

**ACADEMIC PLANNER OF RETAIL FOR CLASS X FOR 2025-26**

Month	No of Working Days	Content	Teaching Pedagogy	Interdisciplinary Aspects	Mode of Assessment	Learning Outcome	Assignment / H.W.	SDG
<b>April 1<sup>st</sup> to 15<sup>th</sup></b>	7	<b>Delivery of Goods – Billing Procedure</b> <ul style="list-style-type: none"> <li>• Billing Procedure</li> <li>• Accounting Heads</li> <li>• Various modes of payment during the Billing process</li> <li>• Various Equipment’s used in Payment Process</li> <li>• Handling the mode of payments.</li> </ul>	Constructivist and Integrative Methods	Basic understanding and Competencies for Billing Personnel	Report –  Different activities involved in billing process in a store	To handle payments in Retail Organization	Practical File Work	Reduce the wastage of paper
<b>April 16<sup>st</sup> to 30<sup>th</sup></b>	7	<b>Delivery of Goods - Transportation</b> <ul style="list-style-type: none"> <li>• Common modes of retail transport</li> <li>• Factors affecting modes of transport</li> <li>• Objective of loading and unloading</li> <li>• Significance of loading and unloading.</li> </ul>	Constructivist and Integrative Methods  Practical Based	Elements of Transportations	Chart – Modes of Transport	Identify the problems associated to retail transport.	Practical File Work	Use of Electric and CNG Vehicle
<b>May 1<sup>st</sup> to 15<sup>th</sup></b>	7	<b>Delivery of Goods – Delivery Procedure</b> <ul style="list-style-type: none"> <li>• Various delivery procedures for delivery of goods in malls, grocery shops and web-based service</li> <li>• Methods for packing, bagging and arranging</li> <li>• Labeling, marking and arranging for delivery</li> <li>• Process of home delivery</li> </ul>	Constructivist and Integrative Methods  Practical Based	Delivery Procedure	Test / Viva / Oral	Customer handling, packing, bagging and delivery of good	Practical File Work	Reduce the wastage of paper, plastics

May 16 <sup>st</sup> to 25 <sup>th</sup>	4	<b>Delivery of Goods – Law of Record Maintenance</b> <ul style="list-style-type: none"><li>• various records and maintenance followed in retail</li><li>• Law for record and maintenance method used in small shops/ grocery shops/small scale industry</li></ul>	Integrative Methods  Practical Based	Laws of records maintenance	Chart - Modes of payment	Record and maintenance method	Practical File Work	Reduce the wastage of paper while printing
25 <sup>th</sup> May to 30 <sup>th</sup> June		<b>HOLIDAY HOMEWORK (PROJECT WORK FOR 2025-26)</b>			<b>Two Retail Outlets - India</b>			
July 1 <sup>st</sup> to 15 <sup>th</sup>	7	<b>Retail Store Operations – Store Layout</b> <ul style="list-style-type: none"><li>• Competences required for store operations in retail knowledge</li><li>• Understanding the target market</li><li>• Describe the store area</li><li>• Source of power and water supply</li><li>• Component of store layout</li></ul>	Integrative Methods  Practical Based	Understanding of Store Layout	Report -  Difference in any two store layout	visual space planning, layout for the store interior	Practical File Work	Save Water and Electricity
July 16 <sup>st</sup> to 31 <sup>st</sup>	7	<b>Retail Store Operations – Store Design</b> <ul style="list-style-type: none"><li>• Design and location of the store.</li><li>• identifying of store locations</li><li>• selling space, merchandise space, employee space, customer space, display area, fixture arrangements</li><li>• Tips for retail store design</li></ul>	Integrative Methods  Practical Based	Concept, Store Design	Test / Viva / Oral	To understand the store design	Practical File Work	Reduce the usage of wood by using metals or POP

<b>August 1<sup>st</sup> to 15<sup>th</sup></b>	7	<b>Retail Store Operations – Store Procedure</b> <ul style="list-style-type: none"> <li>• Competences of core areas in store procedures</li> <li>• Store exterior store interior customer service and merchandise management</li> <li>• Advertising agency public relation form marketing specialist</li> <li>• Opening and closing session in retail store</li> </ul>	Integrative Methods  Practical Based	Store Procedure	Test / Viva / Oral	Customer Service	Practical File Work	Less use of wood and plastics
<b>August 16<sup>st</sup> to 31<sup>st</sup></b>	7	<b>Retail Store Operations – Store Maintenance</b> <ul style="list-style-type: none"> <li>• Managing the operations and maintenance of the retail stores</li> <li>• product procurement and issues of product</li> </ul>	Integrative Methods  Practical Based	Store maintenance	Test / Viva / Oral	About product related issues	Practical File Work	Encouraging Responsible Consumption
<b>September 1<sup>st</sup> to 15<sup>th</sup></b>	7	<b>Merchandise Planning – Kinds of Merchandise</b> <ul style="list-style-type: none"> <li>• Concept of merchandise</li> <li>• Functions of merchandise</li> <li>• Planning of merchandising</li> <li>• Tips of merchandising</li> <li>• Types of general merchandise</li> </ul>	Integrative Methods  Practical Based	Be acquainted with terms and concepts of merchandise	Test / Viva / Oral	About effective Merchandising	Practical File Work	Reduce wastages
<b>September 16<sup>st</sup> to 30<sup>th</sup></b>	7	<b>Merchandise Planning - Role and function of junior merchandise</b> <ul style="list-style-type: none"> <li>• Roles and functions of junior merchandise</li> <li>• General function of merchandiser</li> <li>• Basic duties of merchandiser</li> <li>• Functions at different level</li> </ul>	Integrative Methods  Practical Based	Role and Function of junior merchandise	Test / Viva / Oral	various types of merchandizing threats and opportunities	Practical File Work	Promoting Sustainable practice

<b>October 1<sup>st</sup> to 15<sup>th</sup></b>	7	<b>Merchandise Planning - Visual merchandising and display</b> <ul style="list-style-type: none"><li>• Meaning, Aspects and Elements of visual merchandising</li><li>• Functions, Principles and Techniques of visual merchandiser</li><li>• Types of Visual Merchandising</li></ul>	Integrative Methods  Practical Based	Visual merchandising and display	Test / Viva / Oral	About Visual Merchandising effectiveness	Practical File Work	Encouraging Responsible Consumption
<b>October 16<sup>st</sup> to 31<sup>st</sup></b>	7	<b>Merchandise Planning - Duties and responsibilities of junior merchandiser</b> <ul style="list-style-type: none"><li>• duties and responsibilities of the junior merchandiser</li><li>• various career opportunities in the retail Industry</li><li>• employee and employer rights and responsibilities</li><li>• Plan and prepare display of product</li><li>• Visit to a retail store</li></ul>	Integrative Methods  Practical Based	Duties and Responsibilities of Junior Merchandiser	Report – various threats and opportunities of any one merchandize	Various security check points	Practical File Work	Reducing wastages
<b>November 1<sup>st</sup> to 15<sup>th</sup></b>	7	<b>Security Operations and Housekeeping in Retail - Security points in retail store and Role and function</b> <ul style="list-style-type: none"><li>• Purpose of security point in retail store</li><li>• Role of security in retail store</li><li>• Functions of security in retail store</li><li>• Locations of security points in retail store</li></ul>	Integrative Methods  Practical Based	Security points in retail store and Role and function of security personnel	Test / Viva / Oral	Identify the role and function of security personnel	Practical File Work	Responsible Consumption and Production

<b>November 16<sup>st</sup> to 30<sup>th</sup></b>	7	<b>Security Operations and Housekeeping in Retail - . Material handling in housekeeping</b> <ul style="list-style-type: none"><li>• Competencies and skills required for housekeeping</li><li>• Procedure to handle the material</li><li>• Identify and operate housekeeping equipments</li><li>• Techniques of housekeeping practices and protection of material</li></ul>	Integrative Methods  Practical Based	Material handling in housekeeping	Test / Viva / Oral	Learn housekeeping skills	Practical File Work	Good Health and well being
<b>December 1<sup>st</sup> to 15<sup>th</sup></b>	7	<b>Security Operations and Housekeeping in Retail - Procedure in housekeeping</b> <ul style="list-style-type: none"><li>• Competencies required for housekeeping in retail operations</li><li>• Area of cleanliness hygiene safety disposal of waste</li><li>• Health hazards</li></ul>	Integrative Methods  Practical Based	Procedure in housekeeping	Test / Viva / Oral	Understand the cleanliness, hygiene, safety and disposal of waste	Practical File Work	Clean water and sanitation
<b>December 16<sup>st</sup> to 31<sup>st</sup></b>	7	<b>Revision of Work</b>						
<b>January 1<sup>st</sup> to 15<sup>th</sup></b>	7	<b>Revision of Work</b>						
<b>January 16<sup>st</sup> to 31<sup>st</sup></b>	7	<b>Revision of Work</b>						