



BOARD OF SCHOOL EDUCATION HARYANA

Syllabus and Unit Wise Division of Marks (2023-24)

Class- 10th

Subject: Retail

Code: RET 932

General Instructions:

1. There will be an Annual Examination Based on the Entire Syllabus.
2. The Annual Examination will be (60/2) 30 Marks and, External Assessment (Practical) Examination will be 50 Marks and 20 Marks weightage shall be for Internal Assessment.
3. For External Assessment (Practical) Examination:
 - (i) External Assessment- Hand on Skill of 25 (Written 10, Practical 15).
 - (ii) External Assessment- Portfolio of 10.
 - (iii) External Assessment- Viva of 15.
4. For Internal Assessment:

There will be Periodic Assessment that would include:

 - (i) For 4 Marks- Two SAT Exams will be conducted and will have a weightage of 04 Marks towards the Final Internal Assessment.
 - (ii) For 2 Marks- Half Yearly Exam will be conducted and will have a weightage of 02 Marks towards the Final Internal Assessment.
 - (iii) For 2 Marks- Pre-Board Yearly Exam will be conducted and will have a weightage of 02 Marks towards the Final Internal Assessment.
 - (iv) For 2 Marks- Subject Teacher will Assess and give Maximum 02 Marks for CRP (Class Room Activity).
 - (v) For 5 Marks- A Project Work to be Done by Students and will have a weightage of 05 Marks towards the Final Internal Assessment.
 - (vi) For 5 Marks- Attendance of Student will be Awarded 05 Marks as:

75% to 80%	- 01 Marks
Above 80% to 85%	- 02 Marks
Above 85% to 90%	- 03 Marks
Above 90% to 95%	- 04 Marks
Above 95%	- 05 Marks



NSQF Course Structure (2023-24)

Class- 10th

Subject: Retail

Code: RET 932

Sr. No.	Vocation Skill Units	Marks
1.	Unit 1 Retail Store Operation (Session 1 to 4).	10
2.	Unit 2 Delivery of Goods (Session 1 to 4).	12
3.	Unit 3 Health and Safety Measures (Session 1 to 4).	16
4.	Unit 4 Work in Team and Organizations (Session 1 to 4).	12
Employability Skill Units		
1.	Unit 1: Communication Skill (Session 1 to 7).	2
2.	Unit 2: Self- Management Skill (Session 1 to 5).	2
3.	Unit 3: Information and Communication Technology Skill. (Session 1 to 4).	2
4.	Unit 4: Entrepreneurship Skill (Session 1 to 4).	2
5.	Unit 5: Green Skill (Session 1 to 2).	2
Total		(60/2) =30
Practical Examination		50
Internal assessment		20
Grand Total		100



Vocational Retail Subject Book:

Unit 1: Retail Store Operation.

- Session 1: Retail Operations: Filling Up Shelves.
- Session 2: Maintain Stock Level.
- Session 3: Respond and Communicate to Customers.
- Session 4: Categorization of Retailers.

Unit 2: Delivery of Goods.

- Session 1: Delivery Procedure.
- Session 2: Modes of Transportation.
- Session 3: Loading and Unloading.
- Session 4: Follow Delivery Process.

Unit 3: Health and Safety Measures.

- Session 1: Accidents and Emergencies at Retail Store.
- Session 2: Safety Measures at Retail Store.
- Session 3: Lift and Handle Goods Safely.
- Session 4: Safety Precautions for Employees.

Unit 4: Work in Team and Organizations.

- Session 1: Support Team Work.
- Session 2: Team Aims and Targets.
- Session 3: Employee Rights and Responsibilities.
- Session 4: Effective Work Habits



Employability Skill Book:

Unit 1: Communication Skills.

- Session 1: Methods of Communication.
- Session 2: Verbal Communication.
- Session 3: Non-Verbal Communication.
- Session 4: Communication Cycle and Importance of Feedback.
- Session 5: Barriers to Effective Communication.
- Session 6: Writing Skills: Parts of Speech.
- Session 7: Writing Skills: Sentences.

Unit 2: Self-Management Skills.

- Session 1: Stress Management.
- Session 2: Self – Awareness – Strength and Weakness Analysis.
- Session 3: Self - Motivation.
- Session 4: Self – Regulation – Goal Setting.
- Session 5: Self – Regulation – Time Management.

Unit 3: Information and Communication Technology Skills.

- Session 1: Basic Computer Operations.
- Session 2: Performing Basic File Operation.
- Session 3: Computer Care and Maintenance.
- Session 4: Computer Security and Privacy.

Unit 4: Entrepreneurship Skills.

- Session 1: Entrepreneurship and Society.
- Session 2: Qualities and Functions of Entrepreneurship.
- Session 3: Myths about Entrepreneurship.
- Session 4: Entrepreneurship as a Career Option.

Unit 5: Green Skills.

- Session 1: Sustainable Development.
- Session 2: Our Role in Sustainable Development.



Monthwise NSQF Syllabus Teaching Plan (2023-24)

Class- 10th

Subject: Retail

Code: RET 928

Month	Subject- Content	Teaching Periods	Revision Periods	Practical Work
April	<p><u>Vocational Skill:</u> - Class Admission and Class Readiness Programme Activities. Introduced skills subjects, Brief to Retail Industry, Scope in Retail Industry.</p> <p><u>Unit1: Retail Store Operations.</u> Session 1 Retail Operations: Filling Up Shelves. Session2 Maintain Stock Level.</p>	5	5	4
	<p><u>Employability Skill Unit 1: Communication Skill.</u> Session 1 Method of Communication. Session 2 Verbal Communication. Session 3 Non-Verbal Communication. Session 4 Communication Cycle and Importance of Feedback.</p>	4	4	2
May	<p><u>Vocational Skill. Unit1: Retail Store Operations.</u> Session 3 Respond and Communicate to Customers. Session 4 Categorization of Retailers.</p>	5	5	4
	<p><u>Employability Skill. Unit 1: Communication Skill.</u> Session 5 Barriers of Effective Communication. Session 6 Writing Skill-Parts of Speech. Session 7 Writing Skills- Sentences.</p>	4	4	2
June	Summer Vacation			
July	<p><u>Vocational Skill. Unit 2: Delivery of Goods.</u> Session 1 Delivery Procedure. Session 2 Modes of Transportation.</p>	5	5	4
	<p><u>Employability Skill Unit 2: Self- Management Skill.</u> Session 1 Self-Management. Session 2 Self Awareness- Strength and Weakness Analysis. Session 3 Self-Motivation</p>	4	4	2



Month	Subject- Content	Teaching Periods	Revision Periods	Practical Work
August	<u>Vocational Skill.</u> <u>Unit 2: Delivery of Goods.</u> Session 3 Loading and Unloading. Session 4 Follow Delivery Process.	5	5	2
	<u>Employability Skill.</u> <u>Unit 2: Self- Management Skill.</u> Session 4 Self- Regulation – Goal Setting. Session 5 Self- Regulation – Time Management.	4	2	6
September	<u>Unit 3: Information and Communication Technology Skill.</u> Session 1 Basic Computer Operations. Session 2 Performing Basic File Operations	5	5	2
	<u>Vocational Skill.</u> <u>Unit 3: Health and Safety Measures.</u> Session 1 Accidents and Emergencies at Retail Store. Session 2 Safety Measures at Retail Store.	4	2	6
October	<u>Employability Skill.</u> <u>Unit 3: Information and Communication Technology Skill.</u> Session 3 Computer Care and Maintenance. Session 4 Computer Security and Privacy.	5	5	4
	<u>Vocational Skill.</u> <u>Unit 3: Health and Safety Measures.</u> Session 3 Lift and Handle Goods Safely. Session 4 Safety Precautions for Employees.	4	2	6
November	<u>Employability Skill.</u> <u>Unit 4: Entrepreneurship Skill.</u> Session 1 Entrepreneurship and Society. Session 2 Qualities and Functions of an Entrepreneurship	5	5	4
	<u>Vocational Skill.</u> <u>Unit 4: Work In Team and Organization</u> Session 1: Support Team Work. Session 2: Team Aims and Targets	4	4	2
	<u>Employability Skill.</u> <u>Unit 4: Entrepreneurship Skill.</u> Session 3 Myths About Entrepreneurship. Session 4 Entrepreneurship as a Career Option			



Month	Subject- Content	Teaching Periods	Revision Periods	Practical Work
December	<u>Vocational Skill.</u> <u>Unit 4: Work in Team and Organizations.</u> Session 3 Employee Rights and Responsibilities. Session 4 Effective Work Habits.	5	5	4
	<u>Employability Skill.</u> <u>Unit 5: GreenSkill.</u> Session 1 Sustainable Development	4	4	2
January	<u>Vocational Skill.</u> Retail Unit 1 and Unit 2 Revision	5	5	2
	<u>Employability Skill.</u> <u>Unit 5: GreenSkill.</u> Session 2 Our Role in Sustainable Development	5	5	2
February	<u>Vocational Skill.</u> Revision of Complete Syllabus.	5	5	2
	<u>Employability Skill.</u> . Revision of Complete Syllabus.	5	5	2
March	Annual Examination			

Note:

- **Subject Teachers are advised to direct the students to prepare notebook of the Terminology/Definitional Words used in the chapters for enhancement of vocabulary or clarity of the concept.**
- **The NCERT textbook present information in boxes the book. These help students to get conceptual clarity. However, the information in these boxes would not be assessed in the year-end examination.**

Prescribed Books:

1. Retail Skill Book- Text Book for Class IX, PSSCIVE Publication.
2. Employability Skill Book- Text Book for Class IX, PSSCIVE Publication.



NSQF ngised repaP noitseuQ (2023-24)

Class- 10th

Subject: Retail

Code: RET 932

Time 2 Hours 30 Minutes

Competencies	Total
Knowledge	40%
Understanding	30%
Application	20%
Skill	10%
Total	100%

Type of Question	Marks	Number	Description	Total Marks
Objective Questions	1	15	6 Multiple Choice Questions, 3 Fill in the Blanks Questions, 3 One Word Answer Type Questions, 3 Assertion-Reason Questions	15
Very Short Answer Type Question	2	6	Internal choice will be given in any 2 questions	12
Short Answer Type Question	3	6	Internal choice will be given in any 2 questions	18
Essay Answer Type Question	5	3	Internal options will be given in all the questions	15
Total		30		60