

| | |
|---------|---------|
| SUBJECT | IT/ITES |
|---------|---------|

Content wise marks distribution

| Class XII | | |
|---------------|------------------------------------|-----------|
| <u>Theory</u> | | |
| Part A | <u>Employability Skills</u> | Marks |
| Unit-1 | Communication Skills | 2 |
| Unit-2 | Self Management Skills | 2 |
| Unit-3 | ICT Skills | 2 |
| Unit-4 | Entrepreneurship Skills | 2 |
| Unit-5 | Green Skills | 2 |
| Total | | 10 |
| Part B | <u>Vocational Skills</u> | |
| Unit-1 | Fundamentals of ERP | 7 |
| Unit-2 | Basics of Procurement Policy & BPO | 7 |
| Unit-3 | Fundamentals of Learning | 6 |
| Total | | 20 |

| | |
|---------------|-----------|
| PART A+PART B | 30 |
|---------------|-----------|

| <u>Practical</u> | | |
|------------------|--|-------|
| Part C | Practical Work | Marks |
| | Spreadsheet (Unit 3 - Information and Communication Technology Skills under Employability Skills) | 25 |
| | Presentation (Unit 3 - Information and Communication Technology Skills under Employability Skills) | 15 |
| | Word Processing in Assamese/Bengali Language Word Processor | 10 |
| | Project Work | 5 |
| | Viva/oral Test | 5 |
| | Portfolio | 10 |
| Total | | 70 |
| Note: | Portfolio should be based on case studies from Unit 1 & Unit 2 of Vocational Skills | |