identification of special tools</p> <p>Knowledge of advanced sanitary fixtures, power and hand tools</p> <p>Method of fixing special sanitary fixtures</p> <p>5.2. Handling of special tools</p> <p>Precautions to be made during handling of special tools</p>

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)

NAME OF SUBJECT: SALES ASSOCIATE

FOCUS AREA FOR THE ACADEMIC YEAR 2021-22

VOCATIONAL SKILL

SL NO	NAME OF UNIT AND FOCUS AREA
01	UNIT ONE : RESOLVE CUSTOMER CONCERNS
	1.1 Session 1 – Identifying and Listening to Customer Problems
	1.2 Session 2 – Organizational Procedures to deal with Customer Problems
	1.3 Session 4 – Handling Repeated Customer Problems
02	UNIT TWO : DELIVERY OF RELIABLE SERVICE
	2.1 Session 1 – Procedure and System for Delivering Customer Service
	2.2 Session 2 – Review and Maintain Customer Service Delivery
	2.3 Session 3 – Recording of Customer Service Information
03	UNIT THREE : CUSTOMER RELATIONSHIP MANAGEMENT
	3. 1 Session 1 – Introduction to Customer Relationship Management
	3. 2 Session 4 – Effective Communication
04	UNIT FOUR : CONTINUOUS IMPROVEMENT IN SERVICE
	4.1 Session 1 – Improvement in Customer Service
	4. 2 Session 2 – Mechanism For Implementation of Changes
05	UNIT FIVE : WORK IN TEAM AND ORGANISATION
	5.1 Session 1 – Organization Standards for Appearance and Behavior
	5.2 Session 3 – Work Effectively in Retail Organization

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)

Speech and Audio Therapy Assistant.

FOCUS AREAS FOR THE ACADEMIC YEAR 2021-22

SL NO.	Name of Unit and Focus area
1	Early identification and intervention of speech and hearing disorders 1.1 Importance of early identification and intervention. 1.2 Critical age concept. 1.3 New-born hearing screening
2	Unit 2: Basic concepts in speech and language therapy. 2.1 Attention span 2.2 Eye contact 2.3 Sitting behaviour. 2.4 Pre therapy evaluation. 2.5 Lesson Plan 2.6 Progress report.
3.	Unit 3. Management of speech and language disorders. 3.1 Management of child language disorders- DSL.
4.	Unit 4. Management of hearing disorders. 4.1 Introduction to Hearing Aids 4.2 Classification of hearing aids 4.3 Parts of Hearing aids 4.4 Care and maintenance of hearing aids 4.5 Troubleshooting of a hearing aid 4.6 Cochlear implantation and candidacy selection
5	Unit 5. Maintenance and administration of speech and hearing clinic. 5.1 Speech therapy room 5.2 Sound treated/ sound proof room
6.	Unit 6: Role and responsibilities of SATA. 6.1 Keeping confidentiality about the cases 6.2 Role and responsibilities of SATA- Maintaining health and safety at work.

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)

**NAME OF SUBJECT: SHRIMP FARMER (SHF)
FOCUS AREAS FOR SECOND YEAR 2021-22**

SL.NO.	NAME OF UNIT AND FOCUS AREAS
01	UNIT I (Feed Management) 1.1 Composition of feed 1.2 Types of feed 1.3 Parameters of good quality feed 1.4 Food Conversion Ratio 1.5 Feeding schedule and method
02.	UNIT II (Water Quality Management) 2.1 Optimum range of physical, chemical and biological parameters 2.2 Fertilizer application and probiotics 2.3 Liming and its importance
03.	UNIT III (Disease Management) 3.1 Symptoms of shrimp diseases 3.2 Prophylactic measures including biosecurity 3.3 Optimum stocking density and maintenance of water quality 3.4 Quarantine
04.	UNIT IV (Harvesting Techniques) 4.1 Biomass 4.2 Types and methods of harvest 4.3 Icing and storage
05.	UNIT V (Quality Analysis of Harvested Shrimp) 5.1 Shrimp sample testings 5.2 Sorting and grading of shrimps 5.3 Importance of cold chain

DEPARTMENT OF GENERAL EDUCATION

NSQF JOB ROLE: **SOLAR AND LED TECHNICIAN (SLT)**

SECOND YEAR FOCUS AREA FOR THE ACADEMIC YEAR 2021-22

VOCATIONAL SKILL

Sl. No	Name of Unit and Focus Areas
1	Unit 1: Pre-commissioning test and measurement pertaining to PV modules and their installation 1.1 Personal protective equipment's, health and safety procedures in the work site 1.2 Irradiance meter, Pyranometer, Insulation tester ,inclinometer, Digital thermal imaging camera, SPD, DC fuse 1.3 Mounting modules, Module mounting structure, Earthing and lightning protection of solar plants 1.4 Standard Test Conditions of PV modules, Terminal box and connectors of a Solar PV module, IP standards of PV module connectors 1.5 DC cables, Charge controller, connection of charge controller, blocking diodes, MCB, DC surge arrester, DCDB, ACDB
2	Unit 2: AC system with Inverter 2.1 Solar Inverter – types, MPPT charge controller, Specifications of inverters-DC input voltage, AC out put voltage, O/P power rating, warranty. 2.2 Types of batteries, Specifications, lead acid, LI battery, Lithium Iron Phosphate, Terminal voltage, capacity, C rating of a battery. Series and parallel connection of batteries 2.3 AC system block diagram and wiring diagram
3	Unit3: Trouble shooting of PV system 3.1 Maintenance of solar panel, precautions while cleaning the panel, 3.2 Electrical maintenance of DC fuse, SPD, Earthing of structure and panels 3.3 Precautions of battery storage, topping up of water, cleaning of battery terminals
4	Unit4: Maintenance of PV system 4.1 Routine maintenance, Preventive maintenance, Breakdown maintenance 4.2 Common faults in electrical maintenance, battery, inverter, charge controller

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)
NSQF JOB ROLE: SMALL POULTRY FARMER (SPF)
SECOND YEAR FOCUS AREA FOR THE ACADEMIC YEAR 2021 -2022
VOCATIONAL SKILL

SL NO.	NAME OF UNIT AND FOCUS AREAS
01.	UNIT: 1(COLLECTION, CLEANING AND PACKAGING OF EGGS). 1.1.1: Factors affecting egg production. 1.1.2: Collection, cleaning, washing and packaging of eggs. 1.1.3: Transportation of eggs. 1.1.4: Use of PPE. 1.2.2: Quality of eggs. 1.2.3: Determination of interior quality of eggs. 1.2.4: Determination of exterior quality of eggs. 1.2.5: Grading of eggs. 1.2.6: Egg candling.
02.	UNIT: 2 (CLEANING AND DISINFECTION OF POULTRY FARM). 2.1.2: Cleaning the poultry sheds. 2.2.2: Methods of disinfection. 2.2.3: Biosecurity measures. 2.2.6: Footbath. 2.2.7: Minimizing vehicle movement & disinfection of vehicle. 2.2.8: Water sanitization. 2.2.9: Pest and rodent control.
03.	UNIT: 3 (DOCUMENTATION AND RECORD KEEPING) 3.1.1: Importance and need of documentation and maintenance of records. 3.1.2: Importance of various types of farm registers and records.
04.	UNIT: 4 (SETTING UP A SMALL POULTRY FARM). 4.2.2: Selection of bird. 4.4.1: Determination of flock size and space requirements. 4.4.2: Preparing a business plan. 4.4.3: Financial and human resources management. 4.4.4: Economics of poultry farming. 4.5.3: BIS and ISO standards. 4.5.5: Organisations involved in poultry development.

DEPARTMENT OF GENERAL EDUCATION (VHSE WING)

NAME OF SUBJECT: TOUR GUIDE (41).

FOCUS AREAS FOR THE ACADEMIC YEAR 2021-2022.

SL NO	NAME OF FOCUS AREAS
1	PART B VOCATIONAL SKILLS. UNIT 1. GUIDE THE TOURIST IN SPORTING EVENTS. 1. DEFINITION OF SPORTS TOURISM. 2. SPORTS TOURISM TYPES. 3. TYPES OF ADVENTURE SPORTS ACTIVITIES. 4. VARIOUS SAFETY MEASURES IN ADVENTURE SPORTS. 5. VARIOUS RULES & REGULATIONS OF ANY PARTICULAR SPORTS.
2	UNIT 2. GUIDE TOURISTS ON GASTRONOMY TOURS. 1. MEANING & DEFINITION OF GASTRONOMY TOURISM. 2. SEGMENTS IN GASTRONOMY TOURS. 3. MEAL PLANS. 4. MEXICAN, THAI, CONTINENTAL CUISINES. 5. PREPARE A CALENDAR OF FOOD FESTIVALS IN INDIA.
3	UNIT 3. GUIDE TOURISTS ON CULTURAL TOURS. 1. MEANING & DEFINITION OF CULTURAL TOURISM. 2. FORMS OF CULTURAL TOURISM. 3. SIGNIFICANCE OF ARCHITECTURE & RELIGIOUS PLACES. 4. ACTIVITIES, EVENTS, CULTURAL SHOWS, DANCE FORMS. 5. RULES & REGULATIONS, RESTRICTIONS & PROHIBITIONS IN CULTURAL TOURISM. 6. IMPORTANT CULTURAL SITES IN INDIA.
4	UNIT 4. GUIDE TOURISTS ON DESERT TOURS. 1. MEANING & DEFINITION OF DESERT TOURISM. 2. TYPES OF DESERT TOURISM ACTIVITIES. 3. SAFETY MEASURES & RULES IN DESERT TOURISM.
5	UNIT 5. GUIDING TOURISTS ON WELLNESS & MEDICAL TOURS. 1. MEANING & DEFINITION OF WELLNESS / MEDICAL TOURISM. 2. MEDICAL & WELLNESS TOURISM DESTINATIONS IN INDIA. 3. BENEFITS OF WELLNESS ACTIVITIES. 4. DO'S & DON'T'S IN MEDICAL TOURISM. 5. AGREEMENTS WITH HOSPITALS.
6	UNIT 6. COMMUNICATION WITH CUSTOMERS & COLLEAGUES. 1. EFFECTIVE COMMUNICATION SKILLS. 2. TELEPHONIC SKILLS. 3. DEALING NEGATIVE QUESTIONS. 4. HANDLING DIFFICULT CUSTOMERS.
7	UNIT 7. ETIQUETTE & HOSPITALITY CONDUCT. 1. TELEPHONIC ETIQUETTE. 2. IMPORTANCE OF GROOMING IN HOSPITALITY.
8	UNIT 8. GENDER & AGE SENSITIVE PRACTICES. 1. RIGHT & RESPECT FOR WOMEN IN WORKPLACES. 2. FACILITIES FOR WOMEN EMPLOYEES.