

I.B. (PG) COLLEGE, PANIPAT

LESSON PLAN

SESSION 2024-25 (01.08.2024 to 22.11.2024)

Weekly Lesson Plan (Odd Semester)

UG (1st Semester)

Name of the Paper:- SEC (Reasoning)

Class: BA Ist

Name of Teachers

Dr. Poonam Gupta, MS. Sangeeta

WEEK	DATE	TOPICS
1	August (1-3)	Verbal Reasoning
		Series
		Completion
SUNDAY - 04.08.2024		
2	August (5-10)	Number Series
		07.08.2024 - TEEJ
		Letter Series
		Alpha Numeric Series
SUNDAY - 11.08.2024		
3	August (12-17)	Alpha Numeric Series Continued
		15.08.2024 - INDEPENDENCE DAY
		Wrong Letter Series
		Repeat Series
SUNDAY - 18.08.2024		
4	August (19-24)	19.08.2024 - RAKSHABANDHAN
		Repeat Series
		Wrong Number Series
		Number Analogy
		Word Analogy
SUNDAY - 25.08.2024		
5	August (26-31)	26.08.2024 - JANAMASHTMI
		Coding
		Coding Continued
		Decoding
		Letter Coding
SUNDAY - 01.09.2024		

6	September (2-7)	Number Coding
		Number Coding
		Matrix Coding
		Place Arrangement
SUNDAY - 08.09.2024		
7	September (9-14)	Direction Sense
		Direction Sense Continued
		Family-Based Puzzles
		Blood Relationships
SUNDAY - 15.09.2024		
8	September (16-21)	Blood Relationships Continued
		Examples and Questions
		Examples and Questions
		Arithmetic reasoning
SUNDAY - 22.09.2024		
HOLIDAY 23.09.2024 - SHAHEEDI DIVAS/HARYANA WAR HEROES' MARTYRDOM DAY		
9	September (24-28)	Arithmetic reasoning
		Venn Diagrams
		Examples and Questions
		Logical Diagrams
SUNDAY - 29.09.2024		
10	September (30) October (1, 4-5))	Examples
		02.10.2024 - MAHATMA GANDHI JAYANTI
		03.10.2024 - (MAHARAJA AGRASEN JAYANTI)
		Symbol Substitution
		Examples and Questions
SUNDAY - 06.10.2024		

11	October (7-11)	Examples and Questions
		Examples and Questions
		Non-Verbal Reasoning
HOLIDAY 12.10.2024 - (DUSSEHRA)		
SUNDAY - 13.10.2024		
12	October (14-19)	Non-Verbal Reasoning
		17.10.2024 - MAHARISHI VALMIKI JAYANTI/MAHARAJA AJMIDH JAYANTI
		Choosing the Odd Figure
		Word Analogy
SUNDAY - 20.10.2024		
13	October (21-26)	Word Analogy
		Examples and Questions
		Number Analogy
		Examples and Questions
DIWALI BREAK - 27.10.2024 - 03.11.2024		
14	November (4-9)	Number Analogy
		Number Analogy
		Examples and Questions
		Water Images
SUNDAY - 10.11.2024		
15	November (11-16)	Water Images
		Examples and Questions
		15.11.2024 - GURU NANAK DEV JAYANTI
		Examples and Questions
SUNDAY - 17.11.2024		
16	November (18-22)	Revision
		Revision
		Revision
23.11.2024 - Examinations		

I.B. (PG) COLLEGE, PANIPAT

LESSON PLAN

SESSION 2024-25 (01.08.2024 to 22.11.2024)

Weekly Lesson Plan (Odd Semester)

UG (1st / III / V - Semester)

Name of the Paper:- Basic IT Tools(SEC)

Class: BBA I

Name of the Teachers (Section Wise) : Prof. Tamanna(A)

WEEK	DATE	TOPICS
1	August (1-3)	
SUNDAY - 04.08.2024		
2	August (5-10)	Introduction to Computers
		Latest IT Gadgets
		07.08.2024 - TEEJ
SUNDAY - 11.08.2024		
3	August (12-17)	Evolution of computers and its application
		Basics of Hardware and software
		Continued
		15.08.2024 - INDEPENDENCE DAY
SUNDAY - 18.08.2024		
4	August (19-24)	19.08.2024 - RAKSHABANDHAN
		CPU, Input devices, Output devices
		Computer memory and storage; Mobile apps
SUNDAY - 25.08.2024		
5	August (26-31)	26.08.2024 - JANAMASHTMI
		Operating System: Meaning & Functions
		Continued
SUNDAY - 01.09.2024		
6	September (2-7)	Operating system simple settings
		Continued
		Continued
SUNDAY - 08.09.2024		
7	September (9-14)	Introduction to Internet and WWW
		Computer Networks, LAN, WAN
		Continued
SUNDAY - 15.09.2024		
8	September (16-21)	Network Topology
		Continued
		Applications of internet
SUNDAY - 22.09.2024		

HOLIDAY 23.09.2024 - SHAHEEDI DIVAS/HARYANA WAR HEROES' MARTYRDOM DAY		
9	September (24-28)	Popular Web Browsers
		Search Engines,
		E-mails: Meaning and how to use them
SUNDAY - 29.09.2024		
10	September (30) October (1, 4-5))	Mailbox: Inbox and Outbox; Creating and sending e-mail
		Attaching files with e-mail and e-mail signature
		02.10.2024 - MAHATMA GANDHI JAYANTI
		03.10.2024 - (MAHARAJA AGRASEN JAYANTI)
SUNDAY - 06.10.2024		
11	October (7-11)	Social Networking
		Continued
		Continued
HOLIDAY 12.10.2024 - (DUSSEHRA)		
SUNDAY - 13.10.2024		
12	October (14-19)	Assignment
		Introduction to Blogs
		Digital Locker
		17.10.2024 - MAHARISHI VALMIKI JAYANTI/MAHARAJA AJMIDH
SUNDAY - 20.10.2024		
13	October (21-26)	Test
		Application Software, System Software & utility software
		Continued
DIWALI BREAK - 27.10.2024 - 03.11.2024		
14	November (4-9)	Assignment
		Operating system for desktop, laptops, mobile phones and tablets
		Continued
SUNDAY - 10.11.2024		
15	November (11-16)	Discussion on Softwares
		Discussion on Operating System
		Revision
		15.11.2024 - GURU NANAK DEV JAYANTI
SUNDAY - 17.11.2024		
16	November (18-22)	Revision
		Revision
		Revision
23.11.2024 - Examinations		

I.B. (PG) COLLEGE, PANIPAT

LESSON PLAN

SESSION 2024-25 (01.08.2024 to 22.11.2024)

Weekly Lesson Plan (Odd Semester)

UG (1st / III / V - Semester) 1st

Name of the Paper:- B.A sec(basic it tools)

Name of the Teachers (Section Wise) : Ms.Nerru,Ms.Pooja,Ms.Preeti,Ms.priyanka(math),
Mr.Mohit

WEEK	DATE	TOPICS
1	August (1-3)	Introduction to Computer: Computer and Latest IT gadgets,
SUNDAY - 04.08.2024		
2	August (5-10)	Evolution of Computers
		07.08.2024 - TEEJ
		its applications, Basics of Hardware and Software, Application Software, Systems Software, Utility Software
		lab
SUNDAY - 11.08.2024		
3	August (12-17)	Central Processing Unit,
		15.08.2024 - INDEPENDENCE DAY
		Input devices
	lab	
SUNDAY - 18.08.2024		
4	August (19-24)	19.08.2024 - RAKSHABANDHAN
		output device
		Computer Memory
	lab	
SUNDAY - 25.08.2024		
5	August (26-31)	26.08.2024 - JANAMASHTMI
		Mobile Apps.
		component of computer
	lab	
SUNDAY - 01.09.2024		

6	September	(2-7)	Introduction to Operating System
			Functions of the Operating system
			Operating Systems for Desktop and Laptop lab
SUNDAY - 08.09.2024			
7	September	(9-14)	Operating Systems for Mobile Phone and Tablets
			User Interface for Desktop and Laptop
			Task Bar, Icons & shortcuts, Running an Application, lab
SUNDAY - 15.09.2024			
8	September 21)	(16-	Operating System Simple Setting
			g, Changing System Date and Time, Changing Display Properties, To Add or Remove Program and Features, Adding, Removing & Sharing Printers, File and Folder Management.
			lab
SUNDAY - 22.09.2024			
HOLIDAY 23.09.2024 - SHAHEEDI DIVAS/HARYANA WAR HEROES' MARTYRDOM DAY			
9	September 28)	(24-	test-1
			Introduction to Internet
			lab
SUNDAY - 29.09.2024			
10	September (30) October (1, 4-5))		World Wide Web, Basic of Computer Networks
			02.10.2024 - MAHATMA GANDHI JAYANTI
			03.10.2024 - (MAHARAJA AGRASEN JAYANTI)
			types of network
			lab
SUNDAY - 06.10.2024			

11	October	(7-11)	Assignment-1
			Local Area Network (LAN), Wide Area Network (WAN), Network
			network topology
			lab
HOLIDAY 12.10.2024 - (DUSSEHRA)			
SUNDAY - 13.10.2024			
12	October	(14-19)	Internet, Applications of Internet
			17.10.2024 - MAHARISHI VALMIKI JAYANTI/MAHARAJA AJMIDH JAYANTI
			Website Address and URL,
			lab
SUNDAY - 20.10.2024			
13	October	(21-26)	Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.),
			Popular Search Engines, Searching on the Internet.
			Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.),
			lab
DIWALI BREAK - 27.10.2024 - 03.11.2024			
14	November	(4-9)	Assignment-2
			E-mail: Using E-mails, Opening Email account,
			Mailbox: Inbox and Outbox,
			lab
SUNDAY - 10.11.2024			
15	November	(11-16)	Creating and Sending a new E-mail, replying to an E-mail message, forwarding an E-mail message, searching emails, Attaching files with email
			test-2
			Email Signature. Social Networking: Facebook, Twitter, LinkedIn, Instagram, Instant Messaging (WhatsApp, Facebook Messenger, Telegram), Introduction to Blogs
			15.11.2024 - GURU NANAK DEV JAYANTI
			lab
SUNDAY - 17.11.2024			
16	November	(18-22)	Digital Locker.
			Revision
			Revision
			Revision
			Revision
23.11.2024 - Examinations			

I.B. (PG) COLLEGE, PANIPAT

LESSON PLAN

SESSION 2024-25 (01.08.2024 to 22.11.2024)

Weekly Lesson Plan (Odd Semester)

UG (1st Semester)

Name of the Paper:- SEC (Reasoning)

Class: BCA

Name of the Teachers (Section Wise) : Sangeeta

WEEK	DATE	TOPICS
1	August (1-3)	Verbal Reasoning
SUNDAY - 04.08.2024		
2	August (5-10)	Series
		Completion
		07.08.2024 - TEEJ
		Number Series
SUNDAY - 11.08.2024		
3	August (12-17)	Letter Series
		Alpha Series
		Examples and Questions
		15.08.2024 - INDEPENDENCE DAY
SUNDAY - 18.08.2024		
4	August (19-24)	19.08.2024 - RAKSHABANDHAN
		Wrong Letter Series
		Repeat Series
		Examples and Questions
SUNDAY - 25.08.2024		
5	August (26-31)	26.08.2024 - JANAMASHTMI
		Wrong Number Series
		Number Analogy
		Examples and Questions
SUNDAY - 01.09.2024		

6	September	(2-7)	Word Analogy
			Coding
			Decoding
			Examples and Questions
			SUNDAY - 08.09.2024
7	September	(9-14)	Letter Coding
			Number Coding
			Examples and Questions
			Examples and Questions
			SUNDAY - 15.09.2024
8	September	(16-21)	Matrix Coding
			Place Arrangement
			Direction Sense
			Examples and Questions
			SUNDAY - 22.09.2024
HOLIDAY 23.09.2024 - SHAHEEDI DIVAS/HARYANA WAR HEROES' MARTYRDOM DAY			
9	September	(24-28)	Family Based Puzzles
			Blood Relationships
			Examples and Questions
			SUNDAY - 29.09.2024
10	September (30) October	(1, 4-5))	Arithmetic Reasoning
			Examples and Questions
			02.10.2024 - MAHATMA GANDHI JAYANTI
			03.10.2024 - (MAHARAJA AGRASEN JAYANTI)
			SUNDAY - 06.10.2024

11	October	(7-11)	Venn Diagrams
			Examples
			Logical Diagrams
			Examples and Questions
HOLIDAY 12.10.2024 - (DUSSEHRA)			
SUNDAY - 13.10.2024			
12	October	(14-19)	Symbol Substitution
			Examples and Questions
			Examples and Questions
			17.10.2024 - MAHARISHI VALMIKI JAYANTI/MAHARAJA AJMIDH JAYANTI
SUNDAY - 20.10.2024			
13	October	(21-26)	Non-Verbal Reasoning
			Non-Verbal Reasoning
			Choosing the Odd Figure
			Examples and Questions
DIWALI BREAK - 27.10.2024 - 03.11.2024			
14	November	(4-9)	Word Analogy
			Word Analogy
			Examples and Questions
			Examples and Questions
SUNDAY - 10.11.2024			
15	November	(11-16)	Number Analogy
			Water Images
			Examples and Questions
			Mirror Images
15.11.2024 - GURU NANAK DEV JAYANTI			
SUNDAY - 17.11.2024			
16	November	(18-22)	Examples and Questions
			Revision
			Revision
			Revision
23.11.2024 - Examinations			

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LESSON PLAN

SESSION 2024-25 (01.08.2024 to 22.11.2024)

Weekly Lesson Plan (Odd Semester)

UG (1st Semester)

Name of the Paper:- Basics of Instrumentation Skills (SEC Physics) Class:I Year

Name of the Teachers (Section Wise) : Dr. Chetna Narula

WEEK	DATE	TOPICS
1	August (1-3)	Unit-1: Basic of Measurements: Instruments accuracy, precision, sensitivity, resolution range, etc. Errors in measurements and loading effects
SUNDAY - 04.08.2024		
2	August (5-10)	07.08.2024 - TEEJ Multimeter: Principles of measurement of dc voltage and dc current, ac voltage, ac current and resistance. Specifications of a multimeter and their significance
SUNDAY - 11.08.2024		
3	August (12-17)	15.08.2024 - INDEPENDENCE DAY Electronic Voltmeter: Advantage over conventional multimeter for voltage measurement with respect to input impedance and sensitivity Principle of voltage measurement (block diagram only). Specifications of an electronic Voltmeter and their significance
SUNDAY - 18.08.2024		
4	August (19-24)	19.08.2024 - RAKSHABANDHAN AC millivoltmeter: Types of AC millivoltmeters. Block diagram of ac millivoltmeter, specifications and their significance Revision of Unit-1
SUNDAY - 25.08.2024		
5	August (26-31)	26.08.2024 - JANAMASHTMI Unit-2: Oscilloscope: Block diagram of basic CRO. CRT electrostatic focusing and acceleration (Explanation only no mathematical treatment)
SUNDAY - 01.09.2024		
6	September (2-7)	brief discussion on screen phosphor, visual persistence. Time base operation, synchronization
SUNDAY - 08.09.2024		

7	September	(9-14)	
			Front panel controls. Specifications of CRO and their significance
			Use of CRO: for the measurement of voltage (dc and ac) and frequency and time period
SUNDAY - 15.09.2024			
8	September	(16-21)	
			Special features of dual trace, introduction to digital oscilloscope, probes
			Digitalstorage Oscilloscope: principle of working
SUNDAY - 22.09.2024			
HOLIDAY 23.09.2024 - SHAHEEDI DIVAS/HARYANA WAR HEROES' MARTYRDOM DAY			
9	September	(24-28)	
			Revision of Unit-2
			Unit-3: Block diagram, explanation and specifications of low frequency signal generator
SUNDAY - 29.09.2024			
10	September (30) October	(1, 4-5)	
			02.10.2024 - MAHATMA GANDHI JAYANTI
			03.10.2024 - (MAHARAJA AGRASEN JAYANTI)
			Block diagram, explanation and specifications of low frequency pulse generator Brief idea for testing, specifications. Distortion factor meter, wave analysis.
SUNDAY - 06.10.2024			
11	October	(7-11)	
			Block diagram of bridge. working principles of basic (balancing type) RLC bridge
HOLIDAY 12.10.2024 - (DUSSEHRA)			
SUNDAY - 13.10.2024			

12	October	(14-19)	
			17.10.2024 - MAHARISHI VALMIKI JAYANTI/MAHARAJA AJMIDH JAYANTI
			Working principles of basic (balancing type) RLC bridge continued, Specifications of RLC bridge
			Block diagram and working principles of a Q- Meter
SUNDAY - 20.10.2024			
13	October	(21-26)	
			Digital LCR bridges and Revision
			Unit-4: Comparison of analog & digital instruments. Characteristics of a digital meter
DIWALI BREAK - 27.10.2024 - 03.11.2024			
14	November	(4-9)	
			Working principle of digital voltmeter
			Block diagram and working of a digital multimeter
SUNDAY - 10.11.2024			
15	November	(11-16)	
			15.11.2024 - GURU NANAK DEV JAYANTI
			Working principle of time interval, frequency and period measurement using universal counter/ frequency counter
SUNDAY - 17.11.2024			
16	November	(18-22)	
			Time- base stability, accuracy and resolution. Revision
23.11.2024 - Examinations			

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LESSON PLAN

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Weekly Lesson Plan (Odd Semester)

UG (1st / III / V - Semester)

B.A 1st SEM

Name of the Paper:-

Sec(Basic It Tools)

Name of the Teachers (Section Wise) :

Ms.Preeti

WEEK	DATE	TOPICS
1	August (1-3)	Introduction to Computer: Computer and Latest IT gadgets,
SUNDAY - 04.08.2024		
2	August (5-10)	Evolution of Computers
		07.08.2024 - TEEJ
		its applications, Basics of Hardware and Software, Application Software, Systems Software, Utility Software
		lab
SUNDAY - 11.08.2024		
3	August (12-17)	Central Processing Unit,
		15.08.2024 - INDEPENDENCE DAY
		Input devices
		lab
SUNDAY - 18.08.2024		
4	August (19-24)	19.08.2024 - RAKSHABANDHAN
		output device
		Computer Memory
		lab
SUNDAY - 25.08.2024		
5	August (26-31)	26.08.2024 - JANAMASHTMI
		Mobile Apps.
		component of computer
		lab
SUNDAY - 01.09.2024		

6	September	(2-7)	Introduction to Operating System
			Functions of the Operating system
			Operating Systems for Desktop and Laptop lab
SUNDAY - 08.09.2024			
7	September	(9-14)	Operating Systems for Mobile Phone and Tablets
			User Interface for Desktop and Laptop
			Task Bar, Icons & shortcuts, Running an Application, lab
SUNDAY - 15.09.2024			
8	September	(16-21)	Operating System Simple Setting
			g, Changing System Date and Time, Changing Display Properties, To Add or Remove Program and Features, Adding, Removing & Sharing Printers,
			File and Folder Management. lab
SUNDAY - 22.09.2024			
HOLIDAY 23.09.2024 - SHAHEEDI DIVAS/HARYANA WAR HEROES' MARTYRDOM DAY			
9	September	(24-28)	
			test-1
			Introduction to Internet
			lab
SUNDAY - 29.09.2024			
10	September (30) October (1, 4-5))		World Wide Web, Basic of Computer Networks
			02.10.2024 - MAHATMA GANDHI JAYANTI
			03.10.2024 - (MAHARAJA AGRASEN JAYANTI)
			types of network
			lab
SUNDAY - 06.10.2024			

11	October	(7-11)	Assignment-1
			Local Area Network (LAN), Wide Area Network (WAN), Network
			network topology
			lab
HOLIDAY 12.10.2024 - (DUSSEHRA)			
SUNDAY - 13.10.2024			
12	October	(14-19)	Internet, Applications of Internet
			17.10.2024 - MAHARISHI VALMIKI JAYANTI/MAHARAJA AJMIDH JAYANTI
			Website Address and URL,
			lab
SUNDAY - 20.10.2024			
13	October	(21-26)	Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.),
			Popular Search Engines, Searching on the Internet.
			Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.),
			lab
DIWALI BREAK - 27.10.2024 - 03.11.2024			
14	November	(4-9)	Assignment-2
			E-mail: Using E-mails, Opening Email account,
			Mailbox: Inbox and Outbox,
			lab
SUNDAY - 10.11.2024			
15	November	(11-16)	Creating and Sending a new E-mail, replying to an E-mail message, forwarding an E-mail message, searching emails, Attaching files with email
			test-2
			Email Signature. Social Networking: Facebook, Twitter, LinkedIn, Instagram, Instant Messaging (WhatsApp, Facebook Messenger, Telegram), Introduction to Blogs
			15.11.2024 - GURU NANAK DEV JAYANTI
			lab
SUNDAY - 17.11.2024			
16	November	(18-22)	Digital Locker.
			Revision
			Revision
			Revision
			Revision
23.11.2024 - Examinations			

I.B. (PG) COLLEGE, PANIPAT

LESSON PLAN

SESSION 2024-25 (01.08.2024 to 22.11.2024)

Weekly Lesson Plan (Odd Semester)

UG (1st / III / V - Semester)

B.A 1st SEM

Name of the Paper:-

Sec(Basic It Tools)

Name of the Teachers (Section Wise) :

Ms.Preeti

WEEK	DATE	TOPICS
1	August (1-3)	Introduction to Computer: Computer and Latest IT gadgets,
SUNDAY - 04.08.2024		
2	August (5-10)	Evolution of Computers
		07.08.2024 - TEEJ
		its applications, Basics of Hardware and Software, Application Software, Systems Software, Utility Software
		lab
SUNDAY - 11.08.2024		
3	August (12-17)	Central Processing Unit,
		15.08.2024 - INDEPENDENCE DAY
		Input devices
		lab
SUNDAY - 18.08.2024		
4	August (19-24)	19.08.2024 - RAKSHABANDHAN
		output device
		Computer Memory
		lab
SUNDAY - 25.08.2024		
5	August (26-31)	26.08.2024 - JANAMASHTMI
		Mobile Apps.
		component of computer
		lab
SUNDAY - 01.09.2024		

6	September	(2-7)	Introduction to Operating System
			Functions of the Operating system
			Operating Systems for Desktop and Laptop lab
SUNDAY - 08.09.2024			
7	September	(9-14)	Operating Systems for Mobile Phone and Tablets
			User Interface for Desktop and Laptop
			Task Bar, Icons & shortcuts, Running an Application, lab
SUNDAY - 15.09.2024			
8	September	(16-21)	Operating System Simple Setting
			g, Changing System Date and Time, Changing Display Properties, To Add or Remove Program and Features, Adding, Removing & Sharing Printers,
			File and Folder Management. lab
SUNDAY - 22.09.2024			
HOLIDAY 23.09.2024 - SHAHEEDI DIVAS/HARYANA WAR HEROES' MARTYRDOM DAY			
9	September	(24-28)	
			test-1
			Introduction to Internet
			lab
SUNDAY - 29.09.2024			
10	September (30) October (1, 4-5))		World Wide Web, Basic of Computer Networks
			02.10.2024 - MAHATMA GANDHI JAYANTI
			03.10.2024 - (MAHARAJA AGRASEN JAYANTI)
			types of network lab
SUNDAY - 06.10.2024			

11	October	(7-11)	Assignment-1
			Local Area Network (LAN), Wide Area Network (WAN), Network
			network topology
			lab
HOLIDAY 12.10.2024 - (DUSSEHRA)			
SUNDAY - 13.10.2024			
12	October	(14-19)	Internet, Applications of Internet
			17.10.2024 - MAHARISHI VALMIKI JAYANTI/MAHARAJA AJMIDH JAYANTI
			Website Address and URL,
			lab
SUNDAY - 20.10.2024			
13	October	(21-26)	Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.),
			Popular Search Engines, Searching on the Internet.
			Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.),
			lab
DIWALI BREAK - 27.10.2024 - 03.11.2024			
14	November	(4-9)	Assignment-2
			E-mail: Using E-mails, Opening Email account, Mailbox: Inbox and Outbox,
			lab
SUNDAY - 10.11.2024			
15	November	(11-16)	Creating and Sending a new E-mail, replying to an E-mail message, forwarding an E-mail message, searching emails, Attaching files with email
			test-2
			Email Signature. Social Networking: Facebook, Twitter, LinkedIn, Instagram, Instant Messaging (WhatsApp, Facebook Messenger, Telegram), Introduction to Blogs
			15.11.2024 - GURU NANAK DEV JAYANTI
			lab
SUNDAY - 17.11.2024			
16	November	(18-22)	Digital Locker.
			Revision
			Revision
			Revision
			Revision
23.11.2024 - Examinations			

I.B. (PG) COLLEGE, PANIPAT

LESSON PLAN

SESSION 2024-25 (01.08.2024 to 22.11.2024)

Weekly Lesson Plan (Odd Semester)

UG (1st / III / V - Semester)

Name of the Paper:-

fundamental of computer Class:B.A I(C)+ E(H)+BBA

Name of the Teachers (Section Wise) :

Ms. Pooja Sharma

WEEK	DATE	TOPICS
1	August (1-3)	Computer Fundamentals: Evolution of Computers through generations
		Characteristics of Computers,
		Lab
SUNDAY - 04.08.2024		
2	August (5-10)	
		07.08.2024 - TEEJ
		Strengths and Limitations of Computers, Classification of Computers
		Functional Components of a Computer System, Lab
SUNDAY - 11.08.2024		
3	August (12-17)	
		Applications of computers in Various Fields.
		15.08.2024 - INDEPENDENCE DAY
		Types of Software: System software, Application software, Utility Software. LAB
SUNDAY - 18.08.2024		
4	August (19-24)	19.08.2024 - RAKSHABANDHAN
		Memory Systems: Concept of bit, byte, word, nibble, storage locations and addresses, measuring units of storage capacity, access time, concept of memory hierarchy. P
		Memory Systems: Concept of bit, byte, word, nibble, storage locations and addresses, measuring units of storage capacity, access time, concept of memory hierarchy. P
		Primary Memory - RAM, ROM, PROM, EPROM. LAB
SUNDAY - 25.08.2024		
5	August (26-31)	26.08.2024 - JANAMASHTMI
		TEST
		Secondary Memory - Types of storage devices, Magnetic Tape, Hard Disk, Optical Disk, Flash Memory. I/O Devices: I/O Ports of a Desk Top Computer, Device Controller, Device Driver LAB
SUNDAY - 01.09.2024		

6	September	(2-7)	Input Devices: classification and use, keyboard, pointing devices - mouse, touch pad and track ball, joystick, magnetic stripes, scanner, digital camera, and microphone
			Input Devices: classification and use, keyboard, pointing devices - mouse, touch pad and track ball, joystick, magnetic stripes, scanner, digital camera, and microphone
			Output Devices: speaker, monitor, printers: classification, laser, ink jet, dot-matrix. Plotter.
			07.09.2024 - GANESH CHATURTHI
SUNDAY - 08.09.2024			
7	September	(9-14)	Introduction to Operating System: Definition, Functions, Features of Operating System, Icon, Folder, File, Start Button, Task Bar,
			Introduction to Operating System: Definition, Functions, Features of Operating System, Icon, Folder, File, Start Button, Task Bar,
			Status Buttons, Folders, Shortcuts, Recycle Bin, Desktop, My Computer, My Documents, Windows Explorer, Control Panel.
			LAB
SUNDAY - 15.09.2024			
8	September	(16-21)	Status Buttons, Folders, Shortcuts, Recycle Bin, Desktop, My Computer, My Documents, Windows Explorer, Control Panel.
			ASSIGNMENT 1
			The Internet: Introduction to networks and internet, history, Internet, Working of the Internet, Modes of Connecting to Internet.
			LAB
SUNDAY - 22.09.2024			
HOLIDAY 23.09.2024 - SHAHEEDI DIVAS/HARYANA WAR HEROES' MARTYRDOM DAY			
9	September	(24-28)	The Internet: Introduction to networks and internet, history, Internet, Working of the Internet, Modes of Connecting to Internet.
			Electronic Mail: Introduction, advantages and disadvantages, User Ids, Passwords, e-mail addresses, message components, message composition, mailer features. Browsers and search engines
			LAB
SUNDAY - 29.09.2024			
10	September (30) October (1, 4-5))		02.10.2024 - MAHATMA GANDHI JAYANTI
			03.10.2024 - (MAHARAJA AGRASEN JAYANTI)
			Operating System: • Starting with basics of Operating Systems and its functionalities
			LAB
SUNDAY - 06.10.2024			

11	October	(7-11)	
			TEST
			<ul style="list-style-type: none"> • Identify the various computer hardware • Understanding the working of computer • Understanding various types of software
			HOLIDAY 12.10.2024 - (DUSSEHRA)
SUNDAY - 13.10.2024			
12	October	(14-19)	
			Internet and E-mail: • Using Internet for various tasks
			17.10.2024 - MAHARISHI VALMIKI JAYANTI/MAHARAJA AJMIDH JAYANTI
			Internet and E-mail: • Using Internet for various tasks
			LAB
SUNDAY - 20.10.2024			
13	October	(21-26)	
			Internet and E-mail: • Using Internet for various tasks
			• Creating and using e-mail.
			• Creating and using e-mail.
			LAB
DIWALI BREAK - 27.10.2024 - 03.11.2024			
14	November	(4-9)	
			ASSIGNMENT 2
			07.11.2024 - CHHAT PUJA
			TEST
			LAB
SUNDAY - 10.11.2024			
15	November	(11-16)	
			REVISION
			TEST
			15.11.2024 - GURU NANAK DEV JAYANTI
			LAB
SUNDAY - 17.11.2024			
16	November	(18-22)	
			REVISION
			REVISION
			LAB
23.11.2024 - Examinations			

I.B. (PG) COLLEGE, PANIPAT

LESSON PLAN

SESSION 2024-25 (01.08.2024 to 22.11.2024)

Weekly Lesson Plan (Odd Semester)

UG (1st - Semester)

Name of the Paper:- Basic IT Tools(SEC)

Class: B.com I

Name of the Teachers (Section Wise) : Prof. Himani Narang(C & Hons) Prof. Tamanna(A)

WEEK	DATE	TOPICS
1	August (1-3)	
SUNDAY - 04.08.2024		
2	August (5-10)	Introduction to Computers Latest IT Gadgets
07.08.2024 - TEEJ		
SUNDAY - 11.08.2024		
3	August (12-17)	Evolution of computers and its application Basics of Hardware and software Continued
15.08.2024 - INDEPENDENCE DAY		
SUNDAY - 18.08.2024		
19.08.2024 - RAKSHABANDHAN		
4	August (19-24)	CPU, Input devices, Output devices Computer memory and storage; Mobile apps
SUNDAY - 25.08.2024		
26.08.2024 - JANAMASHTMI		
5	August (26-31)	Operating System: Meaning & Functions Continued
SUNDAY - 01.09.2024		
6	September (2-7)	Operating system simple settings Continued Continued
SUNDAY - 08.09.2024		
7	September (9-14)	Introduction to Internet and WWW Computer Networks, LAN, WAN Continued
SUNDAY - 15.09.2024		
8	September (16-21)	Network Topology Continued Applications of internet
SUNDAY - 22.09.2024		

HOLIDAY 23.09.2024 - SHAHEEDI DIVAS/HARYANA WAR HEROES' MARTYRDOM DAY		
9	September (24-28)	Popular Web Browsers
		Search Engines,
		E-mails: Meaning and how to use them
SUNDAY - 29.09.2024		
10	September (30) October (1, 4-5))	Mailbox: Inbox and Outbox; Creating and sending e-mail
		Attaching files with e-mail and e-mail signature
		02.10.2024 - MAHATMA GANDHI JAYANTI
		03.10.2024 - (MAHARAJA AGRASEN JAYANTI)
SUNDAY - 06.10.2024		
11	October 11)	(7-
		Social Networking
		Continued
		Continued
HOLIDAY 12.10.2024 - (DUSSEHRA)		
SUNDAY - 13.10.2024		
12	October (14-19)	Assignment
		Introduction to Blogs
		Digital Locker
		17.10.2024 - MAHARISHI VALMIKI JAYANTI/MAHARAJA AJMIDH
SUNDAY - 20.10.2024		
13	October (21-26)	Test
		Application Software, System Software & utility software
		Continued
DIWALI BREAK - 27.10.2024 - 03.11.2024		
14	November 9)	(4-
		Assignment
		Operating system for desktop, laptops, mobile phones and tablets
		Continued
SUNDAY - 10.11.2024		
15	November (11-16)	Discussion on Softwares
		Discussion on Operating System
		Revision
		15.11.2024 - GURU NANAK DEV JAYANTI
SUNDAY - 17.11.2024		
16	November (18-22)	Revision
		Revision
		Revision
23.11.2024 - Examinations		