

**Curriculum of**  
**DIPLOMA IN VOCATIONAL TRAINING AND DEVELOPMENT**

**Programme Code: 2DVTD**

**Offered by**

**Centre for Differently Abled Persons**  
**Bharathidasan University**  
Tiruchirappalli - 620 023  
Tamil Nadu, India



**DIPLOMA IN VOCATIONAL TRAINING AND DEVELOPMENT**  
**(for Students with Neuro Cognitive Disabilities)**

For the candidates admitted from the academic year  
2026-2027 onwards

**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**DIPLOMA IN VOCATIONAL TRAINING AND DEVELOPMENT**  
**(for Students with Neuro Cognitive Disabilities)**

### 1. PREAMBLE

The Diploma in Vocational Training and Development is a four-semester inclusive vocational programme for learners with neuro-cognitive disabilities who have completed the 10th Standard. It focuses on functional, communication, social, vocational, workplace and independent living skills to facilitate participation in employment, community and daily life. The programme follows a learner-centred and competency-based approach, integrating vocational training, workplace safety, digital and assistive technology, internship, entrepreneurship and livelihood skills.

### 2. ABOUT THE PROGRAMME

The programme progresses from functional literacy, communication and pre-vocational skills to vocational training, workplace readiness, internship, entrepreneurship and occupation-specific specialisation. It aims to develop competencies for employment, supported employment, self-employment and independent living.

### 3. REGULATIONS OF THE PROGRAMME

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Duration</b>              | The duration of the programme will be of 2-year (4 semesters)                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Medium of Instruction</b> | The medium of instruction will be Bilingual (Tamil & English).                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Number of Intake</b>      | The maximum number of student's enrolment for the programme will be 10 and shall be increased based on need and approval from the University.                                                                                                                                                                                                                                                                                       |
| <b>Eligibility</b>           | This programme is for Students with Neuro-Cognitive Disabilities (Autism Spectrum Disorder, Intellectual Disability, Specific Learning Disabilities, Cerebral Palsy, Multiple Disabilities). The candidates shall be required to have passed in 10 <sup>th</sup> Standard Examination conducted by the Government of Tamil Nadu or an equivalent examination of any other statutory Board ( <b>UDID certificate is mandatory</b> ). |

#### a) Attendance Requirements for Examination

| <b>Attendance Percentage</b> | <b>Eligibility / Requirement</b>                                                                                                                                 |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>75% and above</b>         | Students are eligible to appear for the semester examination.                                                                                                    |
| <b>65%–74%</b>               | Students may apply for condonation of shortage of attendance in the prescribed form along with the prescribed fee.                                               |
| <b>50%–64%</b>               | Students may apply for condonation of shortage of attendance in the prescribed form along with the prescribed fee and a valid Medical Certificate.               |
| <b>Below 50%</b>             | Students are not eligible to appear for the semester examination and shall be required to re-do the concerned semester(s) after the completion of the programme. |

**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**b) Evaluation**

Evaluation for each Course shall be done by a Continuous Internal Assessment (CIA) by the Course teacher concerned as well as by an end semester examination and will be consolidated at the end of the semester as per university norms.

**i) Passing Minimum**

|                  | <i>Continuous Internal Assessment (CIA)</i> | <i>Minimum Passing Marks</i> | <i>University Examination (UE)</i> | <i>Minimum Passing Marks</i> |
|------------------|---------------------------------------------|------------------------------|------------------------------------|------------------------------|
| <b>Theory</b>    | 40% out of 30 marks                         | 12                           | 40% out of 70 marks                | 28                           |
| <b>Practical</b> | 40% out of 40 marks                         | 16                           | 40% out of 60 marks                | 24                           |

**ii) Passing Condition:**

A candidate shall be declared to have passed a course only if the candidate secures the prescribed minimum marks in both Continuous Internal Assessment (CIA) and University Examination (UE).

**iii) Reappearance Condition:**

A candidate who fails in the **CIA** shall be permitted two chances to reappear through Tests and Assignments in subsequent semesters. A candidate who fails in the **University Examination** shall be permitted to reappear for the failed course in the subsequent University Examination, as per the University rules and regulations in force.

**iv) Eligibility for the Award of Diploma**

A candidate shall be declared eligible for the award of the Diploma only upon the successful completion of all the courses prescribed under the Diploma Programme and fulfillment of all other academic and regulatory requirements stipulated by the University.

**4. REVISION OF REGULATIONS AND CURRICULUM**

The University reserves the right to revise, amend, or modify the **Regulations and Curriculum** from time to time, as deemed necessary.

**5. PROGRAMME EDUCATIONAL OBJECTIVES (PEOs)**

The programme aims to enable learners to:

**PEO1:** Develop functional, communication, social and vocational competencies for participation in work and community life.

**PEO2:** Apply workplace, digital, safety and employability skills to perform vocational tasks with increasing independence.

**PEO3:** Develop pathways towards employment, supported employment, self-employment and independent living through vocational skill development.

**6. PROGRAMME OUTCOMES (POs)**

On successful completion of the Diploma in Vocational Training and Development, learners will be able to:

**PO1 – Functional and Life Skills:** Demonstrate functional literacy, numeracy, communication, social and independent living skills for everyday and workplace participation.

**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**PO2 – Vocational and Workplace Skills:** Demonstrate vocational competencies, workplace safety, work readiness and employability skills relevant to selected occupations.

**PO3 – Digital, Employment and Livelihood Skills:** Use appropriate digital and assistive technologies and apply financial, entrepreneurship and livelihood skills to support employment and independent living.

## 7. PROGRAMME SPECIFIC OUTCOMES (PSOs)

On successful completion of the programme, learners will be able to:

**PSO1 – Functional Competency:** Apply functional literacy, numeracy, communication and social skills in daily living and workplace situations.

**PSO2 – Vocational Competency:** Perform occupation-specific vocational tasks using appropriate tools, procedures and workplace practices.

**PSO3 – Workplace Readiness:** Demonstrate work readiness, appropriate workplace behaviour, and occupational safety, health and environmental practices.

**PSO4 – Technology and Independent Living:** Use digital and assistive technologies and apply financial, community and independent living skills.

**PSO5 – Employment and Entrepreneurship:** Demonstrate employability, self-employment and entrepreneurship skills to pursue sustainable livelihood opportunities.

## 8. PEO–PO–PSO ALIGNMENT MATRIX

| PEOs / POs & PSOs | PO1 | PO2 | PO3 | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|-------------------|-----|-----|-----|------|------|------|------|------|
| PEO1              | ✓   | ✓   |     | ✓    | ✓    |      | ✓    |      |
| PEO2              |     | ✓   | ✓   |      | ✓    | ✓    | ✓    | ✓    |
| PEO3              | ✓   | ✓   | ✓   | ✓    | ✓    | ✓    | ✓    | ✓    |

**Legend:** ✓ – Direct alignment

## 9. BLOOM'S TAXONOMY LINKAGE WITH PROGRAMME OUTCOMES

The Programme Outcomes are aligned with the revised **Bloom's Taxonomy** to promote progressive development from foundational knowledge to practical application and independent performance.

| Programme Outcome                                                                                                                                                                                        | Bloom's Level                | Cognitive Process | Key Action Verbs                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------|--------------------------------------------------|
| <b>PO1 – Functional and Life Skills:</b> Demonstrate functional literacy, numeracy, communication, social and independent living skills for everyday and workplace participation.                        | <b>L3 – Apply</b>            | Apply             | Demonstrate, use, communicate, perform, practice |
| <b>PO2 – Vocational and Workplace Skills:</b> Demonstrate vocational competencies, workplace safety, work readiness and employability skills relevant to selected occupations.                           | <b>L3 – Apply</b>            | Apply             | Perform, demonstrate, operate, follow, implement |
| <b>PO3 – Digital, Employment and Livelihood Skills:</b> Use digital and assistive technologies and apply financial, entrepreneurship and livelihood skills to support employment and independent living. | <b>L3–L4 – Apply–Analyse</b> | Apply and analyse | Use, apply, select, analyse, solve, plan         |

**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**Revised Bloom's Taxonomy**

| Level | Cognitive Process | Application in the Programme             |
|-------|-------------------|------------------------------------------|
| L1    | Remember          | Identify, recall, recognise              |
| L2    | Understand        | Explain, describe, classify              |
| L3    | Apply             | Demonstrate, perform, use, implement     |
| L4    | Analyse           | Differentiate, compare, examine, analyse |
| L5    | Evaluate          | Assess, judge, check, justify            |
| L6    | Create            | Design, develop, produce, plan           |

**Programme-Level Progression**

**Remember → Understand → Apply → Analyse → Evaluate → Create**

The programme places greater emphasis on **L3 – Apply**, supported by **L4 – Analyse**, because vocational competence is demonstrated primarily through practical performance, task completion, problem-solving and application of skills in real-life and workplace situations.

**10. GRADUATE ATTRIBUTES**

On successful completion of the programme, learners are expected to demonstrate:

1. **Functional Competence** – Apply functional literacy, numeracy, communication and daily living skills.
2. **Vocational Competence** – Perform occupation-specific tasks using appropriate tools and procedures.
3. **Workplace Readiness** – Demonstrate punctuality, responsibility, teamwork and appropriate workplace behaviour.
4. **Safety Awareness** – Follow occupational safety, health and environmental practices.
5. **Digital Competence** – Use appropriate digital and assistive technologies.
6. **Employability Skills** – Demonstrate work readiness, problem-solving and interpersonal skills.
7. **Independence and Self-Advocacy** – Make appropriate choices and seek support when required.
8. **Entrepreneurial Orientation** – Apply basic financial and entrepreneurship skills for livelihood development.

**11. EXPECTED JOB ROLES / CAREER OPPORTUNITIES**

Depending on individual competencies, vocational specialisation and workplace requirements, learners may pursue:

- Vocational Assistant / Trainee
- Production Assistant
- Office Support Assistant
- Data Entry / Digital Support Assistant
- Retail and Store Assistant
- Packaging and Assembly Assistant
- Hospitality and Food Service Assistant
- Housekeeping Assistant
- Gardening and Maintenance Assistant
- Craft and Production Assistant

**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

- Supported Employment Roles
- Self-Employment / Micro-Enterprise
- Entrepreneurship and Home-Based Livelihood Activities

Career opportunities may be available in inclusive workplaces, supported employment settings, sheltered or transitional work environments, community-based enterprises and self-employment, based on individual abilities, interests, training and available support.

## **12. PEDAGOGICAL METHODS**

The Diploma in Vocational Training and Development follows learner-centred, individualized, competency-based, functional and experiential approaches. Teaching methods shall be adapted to the learner's abilities, communication, sensory, physical and learning needs.

| <b>Pedagogical Method</b>              | <b>Brief Explanation</b>                                                                         |
|----------------------------------------|--------------------------------------------------------------------------------------------------|
| 1. Individualized Instruction          | Learning is adapted to individual abilities, needs, interests and vocational goals.              |
| 2. Demonstration and Modelling         | Tasks are demonstrated and modelled before guided learner practice.                              |
| 3. Task Analysis                       | Complex tasks are divided into simple, sequential and manageable steps.                          |
| 4. Repetition and Reinforcement        | Regular practice and positive reinforcement strengthen skill acquisition and retention.          |
| 5. Activity-Based Learning             | Skills are developed through hands-on and meaningful activities.                                 |
| 6. Work-Based Learning                 | Learners practise occupational skills in simulated or real workplace settings.                   |
| 7. Role Play and Simulation            | Simulated situations develop communication, social and workplace behaviours.                     |
| 8. Peer and Collaborative Learning     | Pair and group activities promote teamwork, communication and peer support.                      |
| 9. Visual and Structured Learning      | Pictures, symbols, schedules and checklists support understanding and task completion.           |
| 10. Multisensory and UDL Approaches    | Multiple modes of teaching and expression address diverse learning needs.                        |
| 11. Assistive and Digital Technology   | Digital tools and assistive technologies support learning, communication and independence.       |
| 12. Community-Based Instruction        | Skills are practised in real community environments for functional application.                  |
| 13. Internship and Supported Learning  | Supervised workplace experience develops vocational and employability skills.                    |
| 14. Project and Problem-Based Learning | Practical projects develop application, decision-making and problem-solving skills.              |
| 15. Continuous Assessment              | Ongoing observation and task-based assessment monitor individual progress and guide instruction. |

### **Core Pedagogical Approach**

**Assess → Individualize → Demonstrate → Practise → Apply → Monitor → Reinforce → Generalize**

**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

The overall approach emphasizes functional application, repeated practice, independence, skill generalization and transition to employment and community participation. Teaching and assessment shall be adapted according to the learner's abilities, communication needs, learning pace, sensory needs and vocational goals, with appropriate reasonable accommodation and support.

**13. CURRICULUM STRUCTURE**

| Sem.        | Course Code | Title of the Course                              | In hrs<br>/<br>week | Credit | Marks |     |       |
|-------------|-------------|--------------------------------------------------|---------------------|--------|-------|-----|-------|
|             |             |                                                  |                     |        | CIA   | ESE | TOTAL |
| 1           | 26DVTD101   | Functional Literacy and Numeracy                 | 8                   | 5      | 30    | 70  | 100   |
|             | 26DVTD102   | Functional Communication and Life Skills         | 8                   | 5      | 30    | 70  | 100   |
|             | 26DVTD103   | Pre-Vocational Skills                            | 8                   | 5      | 40    | 60  | 100   |
|             | 26DVTD104   | Vocational Skills and Workplace Safety           | 6                   | 5      | 30    | 70  | 100   |
|             | TOTAL       |                                                  | 30                  | 20     |       |     | 400   |
| 2           | 26DVTD201   | Behavioral and Sensory Regulation for Work       | 8                   | 5      | 30    | 70  | 100   |
|             | 26DVTD202   | Assistive Technology and Digital Skills          | 8                   | 5      | 30    | 70  | 100   |
|             | 26DVTD203   | Vocational Skills Training - I                   | 8                   | 5      | 40    | 60  | 100   |
|             | 26DVTD204   | Social Skills and Community Living               | 6                   | 5      | 30    | 70  | 100   |
|             | TOTAL       |                                                  | 30                  | 20     |       |     | 400   |
| 3           | 26DVTD301   | Work Readiness and Employability Skills          | 8                   | 5      | 30    | 70  | 100   |
|             | 26DVTD302   | Occupation Safety, Health and Environment        | 8                   | 5      | 30    | 70  | 100   |
|             | 26DVTD303   | Vocational Skills Training -II                   | 8                   | 5      | 40    | 60  | 100   |
|             | 26DVTD304   | Internship                                       | 6                   | 5      | 40    | 60  | 100   |
|             | TOTAL       |                                                  | 30                  | 20     |       |     | 400   |
| 4           | 26DVTD401   | Entrepreneurship Skills                          | 8                   | 5      | 30    | 70  | 100   |
|             | 26DVTD402   | Financial Literacy and Independent Living Skills | 8                   | 5      | 30    | 70  | 100   |
|             | 26DVTD403   | Vocational Skills-Specialization                 | 8                   | 5      | 40    | 60  | 100   |
|             | 26DVTD404   | Project                                          | 6                   | 6      | 40    | 60  | 100   |
|             | TOTAL       |                                                  | 30                  | 21     |       |     | 400   |
| GRAND TOTAL |             |                                                  |                     | 81     |       |     | 1600  |

**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI**  
**Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development**  
**Semester-I**  
**FUNCTIONAL LITERACY AND NUMERACY**

**Course Code : 26DVTD101**

**Credits : 5**

**Max. Marks :100**

**Internal Marks : 30**

**External Marks : 70**

**Course Objectives:**

- To develop functional reading, writing and comprehension skills for everyday and workplace situations.
- To develop practical numeracy skills for daily living, communication and vocational activities.
- To enable learners to use functional literacy and numeracy in real-life and workplace contexts.
- To promote accuracy, independence and confidence in applying literacy and numeracy skills.

**UNIT I**

Alphabet and word recognition – sight words – common signs and symbols – reading simple words, phrases and sentences – understanding instructions – reading labels, notices and workplace information – identifying key information<sup>1</sup>.

**UNIT II**

Writing letters, words and simple sentences – personal information – filling simple forms – writing names, addresses and contact details – writing lists and notes – completing workplace records – use of digital text for basic communication<sup>2,3</sup>.

**UNIT III**

Number recognition and sequencing – counting – place value – comparison of numbers – addition and subtraction – multiplication and division – simple mental calculations – use of calculators – practical number problems<sup>4</sup>.

**UNIT IV**

Identification and use of currency – counting money – buying and selling – bills and receipts – budgeting basics – reading clocks and calendars – days, weeks and months – length, weight and quantity – common units of measurement<sup>6</sup>.

**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

## **UNIT V**

Reading tables, schedules and simple charts – attendance and work records – quantities and inventory – wages and earnings – simple workplace calculations – following numerical instructions – estimating and checking answers – problem-solving in everyday and vocational situations<sup>9</sup>.

## **UNIT VI**

Apply literacy and numeracy skills during a simulated workplace task. Demonstrate independent completion of selected functional literacy and numeracy tasks.

### **Pedagogical method used:**

- <sup>1</sup>Individualized Instruction
- <sup>2</sup>Demonstration and Modelling
- <sup>3</sup>Task Analysis
- <sup>4</sup>Repetition and Reinforcement
- <sup>6</sup>Work-Based Learning
- <sup>9</sup>Visual and Structured Learning

### **Materials for Study and Reference:**

#### **TEXT BOOKS**

1. Tabor, Pamela D., Dawn Dibley, Amy J. Hackenberg, and Anderson Norton, “*Numeracy for All Learners: Teaching Mathematics to Students with Special Needs*”, Corwin, 2020.
2. Ramachandran, Rajesh, “*Effective Transition for Students with Multiple Disabilities*”, National Institute for Empowerment of Persons with Multiple Disabilities, 2020.

#### **REFERENCE BOOKS**

1. Kaluri, Rajesh, et al., “*Applied Assistive Technologies and Informatics for Students with Disabilities*”, Springer, 2024.
2. Garg, Shalini, “*Disability Inclusion & Rehabilitation in Modern India: Practical Approaches and Strategies for Inclusive Development*”, Springer, 2026.
3. Browder, D. M., Spooner, F., & Courtade, G. R. (Eds.), “*Teaching Students with Moderate and Severe Disabilities*”, Guilford Press, New York, 2020.

#### **E-BOOKS / ONLINE RESOURCES**

1. <https://ncert.nic.in/textbook/pdf/gegp102.pdf>
2. [https://www.khanacademy.org/math/early-math?utm\\_source](https://www.khanacademy.org/math/early-math?utm_source)

**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**Course Outcomes:**

On completion of the course the students will be able to:

|            |           |                                                                                                    |
|------------|-----------|----------------------------------------------------------------------------------------------------|
| <b>CO1</b> | <b>K1</b> | Read and understand common words, signs, symbols, labels and simple instructions.                  |
| <b>CO2</b> | <b>K2</b> | Write basic personal, functional and workplace information using appropriate words and sentences.  |
| <b>CO3</b> | <b>K3</b> | Perform basic numerical operations and solve simple practical numerical problems.                  |
| <b>CO4</b> | <b>K4</b> | Apply money, time, measurement and budgeting skills in daily living and workplace situations.      |
| <b>CO5</b> | <b>K4</b> | Apply functional literacy and numeracy skills independently in everyday and vocational activities. |

**Mapping with Program Outcomes and Program Specific Outcomes:**

| <b>CO / PO &amp; PSO</b> | <b>PO1</b> | <b>PO2</b> | <b>PO3</b> | <b>PSO1</b> | <b>PSO2</b> | <b>PSO3</b> | <b>PSO4</b> | <b>PSO5</b> |
|--------------------------|------------|------------|------------|-------------|-------------|-------------|-------------|-------------|
| <b>CO1</b>               | ✓          | ✓          |            | ✓           | ✓           |             |             |             |
| <b>CO2</b>               | ✓          | ✓          |            |             | ✓           | ✓           |             |             |
| <b>CO3</b>               |            | ✓          |            |             |             | ✓           | ✓           |             |
| <b>CO4</b>               |            |            | ✓          |             |             |             | ✓           | ✓           |
| <b>CO5</b>               |            | ✓          | ✓          |             |             |             | ✓           | ✓           |

**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI**  
**Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development**  
**Semester-I**  
**FUNCTIONAL COMMUNICATION AND LIFE SKILLS**

**Course Code : 26DVTD102**

**Credits : 5**

**Max. Marks :100**

**Internal Marks : 30**

**External Marks : 70**

**Course Objectives**

- To develop functional communication skills for expressing needs, preferences, feelings and information.
- To develop interpersonal, social and self-management skills for daily and workplace participation.
- To promote independent living skills through practical and community-based learning.
- To develop safe, responsible and socially appropriate behaviours in everyday and work environments.

**UNIT I**

Meaning and importance of functional communication – verbal and non-verbal communication – listening and responding – expressing needs, wants and preferences – asking and answering questions – following instructions – communicating personal information – use of visual supports, symbols and communication aids<sup>2,4</sup>.

**UNIT II**

Greetings and introductions – conversation skills – turn-taking – maintaining appropriate personal space – requesting help – making choices – expressing feelings – understanding social cues – teamwork and cooperation – appropriate behaviour in social and workplace situations<sup>6</sup>.

**UNIT III**

Personal hygiene and grooming – dressing appropriately – eating and drinking habits – toileting and personal care – managing personal belongings – daily routines – time management – emotional self-regulation – coping with changes and unexpected situations<sup>8</sup>.

**UNIT IV**

Home management – simple meal preparation – cleaning and household tasks – shopping – use of public facilities – use of public transport – handling personal information – safety in the community – emergency contacts and help-seeking – basic digital communication<sup>11</sup>.

**UNIT V**

Workplace greetings and communication – following verbal and written instructions – asking for clarification – punctuality and attendance – workplace manners – teamwork – problem-solving – responding to feedback – workplace safety communication – appropriate communication with supervisors, co-workers and customers<sup>11</sup>.

**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**UNIT VI**

Use public transport or community facilities through supervised activities. Practise emergency communication and help-seeking. Participate in a simulated workplace activity demonstrating communication, teamwork and appropriate workplace behaviour<sup>11</sup>.

**Pedagogical method used:**

<sup>2</sup>Demonstration and Modelling

<sup>4</sup>Repetition and Reinforcement

<sup>6</sup>Work-Based Learning

<sup>8</sup>Peer and Collaborative Learning

<sup>11</sup>Assistive and Digital Technology

**Text Books:**

1. Rout, Nachiketa, and Priyadharisini Kamaraj, “*Developing Communication: An Activity Book*”, NIEPMD, 2016.
2. Storey, K., “*Systematic Instruction of Functional Skills for Students and Adults with Disabilities (3rd ed.) Charles C*”, Thomas Publisher, 2022.

**Reference Books:**

1. Reichle, J., & Wacker, D. P., “*Functional Communication Training for Problem Behavior*”, Guilford Press, 2017.
2. Keshwal, Hemant Singh, “*Independent Living and Sustainable Development of PWIDs*”, 2023.

**E- Resources:**

1. [https://scpwd.in/pdf/employability-skills-for-persons-with-disabilities-\(70%20hours\).pdf](https://scpwd.in/pdf/employability-skills-for-persons-with-disabilities-(70%20hours).pdf)
2. <https://cid.org.au/resource/inclusive-workplace-guide/>
3. [https://www.drugsandalcohol.ie/43934/1/WHO\\_Life\\_skills.pdf](https://www.drugsandalcohol.ie/43934/1/WHO_Life_skills.pdf)

**Course Outcomes:**

On completion of the course the students will be able to:

|            |           |                                                                                                                    |
|------------|-----------|--------------------------------------------------------------------------------------------------------------------|
| <b>CO1</b> | <b>K1</b> | Communicate basic needs, preferences, feelings and personal information using appropriate communication methods.   |
| <b>CO2</b> | <b>K5</b> | Demonstrate appropriate social, interpersonal and workplace communication skills.                                  |
| <b>CO3</b> | <b>K3</b> | Apply personal care, self-management and daily routine skills in everyday situations.                              |
| <b>CO4</b> | <b>K4</b> | Perform basic independent living and community participation activities safely.                                    |
| <b>CO5</b> | <b>K5</b> | Demonstrate functional communication, teamwork, problem-solving and appropriate behaviour in workplace situations. |

**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**Mapping with Program Outcomes and Program Specific Outcomes:**

| CO /<br>PO & PSO | PO1 | PO2 | PO3 | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------------------|-----|-----|-----|------|------|------|------|------|
| CO1              | ✓   |     |     | ✓    | ✓    |      |      |      |
| CO2              | ✓   | ✓   |     |      | ✓    | ✓    |      |      |
| CO3              |     | ✓   |     |      |      | ✓    | ✓    |      |
| CO4              |     | ✓   | ✓   |      |      | ✓    | ✓    |      |
| CO5              |     | ✓   | ✓   |      |      |      | ✓    | ✓    |



**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI**  
**Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development**  
**Semester-I**  
**PRE-VOCATIONAL SKILLS: Practical-1**

**Course Code : 26DVTD103**

**Credits : 5**

**Max.Marks : 100**

**Internal Marks : 40**

**External Marks : 60**

**Course Objectives**

- To develop basic work readiness and pre-vocational competencies.
- To develop attention, coordination, task-following and work habits.
- To familiarize learners with basic tools, materials and work environments.
- To promote appropriate work behaviour, responsibility and readiness for vocational training.

**EXERCISES 1,3,5,6,12**

1. Workstation Readiness – identify workstation, arrange materials, maintain personal readiness and follow start/finish routines.
2. Visual Sequencing – follow 2–4 step picture-based instructions and complete a structured activity.
3. Tool Familiarization – identify common tools and practise safe holding, carrying and returning of tools.
4. Hand Coordination and Dexterity – perform threading, fastening, peg placement and controlled hand movements.
5. Work Behaviour Practice – develop attention, task persistence, waiting, requesting assistance, taking breaks and reporting completion.

**Pedagogical method used:**

<sup>1</sup>Individualized Instruction

<sup>3</sup>Task Analysis

<sup>5</sup>Activity-Based Learning

<sup>6</sup>Work-Based Learning

<sup>12</sup>Community-Based Instruction

**Course Outcomes:**

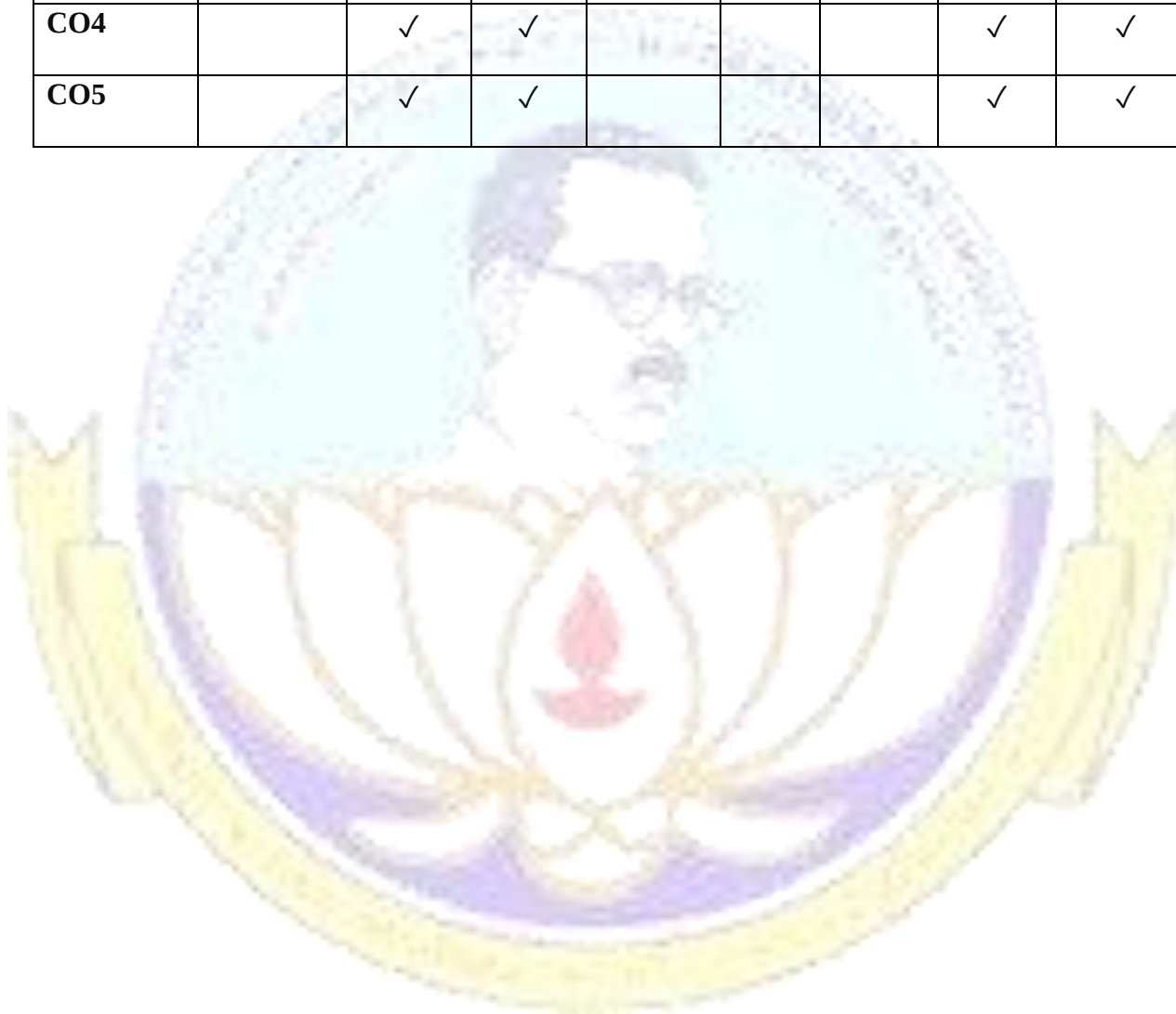
On completion of the course the students will be able to:

|            |           |                                                                                                                 |
|------------|-----------|-----------------------------------------------------------------------------------------------------------------|
| <b>CO1</b> | <b>K1</b> | Demonstrate basic work readiness and workstation routines.                                                      |
| <b>CO2</b> | <b>K2</b> | Follow simple visual and verbal instructions to complete structured tasks                                       |
| <b>CO3</b> | <b>K3</b> | Demonstrate basic hand coordination and safe handling of common tools.                                          |
| <b>CO4</b> | <b>K4</b> | Demonstrate appropriate work habits, attention and task persistence.                                            |
| <b>CO5</b> | <b>K5</b> | Apply learned vocational skills with increasing independence and responsibility in practical work environments. |

**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**Mapping with Program Outcomes and Program Specific Outcomes:**

| CO / PO<br>& PSO | PO1 | PO2 | PO3 | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------------------|-----|-----|-----|------|------|------|------|------|
| CO1              | ✓   |     |     | ✓    | ✓    |      |      |      |
| CO2              | ✓   | ✓   |     |      | ✓    | ✓    |      |      |
| CO3              | ✓   | ✓   |     |      |      | ✓    | ✓    |      |
| CO4              |     | ✓   | ✓   |      |      |      | ✓    | ✓    |
| CO5              |     | ✓   | ✓   |      |      |      | ✓    | ✓    |



**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI**  
**Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development**  
**Semester-I**  
**VOCATIONAL SKILLS AND WORKPLACE SAFETY**

**Course Code : 26DVTD104**

**Credits : 5**

**Max.Marks : 100**

**Internal Marks : 30**

**External Marks : 70**

**Course Objectives**

- To develop basic vocational skills required for participation in different work environments.
- To develop knowledge of workplace rules, safety procedures and safe work practices.
- To enable learners to identify common workplace hazards and apply appropriate preventive measures.
- To promote responsible work behaviour, safe use of tools and equipment, and awareness of occupational health and safety.

**UNIT I**

Meaning and importance of vocational skills – types of occupations and work environments – work roles and responsibilities – tools, materials and equipment – workplace routines – following instructions – work habits – punctuality, attendance and responsibility<sup>2</sup>.

**UNIT II**

Introduction to common vocational tasks – handling tools and materials – measuring, sorting, assembling, packaging and labelling – workplace organization – sequencing work tasks – quality of work – maintaining work areas – appropriate use and care of tools and equipment<sup>4</sup>.

**UNIT III**

Meaning and importance of workplace safety – common workplace hazards – physical, electrical, chemical, biological and ergonomic hazards – unsafe acts and conditions – hazard identification – risk prevention – safety signs, symbols and instructions – safe work procedures<sup>6</sup>.

**UNIT IV**

Personal Protective Equipment (PPE) – appropriate selection and use of PPE – protective clothing and footwear – safe handling of tools and equipment – fire prevention and basic fire safety – emergency procedures – first aid awareness – accident and incident reporting – emergency contacts and evacuation procedures<sup>8</sup>.

**UNIT V**

Workplace hygiene and cleanliness – ergonomics and safe posture – manual handling and lifting – fatigue and rest – safe use of electrical equipment – chemical and material handling – environmental safety – responsible workplace behaviour – reporting hazards – seeking assistance and following supervisor instructions<sup>11,12</sup>.

**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**UNIT VI**

Demonstrate basic accident and hazard reporting. Conduct a simple safety inspection of a training/work area and identify corrective actions. Complete a supervised vocational task following safe work procedures.

**Pedagogical method used:**

- <sup>2</sup>Demonstration and Modelling
- <sup>4</sup>Repetition and Reinforcement
- <sup>6</sup>Work-Based Learning
- <sup>8</sup>Peer and Collaborative Learning
- <sup>11</sup>Assistive and Digital Technology
- <sup>12</sup>Community-Based Instruction

**Materials for Study and Reference:**

**Text Books:**

1. Jain, R. K., and Sunil S. Rao, “*Industrial Safety, Health and Environment Management Systems, 4th ed.*”, Khanna Publishers, 2015.
2. Directorate General of Training, “*Employability Skills: Revised Curriculum*”, Ministry of Skill Development and Entrepreneurship, Government of India, 2020.

**Reference Books:**

1. Directorate General of Training, “*Employability Skills: 1st Year Student Workbook*”, Ministry of Skill Development and Entrepreneurship, Government of India, 2026.
2. Rehabilitation Council of India, “*Training Manual on Disability Management and Mainstreaming of Persons with Disability for University and Management Institutions*”, Rehabilitation Council of India.

**E- Resources**

1. [https://onlinecourses.nptel.ac.in/e-learning/preview/noc26\\_mg143](https://onlinecourses.nptel.ac.in/e-learning/preview/noc26_mg143)
2. <https://ncert.nic.in/vocational/pdf/lecs104.pdf>
3. <https://ncert.nic.in/vocational.php>

**Course Outcomes:**

On completion of the course the students will be able to:

|            |           |                                                                                                              |
|------------|-----------|--------------------------------------------------------------------------------------------------------------|
| <b>CO1</b> | <b>K1</b> | Identify basic vocational tasks, tools, materials and workplace requirements.                                |
| <b>CO2</b> | <b>K2</b> | Perform simple vocational tasks using appropriate tools, materials and work procedures                       |
| <b>CO3</b> | <b>K3</b> | Identify common workplace hazards, safety signs and unsafe practices.                                        |
| <b>CO4</b> | <b>K3</b> | Demonstrate appropriate use of PPE, safe work practices and basic emergency procedures.                      |
| <b>CO5</b> | <b>K4</b> | Apply workplace safety, hygiene, responsibility and hazard-reporting practices during vocational activities. |

**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**Mapping with Program Outcomes and Program Specific Outcomes:**

| CO / PO<br>& PSO | PO1 | PO2 | PO3 | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------------------|-----|-----|-----|------|------|------|------|------|
| CO1              | ✓   | ✓   |     | ✓    | ✓    |      |      |      |
| CO2              | ✓   |     |     |      | ✓    | ✓    |      |      |
| CO3              |     | ✓   |     |      |      | ✓    | ✓    |      |
| CO4              |     | ✓   | ✓   |      |      | ✓    | ✓    |      |
| CO5              |     | ✓   | ✓   |      |      |      | ✓    | ✓    |



**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI**  
**Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development**  
**Semester-II**  
**BEHAVIORAL AND SENSORY REGULATION FOR WORK**

**Course Code : 26DVTD201**

**Credits : 5**

**Max.Marks : 100**

**Internal Marks : 30**

**External Marks : 70**

**Course Objectives**

- To develop understanding of behaviour, emotions, sensory needs and self-regulation in work settings.
- To develop strategies for managing emotions, stress, sensory challenges and changes in workplace routines.
- To promote appropriate workplace behaviour, communication, cooperation and social interaction.
- To develop self-management and coping skills for safe, productive and sustainable participation in work.

**UNIT I**

Meaning of behaviour and self-regulation – factors influencing behaviour – identifying emotions and feelings – triggers and responses – understanding personal strengths and needs – appropriate and inappropriate workplace behaviours – self-awareness and self-monitoring<sup>1,2</sup>.

**UNIT II**

Introduction to sensory processing – visual, auditory, tactile, olfactory, gustatory, vestibular and proprioceptive systems – sensory preferences and sensitivities – sensory overload and under-responsiveness – identifying workplace sensory triggers – environmental factors affecting work performance<sup>3,4</sup>.

**UNIT III**

Recognizing emotions and stress – emotional regulation – relaxation and breathing techniques – coping strategies – requesting breaks – use of quiet/sensory spaces – visual schedules and routines – positive reinforcement – managing frustration, anxiety and unexpected situations<sup>6</sup>.

**UNIT IV**

Workplace expectations – punctuality and attendance – following instructions – waiting and turn-taking – personal space and boundaries – communication with supervisors and co-workers – teamwork and cooperation – accepting feedback – handling disagreement – appropriate workplace conduct<sup>6,8</sup>.

**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**UNIT V**

Managing changes in routines and tasks – transition between activities – identifying behavioural and sensory barriers – problem-solving strategies – self-advocacy – requesting reasonable support – assistive and sensory supports – workplace accommodations – maintaining safe and productive behaviour<sup>11</sup>.

**UNIT VI**

Demonstrate appropriate behaviour during a simulated workplace task. Develop an individual workplace self-regulation plan and apply it during supervised vocational activities<sup>12</sup>.

**Pedagogical method used:**

- <sup>1</sup>Individualized Instruction
- <sup>2</sup>Demonstration and Modelling
- <sup>3</sup>Task Analysis
- <sup>4</sup>Repetition and Reinforcement
- <sup>6</sup>Work-Based Learning
- <sup>8</sup>Peer and Collaborative Learning
- <sup>11</sup>Assistive and Digital Technology
- <sup>12</sup>Community-Based Instruction

**Materials for Study and Reference:**

**Text Books**

1. Bhandari, R., "*Classroom Behavior Management: Indian Context and Strategies*", Rawat Publications, 2022.
2. Lerman, Dorothea C., "*Neurodevelopmental Disabilities and Employment: Helping Learners Prepare for Social Demands in the Workplace*", Routledge, 2023.

**Reference Books**

1. Integrate Autism Employment Advisors, "*An Employer's Guide to Managing Professionals on the Autism Spectrum*", Jessica Kingsley Publishers, 2017.
2. Rout, Nachiketa, Premananda Mishra, and K. Srinivas Reddy, "*Sensory & Accessible Training Garden of Universal Design*", Neelkamal Publications.

**E - Resources:**

1. <https://www.catcoteacademy.co.uk/wp-content/uploads/2020/07/sensory-processing-booklet-for-parents.pdf>
2. <https://bpb-us-e2.wpmucdn.com/blogs.henrico.k12.va.us/dist/3/5766/files/2011/10/HCPSSensoryIntegrationHandbook.pdf>

**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**Course Outcomes:**

On completion of the course the students will be able to:

|            |           |                                                                                                                           |
|------------|-----------|---------------------------------------------------------------------------------------------------------------------------|
| <b>CO1</b> | <b>K1</b> | Identify personal behavioural, emotional and sensory needs that may affect participation in work.                         |
| <b>CO2</b> | <b>K2</b> | Recognize common sensory triggers and apply appropriate sensory regulation strategies.                                    |
| <b>CO3</b> | <b>K3</b> | Demonstrate emotional self-regulation, coping and stress-management skills in workplace situations.                       |
| <b>CO4</b> | <b>K4</b> | Demonstrate appropriate workplace behaviour, communication, cooperation and response to feedback.                         |
| <b>CO5</b> | <b>K5</b> | Apply self-management, problem-solving and appropriate support strategies for safe and effective workplace participation. |

**Mapping with Program Outcomes and Program Specific Outcomes:**

| <b>CO / PO &amp; PSO</b> | <b>PO1</b> | <b>PO2</b> | <b>PO3</b> | <b>PSO1</b> | <b>PSO2</b> | <b>PSO3</b> | <b>PSO4</b> | <b>PSO5</b> |
|--------------------------|------------|------------|------------|-------------|-------------|-------------|-------------|-------------|
| <b>CO1</b>               | ✓          | ✓          |            | ✓           | ✓           |             |             |             |
| <b>CO2</b>               |            | ✓          |            |             | ✓           | ✓           |             |             |
| <b>CO3</b>               | ✓          |            |            | ✓           |             | ✓           | ✓           |             |
| <b>CO4</b>               |            | ✓          | ✓          |             |             | ✓           | ✓           |             |
| <b>CO5</b>               |            | ✓          | ✓          |             |             |             | ✓           | ✓           |

**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI**  
**Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development**  
**Semester-II**

**ASSISTIVE TECHNOLOGY AND DIGITAL SKILLS**

**Course Code : 26DVTD202**

**Max.Marks : 100**

**Credits : 5**

**Internal Marks : 30**

**External Marks : 70**

**Course Objectives**

- To develop basic knowledge and skills in assistive technology and accessible digital tools.
- To enable learners to use computers, smartphones and digital applications for learning, communication and work.
- To develop skills in selecting and using appropriate assistive and accessibility features according to individual needs.
- To promote safe, responsible and independent use of digital technology in daily life and workplace settings.

**UNIT I**

Meaning, purpose and importance of assistive technology – low, mid and high-tech assistive devices – assistive technology and accessibility – disability and technology – individual needs and technology selection – accessibility barriers – digital inclusion – built-in accessibility features in computers and mobile devices<sup>2,4</sup>.

**UNIT II**

Basic computer operations – keyboard, mouse and touchscreen skills – desktop and mobile interfaces – file and folder management – typing and text entry – basic word processing – saving, opening and sharing files – smartphones and tablets – basic digital applications – use of digital devices for learning and work<sup>6</sup>.

**UNIT III**

Screen readers and magnification – text-to-speech and speech-to-text – alternative keyboards and pointing devices – switch access – accessible mobile applications – AAC and communication supports – captions and speech recognition – visual and audio alerts – digital accessibility for persons with visual, hearing, physical and cognitive disabilities<sup>8</sup>.

**UNIT IV**

Internet browsing – search skills – email and digital communication – online forms – digital documents – calendars and reminders – digital payments and online services – workplace applications – cloud storage – online learning – use of digital and assistive technologies for independent living and employment<sup>11</sup>.

**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**UNIT V**

Digital identity and privacy – passwords and authentication – cyber safety – phishing and online scams – safe use of social media – responsible digital communication – accessible digital content – universal design and accessibility principles – identifying inaccessible content – troubleshooting basic technology problems – responsible and ethical use of AI-enabled digital tools<sup>12</sup>.

**UNIT VI**

Identify individual digital and assistive technology needs-Demonstrate basic computer and smartphone operations. Use accessibility features such as text-to-speech, magnification, captions and voice input. Prepare an individual Assistive Technology and Digital Skills Plan for learning, work and independent living.

**Pedagogical method used:**

- <sup>2</sup>Demonstration and Modelling
- <sup>4</sup>Repetition and Reinforcement
- <sup>6</sup>Work-Based Learning
- <sup>8</sup>Peer and Collaborative Learning
- <sup>11</sup>Assistive and Digital Technology
- <sup>12</sup>Community-Based Instruction

**Materials for Study and Reference:**

**Text Books**

1. Kapoor, R., "*Digital Teaching Aids for Special Education*", Oxford University Press India, 2022.
2. Senjam, Suraj Singh, "*An Introduction to Assistive Technology*", Nova Science Publishers, 2020.

**Reference Books**

1. Sharma, A., "*Assistive Technology in Indian Classrooms*", McGraw Hill Education India, 2023.
2. Singh, V. P., "*Technology Integration in Special Education*", PHI Learning, 2023.
3. Garg, Shalini, "*Disability Inclusion & Rehabilitation in Modern India: Practical Approaches and Strategies for Inclusive Development*", Springer, 2026.

**E-BOOKS / ONLINE RESOURCES**

1. [https://www.wbnsou.ac.in/online\\_services/SLM/BED/C-15\\_MR.pdf](https://www.wbnsou.ac.in/online_services/SLM/BED/C-15_MR.pdf)
2. <https://www.unicef.org/media/126246/file/Assistive-Tech-Web.pdf>

**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**Course Outcomes:**

On completion of the course the students will be able to:

|            |           |                                                                                                                   |
|------------|-----------|-------------------------------------------------------------------------------------------------------------------|
| <b>CO1</b> | <b>K1</b> | Identify common assistive technologies and digital accessibility features relevant to individual needs.           |
| <b>CO2</b> | <b>K2</b> | Operate basic computers, smartphones and digital applications for everyday and workplace activities.              |
| <b>CO3</b> | <b>K3</b> | Use appropriate assistive technologies and accessibility features for communication, learning and digital access. |
| <b>CO4</b> | <b>K4</b> | Apply digital skills for communication, employment, independent living and access to online services.             |
| <b>CO5</b> | <b>K5</b> | Demonstrate safe, responsible and accessible use of digital technologies in personal and workplace environments.  |

**Mapping with Program Outcomes and Program Specific Outcomes:**

| <b>CO / PO<br/>&amp; PSO</b> | <b>PO1</b> | <b>PO2</b> | <b>PO3</b> | <b>PSO1</b> | <b>PSO2</b> | <b>PSO3</b> | <b>PSO4</b> | <b>PSO5</b> |
|------------------------------|------------|------------|------------|-------------|-------------|-------------|-------------|-------------|
| <b>CO1</b>                   | ✓          | ✓          |            | ✓           | ✓           |             |             |             |
| <b>CO2</b>                   | ✓          | ✓          |            |             | ✓           | ✓           |             |             |
| <b>CO3</b>                   | ✓          | ✓          |            |             |             | ✓           | ✓           |             |
| <b>CO4</b>                   |            | ✓          | ✓          |             |             |             | ✓           | ✓           |
| <b>CO5</b>                   |            |            | ✓          |             |             | ✓           | ✓           | ✓           |

**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI**  
**Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development**  
**Semester-II**  
**VOCATIONAL SKILL TRAINING- I**

**Course Code : 26DVTD203**

**Credits : 5**

**Max.Marks : 100**

**Internal Marks : 40**

**External Marks : 60**

**Course Objectives:**

- To apply pre-vocational skills to structured vocational tasks.
- To develop task sequencing, accuracy, productivity and quality.
- To develop safe and appropriate use of tools, materials and equipment.
- To develop basic production and service competencies for further vocational training.

**Exercises <sup>4,6,7,13,14</sup>**

1. **Product Assembly** – assemble a simple product using a model and prescribed sequence.
2. **Product Preparation and Finishing** – perform a defined production task and check the finished product.
3. **Packaging and Labelling** – pack, seal, label and prepare products according to specifications.
4. **Office Support Tasks** – arrange documents, photocopy, file, scan and perform simple digital workplace tasks.
5. **Food/Service Support** – perform supervised preparation, table-setting, serving and related service activities.

**Pedagogical method used:**

<sup>4</sup>Repetition and Reinforcement

<sup>6</sup>Work-Based Learning

<sup>7</sup>Role Play and Simulation

<sup>13</sup>Internship and Supported Learning

<sup>14</sup>Project and Problem-Based Learning

**Course Outcomes:**

On completion of the course the students will be able to:

|            |           |                                                                                     |
|------------|-----------|-------------------------------------------------------------------------------------|
| <b>CO1</b> | <b>K1</b> | Perform structured vocational tasks using appropriate procedures.                   |
| <b>CO2</b> | <b>K2</b> | Follow sequential work instructions with improved accuracy and consistency.         |
| <b>CO3</b> | <b>K3</b> | Use basic tools, materials and equipment appropriately during vocational activities |
| <b>CO4</b> | <b>K4</b> | Apply basic quality, safety and workplace housekeeping practices.                   |
| <b>CO5</b> | <b>K5</b> | Complete selected production or service tasks with increasing independence.         |

**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**Mapping with Program Outcomes and Program Specific Outcomes:**

| CO / PO<br>& PSO | PO1 | PO2 | PO3 | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------------------|-----|-----|-----|------|------|------|------|------|
| CO1              | ✓   | ✓   |     | ✓    | ✓    |      |      |      |
| CO2              | ✓   | ✓   |     |      | ✓    | ✓    |      |      |
| CO3              |     | ✓   |     |      |      | ✓    | ✓    |      |
| CO4              |     | ✓   |     |      |      |      | ✓    | ✓    |
| CO5              |     |     | ✓   |      |      |      | ✓    | ✓    |



**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI**  
**Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development**  
**Semester-II**  
**SOCIAL SKILLS AND COMMUNITY LIVING**

**Course Code : 26DVTD204**

**Credits : 5**

**Max. Marks : 100**

**Internal Marks : 30**

**External Marks : 70**

**Course Objectives:**

- To develop functional social communication and interpersonal skills for everyday and workplace situations.
- To develop self-management, decision-making and problem-solving skills for independent living.
- To enable learners to participate safely and appropriately in family, community and social environments.
- To promote self-advocacy, responsible citizenship and meaningful community participation.

**UNIT I**

Meaning and importance of social skills – greetings and introductions – conversation and listening – turn-taking – asking and answering questions<sup>1,2</sup> – expressing needs, feelings and preferences – personal space and boundaries – understanding social cues – appropriate verbal and non-verbal communication – developing and maintaining relationships<sup>4</sup>.

**UNIT II**

Self-awareness – emotions and emotional regulation – appropriate and inappropriate behaviour – managing frustration and waiting – decision-making – problem-solving – accepting feedback – requesting help – self-advocacy – handling disagreements – personal responsibility and social etiquette<sup>6</sup>.

**UNIT III**

Understanding the community – identifying community facilities and services<sup>7</sup> – using shops, banks, post offices, hospitals and public facilities – public transport – road and pedestrian safety – asking for directions – appropriate behaviour in public places – community recreation and leisure – participation in social and cultural activities<sup>8,9</sup>.

**UNIT IV**

Personal information and identification – money and basic financial transactions – shopping and purchasing – use of telephone and digital communication – emergency contacts – responding to unsafe situations – personal safety and protection from abuse – safe relationships – health and hygiene in community settings – seeking appropriate support<sup>11</sup>.

**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**UNIT V**

Rights and responsibilities – inclusion and participation – self-determination – making choices – supported decision-making – respecting diversity – social responsibility – volunteering and community activities – developing friendships and social networks – accessing community resources – independent and supported living<sup>12</sup>.

**UNIT VI**

Role-play requesting help, expressing preferences and responding to feedback-Conduct a simulated shopping activity involving product selection, payment and checking. Participate in a group community/recreational activity demonstrating cooperation and social responsibility.

**Pedagogical method used:**

- <sup>1</sup>Individualized Instruction
- <sup>2</sup>Demonstration and Modelling
- <sup>4</sup>Repetition and Reinforcement
- <sup>6</sup>Work-Based Learning
- <sup>7</sup>Role Play and Simulation
- <sup>8</sup>Peer and Collaborative Learning
- <sup>9</sup>Visual and Structured Learning
- <sup>11</sup>Assistive and Digital Technology
- <sup>12</sup>Community-Based Instruction

**Materials for Study and Reference:**

**Text Books**

1. Kaur, Amandeep, Sarvjeet Kaur Brar, and Jagminder Kaur, "*Life Skills Oriented Education*", National Press Associate, 2022.
2. Baker, Jed, "*Social Skills Training: For Children & Adolescents with Autism & Social-Communication Differences*", Future Horizons, 2023.

**Reference Books**

1. Joy, Molly, and Ann Mary Augustine, "*Social Skill Training for the Social Problems among Adolescents with Specific Learning Disability*", *Journal of Indian Education*, 2020.
2. Radley, Keith C., and Evan H. Dart, "*Social Skills Teaching for Individuals with Autism: Integrating Research into Practice*", Springer, 2021.

**E-Books / Online Resources**

1. <https://www.unichristus.edu.br/wp-content/uploads/2024/01/E-book-Social-skills-handbook-for-problem-based-learning-tutorial-groups.pdf>
2. <https://www.elearning.panchakotmv.ac.in/files/A69D49FD15899556630.pdf>

**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**Course Outcomes:**

On completion of the course the students will be able to:

|            |           |                                                                                                                       |
|------------|-----------|-----------------------------------------------------------------------------------------------------------------------|
| <b>CO1</b> | <b>K6</b> | Demonstrate appropriate social communication, interpersonal interaction and relationship skills.                      |
| <b>CO2</b> | <b>K4</b> | Apply self-management, decision-making and problem-solving skills in everyday situations.                             |
| <b>CO3</b> | <b>K3</b> | Participate safely and appropriately in community activities, facilities and social environments.                     |
| <b>CO4</b> | <b>K4</b> | Apply independent living, personal safety, money management and help-seeking skills in community settings.            |
| <b>CO5</b> | <b>K6</b> | Demonstrate self-advocacy, responsible citizenship and meaningful participation in family, community and social life. |

**Mapping with Program Outcomes and Program Specific Outcomes:**

| <b>CO / PO &amp; PSO</b> | <b>PO1</b> | <b>PO2</b> | <b>PO3</b> | <b>PSO1</b> | <b>PSO2</b> | <b>PSO3</b> | <b>PSO4</b> | <b>PSO5</b> |
|--------------------------|------------|------------|------------|-------------|-------------|-------------|-------------|-------------|
| <b>CO1</b>               | ✓          | ✓          |            | ✓           | ✓           |             |             |             |
| <b>CO2</b>               |            | ✓          |            | ✓           | ✓           | ✓           |             |             |
| <b>CO3</b>               | ✓          | ✓          |            |             |             | ✓           | ✓           |             |
| <b>CO4</b>               |            | ✓          | ✓          |             |             |             | ✓           | ✓           |
| <b>CO5</b>               |            |            | ✓          |             |             |             | ✓           | ✓           |

**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI**  
**Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development**  
**Semester-III**

**WORK READINESS AND EMPLOYABILITY SKILLS**

**Course Code : 26DVTD301**

**Credits : 5**

**Max.Marks : 100**

**Internal Marks : 30**

**External Marks : 70**

**Course Objectives:**

- To develop work readiness and employability skills required for entry into and participation in the workplace.
- To develop effective communication, teamwork, problem-solving and professional behaviour for employment.
- To develop skills for job search, application, interview, workplace adaptation and employment retention.
- To promote self-advocacy, career planning, workplace rights and responsibilities, and sustainable employment.

**UNIT I**

Work readiness and workplace expectations-Professional behaviour and workplace etiquette-Punctuality, attendance and time management-Personal presentation and workplace discipline-Responsibility, accountability and adaptability<sup>1</sup>.

**UNIT II**

Workplace communication and active listening-Giving and following instructions-Communication with supervisors, co-workers and customers-Teamwork, cooperation and workplace relationships-Feedback, conflict management and customer service<sup>4</sup>.

**UNIT III**

Self-awareness: strengths, interests and abilities-Career goals and individual career planning-Occupational and employment opportunities-Job search and employment information-Résumé, job application and digital job search<sup>6,7</sup>.

**UNIT IV**

Recruitment and selection process-Job applications and employment documents-Interview preparation and mock interviews-Workplace induction<sup>8</sup> and orientation-Reasonable accommodation and workplace support<sup>9</sup>.

**UNIT V**

Maintaining employment and work performance-Workplace rights and responsibilities-Self-advocacy<sup>11</sup> and support needs-Problem-solving and workplace adaptation-Career progression, continuous learning and employment retention

**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**UNIT VI**

Prepare a personal career profile and career goal-practice workplace entry, self-advocacy and problem-solving<sup>13</sup>

**Pedagogical method used:**

- <sup>1</sup>Individualized Instruction
- <sup>4</sup>Repetition and Reinforcement
- <sup>6</sup>Work-Based Learning
- <sup>7</sup>Role Play and Simulation
- <sup>8</sup>Peer and Collaborative Learning
- <sup>9</sup>Visual and Structured Learning
- <sup>11</sup>Assistive and Digital Technology
- <sup>13</sup>Internship and Supported Learning

**Materials for Study and Reference:**

**Text Books**

1. Gupta, Mehta, "*Employability Skills*", Dhanpat Rai Publications, 2022.
2. Soryan, Ritu, "*A Textbook of Employability Skills – Class X Part A*", S.K. Kataria & Sons, 2026.

**Reference Books**

1. Subudhi, Bidyadhar, and G. R. Sinha, "*Development of Employability Skills Through Pragmatic Assessment of Student Learning Outcomes*", IGI Global Scientific Publishing, 2022.
2. Morgan, Peter, "*The Business Student's Guide to Study and Employability*", 2nd ed., SAGE, 2020.

**E-Books / Online Learning Resources**

1. <https://scpwd.in/pdf/employability-skills-for-PWDs-manual-final-compressed-compressed.pdf>
2. <https://bharatskills.gov.in/pdf/EmployabilitNew.pdf>

**Course Outcomes:**

On completion of the course the students will be able to:

|            |           |                                                                                                                                  |
|------------|-----------|----------------------------------------------------------------------------------------------------------------------------------|
| <b>CO1</b> | <b>K1</b> | Demonstrate appropriate work readiness, professional behaviour, punctuality, personal presentation and workplace discipline.     |
| <b>CO2</b> | <b>K2</b> | Demonstrate effective workplace communication, teamwork, cooperation and appropriate interpersonal behaviour.                    |
| <b>CO3</b> | <b>K3</b> | Identify suitable employment opportunities and develop a basic career and job-search plan                                        |
| <b>CO4</b> | <b>K4</b> | Prepare for job applications, interviews and workplace entry using appropriate communication and employment documents.           |
| <b>CO5</b> | <b>K5</b> | Demonstrate self-advocacy, problem-solving, workplace adaptation and strategies for employment retention and career development. |

**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**Mapping with Program Outcomes and Program Specific Outcomes:**

| CO / PO<br>& PSO | PO1 | PO2 | PO3 | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------------------|-----|-----|-----|------|------|------|------|------|
| CO1              | ✓   | ✓   |     | ✓    | ✓    |      |      |      |
| CO2              | ✓   | ✓   |     |      | ✓    | ✓    |      |      |
| CO3              | ✓   |     |     |      |      | ✓    | ✓    |      |
| CO4              |     | ✓   |     |      |      |      | ✓    | ✓    |
| CO5              |     | ✓   | ✓   |      |      |      | ✓    | ✓    |



**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI**  
**Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development**  
**Semester-II**  
**OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENT**

**Course Code : 26DVTD302**

**Credits : 5**

**Max.Marks : 100**

**Internal Marks : 30**

**External Marks : 70**

**Course Objectives**

- To develop awareness of occupational safety, health and environmental practices in the workplace.
- To identify common workplace hazards, risks and preventive measures.
- To develop safe work practices, personal health, hygiene and emergency response skills.
- To promote responsible environmental practices and a culture of safety at work.

**UNIT I**

Meaning and importance of occupational safety and health-Workplace hazards and risks--Physical, chemical, biological and ergonomic hazards-Electrical, fire and mechanical hazards-Safety signs, symbols and warnings-Safe and unsafe work practices<sup>1,4</sup>

**UNIT II**

Principles of accident prevention-Safe handling of tools, equipment and materials-Personal protective equipment (PPE)-Workplace housekeeping<sup>2</sup> and cleanliness-Safe lifting, carrying and movement-Electrical and fire safety-Reporting unsafe conditions and incidents<sup>6,7</sup>

**UNIT III**

Occupational health and common work-related illnesses-Personal hygiene and workplace sanitation-Ergonomics<sup>5</sup> and safe work posture-Fatigue, stress and rest-Noise, heat, dust and chemical exposure-First aid awareness and health protection-Importance of occupational health services<sup>8</sup>.

**UNIT IV**

Emergency situations and response procedures-Fire prevention and evacuation-Accident and incident reporting-Emergency contacts and communication-Hazard identification and risk assessment-Risk prevention and control measures-Safety drills and workplace safety procedures<sup>9</sup>

**UNIT V**

Workplace environment and environmental hazards-Waste segregation and safe disposal-Water, energy and resource conservation-Pollution prevention-Safe handling of hazardous waste-Clean and sustainable workplace practices-Environmental responsibility and safety culture<sup>11,12</sup>.

**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**UNIT VI**

Conduct a simple workplace safety and risk-assessment activity. Participate in a simulated fire/emergency evacuation and incident-reporting activity.

**Pedagogical method used:**

- <sup>1</sup>Individualized Instruction
- <sup>2</sup>Demonstration and Modelling
- <sup>4</sup>Repetition and Reinforcement
- <sup>5</sup>Activity-Based Learning
- <sup>6</sup>Work-Based Learning
- <sup>7</sup>Role Play and Simulation
- <sup>8</sup>Peer and Collaborative Learning
- <sup>9</sup>Visual and Structured Learning
- <sup>11</sup>Assistive and Digital Technology
- <sup>12</sup>Community-Based Instruction

**Materials for Study and Reference**

**Text Books**

1. Goel, S. L., "*Occupational Health and Safety Management*", Deep & Deep Publications, 2021.
2. Kumar, P., "*Industrial Safety Management*", PHI Learning, 2022.

**Reference Books**

1. Sarkar, A. N., "*Occupational Health and Safety Management*", Oxford Book Company, 2020.
2. Kumar, A., "*Industrial Hygiene and Occupational Health*", New Age International, 2022.

**E-Book / Online Resources**

1. <https://bharatskills.gov.in/pdf/EmployabilitySkills/ADIT/Module%205%20-%20Occupational%20Safety,%20Health%20and%20Environment%20Education.pdf>
2. <https://www.ilo.org/sites/default/files/2026-02/Occupational%20Safety%20and%20Health%20%28OSH%29%20-%20Web.pdf>

**Course Outcomes**

On completion of the course, the students will be able to:

|            |           |                                                                                     |
|------------|-----------|-------------------------------------------------------------------------------------|
| <b>CO1</b> | <b>K1</b> | Identify common workplace hazards, safety signs and unsafe practices.               |
| <b>CO2</b> | <b>K2</b> | Demonstrate appropriate PPE use and safe handling of tools, equipment and materials |
| <b>CO3</b> | <b>K3</b> | Apply basic occupational health, hygiene, ergonomics and personal safety practices. |
| <b>CO4</b> | <b>K4</b> | Demonstrate appropriate responses to emergencies, accidents and workplace risks.    |
| <b>CO5</b> | <b>K5</b> | Practice environmentally responsible and sustainable workplace behaviors.           |

**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**Mapping with Program Outcomes and Program Specific Outcomes:**

| CO /<br>PO &<br>PSO | PO1 | PO2 | PO3 | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|---------------------|-----|-----|-----|------|------|------|------|------|
| CO1                 | ✓   | ✓   |     | ✓    | ✓    |      |      |      |
| CO2                 | ✓   | ✓   |     | ✓    | ✓    |      |      |      |
| CO3                 | ✓   | ✓   | ✓   | ✓    | ✓    | ✓    |      |      |
| CO4                 |     | ✓   | ✓   |      | ✓    | ✓    | ✓    |      |
| CO5                 |     |     | ✓   |      |      |      | ✓    | ✓    |



**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI**  
**Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development**  
**Semester-II**  
**VOCATIONAL SKILL TRAINING - II**

**Course Code : 26DVTD303**

**Credits : 5**

**Max.Marks : 100**

**Internal Marks : 40**

**External Marks : 60**

**Course Objectives:**

- To develop advanced vocational competencies through multi-step workplace tasks.
- To develop productivity, accuracy, time management and quality control.
- To promote generalization of vocational skills across different work environments.
- To develop greater independence and responsibility in workplace tasks.

**EXERCISES:** 4,6,7,13,14

1. **Stock and Inventory Management** – receive, count, record, arrange and retrieve materials using a simple inventory system.
2. **Retail Support** – arrange products, maintain displays, assist with customer requests and support simple transactions.
3. **Housekeeping and Facility Support** – perform systematic cleaning, room preparation, material replenishment and workplace maintenance.
4. **Gardening and Outdoor Maintenance** – perform watering, planting, basic garden maintenance, tool use and waste collection.
5. **Workstation Production Target** – complete a multi-step production assignment within a specified time and quality standard.

**Pedagogical method used:**

<sup>4</sup>Repetition and Reinforcement

<sup>6</sup>Work-Based Learning

<sup>7</sup>Role Play and Simulation

<sup>13</sup>Internship and Supported Learning

<sup>14</sup>Project and Problem-Based Learning

**Course Outcomes:**

On completion of the course the students will be able to:

|            |           |                                                                                       |
|------------|-----------|---------------------------------------------------------------------------------------|
| <b>CO1</b> | <b>K1</b> | Perform multi-step vocational tasks according to prescribed work procedures.          |
| <b>CO2</b> | <b>K2</b> | Apply time, productivity and quality requirements during vocational activities.       |
| <b>CO3</b> | <b>K3</b> | Demonstrate appropriate handling and management of workplace materials and resources. |
| <b>CO4</b> | <b>K4</b> | Apply vocational skills across simulated or real workplace environments.              |
| <b>CO5</b> | <b>K5</b> | Complete assigned work with increased independence, responsibility and consistency.   |

**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**Mapping with Program Outcomes and Program Specific Outcomes:**

| CO / PO & PSO | PO1 | PO2 | PO3 | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|---------------|-----|-----|-----|------|------|------|------|------|
| CO1           | ✓   | ✓   |     | ✓    | ✓    |      |      |      |
| CO2           | ✓   | ✓   |     | ✓    | ✓    |      |      |      |
| CO3           |     | ✓   | ✓   |      |      | ✓    | ✓    |      |
| CO4           |     | ✓   | ✓   |      |      |      | ✓    | ✓    |
| CO5           |     |     | ✓   |      |      |      | ✓    | ✓    |



**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI**  
**Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development**  
**Semester-III**  
**INTERNSHIP**

**Course Code : 26DVTD304**

**Credits : 5**

**Max.Marks : 100**

**Internal Marks : 40**

**External Marks : 60**

**Course Objectives:**

- To provide practical workplace exposure across suitable vocational environments and enable learners to apply skills acquired through training.
- To develop workplace competencies through supervised participation in office, retail, production, hospitality and other vocational activities.
- To strengthen work behaviour, communication, teamwork, task responsibility, safety awareness, and adaptability in real work settings.
- To promote progressive independence, employability, and confidence through structured workplace participation and practical experience.

**INTERNSHIP ACTIVITIES**

Offices and Administrative Units - Computer and Data Entry Centres - Retail Shops - Supermarkets - Packaging Units - Production Units - Printing Units - Food and Hospitality Units - Housekeeping Services - Laundry Services - Gardening and Nursery Units - Handicraft and Small-Scale Production Units - Educational Institutions - NGOs and Rehabilitation Centres - Supported Employment Settings - Other Suitable Vocational Environments.

**Course Outcomes**

On completion of the course, the students will be able to:

|            |           |                                                                                                                                             |
|------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CO1</b> | <b>K1</b> | Identify workplace routines, roles, tools, materials, and basic requirements of an internship setting.                                      |
| <b>CO2</b> | <b>K2</b> | Demonstrate appropriate communication, teamwork, punctuality, responsibility, and professional behaviour during workplace activities.       |
| <b>CO3</b> | <b>K3</b> | Follow workplace schedules, instructions, safety practices, and organizational procedures while maintaining expected work standards.        |
| <b>CO4</b> | <b>K4</b> | Analyze work tasks to identify individual strengths, difficulties, support needs, and areas for improvement.                                |
| <b>CO5</b> | <b>K5</b> | Evaluate personal work performance and demonstrate readiness for further vocational training, supported employment, or suitable employment. |

**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**Mapping with Program Outcomes and Program Specific Outcomes:**

| CO /<br>PO &<br>PSO | PO1 | PO2 | PO3 | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|---------------------|-----|-----|-----|------|------|------|------|------|
| CO1                 | ✓   | ✓   |     | ✓    | ✓    |      |      |      |
| CO2                 | ✓   | ✓   |     | ✓    | ✓    |      |      |      |
| CO3                 |     | ✓   |     |      | ✓    | ✓    |      |      |
| CO4                 |     | ✓   | ✓   |      | ✓    | ✓    | ✓    |      |
| CO5                 |     | ✓   | ✓   |      |      |      | ✓    | ✓    |



**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI**  
**Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development**  
**Semester-IV**  
**ENTREPRENEURSHIP SKILLS**

**Course Code : 26DVTD401**

**Credits : 5**

**Max.Marks : 100**

**Internal Marks : 30**

**External Marks : 70**

**Course Objectives:**

- To develop basic knowledge and skills for entrepreneurship and self-employment.
- To identify suitable business ideas based on individual skills, interests and local opportunities.
- To develop basic skills in planning, costing, marketing and managing a small enterprise.
- To promote self-confidence, decision-making, problem-solving and responsible entrepreneurial behaviour.

**UNIT I**

Meaning and importance of entrepreneurship-Entrepreneurial qualities and skills-Self-employment and livelihood opportunities-Identifying personal strengths and interests-Types of small and micro enterprises-Entrepreneurship for persons with disabilities-Opportunities in local communities<sup>1,4</sup>

**UNIT II**

Identifying business opportunities-Generating and selecting business ideas-Customer needs and market opportunities-Products and services-Basic business planning-Resources, materials and equipment-Setting simple business goals<sup>6,7</sup>

**UNIT III**

Meaning and importance of marketing-Identifying customers and their needs-Product, price, place and promotion-Branding, packaging and presentation-Basic digital and social-media marketing-Customer service and communication-Maintaining customer relationships<sup>8</sup>

**UNIT IV**

Start-up costs and working capital-Cost, price, sales and profit-Basic budgeting and record keeping-Purchasing, stock and inventory-Banking and digital payments-Loans, savings and financial support-Government schemes and enterprise support<sup>9</sup>

**UNIT V**

Daily business operations-Time and task management-Quality and productivity-Problem-solving and decision-making-Risk management and safe business practices-Sustainable and environmentally responsible business-Business growth and diversification-Self-employment and livelihood planning<sup>8,9</sup>

**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**UNIT VI**

Identify a business idea based on individual skills and interests. Develop a simple product/service promotion activity. Present a Mini Enterprise Project involving product/service planning, budgeting, marketing and simulated sales<sup>11</sup>.

**Pedagogical method used:**

- <sup>1</sup>Individualized Instruction
- <sup>4</sup>Repetition and Reinforcement
- <sup>6</sup>Work-Based Learning
- <sup>7</sup>Role Play and Simulation
- <sup>8</sup>Peer and Collaborative Learning
- <sup>9</sup>Visual and Structured Learning
- <sup>11</sup>Assistive and Digital Technology
- <sup>12</sup>Community-Based Instruction

**Materials for Study and Reference:**

**Textbooks**

1. Khanka, S. S., "*Entrepreneurial Development*", 5th ed., S. Chand Publishing, 2026.
2. Charantimath, Poornima M., "*Entrepreneurship Development and Small Business Enterprises*", 3rd ed., Pearson, 2021.

**Reference Books**

1. Baporikar, Neeta, "*Entrepreneurship and Innovation in Emerging Economies*", Springer, 2021.
2. Gupta, C. B., and Srinivasan, N. P., "*Entrepreneurship Development in India*", Sultan Chand & Sons, 2021.

**E-Books / Online Resources**

1. [https://niesbud.nic.in/e-book/EDP-Handbbook-2023.pdf?utm\\_source](https://niesbud.nic.in/e-book/EDP-Handbbook-2023.pdf?utm_source)
2. [https://onlinecourses.swayam2.ac.in/e-learning/preview/cec26\\_cm17](https://onlinecourses.swayam2.ac.in/e-learning/preview/cec26_cm17)

**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**Course Outcomes:**

On completion of the course the students will be able to:

|            |           |                                                                                                                     |
|------------|-----------|---------------------------------------------------------------------------------------------------------------------|
| <b>CO1</b> | <b>K1</b> | Explain basic concepts, qualities and opportunities related to entrepreneurship and self-employment.                |
| <b>CO2</b> | <b>K2</b> | Identify a suitable business idea and prepare a simple business plan.                                               |
| <b>CO3</b> | <b>K3</b> | Apply basic marketing, customer-service and communication skills.                                                   |
| <b>CO4</b> | <b>K4</b> | Perform basic costing, budgeting, record keeping and financial transactions for a small enterprise.                 |
| <b>CO5</b> | <b>K5</b> | Demonstrate entrepreneurial behaviour, problem-solving and responsible practices for sustaining a small enterprise. |

**Mapping with Program Outcomes and Program Specific Outcomes:**

| <b>CO / PO &amp; PSO</b> | <b>PO1</b> | <b>PO2</b> | <b>PO3</b> | <b>PSO1</b> | <b>PSO2</b> | <b>PSO3</b> | <b>PSO4</b> | <b>PSO5</b> |
|--------------------------|------------|------------|------------|-------------|-------------|-------------|-------------|-------------|
| <b>CO1</b>               | ✓          | ✓          |            | ✓           | ✓           | ✓           |             |             |
| <b>CO2</b>               | ✓          | ✓          |            |             | ✓           | ✓           |             |             |
| <b>CO3</b>               |            | ✓          | ✓          |             |             | ✓           | ✓           |             |
| <b>CO4</b>               |            |            | ✓          |             |             |             | ✓           | ✓           |
| <b>CO5</b>               |            | ✓          | ✓          |             |             |             | ✓           | ✓           |

**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI**  
**Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development**  
**Semester-IV**

**FINANCIAL LITERACY AND INDEPENDENT LIVING SKILLS**

**Course Code : 26DVTD402**

**Credits : 5**

**Max.Marks : 100**

**Internal Marks : 30**

**External Marks : 70**

**Course Objectives:**

- To develop basic financial literacy and money-management skills for everyday life.
- To develop skills in budgeting, saving, banking and safe digital financial transactions.
- To develop independent living skills for personal care, household management and community participation.
- To promote decision-making, self-management, safety and independence in daily living.

**UNIT I**

Understanding money and its uses-Identifying income and expenses-Needs and wants-Spending and saving-Simple budgeting and financial planning-Recording daily expenses-Making informed spending decisions<sup>4</sup>

**UNIT II**

Banks and basic banking services-Savings accounts, ATM and passbook-Deposits and withdrawals-UPI, cards and digital payments-PIN, passwords and OTP safety-Basic banking documents and KYC-Safe use of digital financial services

**UNIT III**

Safe borrowing and understanding debt-Interest and repayment-Insurance and financial protection-Recognising financial scams and fraud-Online safety and responsible digital transactions-Consumer rights and grievance redressal-Government financial inclusion and social-security schemes<sup>9</sup>

**UNIT IV**

Personal care and self-management-Meal planning and basic food preparation-Household cleaning and maintenance-Shopping and managing household needs-Time management and daily routines-Personal belongings and important documents-Home and personal safety

**UNIT V**

Using community facilities and services-Public transport and travel safety-Making appointments and accessing services-Communication and help-seeking-Decision-making and problem-solving-Self-advocacy and supported decision-making-Building independence and responsible community participation<sup>11</sup>

**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**UNIT VI**

Prepare a personal income–expense record and simple monthly budget-Practise shopping, payment, checking bills and receiving change-Conduct simulated banking, ATM and UPI transactions with safety precautions-Plan and perform a simple household activity such as meal planning, cleaning or grocery management-Complete a Personal Independent Living Plan covering money management, daily routines, community participation and safety<sup>14</sup>.

**Pedagogical method used:**

- <sup>1</sup>Individualized Instruction
- <sup>4</sup>Repetition and Reinforcement
- <sup>6</sup>Work-Based Learning
- <sup>7</sup>Role Play and Simulation
- <sup>8</sup>Peer and Collaborative Learning
- <sup>9</sup>Visual and Structured Learning
- <sup>11</sup>Assistive and Digital Technology
- <sup>12</sup>Community-Based Instruction

**Materials for Study and Reference:**

**Textbooks**

1. Gupta, Arindam, and Shubhra Biswas, "*Financial Literacy and Personal Finance*", S. Chand Publishing, 2026.
2. Acharekar, Sachin Vijaya Vilas, and Santosh Tirathdas Karmani, "*Financial Literacy*", Himalaya Publishing House, 2026.

**Reference Books**

1. Kapoor, Jack R., Les R. Dlabay, Robert J. Hughes, and Melissa Hart, "*Personal Finance*", 13th ed., McGraw-Hill Education, 2020.
2. Dimitriadou, Ioanna, et al., "*Tools for Promoting Independent Living Skills in Individuals with Disabilities*", IGI Global, 2025.

**E-Books / Online Resources**

1. <https://ahsec.assam.gov.in/wp-content/uploads/2025/05/Financial-Literacy.pdf>
2. <https://www.metisnation.org/wp-content/uploads/2022/01/Financial-Literacy-Basics-for-Adults.pdf>

**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**Course Outcomes:**

On completion of the course the students will be able to:

|            |           |                                                                                                         |
|------------|-----------|---------------------------------------------------------------------------------------------------------|
| <b>CO1</b> | <b>K1</b> | Demonstrate basic money-management, budgeting, saving and spending skills.                              |
| <b>CO2</b> | <b>K2</b> | Use basic banking and digital financial services safely.                                                |
| <b>CO3</b> | <b>K3</b> | Identify common financial risks, scams and unsafe financial practices.                                  |
| <b>CO4</b> | <b>K4</b> | Perform essential personal, household and community living activities with increasing independence.     |
| <b>CO5</b> | <b>K5</b> | Demonstrate decision-making, self-advocacy, safety and responsible participation in independent living. |

**Mapping with Program Outcomes and Program Specific Outcomes:**

| <b>CO / PO &amp; PSO</b> | <b>PO1</b> | <b>PO2</b> | <b>PO3</b> | <b>PSO1</b> | <b>PSO2</b> | <b>PSO3</b> | <b>PSO4</b> | <b>PSO5</b> |
|--------------------------|------------|------------|------------|-------------|-------------|-------------|-------------|-------------|
| <b>CO1</b>               | ✓          | ✓          |            | ✓           | ✓           |             |             |             |
| <b>CO2</b>               | ✓          | ✓          |            |             | ✓           | ✓           |             |             |
| <b>CO3</b>               | ✓          |            |            |             |             | ✓           | ✓           |             |
| <b>CO4</b>               |            | ✓          | ✓          |             |             |             | ✓           | ✓           |
| <b>CO5</b>               |            |            | ✓          |             |             |             | ✓           | ✓           |

**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI**  
**Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development**  
**Semester-IV**  
**VOCATIONAL SKILL-SPECIALISATION**

**Course Code : 26DVTD403**

**Credits : 5**

**Max. Marks : 100**

**Internal Marks : 40**

**External Marks : 60**

**Course Objectives:**

1. To develop occupation-specific competencies according to the learner's vocational interest and aptitude.
2. To enable learners to perform specialized tasks using appropriate tools, materials and procedures.
3. To develop occupational quality, productivity, safety and workplace standards.
4. To prepare learners for employment supported employment, self-employment or further vocational specialization.

**EXERCISES** <sup>3,4,5,6,7,8,9,12,13</sup>

1. **Occupation-Specific Basic Task**  
Perform fundamental tasks in the selected specialization using appropriate tools and materials.
2. **Occupation-Specific Production/Service Task**  
Complete a defined product or service task according to occupational procedures.
3. **Quality and Productivity Task**  
Produce or deliver an occupational output while meeting specified quality, accuracy and time requirements.
4. **Workplace Simulation / Industry Exposure**  
Perform occupation-specific duties in a simulated or real workplace under supervision.
5. **Capstone Vocational Assignment**  
Complete an integrated occupation-specific assignment from planning and material preparation through execution, quality checking and reporting.

**Pedagogical method used:**

- <sup>3</sup>Task Analysis
- <sup>4</sup>Repetition and Reinforcement
- <sup>5</sup>Activity-Based Learning
- <sup>6</sup>Work-Based Learning
- <sup>7</sup>Role Play and Simulation
- <sup>8</sup>Peer and Collaborative Learning
- <sup>9</sup>Visual and Structured Learning
- <sup>12</sup>Community-Based Instruction
- <sup>13</sup>Internship and Supported Learning

**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**Course Outcomes:**

**On completion of the course the students will be able to:**

|            |           |                                                                                                           |
|------------|-----------|-----------------------------------------------------------------------------------------------------------|
| <b>CO1</b> | <b>K1</b> | Demonstrate occupation-specific knowledge and practical skills in the selected specialization.            |
| <b>CO2</b> | <b>K2</b> | Perform occupation-specific tasks using appropriate tools, materials and procedures.                      |
| <b>CO3</b> | <b>K3</b> | Apply occupational safety, quality, productivity and workplace standards.                                 |
| <b>CO4</b> | <b>K4</b> | Complete an integrated occupation-specific task with appropriate supervision and increasing independence. |
| <b>CO5</b> | <b>K5</b> | Demonstrate vocational competence and readiness for employment, supported employment or self-employment.  |

**Mapping with Program Outcomes and Program Specific Outcomes:**

| <b>CO / PO &amp; PSO</b> | <b>PO1</b> | <b>PO2</b> | <b>PO3</b> | <b>PSO1</b> | <b>PSO2</b> | <b>PSO3</b> | <b>PSO4</b> | <b>PSO5</b> |
|--------------------------|------------|------------|------------|-------------|-------------|-------------|-------------|-------------|
| <b>CO1</b>               | ✓          | ✓          |            | ✓           | ✓           |             |             |             |
| <b>CO2</b>               | ✓          | ✓          |            |             | ✓           | ✓           |             |             |
| <b>CO3</b>               | ✓          |            |            |             |             | ✓           | ✓           |             |
| <b>CO4</b>               |            | ✓          | ✓          |             |             |             | ✓           | ✓           |
| <b>CO5</b>               |            | ✓          | ✓          |             |             |             | ✓           | ✓           |

**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI**  
**Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development**  
**Semester-IV**  
**PROJECT**

**Course Code : 26DVTD404**

**Credits : 5**

**Max.Marks : 100**

**Internal Marks : 40**

**External Marks : 60**

**Course Objectives**

1. To integrate the functional, vocational, employability and independent-living skills acquired throughout the programme.
2. To enable learners to plan and complete a practical, meaningful and individualised project.
3. To develop problem-solving, communication, teamwork, digital and self-management skills through practical application.
4. To promote workplace readiness, independence, self-confidence and preparation for employment or self-employment.

**PROJECT<sup>3,5,6,7,9,13,14,15</sup>**

**1. Project Identification and Planning**

Selection of project based on individual interest, ability and vocational specialization-Identification of purpose, objectives and required resources-Preparation of a simple project plan

**2. Project Implementation**

Execution of the selected vocational activity-Application of appropriate tools, materials, technology and work procedures-Demonstration of safety, quality and workplace behaviour

**3. Documentation and Monitoring**

Recording activities and progress-Maintaining simple work records-Use of photographs, checklists or digital documentation-Reflection on challenges and solutions

**4. Project Presentation and Demonstration**

Demonstration of the completed product, service or activity-Simple oral, visual or digital presentation-Responding to questions and feedback

**5. Evaluation and Future Planning**

Assessment of project performance and outcomes-Identification of strengths and areas for improvement-Development of an individual employment, self-employment or further-training plan

**Bharathidasan University, Centre for Differently Abled Persons**  
**Diploma in Vocational Training and Development (DVTD)**

**PRACTICAL APPLICATION**

Each learner shall complete one individual or small-group project related to their vocational specialization.

**Pedagogical method used:**

- <sup>3</sup>Task Analysis
- <sup>5</sup>Activity-Based Learning
- <sup>6</sup>Work-Based Learning
- <sup>7</sup>Role Play and Simulation
- <sup>9</sup>Visual and Structured Learning
- <sup>13</sup>Internship and Supported Learning
- <sup>14</sup>Project and Problem-Based Learning
- <sup>15</sup>Continuous Assessment

**Course Outcomes**

**On completion of the course, the students will be able to:**

|            |           |                                                                                                                |
|------------|-----------|----------------------------------------------------------------------------------------------------------------|
| <b>CO1</b> | <b>K1</b> | Plan and undertake a practical project based on individual vocational interests and abilities.                 |
| <b>CO2</b> | <b>K2</b> | Apply vocational, digital, safety, communication and employability skills in completing the project.           |
| <b>CO3</b> | <b>K3</b> | Demonstrate work behaviour, problem-solving, teamwork and increasing independence                              |
| <b>CO4</b> | <b>K4</b> | Document, demonstrate and communicate the project process and outcomes.                                        |
| <b>CO5</b> | <b>K5</b> | Develop an individual pathway towards employment, self-employment, further training or independent livelihood. |

**Mapping with Program Outcomes and Program Specific Outcomes:**

| <b>CO/PO &amp; PSO</b> | <b>PO1</b> | <b>PO2</b> | <b>PO3</b> | <b>PSO1</b> | <b>PSO2</b> | <b>PSO3</b> | <b>PSO4</b> | <b>PSO5</b> |
|------------------------|------------|------------|------------|-------------|-------------|-------------|-------------|-------------|
| <b>CO1</b>             | ✓          |            |            | ✓           | ✓           |             |             |             |
| <b>CO2</b>             | ✓          | ✓          |            | ✓           | ✓           |             |             |             |
| <b>CO3</b>             |            | ✓          | ✓          |             |             | ✓           | ✓           |             |
| <b>CO4</b>             |            | ✓          | ✓          |             |             |             | ✓           | ✓           |
| <b>CO5</b>             |            | ✓          | ✓          |             |             |             | ✓           | ✓           |