



आधिकारिक पाठ्यक्रम 2025-26

**OFFICIAL SYLLABUS 2025-26**

कार्य अनुभव

**Work Experience**

कोड: I-5090

कक्षा बारवी

**Class-12<sup>th</sup>**

विषय का नाम Subject Name	कोड / Code	अवधि अंक Duration/Marks	परीक्षा चक्र / Exam Cycle
Work Experience (कार्य अनुभव)	I-5090	3 घंटे /100 अंक 3 Hrs / 100 Marks	(ऑन-डिमांड), (On-Demand) अप्रैल और अक्टूबर, April And October
<b>विषय सूची / Table of Contents</b>			
क्र.सं. Sr.No.	विषय / Topic		विवरण / Details
<b>भाग-1: मूल जानकारी Part-1 Basic Information</b>			
1.1	सीखने के उद्देश्य Learning Objectives	एनईपी 2020 के अनुरूप NEP 2020 Aligned	
1.2	करियर के अवसर Coding Career Opportunities	सॉफ्टवेयर डेवलपमेंट Software Development	
<b>भाग-2: सिद्धांत पाठ्यक्रम Part-2: Syllabus Details</b>			
			<b>60 Marks</b>
2.1	कार्य अनुभव और सामुदायिक सेवा का परिचय Introduction to Work Experience and Community Service	10 Marks	
2.2	कार्यस्थल कौशल और व्यावसायिक विकास Workplace Skills and Professional Development	10 Marks	
2.3	सामुदायिक विकास और सामाजिक मुद्दे Community Development and Social Issues	12 Marks	

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2.4	परियोजना नियोजन और कार्यान्वयन Project Planning and Implementation	14 Marks
2.5	करियर मार्गदर्शन और भविष्य के कौशल Career Guidance and Future Skills	14 Marks
<b>भाग-3: प्रायोगिक कार्य Part-3: Practical Work</b>		<b>20 Marks</b>
3.1	सतत आकलन Periodic Assessment	05 Marks
3.2	बहुविध आकलन Multiple Assessment	05 Marks

## 1. LEARNING OBJECTIVES (NEP 2020)

The curriculum for Work Experience / Community Service at the Senior Secondary level aims to ensure that students are able to:

- **Understanding Work and Service:** Comprehend the value of work, community service, and social responsibility.
- **Developing Life Skills:** Build communication, teamwork, leadership, and problem-solving abilities.
- **Social Awareness:** Understand community needs, social issues, and sustainable development.
- **Practical Experience:** Gain hands-on experience through community projects and workplace exposure.
- **Career Readiness:** Develop employability skills, career planning abilities, and professional competencies.
- **Civic Engagement:** Foster active citizenship, volunteerism, and commitment to social causes.

## 2. COURSE STRUCTURE & MARKS DISTRIBUTION

Unit	Title	Marks
1	Introduction to Work Experience and Community Service	10
2	Workplace Skills and Professional Development	10
3	Community Development and Social Issues	12
4	Project Planning and Implementation	14
5	Career Guidance and Future Skills	14
<b>Total Theory Marks</b>		<b>60</b>
<b>Practical Work</b>		<b>20</b>
<b>TMA</b>		<b>20</b>
<b>Grand Total</b>		<b>100</b>

## 3. DETAILED THEORY SYLLABUS (60 MARKS)

<b>इकाई 1: कार्य अनुभव और सामुदायिक सेवा का परिचय</b>	<b>10 अंक</b>
<ul style="list-style-type: none"> <li>• कार्य अनुभव की अवधारणा और महत्व।</li> <li>• सामुदायिक सेवा और सामाजिक उत्तरदायित्व।</li> <li>• मूल्यों और जीवन कौशलों का विकास।</li> <li>• स्वयंसेवी कार्य और नागरिक सहभागिता।</li> <li>• NEP 2020 और अनुभवात्मक अधिगम।</li> </ul>	



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<b>Unit 1: Introduction to Work Experience and Community Service</b>	<b>10 Marks</b>
<ul style="list-style-type: none"> <li>• Concept and importance of work experience.</li> <li>• Community service and social responsibility.</li> <li>• Values and life skills development.</li> <li>• Volunteer work and civic engagement.</li> <li>• NEP 2020 and experiential learning.</li> </ul>	
<b>यूनिट 2: कार्यस्थल कौशल और व्यावसायिक विकास</b>	<b>10 अंक</b>
<ul style="list-style-type: none"> <li>• कार्यस्थल पर संचार कौशल</li> <li>• टीम वर्क और सहयोग</li> <li>• समय प्रबंधन और कार्य नैतिकता</li> <li>• समस्या-समाधान और आलोचनात्मक सोच</li> <li>• कार्यस्थल पर सुरक्षा और अधिकार</li> </ul>	
<b>Unit 2: Workplace Skills and Professional Development</b>	<b>10 Marks</b>
<ul style="list-style-type: none"> <li>• Communication skills in workplace.</li> <li>• Teamwork and collaboration.</li> <li>• Time management and work ethics.</li> <li>• Problem-solving and critical thinking.</li> <li>• Workplace safety and rights.</li> </ul>	
<b>इकाई 3: सामुदायिक विकास और सामाजिक मुद्दे</b>	<b>12 अंक</b>
<ul style="list-style-type: none"> <li>• सामुदायिक आवश्यकताओं को समझना।</li> <li>• सामाजिक मुद्दे (गरीबी, शिक्षा, स्वास्थ्य, पर्यावरण)।</li> <li>• NGOs और सामुदायिक संगठन।</li> <li>• सतत विकास लक्ष्य (SDGs)।</li> <li>• सामाजिक उद्यमिता।</li> </ul>	
<b>Unit 3: Community Development and Social Issues</b>	<b>12 Marks</b>
<ul style="list-style-type: none"> <li>• Understanding community needs.</li> <li>• Social issues (poverty, education, health, environment).</li> <li>• NGOs and community organizations.</li> <li>• Sustainable development goals (SDGs).</li> <li>• Social entrepreneurship.</li> </ul>	
<b>इकाई 4: परियोजना नियोजन और कार्यान्वयन</b>	<b>14 अंक</b>
<ul style="list-style-type: none"> <li>• सामुदायिक सेवा परियोजनाओं की योजना बनाना।</li> <li>• संसाधन जुटाना और प्रबंधन।</li> <li>• हितधारकों के साथ जुड़ाव।</li> <li>• निगरानी और मूल्यांकन।</li> <li>• दस्तावेज़ीकरण और रिपोर्टिंग।</li> </ul>	
<b>Unit 4: Project Planning and Implementation</b>	<b>14 Marks</b>
<ul style="list-style-type: none"> <li>• Planning community service projects.</li> <li>• Resource mobilization and management.</li> <li>• Stakeholder engagement.</li> <li>• Monitoring and evaluation.</li> <li>• Documentation and reporting.</li> </ul>	
<b>यूनिट 5: करियर मार्गदर्शन और भविष्य के कौशल</b>	<b>14 अंक</b>
<ul style="list-style-type: none"> <li>• करियर के प्रति जागरूकता और अन्वेषण।</li> <li>• Resume बनाना और इंटरव्यू के कौशल।</li> <li>• रोज़गार-योग्यता कौशल और क्षमताएँ।</li> <li>• आजीवन सीखना और कौशल विकास।</li> <li>• डिजिटल साक्षरता और भविष्य के लिए तैयार कौशल।</li> </ul>	

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Unit 5: Career Guidance and Future Skills	14 Marks
<ul style="list-style-type: none"> <li>• Career awareness and exploration.</li> <li>• Resume building and interview skills.</li> <li>• Employability skills and competencies.</li> <li>• Lifelong learning and skill development.</li> <li>• Digital literacy and future-ready skills.</li> </ul>	

## 4. PRACTICAL WORK (20 MARKS)

**Objectives:** To provide students with hands-on experience in community service, workplace dynamics, project management, and career planning.

### Assessment Breakdown:

Practical Examination	05 Marks
Practical File/Portfolio	05 Marks
Project Work	05 Marks
Viva Voce	05 Marks
<b>Total</b>	<b>20 Marks</b>

### Practical Components & Requirements:

- **Software/Equipment Requirements:** MS Office, Presentation software, Survey tools, Camera/smartphone for documentation, Community mapping tools, Project management software, Communication platforms, Portfolio creation tools.
- **Practical File:** At least 15 activities covering community surveys, project proposals, volunteer logs, workplace observations, communication exercises, teamwork activities, problem-solving tasks, community mapping, social awareness campaigns, internship reports, career planning documents, skill development activities, interview simulations, presentation skills, documentation.
- **Project Work:** Community service project implementation, social awareness campaign, workplace internship report, skill development program, environmental initiative, health awareness drive, educational support project, livelihood enhancement project.

## 5. CAREER OPPORTUNITIES & SKILLS

### Key Concepts & Skills

- **Core Concepts:** Social Responsibility, Civic Engagement, Workplace Ethics, Project Management, Sustainable Development.
- **Practical Skills:** Communication, Leadership, Teamwork, Problem-Solving, Documentation, Digital Literacy

### Career Roles & Average Monthly Income

Role	Income Range (INR)
Social Worker	₹20,000 - ₹70,000
Community Development Officer	₹22,000 - ₹80,000
NGO Program Manager	₹25,000 - ₹90,000
Corporate Social Responsibility Manager	₹30,000 - ₹1,20,000
Volunteer Coordinator	₹18,000 - ₹65,000
Career Counselor	₹22,000 - ₹85,000
Human Resources Executive	₹25,000 - ₹1,00,000
Training and Development Specialist	₹28,000 - ₹1,10,000

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## 6. STUDY MATERIAL & RESOURCES

Resource Type	Details
Prescribed Textbooks	1. Work Experience / Community Service (Class XII) - CBSE/NCERT Publication
Self-Learning Material	CBSE SLM for Work Experience / Community Service (Code 850)
Reference Books	<ul style="list-style-type: none"><li>- Community Development guides</li><li>- Social Work handbooks</li><li>- Career Development resources</li><li>- Life Skills books</li><li>- Volunteer Management guides</li></ul>
Online Resources	<ul style="list-style-type: none"><li>- Ministry of Youth Affairs, National Service Scheme (NSS)</li><li>- Nehru Yuva Kendra Sangathan (NYKS), NGO portals</li><li>- Career guidance platforms</li><li>- Skill India resources</li></ul>
Software/Tools	<ul style="list-style-type: none"><li>- MS Office Suite</li><li>- Survey platforms (Google Forms)</li><li>- Project management tools</li><li>- Documentation tools, Presentation software</li></ul>

Component	Details	Marks
Theory	Written Examination	60
Practical	Periodic Test + Multi Assessment + Enrichment + Portfolio	20
	Tutor Marked Assignment	20
	Total	100



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