

Scheme of Studies

Academic Stream The learning areas will include:

I&II Two Languages (Core/Elective) out of Hindi, English, Assamese, Bengali, Gujrati, Kashmiri, Kannada, Marathi, Malyalam, Manipuri, Oriya, Punjabi, Sindhi, Tamil, Telugu, Urdu, Sanskrit, Arabic, Persian, Limboo, Lepcha, Bhutia, Mizo, Tangkhul, Bodo, Nepali, Tibetan, French, German, Portuguese, Russian and Spanish

Notes:

1. Out of the languages, one shall be English or Hindi, both English and Hindi can also be offered simultaneously.
2. The languages may be offered either at Core/Elective level. The same language, however cannot be offered both at the Core level and Elective level.
3. A candidate has the freedom to offer, in lieu of one of the two languages above, any other elective subject provided under III below:

Note: English can be offered at any of the three levels given below:

1. English Core
2. English Elective
3. Functional English

III to V. Three Electives out of the following:

Mathematics, Physics, Chemistry, Biology, Biotechnology, Engineering Graphics, Economics, Political Science, History, Geography, Business Studies, Accountancy, Home Science, Fine Arts, Agriculture, Computer Science/Informatics Practices, Multimedia and Web Technology, Sociology, Psychology, Philosophy, Physical Education, Music and Dance, Entrepreneurship, Fashion Studies, Creative Writing and Translation Studies, Heritage Crafts, Graphic Design and Mass Media Studies (In this regard please also refer to notes under 3.2. 1. And 3.2. 2 below).

Note: 1. The candidate shall opt either for Computer Science or Informatics Practices. However along with either of this, they can opt for Multimedia and Web technology. Thus, a Candidate can opt for maximum of two IT based Courses.

1. General Studies
2. Work Experience

3. Physical and Health Education

Additional Subject:

A candidate can also offer an additional elective which may either be a language at elective level (out of those mentioned above) or, any other elective subject. In this respect please also refer to clause 2.5 (iv) under chapter 2. While transacting the Curriculum due emphasis should be laid on National Identity and Value Education. Schools are expected to draw their own programmes in this area in accordance with the guidelines contained in the brochure 'National Integration through Schools' published by the Board, Likewise, programmes in General Studies, Work Experience and Physical and Health Education be planned in accordance with the guidelines brought out by the Board.

List of Vocational Subjects

Name of the Course	Subject ID
Office Secretaryship	N/A
Office Secretaryship-Office Practice and Secretaryship	604
Office Secretaryship-Secretariat Practice & Accounting	605
Office Secretaryship-Office Communication	606
Stenography & Computer Application	N/A
Stenography & Computer Application-Typewriting (English)	607
Stenography & Computer Application-Stenography (English)	608
Stenography & Computer Application-Typewriting (Hindi)	609
Stenography & Computer Application-Stenography (Hindi)	610
Accountancy and Auditing	N/A
Accountancy and Auditing-Financial Accounting	611

Accountancy and Auditing-Elements of Cost Accountancy & Auditing	612
Additional Subject Optional	N/A
Additional Subject Optional-Store Accounting	N/A
Additional Subject Optional-Typewriting	N/A
Marketing and Salesmanship	N/A
Marketing and Salesmanship-Marketing	613
Marketing and Salesmanship-Salesmanship	614
Marketing and Salesmanship-Consumer Behaviour and Protection	615
Banking	N/A
Banking-Cash Management and House Keeping	619
Banking-Lending Operations	620
Banking-Management of Bank Office	621
Electrical Technology	N/A
Electrical Technology-Engineering Science	622
Electrical Technology-Electrical Machines	623
Electrical Technology-Electrical Appliances	624
Additional Subject Optional	N/A
Additional Subject Optional-Applied Physics	625
Additional Subject Optional-Mechanical Engineering	626

Automobile Technology	N/A
Automobile Technology-Auto Engineering	627
Automobile Technology-Auto Shop Repair and Practice	628
Additional Subject Optional	N/A
Additional Subject Optional-Applied Physics	625
Additional Subject Optional-Civil Engineering	629
Structure and Fabrication Technology	N/A
Structure and Fabrication Technology-Fabrication Technology-II	630
Structure and Fabrication Technology-Fabrication Technology-III	631
Additional Subject Optional	N/A
Additional Subject Optional-Applied Physics	625
Additional Subject Optional-Civil Engineering	629
Air Conditioning and Refrigeration Technology	N/A
Air Conditioning and Refrigeration Technology-Air Conditioning and Refrigeration-III	632
Air Conditioning and Refrigeration Technology-Air Conditioning and Refrigeration-IV	633
Additional Subject Optional	N/A
Additional Subject Optional-Applied Physics	625
Additional Subject Optional-Civil Engineering	629

Electronics Technology	N/A
Electronics Technology-Electronic Devices and Circuits	634
Electronics Technology-Radio Engineering and Audio Systems	635
Electronics Technology-Television and Video Systems	636
Additional Subject Optional	N/A
Additional Subject Optional-Electrical Engineering	637
Additional Subject Optional-CivilEngineering	629
Dairying	N/A
Dairying-Milk and Milk Products	639
Dairying-Milk Production, Transport and Milk Cooperatives	640
Dairying-Dairy Plant Instrumentation	641
Horticulture	N/A
Horticulture-Vegetable Culture	642
Horticulture-Floriculture	643
Horticulture-Post Harvest Technology and Preservation	644
Health Care and Beauty Culture	N/A
Health Care and Beauty Culture-Beauty Therapy and Hair Designing-II	654
Health Care and Beauty Culture-Cosmetic Chemistry	655
Health Care and Beauty Culture-Yoga Anatomy and Physiology	656

Ophthalmic Techniques	N/A
Ophthalmic Techniques-Biology (Ophthalmic)	657
Ophthalmic Techniques-Optics	658
Ophthalmic Techniques-Ophthalmic Techniques	659
Medical Laboratory Technology	N/A
Medical Laboratory Technology-Laboratory Machine (Clinical Pathology, Hematology & Histopathology)	660
Medical Laboratory Technology-Clinical Biochemistry	661
Medical Laboratory Technology-Microbiology	662
Auxiliary Nursing & Midwifery	N/A
Auxiliary Nursing & Midwifery-Fundamentals of Nursing II	663
Auxiliary Nursing & Midwifery-Community Nursing II	664
Auxiliary Nursing & Midwifery-Maternity & Child Health Nursing II	665
X-Ray Technician	N/A
X-Ray Technician-Radiation Physics	666
X-Ray Technician-Radiography I (General)	667
X-Ray Technician-Radiography II (Special investigation, imaging and Radiography)	668
Food Service & Management	N/A
Food Service & Management-Advanced Food Preparation	675
Food Service & Management-Meal Planning & Service	676

Food Service & Management-Establishment & Management of Food Service Unit	677
Fashion Design & Clothing Construction	N/A
Fashion Design & Clothing Construction-Textile Science	684
Fashion Design & Clothing Construction-Designing & Pattern Making	685
Fashion Design & Clothing Construction-Clothing Construction	686
Textile Design Dyeing & Printing	N/A
Textile Design Dyeing & Printing-Textile Science	684
Textile Design Dyeing & Printing-Basic Design	687
Textile Design Dyeing & Printing-Dyeing & Printing	688
Hotel Management and Catering Technology	N/A
Hotel Management and Catering Technology-Food Preparation-II	690
Hotel Management and Catering Technology-Accommodation Services	691
Hotel Management and Catering Technology-Food & Beverage Service-II	692
Tourism and Travel	N/A
Tourism and Travel-India-The Tourist Destination	693
Tourism and Travel-Travel Trade Management	694
Tourism and Travel-Tourism Management and Man-Power Planning	695
Bakery and Confectionery	N/A
Bakery and Confectionery-Food Service & Hygiene	696

Bakery and Confectionery-Bakery Science	697
Bakery and Confectionery-Confectionery	698
IT Application	N/A
IT Application-I T System	699
IT Application-Business Data Processing	700
IT Application-DTP, CAD and Multimedia	701
Library Management	N/A
Library Management-Library Admn. & Management	702
Library Management-Classification and Cataloguing	703
Library Management-Reference Service	704
Life Insurance	N/A
Life Insurance-Principles Practice of Life Insurance	705
Life Insurance-Computer & Life Insurance Administration	706
Transportation System & Management	712
Poultry Farming	N/A
Poultry Farming-Poultry Nutrition & Physiology	716
Poultry Farming-Poultry Products Technology	717
Poultry Farming-Poultry Diseases & their control	718
Financial Market Management	N/A

Financial Market Management-Accounting for Business-1 (Class XI)	719
Financial Market Management-Introduction to Financial Market-1 (Class XI)	720
Financial Market Management-Computer Applications in Financial Markets (Class XI)	721
Financial Market Management-Accounting for Business-2 (Class XII)	722
Financial Market Management-Introduction to Financial Markets-2 (Class XII)	723
Financial Market Management-Business Process Outsourcing Skills (Class XII)	724
Healthcare Sciences	N/A
Healthcare Sciences-Anatomy & Physiology (Class XI)	725
Healthcare Sciences-Healthcare Delivery System, Hospital Organization And Services and Medical Equipments and Technologies (Class XI)	726
Healthcare Sciences-Food Nutrition and Dietetics (Class XI)	727
Healthcare Sciences-Health Education, Communication, Public Relations and Public Health (Class XII)	728
Healthcare Sciences-Basic concepts of Health and Disease and Medical Terminology (Class XII)	729
Healthcare Sciences-First Aid & Emergency Medical Care (Class XII)	730
Food Production	N/A
Food Production I (Class XI)	734
Food Production II (Class XI)	735
Food Production III (Class XII)	734

Food Production IV (Class XII)	735
Food And Beverage Services	N/A
Food Service I (Class XI)	736
Beverage Service I (Class XI)	737
Food Service II (Class XII)	736
Beverage Service II (Class XII)	737
Mass Media Studies And Media Production	N/A
Understanding the Evolution and Form of Mass Media-I (Class XI)	738
The Creative and Commercial Process in Mass Media-I (Class XI)	739
The Creative and Commercial Process in (Class XII) Mass Media-II	738
The Creative and Commercial Process in Mass Media-II	739
Geo Spatial Technology	740

Bridges between Vocational and Academic Streams Bridges between Commerce-based vocational courses/packages and the subjects pertaining to different disciplines under the Academic Stream have also been provided. Accordingly, Business Studies, Accountancy and other subjects can be combined, subject to meeting the obligations required under the prescribed scheme of studies, with the following areas from the commerce based Vocational Courses:

1. Type-writing in English (no. 607)
2. Stenography in English (no. 608)
3. Typewriting in Hindi (no. 609)
4. Stenography in Hindi (no. 610)
5. Marketing (no. 613)
6. Consumer Behaviour and Protection (no. 615)

7. Storekeeping (no. 617) Store Accounting (no. 618)

These electives can be offered along with Business Studies, Accountancy and other subject to the following stipulations:

1. Not more than two electives from the above list be offered.
2. These papers be not combined with the electives related to similar disciplines under the academic stream in order to avoid duplication e. g. Store Accounting (no. 618) can not be combined with Accountancy (no. 055)
3. If Stenography in Hindi or English is offered, it is obligatory to offer Hindi Typewriting or English Typewriting respectively as the case may be to make the combinations more meaningful. English Stenography, however, cannot be combined with Hindi Typewriting or corollarily Hindi Stenography with English Typewriting.

Instructional Time:

Per Week of Teaching Time

Subject	Suggestive Periods
Language I	7
Language II	7
Elective I	8
Elective II or Vocational Course	8
Elective III	8
General Studies/General Foundation Course (GFC)	3
Work Experience (Not applicable to Vocational Stream)	2 + 2 *
Physical & Health Education	2

Time expected to spend outside school hours While designing the courses it has been presumed that, given margin to vacations, public holidays and other contingencies, a minimum of 30 weeks of teaching time will be available in each session for actual instructional transaction. Accordingly, the distribution of periods over units and sub-units has been made which is only

suggestive in character. The schools, keeping the overall number of periods in each subject area the same may assign more or less number of periods to individual units according to their relative importance if throughout necessary. The distribution of marks over each unit (unitwise weightage) is prescriptive, hence shall remain unchanged.

Notes:

1. Schools are expected to give adequate time for Community Service outside the school hours, the minimum being equivalent of two periods a week.
2. The Vocational Group candidates should make use of the time allotted for Work Experience for on the job training, if so required.

Medium of Instruction The medium of instruction in general in all the schools affiliated with the board shall either be English or Hindi. Special Adult Literacy Drive (SALD) In pursuance of the objects of the National Literacy Mission, Government of India, a Special Adult Literacy Programme has been taken up by Board from the academic session 1991 – 92 beginning with classes IX & XI as a special measure to help remove illiteracy, through massive involvement of students. This has been termed as SALD. The Adult Literacy Drive has been made an essential component of Work Experience. Framework of SALD is given at Appendix 'A' Since this activity has to be taken up by all the schools on a compulsory basis, their attention is invited, among other things, to clauses 2 and 3 of the Framework.