

Months		SESSION PLAN CLASS-X Subject-Retail Code-401 Session start-01-04-2025	
April'25	1. Delivery Of goods	Employability Skills	Communication Skills-II
		1. Billing Procedure	Session: Describes the basic understanding and Competencies for Billing Personnel • State various types of Billing and Accounting Heads • Understanding basic accounting Terminologies related with Billing Session: Handle the various modes of payment during the Billing process. • Describes various modes of payments. • State the precautions to be taken while handling the mode of payments. • Understanding use of various Equipment's used in Payment Process Activity: On the job to handle payments in Retail Organization.
		2. Elements of Transportations	Session: Describe the various modes of transport • Common modes of retail transport. • Factors affecting modes of transport. Session: Identify objectives of loading and unloading • Describe the objective of loading and unloading. • Discuss the significance of loading and unloading. Activity: Make a brief report on loading and unloading. Session: Identify the problems associated to retail transport. • Types of problems faced during transportation in retail. • Solutions to overcome the problems in retail transportation.
		3. Delivery Procedure	Session: Understand the various delivery procedure for delivery of items. • Describe various delivery procedures for delivery of goods in malls, grocery shops and web-based service. Session: State the delivery process of Grocery/Small shops. • Identify the methods for packing, bagging and arranging for delivery in departmental stores and malls Session: Identify the delivery process of grocery/small shops. • State the method for packing, labeling, marking and arranging for delivery. • Process of home delivery.
		4. Laws of records maintenance*	Activity: Role play on customer handling, packing, bagging and delivery of good Session: Identify the various records and maintenance followed in retail. • State the various records and maintenance used in organized retail sector Session: Understand the law of various records and maintenance • Law for record and maintenance method used in small shops/ grocery shops/small scale industry.
1st may'25-10th may'25			
11th may-30th June		Summer Vacation	
July'25	2. Retail Store Operations	Employability Skills	Self-management Skills-II
		1. Store Layout	Session: Competences required for store operations in retail knowledge. • State whether the site is nearer to target market. • Describe the store area. • Describe the source of power and water supply. • State the component of store layout. Session: Identify the formalities required for store layouts. • State the design and location of the store. • Steps involved in preparing store layout. • Steps involved in identifying of store locations. Session: Describe the location and proportion of space through numeric and visual space planning. • Planning a layout for the store interior. • Describe the allocation of space based on sales margin products and strategy.
		2. Store Design	Session: Describe the element if store planning and design. • Describe the elements (Store design objectives selling space, merchandise space, employee space, customer space, display area, fixture arrangements etc.) Session: Identify the tips for Retail Store Design. • Store, frontage, signing, furniture, display, lighting, Decoration. • Tips for retail store design.
		3. Store Procedure	Session: Describe the competences of core areas in store procedures • learn core areas like store exterior store interior customer service and merchandise management Session: Identify the competitive analysis of store promotion • learn from advertising agency public relation form marketing specialist to promote the product through retail Session: Identify the opening and closing session in retail store • opening procedure in retail store closing procedure in retail store
		4. Store Maintenance	Session: Managing the operations and maintenance of the retail stores. • cleanliness of store premises depends on the maintenance of the store till merchandising with the customer goes on Session: Manage the receipts of the products issued from the store • product procurement and issues of product Activity: On job orientation of receipts and issues of products from the store.
August'25			
September'25			
10th September'25 to 1st October'25			
October'25		Employability Skills	Information and Communication Technology Skills-II
		1. Kinds of merchandise	Session: Be acquainted with terms and concepts of merchandise • concept of merchandise • the functions of merchandise • planning of merchandising Session: list out the rights and guidelines of merchandising • types of rights • tips of merchandising Session: Identify the kinds of merchandise • Types of general merchandise
		2. Role and function of junior merchandiser	Session: Identify the roles and functions of junior merchandiser • Role of junior merchandiser and their general function Session: Describe the various merchandise presentation Session: apply the function of junior merchandiser at different level • General function of merchandiser • Functions of admiration merchandiser

November '25	3. Merchandise Planning		<ul style="list-style-type: none"><li>Basic duties of merchandiser</li><li>Functions at different level</li><li>Function of divisional merchandise manager</li></ul>
		3. Visual merchandising and display	Session : Identify the basic aspects of visual merchandising <ul style="list-style-type: none"><li>Meaning of visual merchandising</li><li>Aspects of visual merchandising</li><li>Elements of visual merchandising</li></ul> Session :list out the functions ,principles and techniques of visual merchandising <ul style="list-style-type: none"><li>Functions of visual merchandiser</li><li>Principles of visual merchandising</li><li>Techniques of visual merchandising</li><li>Types of visual merchandising</li></ul> Activities :Visit in various merchandising stores for observation
		4. Duties and responsibilities of junior merchandiser	Session: Describe the duties and responsibilities of the junior merchandiser <ul style="list-style-type: none"><li>Describe the various career opportunities in the retail industry</li><li>Describe the purpose of knowing job</li><li>Describe the employee and employer rights and responsibilities in retail industry</li><li>Describe the duties of junior merchandiser in business Promotion.</li></ul> Session: Plan and prepare display of product <ul style="list-style-type: none"><li>Describe the purpose of display products</li><li>Describe the standards that the display should meet.</li></ul> Activity: Visit to a retail store to understand how displays should conform to the Company's requirement and standard.
1st Jan '26 -15th Jan '26			Winter Break
January '26	4. Security Operations and Housekeeping in Retail	Employability Skills	Entrepreneurial Skills-II
		1. Security points in retail store	Session: Identify the various security points. <ul style="list-style-type: none"><li>Purpose of security point in retail store.</li><li>State the locations of security points in retail store.</li></ul> Session: Identify the roles and functions of security personnel <ul style="list-style-type: none"><li>role of security in retail store</li><li>functions of security in retail store</li></ul> Activity :group discussion on advancement in security functions in retail store
		2. Role and function of security personnel	
		3. Material handling in housekeeping	Session: Describing the competencies required for material handling in housekeeping <ul style="list-style-type: none"><li>Describe the competencies and skills required for housekeeping</li></ul> Session :Examine the process of material handling <ul style="list-style-type: none"><li>Procedure to handle the material used in retail housekeeping</li></ul> Session: identify and operate housekeeping equipments in retail department stores <ul style="list-style-type: none"><li>the materials and equipments</li><li>techniques of housekeeping practices and protection of material</li></ul> Activity : role play on responsibilities of housekeeping work
4. Procedure in housekeeping *		Session: Identify the competencies required for housekeeping in retail operations <ul style="list-style-type: none"><li>to describe housekeeping in retail outlets retail store and malls</li><li>competencies required for housekeeping session</li><li>applying housekeeping in the area of cleanliness hygiene safety disposal of waste</li><li>competencies required in cleanliness hygiene waste disposal safety health hazards</li></ul> Activity : Visit to retail store and observe what kind of method is applied for housekeeping of retail store	
February '26		Employability Skills	Green Skills-II
March '26			Annual Ex