LESSON PLAN

Program Name	COMPUTER ENGG
Course/Subject Name	Applied Physics-II
Course/Subject Code	BS-104 & BS-106
Course/Subject Coordinator Name	Manoj Kumar

Evaluation scheme

S.No.	Subject Name	Study scheme (Hrs/Week)	Marks in evaluation scheme			
			Internal Assessment		External Assessment	
			Theory	Practical	Theory	Practical
1.	Applied physics-II & Applied Physics-II lab	TH [3+1(DCS) + 2 (Lab)	40	40	60	60
Reference books		(i) Fundamental of Physics By Halliday/Resnick/Walker				
		(ii) New simplified Physics by S.L.Arora				
		(iii) Applied Physics, Vol. I and Vol. II, TTTI Publications, Tata McGraw Hill, Delhi				
		(iv) Engineering Physics by DK Bhattacharya & Poonam Tandan; Oxford University Press, New Delhi				
		(v) Applied Physics-II by Manoj Kumar Saini & Amit Pathak, True Education Publications				

Course Outcomes: After the completion of the course the student will be able to

CO1	Describe waves and wave motion, periodic and simple harmonic motions and solve simple problems.
CO2	Explain ultrasonic waves and engineering, medical and industrial applications of Ultrasonic. Apply acoustics principles to various types of buildings for best sound effect.
CO3	Describe the refractive index of a liquid or a solid and will be able to explain conditions for total internal reflection.
CO4	Define capacitance and its unit, explain the function of capacitors in simple circuits, and solve simple problems.
CO5	Differentiate between insulators, conductors and semiconductors, and define the terms: potential, potential difference, electromotive force.
CO6	Express electric current as flow of charge, concept of resistance, measure of the parameters: electric current, potential difference, resistance.
CO7	Explain the operation of appliances like moving coil galvanometer, simple DC motors.
CO8	Illustrate the conditions for light amplification in various LASER and laser based instruments and optical devices.
CO9	Appreciate the potential of optical fiber in fields of medicine and communication. \

Teaching Plan:

L. No.	Topic Covered	Proposed Date	Actual Date	Remarks
1	**UNIT - 1: Wave motion and its applications-** Wave motion, transverse and longitudinal waves with examples.	30/01/2025		
2	Definitions of wave velocity, frequency and wavelength and their relationship	31/01/2025		

3	Sound and light waves and their properties	01/02/2025	
4	DCS	03/02/2025	
5	Wave equation ($y = r \sin \omega t$) amplitude, phase, phase difference, Principle of superposition of waves and beat formation	06/02/2025	
6	Simple Harmonic Motion (SHM): definition, expression for displacement, velocity	07/02/2025	
7	Acceleration, time period, frequency of SHM, Free, forced and resonant vibrations and their examples.	10/02/2025	
8	Acoustics of buildings – reverberation, reverberation time, echo, noise, coefficient of absorption of sound	13/02/2025	
9	Methods to control reverberation time and their applications.	14/02/2025	
10	Ultrasonic waves – Introduction and properties, engineering and medical applications of ultrasonic.	15/02/2025	
11	DCS	17/02/2025	
12	**UNIT - 2: Optics** -Basic optical laws- reflection and refraction	20/02/2025	
13	Refractive index, Images and image formation by mirrors,	21/02/2025	
14	Lens and thin lenses, lens formula, power of lens, magnification	22/02/2025	
15	Total internal reflection, Critical angle and conditions for total internal reflection, applications of total internal reflection in optical fiber.	24/02/2025	
16	Optical Instruments- simple and compound microscope	27/02/2025	
17	Astronomical telescope in normal adjustment and their magnifying power	28/02/2025	
18	DCS	01/03/2025	
19	**UNIT - 3: Electrostatics-** Coulomb's law, unit of charge.	03/03/2025	
20	Electric field, Electric lines of force and their properties.	06/03/2025	
21	Electric flux, Electric potential and potential difference	07/03/2025	
22	Gauss's law	10/03/2025	
23	Capacitor and its working, Capacitance and its units. Capacitance of a parallel plate capacitor	13/03/2025	
24	Series and parallel combination of capacitors (related numerical)	15/03/2025	
25	DCS	17/03/2025	
26	Dielectric and its effect on capacitance, dielectric break down	20/03/2025	
27	**UNIT - 4: Current Electricity-** Electric Current and its units, Direct and alternating current.	21/03/2025	
28	Resistance and its units, Specific resistance, Conductance, Specific conductance,	22/03/2025	
29	DCS	24/03/2025	
30	Series and parallel combination of resistances.	27/03/2025	

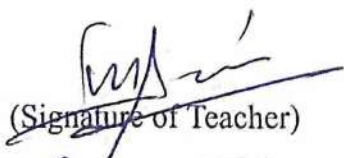| 31	Factors affecting resistance of a wire, carbon resistances and colour coding, Ohm's law and its verification	28/03/2025
32	DCS	29/03/2025
33	Kirchhoff's laws, Concept of terminal potential difference and Electromotive force (EMF)	03/04/2025
34	Heating effect of current, Electric power, Electric energy and its units (related numerical problems)	04/04/2025
35	Advantages of Electric Energy over other forms of energy.	05/04/2025
36	DCS	07/04/2025
37	**UNIT - 5: Electromagnetism-** Types of magnetic materials: dia, para and ferromagnetic with their properties.	10/04/2025
38	Magnetic field and its units, magnetic intensity,magnetic lines of force, magnetic flux and units, magnetization	11/04/2025
39	Lorentz force (force on moving charge in magnetic field), Force on current carrying conductor.	17/04/2025
40	DCS	19/04/2025
41	Moving coil galvanometer; principle, construction and working	21/04/2025
42	Conversion of a galvanometer into ammeter and voltmeter.	24/04/2025
43	**UNIT - 6: Semiconductor Physics-**Energy bands in solids, Types of materials (insulator, semiconductor, conductor)	25/04/2025
44	DCS	26/04/2025
45	Intrinsic and Extrinsic semiconductors. p-n junction,Junction diode and V-I characteristics	28/04/2025
46	Diode as rectifier – half wave and full wave rectifier (center taped).	01/05/2025
47	Photocells, Solar cells; working principle and engineering applications.	02/05/2025
48	DCS	03/05/2025
49	**UNIT - 7: Modern Physics-** Lasers: Energy levels, ionization and excitation potentials; spontaneous and stimulated emission	15/05/2025
50	Population inversion, pumping methods, optical feedback.	16/05/2025
51	Types of lasers;Ruby, He-Ne Laser	17/05/2025
52	Semiconductor laser and engineering and medical applications of lasers. laser characteristics	19/05/2025
53	Fiber Optics: Introduction to optical fibers, light propagation, acceptance angle and numerical aperture	22/05/2025
54	Fiber types, applications in; telecommunication, medical and sensors.	23/05/2025
55	DCS	24/05/2025

Assignments:

Assignment serial	Contents of syllabus covered	Proposed date	Actual date	Remarks
A-1	Wave motion and its applications & Optics	27/02/2025		
A-2	Electrostatics & Current electricity	03/04/2025		
A-3	Semiconductor & Modern Physics	08/05/2025		

House Test/Class Test:

House/Class Test	Contents of syllabus covered	Proposed date	Actual date	Remarks
CT-I	30% of the syllabus	3rd week of March 2025		
CT-II	Next 30% of the syllabus	3rd week of April 2025		
House Test	80% of the syllabus	2nd week of May2025		

Lab Plan:

Exp. No.	Name of experiment	Proposed Date G-1&G-2	Actual Date G-1&G-2	Remarks
1	To verify laws of reflection from a plane mirror/ interface.	03/02/2025 & 04/02/2025		
2	To verify laws of refraction (Snell's law) using a glass slab.	10/02/2025 & 11/02/2025		
3	To determine focal length and magnifying power of a convex lens.	17/02/2025 & 18/02/2025		
4	To verify Ohm's law by plotting a graph between current and potential difference.	03/03/2025 & 04/03/2025		
5	To verify laws of resistances in series and parallel combination.	10/03/2025 & 11/03/2025		
6	To verify Kirchhoff's laws using electric circuits.	24/03/2025 & 25/03/2025		
7	To find resistance of a galvanometer by half deflection method.	07/04/2025 & 08/04/2025		
8	To convert a galvanometer into an ammeter.	21/04/2025 & 22/04/2025		

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(Manoj kumar)

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Program Name	COMPUTER ENGG.
Course/Subject Name	FUNDAMENTALS OF ELECTRICAL AND ELECTRONICS ENGG.
Course/Subject Code	ES 104
Course/Subject Coordinator Name	ASHOK KUMAR

Evaluation scheme

S.No.	Subject Name	Study scheme	Marks in evaluation scheme			
			Internal Assessment		External Assessment	
		(Hrs/Week)	Theory	Practical	Theory	Practical
1.	FEEE & FEEE LAB	TH [3+1(DCS) + 2 (Lab)	40	40	60	60
	Reference books		1. Ritu Sahdev, Basic Electrical Engineering, Khanna Publishing House, 2018. 2. Mittle and Mittal, Basic Electrical Engineering, McGraw Education, New Delhi, 2015, ISBN : 978-0-07-0088572-5. 3. Saxena, S. B. Lal, Fundamentals of Electrical Engineering, Cambridge University Press, latest edition ISBN : 9781107464353. 4. Theraja, B. L., Electrical Technology Vol – I, S. Chand publications, New Delhi, 2015, ISBN: 9788121924405. 5. Theraja, B. L., Electrical Technology Vol – II, S. Chand publications, New Delhi, 2015, ISBN: 9788121924375. 6. Jegathesan, V., Basic Electrical and Electronics Engineering, Wiley India, New Delhi, 2015, ISBN : 97881236529513. 7. Sedha, R.S., A text book of Applied Electronics, S.Chand ,New Delhi, 2008, ISBN-13: 978-8121927833. 8. Malvino, Albert Paul, David, Electronics Principles, McGraw Hill Eduction, New Delhi,2015, ISBN-13: 0070634244-978. 9. Mehta, V.K., Mehta, Rohit, Principles of Electronics, S. Chand and Company, New Delhi, 2014, ISBN-13-9788121924504. 10. Bell Devid, Fundamental of Electronic Devices and Circuits, Oxford University Press, New Delhi 2015 ISBN : 9780195425239.			

Course Outcomes: After the completion of the course the student will be able:

• To express different elements and concepts of electrical engineering field
• To understand basic concepts of various active and passive electronic components, Signals, Op-Amp

• To use Digital Electronics and their applications

Lecture No.	Topic Covered	Proposed date	Actual Date	
1	Passive Active Components	28-01-2025		
2	Passive Active Components	29-01-2025		
3	Resistances, Capacitors, Inductors, Diodes, Transistors, FET, MOS and CMOS and their Applications	30-01-2025		
4	Resistances, Capacitors, Inductors, Diodes, Transistors, FET, MOS and CMOS and their Applications	31-01-2025		
5	Signals: DC/AC, voltage/current, periodic/non-periodic signals, average, rms, peak values, different types of signal waveforms	04-02-2025		
6	Signals: DC/AC, voltage/current, periodic/non-periodic signals, average, rms, peak values, different types of signal waveforms	05-02-2025		
7	Signals: DC/AC, voltage/current, periodic/non-periodic signals, average, rms, peak values, different types of signal waveforms	06-02-2025		
8	Ideal/non-ideal voltage/current sources, independent/dependent voltage current sources.	07-02-2025		
9	Ideal/non-ideal voltage/current sources, independent/dependent voltage current sources.	11-02-2025		
10	Operational Amplifiers-Ideal Op-Amp,	12-02-2025		
11	Operational Amplifiers-Ideal Op-Amp	13-02-2025		
12	Practical op amp, Open loop and closed loop configurations	14-02-2025		
13	Practical op amp, Open loop and closed loop configurations	18-02-2025		
14	Application of Op-Amp as amplifier, adder, differentiator and integrator.	19-02-2025		
15	Application of Op-Amp as amplifier, adder, differentiator and integrator	20-02-2025		
16	Introduction to Boolean Algebra	21-02-2025		
17	Introduction to Boolean Algebra	25-02-2025		
18	Electronic Implementation Gates-Functional Block Approach, Storage elements-Flip Flops, Boolean Operations	26-02-2025		
19	Electronic Implementation ,Gates-Functional Block Approach, Storage elements-Flip Flops Boolean Operations	27-02-2025		
20	Functional block approach, Counters: Ripple, Up/down and decade, Introduction to digital IC Gates (of TTL Type	28-02-2025		
21	EMF, Current, Potential Difference	04-03-2025		
22	EMF, Current, Potential Difference	05-03-2025		
23	Power and Energy; M.M.F, magnetic force, permeability, hysteresis loop	06-03-2025		
24	Power and Energy; M.M.F, magnetic force, permeability, hysteresis loop	07-03-2025		
25	reluctance, leakage factor and BH curve; Electromagnetic induction	11-03-2025		
26	reluctance, leakage factor and BH curve; Electromagnetic induction	12-03-2025		
27	Faraday's laws of electromagnetic induction, Lenz's law; Dynamically induced emf	13-03-2025		

28	Faraday's laws of electromagnetic induction, Lenz's law; Dynamically induced emf	14-03-2025	
29	Statically induced emf; Equations of self and mutual inductance; Analogy between electric and magnetic circuits.	18-03-2025	
30	Statically induced emf; Equations of self and mutual inductance; Analogy between electric and magnetic circuits.	19-03-2025	
31	Cycle, Frequency, Periodic time, Amplitude, Angular velocity	20-03-2025	
32	Cycle, Frequency, Periodic time, Amplitude, Angular velocity	21-03-2025	
33	RMS value, Average value, Form Factor Peak Factor, impedance	25-03-2025	
34	RMS value, Average value, Form Factor Peak Factor, impedance	26-03-2025	
35	phase angle, and power factor	27-03-2025	
36	Mathematical and phasor representation of alternating EMF and current	28-03-2025	
37	Mathematical and phasor representation of alternating EMF and current	01-04-2025	
38	Voltage and Current relationship in Star and Delta connection	02-04-2025	
39	A.C in resistors, inductors and capacitors; A.C in R-L series	03-04-2025	
40	A.C in resistors, inductors and capacitors; A.C in R-L series	04-04-2025	
41	R-C series, R-L-C series and parallel circuits; Power in A. C. Circuits, power triangle.	08-04-2025	
42	R-C series, R-L-C series and parallel circuits; Power in A. C. Circuits, power triangle.	09-04-2025	
43	R-C series, R-L-C series and parallel circuits; Power in A. C. Circuits, power triangle.	10-04-2025	
44	phase angle, and power factor	11-04-2025	
45	Statically induced emf; Equations of self and mutual inductance; Analogy between electric and magnetic circuits.	16-04-2025	
46	Statically induced emf; Equations of self and mutual inductance; Analogy between electric and magnetic circuits.	17-04-2025	
47	General construction and principle of core and shell type of transformers	18-04-2025	
48	General construction and principle of core and shell type of transformers	22-04-2025	
49	EMF equation and transformation ratio of transformers General construction and principle of core and shell type of transformers	23-04-2025	
50	Mathematical and phasor representation of alternating EMF and current	24-04-2025	
51	Voltage and Current relationship in Star and Delta connection	25-04-2025	
52	EMF equation and transformation ratio of transformers	30-04-2025	
53	EMF equation and transformation ratio of transformers	01-05-2025	
54	EMF equation and transformation ratio of transformers	02-05-2025	
55	Auto transformers; Basic principle of Electromechanical energy conversion	06-05-2025	

	Doubt clearing session/Revision Classes	09-05-2025		
59	Doubt clearing session/Revision Classes	13-05-2025		
60	Doubt clearing session/Revision Classes	14-05-2025		
61	Doubt clearing session/Revision Classes	15-05-2025		
62	Doubt clearing session/Revision Classes	16-05-2025		
63	Doubt clearing session/Revision Classes	20-05-2025		
64	Doubt clearing session/Revision Classes	21-05-2025		
65	Doubt clearing session/Revision Classes	22-05-2025		
66	Doubt clearing session/Revision Classes	23-05-2025		
67	Doubt clearing session/Revision Classes	27-05-2025		
68	Doubt clearing session/Revision Classes	28-05-2025		

Assignments:

Assignment serial	Contents of syllabus covered	Proposed date	Actual date	Remarks
A-1	Electric and Magnetic Circuits	22/03/2025		
A-2	A.C. Circuits &Transformers	20/04/2025		

House Test/Class Test:

House/Class Test	Contents of syllabus covered	Proposed date	Actual date	Remarks
CT-I	30% of the syllabus	3rd week of March 2025		
CT-II	Next 30% of the syllabus	3rd week of April 2025		
House Test	80% of the syllabus	2nd week of May2025		

LESSON PLAN

Program Name	COMPUTER ENGG.
Course/Subject Name	Engineering Mechanics
Course/Subject Code	ES106 & ES 112
Course/Subject Coordinator Name	Er. Harnem Singh

Evaluation scheme

S.No.	Subject Name	Study scheme (Hrs/Week)	Marks in evaluation scheme			
			Internal Assessment		External Assessment	
			Theory	Practical	Theory	Practical
1.	Engineering Mechanics Theory & Engineering Mechanics lab	TH [3+1(DCS) + 2 (Lab)	40	40	60	60
Reference books			(i)D.S. Bedi, Engineering Mechanics, Khanna Publications New Delhi (2008)			
			(ii) Khurmi, R.S., Applied Mechanics, S. Chand & Co. Nev Delhi.			
			(iii) Bansal R K, A text book of Engineering Mechanics, La Publications.			
			(iv) Ramamrutham, Engineering Mechanics, S. Chand & (New Delhi.			
			(v)Ram, H. D.; Chauhan, A. K., Foundations and Applicat of Applied Mechanics, Cam-bridge University Press.			

Course Outcomes: After the completion of the course the student will be able to

CO1	Identify the force systems for given conditions by applying the basics of mechanics.
CO2	Determine unknown force(s) of different engineering systems.
CO3	Apply the principles of friction in various conditions for useful purposes
CO4	Find the centroid and centre of gravity of various components in engineering systems.

Teaching Plan:

L. No.	Topic Covered	Proposed Date	Actual Date	Ren
1	**Unit – I Basics of mechanics and force system** Significance and relevance of Mechanics, Applied mechanics, Statics, Dynamics.	29/01/25		
2	Space, time, mass, particle, flexible body and rigid body. Scalar and vector quantity, Units of measurement (SI units)	30/01/25		
3	Force – unit, representation as a vector and by Bow's notation, characteristics and effects of a force, Principle of transmissibility of force.	31/01/25		
4	Force system and its classification	01/02/25		
5	Resolution of a force - Orthogonal components of a force, moment of a force, Varignon's Theorem.	5/2/25		
6	Composition of forces – Resultant, analytical method for determination of resultant for concur- rent, non-concurrent and parallel co-planar force systems	6/2/25		
7	Law of triangle, parallelogram and polygon of forces.	7/2/25		
8	**Unit– II Equilibrium:** Equilibrium and Equilibrant, Free body and Free body diagram, Analytical and graphical meth	13/2/25		
9	Lami's Theorem – statement and explanation, Application for various engineering	14/2/25		
10	Types of beam, supports (simple, hinged, roller and fixed) and loads acting on beam (vertical point load, uniformly distributed load),	15/2/25		
11	Beam reaction for cantilever, simply supported beam with or without overhang – subjected to combination of Point load and uniformly distributed load	19/2/25		
12	Beam reaction graphically for simply supported beam subjected to vertical point loads	20/2/25		
13	Beam reaction for cantilever, simply supported beam with or without overhang – subjected to combination of Point load and uniformly distributed load	21/2/25		
14	**Unit– III Friction:** Friction and its relevance in engineering,	22/2/25		
15	Types and laws of friction, limiting equilibrium, limiting friction, co-efficient of friction,	27/2/25		

16	Angle of friction, angle of repose, relation between co-efficient of friction and angle of friction	1/3/25			
17	Equilibrium of bodies on level surface subjected to force parallel and inclined to plane.	5/3/25			
18	Equilibrium of bodies on inclined plane subjected to force parallel to the plane only.	6/3/25			
19	Equilibrium of bodies on level surface subjected to force parallel and inclined to plane. Equilibrium of bodies on inclined plane subjected to force parallel to the plane only.	7/3/25			
20	Equilibrium of bodies on level surface subjected to force parallel and inclined to plane. Equilibrium of bodies on inclined plane subjected to force parallel to the plane only.	12/3/25			
21	NUMERICAL PROBLEMS ON CHAPTER 1(REVISION)	13/3/25			
22	NUMERICAL PROBLEMS ON CHAPTER 2(REVISION)	15/3/25			
23	NUMERICAL PROBLEMS ON CHAPTER 3(REVISION)	19/3/25			
24	**Unit– IV Centroid and centre of gravity**	21/3/25			
25	Centroid of geometrical plane figures (square, rectangle, triangle)	26/3/25			
26	Centroid of geometrical plane figures (square, rectangle, triangle, circle, semiCIRCLE)	27/3/25			
27	Centroid of composite figures composed of not more than two geometrical figures.	28/3/25			
28	Centroid of composite figures composed of not more than two geometrical figures.	29/3/25			
29	Centroid of composite figures composed of not more than two geometrical figures. Centre of Gravity of simple solids (Cube cuboid, cone, cylinder, sphere, hemisphere)	2/4/25			
30	Centroid of composite figures composed of not more than two geometrical figures. Centre of Gravity of simple solids (Cube cuboid, cone, cylinder, sphere, hemisphere)	3/4/25			
31	Centroid of composite figures composed of not more than two geometrical figures. Centre of Gravity of simple solids (Cube cuboid, cone, cylinder, sphere, hemisphere)	4/4/25			

House Test/Class Test:

House/Class Test	Contents of syllabus covered	Proposed date	Actual date	Remarks
CT-I	30% of the syllabus	3rd week of March 2025		
CT-II	Next 30% of the syllabus	3rd week of April 2025		
House Test	80% of the syllabus	2nd week of May2025		

Lab Plan:

Exp. No.	Name of experiment	Actual date G-1	G-2	Remarks
1	To study various equipments related to Engineering Mechanics.	1-2-25	31-1-25	
2	To find the M.A., V.R., Efficiency and law of machine for Differential Axle and Wheel.	15-2-25	7-2-25	
3	To find the M.A., V.R., Efficiency and law of machine for Simple Screw Jack.	25-2-25	14-2-25	
4	Derive Law of machine using Worm and worm wheel.	1-4-25	21-2-25	
5	Determine resultant of concurrent force system applying Law of Polygon of forces using forcetable.	15-4-25	7-3-25	
6	Determine resultant of concurrent force system graphically.	22-4-25	21-3-25	
7	Determine resultant of parallel force system graphically.	29-4-25	28-3-25	
8	Verify Lami's theorem.	5-4-25	4-4-25	
9	Study forces in various members of Jib crane.	19-4-25	25-4-25	
10	Determine support reactions for simply supported beam.	26-4-25	2-5-25	
11	Obtain support reactions of beam using graphical method..	3-5-25	16-5-25	
12	Determine coefficient of friction for motion on horizontal and inclined plane.	17-5-25	20-5-25	
13	Determine centroid of geometrical plane figure	24-5-25	23-5-25	

(Signature of Teacher)

(Hasnem Singh)

(Signature of HOD)

LESSON PLAN

Program Name	DIPLOMA (Computer Engg.)
Course/Subject Name	Introduction to IT Systems
Course/Subject Code	ES 102
Course/Subject Coordinator Name	Pooja Thakur

Evaluation scheme

S.No.	Subject Name	Study Scheme Hours/week	Marks in evaluation scheme	
			Internal Assessment	External Assessment
1.	Introduction to IT Systems	2	40	60
Reference books			i. R.S. Salaria, Computer Fundamentals. Khanna Publishing House.	
			ii. Fundamentals of Computer by V Rajaraman; Prentice Hall of India Pvt. Ltd.	
			iii. Information Technology for Management by Henery Lucas, Tata McGraw Hills, New Delhi.	
			iv. Computer Fundamentals Architecture and organization by B Ram, revised Edition, New Age International Publishers, New Delhi.	

Course Outcomes:

After the completion of the course the students will be able to comfortably work on computers, install and configure operating systems, assemble a PC and connect it to various external devices, create documents, create worksheets, protect information and computers from basic abuses and attacks.

Teaching Plan:

Lecture No.	Name of topic	Proposed Date	Actual date	Remarks
	Unit-1 Basic of Computer Systems			
1	Computer a brief introduction with the help of Block Diagram of Computer.	30/01/2025 31/01/2025		
2	General understanding of hardware components : Input components.	06/02/2025		
3	General understanding of hardware components : Output components.	07/02/2025		

4	General understanding of hardware components : Memory components.	13/02/2025		
5	Revision.	14/02/2025		
Unit-2 Software Concepts				
6	Software and its types.	20/02/2025		
7	Operating System and its types.	21/02/2025		
8	Functions of Operating System, Booting the system (Cold and warm).	27/02/2025		
9	Revision.	28/02/2025		
Unit-3 Internet Skills				
10	Understanding the terminology of the internet, web browser.	06/03/2025		
11	Search Engine, world wide web.	07/03/2025		
12	Network and its types.	13/03/2025		
13	Awareness about the government portals i.e. national portals, state portals and institution portals.	20/03/2025		
14	Revision.	21/03/2025		
Unit-4 Working with MS-Word				
15	Introduction to word processors, i.e. MS - Word	27/03/2025		
16	File management, creating a new document, saving a document.	28/03/2025		
17	Printing a document, Editing a document.	03/04/2025		
18	Use of Home, Insert, Design layout ribbons.	04/04/2025		
19	Revision.	04/04/2025		
Unit-5 Working with MS-Excel				
20	Introduction to spreadsheets, i.e. MS- Excel.	10/04/2025		
21	Working with spreadsheets, worksheets.	11/04/2025		
22	Entering data into cells, merging and splitting of cells.	17/04/2025		
23	Usage of simple functions like sum average, min max, percentage.	24/04/2025 25/04/2025		
24	Round, floor, ceiling, conditional formatting.	01/05/2025		
25	Revision.	02/05/2025		
Unit-6 Information Security				
26	Concept of online frauds.	08/05/2025 09/05/2025		
27	Threats of online crime.	15/05/2025 16/05/2025		
28	Virus attacks, Use of antivirus.	22/05/2025 23/05/2025		
29	Revision.			

Assignments:

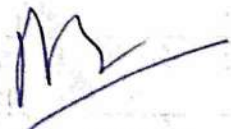| Assignment serial	Contents of syllabus covered	Proposed date	Actual date	Remarks
A-1	Unit 1 Basic of Computer System	27/02/2025		
A-2	Unit 2 Software concepts and Unit 3 Internet skills	28/03/2025		
A-3	Unit 4 Working with MS-Word and Unit 5 Working with MS-Excel.	01/05/2025		

House Test/Class Test:

House/Class Test	Contents of syllabus covered	Proposed date	Actual date	Remarks
CT-I	30% of the syllabus	3rd week of March 2025		
CT-II	Next 30% of the syllabus	3rd week of April 2025		
House Test	80% of the syllabus	2nd week of May 2025		

(Signature of Teacher)

Pooja Thakur

(Signature of HOD)

(Mr. Aman Saini)