RAJ GLOBAL ACADEMY, KHALILABAD
ANNUAL PLANNER SESSION: 2023-24
CLASS – IX
SUBJECT: ENGLISH

Month/No. of working days	Syllabus for (Exam)	Book/Unit	Topic/Sub Topics	No. of Periods

March 1 day
 	
April/ 23 days
 	
May 15 days
 	
Total days 39
	PT-I	**Textbook in English/PROSE Textbook in English/Poetry**	Lesson 1. The fun They Had
			Lesson 2 The Sound of Music
			    1. The Road Not Taken
			    2. Wind	

		Supplementary Reader In English	Lesson 1 The lost Child Lesson 2 The Adventures of Toto	
		English Grammar	Lesson 1. Factual Passage Lesson 2 Discursive Passage Lesson 3 Diary Writing Lesson 4. The Short Story Writing Lesson 5 Tense (Present Tense)	
			Periodic Test – 1 (From 13 May to 16 May)	
July 24 days **August 4 days** **Total 28 days**	**PT-II**	**Textbook in English/PROSE Textbook in English/Poetry**	Lesson 3. The Little Girl Lesson 4. A Truly Beautiful Mind 3. Rain On The Roof	
		Supplementary Reader In English	Lesson 3. Iswaran The Storyteller Lesson 4. In The Kingdom Of Fools	
		English Grammar	• Factual Passage • Discursive Passage • Descriptive Paragraph on a persons • Tense: Past & Future • Articles And Determiners	
			Revision of PT-II **Periodic Test-II (From 9 August to 12 August)**	

August 17 days
 	
September 18 days
 	
Total days 35
	Half yearly	**Textbook in English/PROSE Textbook in English/Poetry**	Lesson 1. The Fun They Had
			Lesson 2. The Sound of Music
			
			    2. Wind
			Lesson 3. The Little Girl
			Lesson 4. A Truly Beautiful Mind
			    3. Rain On The Roof
			    4. The Lake Isle of Innisfree
			Lesson 5. The Snake And The Mirror
			Poem : A Legend of Northland	

		Supplementary Reader In English	Lesson 3. Iswaran The Storyteller Lesson 4. In The Kingdom Of Fools Lesson 5. The Happy Prince	
		English Grammar	• Tenses (Present Tense), Past & Future • Reported Speech • Articles And Determiners • Subject- Verb Concord	
			Revision of Half Yearly	
			Half yearly Exam (From 25 September to 30 September)	

October 22 days November 5 days Total days- 27	PT-III	**Textbook in English/PROSE Textbook in English/Poetry**	Lesson 6. My Childhood Lesson 7 Reach for the Top Poem No Men Are Foreign On Killing A Tree	
		Supplementary Reader In English	Lesson 6 The Last Leaf	
		English Grammar	• Modals • Subject- Verb Agreement • Tenses	
			Revision of PT-III	
			Periodic Test – III (From 07 November to 09 November)	
November 9 days December 24 days January 16 days Total days 49	PT-IV	**Textbook in English/PROSE Textbook in English/Poetry**	Lesson 8 Kathmandu	
		Supplementary Reader In English	Lesson 8 The Beggar	
		English Grammar	• Reporting Speech • Tense • Subject- Verb Agreement	
			Periodic Test – IV (From 22 January to 24 January)	
January 4 days February 22 days March 7 days Total Days 33	Annual Examination	**Textbook in English/PROSE Textbook in English/Poetry**	Lesson 7 A House in not a home Lesson 8Reach for Top (Part I & Part II) Lesson 9Kathmandu Lesson 11 If I were you Poem No men are foreign Poem On killing a tree Poem A Slumber Did My Sprit Seal	
		Supplementary Reader In English	Lesson 5 The Happy Prince Lesson 8 A House Is Not A Home Lesson 11 The Beggar	

		English Grammar
		
		Composition
		
		Comprehension
			Lesson 1Reported Speech
			            Commands
			            Statements
			            Request
			Lesson 2Tenses
			Lesson 3Modals
			Lesson 4Subject verb concord
			Lesson 5Determiners
			
			• Analytical Paragraph
			• Story Writing
			• Discursive Passage
			• Factual Passage	

			Revision of Final Exam **Annual Exam (From 9 March to 16 March)** **Total Working Days - 211**	

RAJ GLOBAL ACADEMY, KHALILABAD
ANNUAL PLANNER SESSION: 2023-24
CLASS – IX
SUBJECT: HINDI

Month/No. of working days	Syllabus for (Exam)	Book/Unit	Topic/Sub Topics		No. of Periods
March 1 day April 23 days May 15 days Total days 39	PT-I	क्षितिज	पाठ—1 दो बैलों की कथा पाठ—2 ल्हासा की ओर पाठ—10 वाख		
		व्याकरण	पाठ—1 उपसर्ग और प्रत्यय पाठ—2 अर्थ की दृष्टि से वाक्य भेद		
		कृतिका	पाठ—1 इस जल प्रलय में		
			Periodic Test – 1 (From 13 May to 16 May)		
July 24 days August 4 days Total 28 days	PT-II	क्षितिज	पाठ—3	उपभोक्तावाद की संस्कृति	
			पाठ—11	सवैये	
			पाठ—12	कैदी और कोकिला	
		क्षितिज	पाठ—2	मेरे संग की औरतें	
		व्याकरण	पाठ—3	समास	
			पाठ—4	संवाद, पत्र	
			Revision of PT-II		
			Periodic Test-II (From 9 August to 12 August)		
August 17 days September 18 days Total days 35	Half yearly	क्षितिज	पाठ—1	दो बैलों की कथा	
			पाठ—2	ल्हासा की ओर	
			पाठ—10	वाख	
			पाठ—3	उपभोक्तावाद की संस्कृति	
			पाठ—11	सवैये	
			पाठ—12	कैदी और कोकिला	
		कृतिका	पाठ—1	इस जल प्रलय में	
			पाठ—2	मेरे संग की औरतें	
			पाठ—4	साँवले सपनों की याद	
			पाठ—13	ग्राम श्री	
		व्याकरण	पाठ—1	उपसर्ग और प्रत्यय	
			पाठ—2	अर्थ की दृष्टि से वाक्य भेद	
			पाठ—3	समास	
			पाठ—4	संवाद, पत्र	
			पाठ—5	अलंकार	
			पाठ—8	अपठित गद्यांश एवं पद्यांश	
			Revision of Half Yearly		
			Half yearly Exam (From 25 Sept. to 30 Sept.)		
October 22 day November 5 days	PT-III	क्षितिज	पाठ—4	साँवले सपनों की याद	
			पाठ—13	ग्राम श्री	
		व्याकरण	उपसर्ग प्रत्यय, समास, अलंकार, पत्र लेखन, संवाद लेखन लघु कथा लेखन		

			Revision of PT-III	
Total days- 27			**Periodic Test – III (From 07 November to 09 November)**	
November 9 days		क्षितिज	पाठ–6 प्रेमचन्द के फटे जूते	
			पाठ–15 मेघ आए	
December 24 days	**PT-IV**	व्याकरण	उपसर्ग, प्रत्यय,	
			वाक्य भेद,	
January 16 days			अलंकार, समास	
			Revision of PT-IV	
Total days 49			**Periodic Test – IV (From 22 January to 24 January)**	
January 4 days		कृतिका	पाठ–3 रीढ़ की हड्डी	
		क्षितिज	पाठ–4 साँवले सपनो की याद	
			पाठ–6 प्रेमचन्द के फटे जूते	
			पाठ–7 मेरे बचपन के दिन	
February 22 days	**Annual Examination**		पाठ–15 मेघ आए	
			पाठ–11 ग्रामश्री	
			पाठ–17 बच्चे काम पर जा रहे हैं	
		व्याकरण	लघुकथा लेखन,	
March 7 days			अपठित गद्यांश	
			अपठित पद्यांश	
			उपसर्ग, प्रत्यय, वाक्य भेद, अलंकार,	
			समास, संवाद लेखन, पत्र–लेखन, अनुच्छेद लेखन, लघुकथा, ई–मेल, सूचना लेखन	
Total Days 33			**Revision of Final Exam** **Annual Exam (From 9 March to 16 March)** **Total Working Days - 211**	

RAJ GLOBAL ACADEMY, KHALILABAD
ANNUAL PLANNER SESSION: 2023-24
CLASS – IX
SUBJECT: MATHS

Month/No. of working days	Syllabus for (Exam)	Book/Unit	Topic/Sub Topics	No. of Periods
March 1 day **April/ 23 days** **May 15 days** **Total days 39**	**PT-I**	**Chapter -1 Numbers System**	Introduction Irrational Numbers Real Numbers and their Decimal Expansions Representing Real Numbers on the Number Line Operating on Real Numbers Laws of Exponents for Real Numbers	
		Chapter – 2 Polynomials	Polynomials Introduction Polynomials in One Variable Zeroes of a Polynomial Remainder Theorem Factorization of Polynomials Algebraic Identities	
			Periodic Test – 1 (From 13 May to 16 May)	
July 24 days **August 4 days** **Total 28 days**	**PT-II**	**Chapter-3 Coordinate Geometry**	• Introduction • Cartesian System • Plotting a Point in the Plane if its Coordinates are given	
		Chapter-4 Linear Equations in Two Variables	• Introduction • Linear Equations • Solution of a Linear Equation • Graph of a Linear Equation in Two Variables • Equations of Lines Parallel to x-axis and y-axis	
		Chapter-5 Introduction Euclid's Geometry	• Introduction • Euclid's Definitions, Axioms and Postulates • Equivalent Versions of Euclid's Fifth Postulate	
			Revision of PT-II	
			Periodic Test-II (From 9 August to 12 August)	
August 17 days **September 18 days**	**Half yearly**	**Chapter-1 Number Systems**	**Number systems** • Introduction • Irrational Numbers • Real Numbers and their Decimal Expansions • Representing Real Numbers on the Number Line • Operations on Real Numbers • Laws of Exponents for Real Numbers	
		Chapter-2 Polynomials	**Polynomials** • Introduction • Polynomials in One Variable • Zeroes of a Polynomial • Remainder Theorem • Factorization of Polynomials • Algebraic Identities	
		Chapter-3 Coordinate Geometry	• Introduction • Cartesian System • Plotting a Point in the Plane if its Coordinates are given	

		Chapter-4 Linear Equations in Two Variables	- Introduction - Linear Equations - Solution of a Linear Equation - Graph of a Linear Equation in Two Variables - Equations of Lines Parallel to x-axis and y-axis	
		Chapter-5 Introduction Euclid's Geometry	- Introduction - Euclid's Definitions, Axioms and Postulates - Equivalent Versions of Euclid's Fifth Postulate	
Total days 35		Chapter-6 Lines and Angles	**Introduction** - Basic Terms and Definitions - Intersecting Lines and Non-intersecting Lines - Pairs of Angles - Parallel Lines and a Transversal - Lines Parallel to the same Lie - Angle Sum Property of Triangle	
		Chapter-7 Triangles	**Introduction** - Congruence of Triangles - Criteria for Congruence of Triangles - Some Properties of Triangle - Some More Criteria for Congruence of Triangles - Inequalities in a Triangle	
			**Revision of Half Yearly** **Half yearly Exam (From 25 Sept. to 30 Sept.)**	
October 22 days		Chapter-10 Heron's Formula	- Introduction - Area of a Triangle – by Heron's Formula - Application of Heron's Formula in finding - Area of Quadrilaterals	
November 5 days	**PT-III**	Chapter-8 Quadrilaterals	- Introduction - Angle Sum Property of a Quadrilateral - Types of Quadrilaterals - Properties of a Parallelogram - Another Condition for Quadrilateral to be a Parallelogram - The Mid-Point Theorem	
Total days- 27		Chapter-11 Surface Areas and Volumes	- Introduction - Surface Area of a Cuboids and a Cube - Surface Area of a Right Circular Cylinder - Surface Area of a Right Circular Cone - Surface Area of a Sphere - Volume of a Cuboids - Volume of a Cylinder - Volume of a Right Circular Cone - Volume of a Sphere	
			Revision of PT-III **Periodic Test – III (From 07 November to 09 November)**	
November 9 days **December 24 days** **January 16 days** **Total days 49**	**PT-IV**	Chapter-9 Circle	- Introduction - Circles and its Related Terms: A Review - Angle Subtended from the Centre to a Chord - Circle through Three Points - Equal Chords and Distances from the Centre - Angle Subtended by an Arc of a Circle - Cyclic Quadrilaterals	
			Revision of PT-IV	
			Periodic Test – IV (From 22 January to 24 January)	

January 4 days		**Chapter-10 Heron's Formula**	• Introduction • Area of a Triangle – by Heron's Formula • Application of Heron's Formula in finding • Area of Quadrilaterals	
		Chapter-8 Quadrilaterals	• Introduction • Angle Sum Property of a Quadrilateral • Types of Quadrilaterals • Properties of a Parallelogram • Another Condition for Quadrilateral to be a Parallelogram • The Mid-Point Theorem	
February 22 days	**Annual Examination**	**Chapter-11 Surface Areas and Volumes**	• Introduction • Surface Area of a Cuboids and a Cube • Surface Area of a Right Circular Cylinder • Surface Area of a Right Circular Cone • Surface Area of a Sphere • Volume of a Cuboids • Volume of a Cylinder • Volume of a Right Circular Cone • Volume of a Sphere	
		Chapter-9 Circle	• Introduction • Circles and its Related Terms: A Review • Angle Subtended from the Centre to a Chord • Circle through Three Points • Equal Chords and Distances from the Centre • Angle Subtended by an Arc of a Circle • Cyclic Quadrilaterals	
March 7 days		**Chapter-12 Statistics**	• Introduction • Collection of Data • Presentation of Data • Geographical Representation of Data • Measures of Central Tendency	
Total Days 33			**Revision of Final Exam** **Annual Exam (From 9 March to 16 March)** **Total Working Days - 211**	

RAJ GLOBAL ACADEMY, KHALILABAD
ANNUAL PLANNER SESSION: 2023-24
CLASS – IX
SUBJECT: Science

Month/No. of working days	Syllabus for (Exam)	Book/Unit	Topic/Sub Topics	No. of Periods
March – 1 April April 23 days May 15 days Total days 39	PT-1	Biology	**Chapter-5 Food : The Fundamental Unit/Cell** • About the Cell; Prokaryotic cell or Eukaryotic • Cell Wall, Cytoplasm, Nucleus	
		Chemistry	**Chapter-1 Matter in Surrounding** • Definition of Matter, Solid, Liquid, Gas • Physical Nature of Master	
		Physics	**Chapter-7 What is Motion?** • Uniform Motion and Non-Uniform motion? • Velocity, Speed	
			Revision of PT-I **Periodic Test – 1 (From 13 May to 16 May)**	
July 24 days August 4 days Total 28 days	PT-II	Physics	**Chapter – 8** Force and Laws of Motion • Balance and Unbalance force • Laws of Motion • Inertia and Mass	
		Biology	**Chapter- 6 Tissue** • What is tissue? • Plant Tissue and Animals Tissue • Permanent tissue and Meristematic tissue	
		Chemistry	**Chapter-2 Is Matter around us pure?** • What is mixture? • What is solution? • Physical and Chemical changes • Solvent, Solute • Element and Compound	
			Periodic Test-II	
			(From 9 August to 12 August)	
August 17 days September 18 days Total days 35	Half yearly	Biology	**Chapter-5** The Fundamental Unit/Cell • About the Cell, Prokaryotic cell or Eukaryotic • Cell Wall, cytoplasm, Nucleus **Chapter- 6 Tissue** • What is tissue? • Plant Tissue and Animals Tissue • Permanent tissue and Meristematic tissue	
		Chemistry	**Chapter -1** Matter is Surrounding • Definition of Matter, Solid, Liquid, Gas • Physical Nature of Matter **Chapter-2 Is Matter around us pure?** • What is mixture? • What is solution? • Physical and Chemical changes • Solvent, Solute • Element and Compound	
		Physics	**Chapter – 7** What is Motion? • Uniform Motion and Non-Uniform motion? • Velocity, Speed **Chapter – 8** Force and Laws of Motion • Balance and Unbalance force	

			• Laws of Motion	
			• Inertia and Mass	
			Revision of Half Yearly	
			Half yearly Exam (From 25 Sept. to 30 Sept.)	
October 22 day November 5 days Total days- 27	PT-III	**Chemistry**	**Chapter -10** Atom & Molecules	
		Physics	**Chapter 10 Work and Energy** • Work and Energy • Kinetic Energy • Potential Energy • Lows of conversion of Energy • Rate of doing work	
		Biology	**Chapter-6** Tissue	
			Revision of PT-III	
			Periodic Test – III (From 07 November to 09 November)	
November 9 days December 24 days January 16 days Total days 49	PT-IV	**Biology**	**Ch.** Improvement in food resources	
		Chemistry	Previous Atom & Molecules	
		Physics	**Chapter 11 Sound** • Production of Sound • Propagation of sound • Speed of sound in different media • Reflexion of sound • Application of Ultra Sound	
			Revision of PT-IV **Periodic Test – IV (From 22 January to 24 January)**	
January 4 days February 22 days March 7 days Total Days 33	Annual Examination	**Biology**	**Chapter-2 Tissues** • Introduction • Plant tissues • Parenchyma • Collenchyma • Sclerechyma • Cork or phellem • Xylem • Phloem • Animal tissues • Epithelial • Tissues • Connective tissues • Muscular tissues • Nervous tissues **Chapter-12 Improvement in food resources** • Improvement in crop field • Crop Verities • Crop Production Management • Manure and Fertilizer • Cropping and Pattern • Animal husbandry • Poultry Forming • Fish production • Bee Keeping	
		Chemistry	**Chapter -13 Atom & Molecules** • Atoms: The Greek Idea • Laws of Chemical Combination • Dalton's Atomic Theory • Atoms • Atomic Mass • Molecules • Molecular Mass • Ion • Names of Chemical Formulae of Compounds	

		• The Mole Concept • Percentage Composition **Chapter – 14 Structure of Atom** • Discovery of Electrons: Cathode Rays • Discovery of Protons: Anode Rays • Discovery of Neutron • The Structure of an Atom • Atomic Number and Mass Number • Distribution of Electrons in Various Orbits • Valence Shell and Valence Electrons • Deciding Valency of Elements • Isotopes • Isobars	
	Physics	**Chapter-9 Gravitation** • Universal laws of Gravitation, relation between g and G. • Mass and weight, freely fall. **Chapter 12 Sound** • Production of Sound • Propagation of sound • Speed of sound in different media • Reflexion of sound • Application of Ultra Sound	
		Revision of Final Exam **Annual Exam (From 9 March to 16 March)** **Total Working Days - 211**	

RAJ GLOBAL ACADEMY, KHALILABAD
ANNUAL PLANNER SESSION: 2023-24
CLASS – IX
SUBJECT: SOCIAL SCIENCE

Month/No. of working days	Syllabus for (Exam)	Book/Unit	Topic/Sub Topics	No. of Periods
March 1 day **April 23 days** **May 15 days** **Total days 39**	**PT-I**	**History**	**Chapter-1 French Revolution** • French society • Abolishes Monarchy • Abolition of slavery • Did women have a revolution • The revolution and everyday life	
			Periodic Test – 1 (From 13 May to 16 May)	
July 24 days **August 4 days** **Total 28 days**	**PT-II**	**History**	**Chapter – 2 Socialism in Europe and the Russian Revolution** • Introduction • The age of Social change • Russian Revolution • February Revolution • USSR	
		Geography	**Chapter – 2 Physical features of India**	
		Economics	**Chapter- 1** The Village of Palampur	
			Revision of PT-II	
			Periodic Test-II (From 9 August to 12 August)	
August 17 days **September 18 days**	**Half yearly**	**History**	**Chapter – 1** French Revolution • French society • Abolishes Monarchy • Abolition of slavery • Did women have a revolution • The revolution and everyday life **Chapter – 2 Socialism in Europe and the Russian Revolution** • Introduction • The age of Social change • Russian Revolution • February Revolution • USSR **Chapter – 3 Nazism and The rise of Hitler** • Weimer Republic • Hitler's rise • Youth in Nazi Germany	
		Geography	**Chapter – 2 Physical features of India**	
		Democratic Politics	**Chapter -1 What is Democracy? Why Democracy?** • Democracy • Features of Democracy • Meaning of Democracy **Chapter – 2 Constitutional Design** • Democratic Constitution of South Africa • Why do we need a Constitution • Values of Indian Constitution	
		Economics	**Chapter – 2 People as resource** • Introduction	

Total days 35			• Economic activities by men and women
			• Unemployment
			Chapter – 3 Drainage
			    • Concept
			    • Drainage system
			    • Himalayan Rivers	

			Revision of Half Yearly	
			Half yearly Exam (From 25 Sept. to 30 Sept.)	

October 22 day
 	
November 5 days
 	
Total days- 27
	PT-III	**History**	**Chapter – 4 Forest society and colonialism**
			    • Why deforestation?
			    • Commercial Forestry
			    • Rebellion in the Forest
			    • Forest transformation in Java	

		Geography	**Chapter – 4 Climate**
			    • Concept
			    • Climatic controls
			    • Seasons
			    • Rainfall	

		Democratic Politics	**Chapter -4 Working of Institutions**
			    • Major policy decision taken
			    • Parliament
			    • The Judiciary	

		Economics	**Chapter – 3 Poverty as a Challenge**
			    • Overview
			    • Typical cases of poverty
			    • Vulnerable groups
			    • Global poverty
			    • Anti-poverty
			    • Challenges	

			Revision of PT-III	
			Periodic Test – III (From 07 November to 09 November)	

November 9 days
December 24 days
 	
January 16 days
 	
Total days 49
	PT-IV	**Geography**	**Chapter – 5 Natural vegetation and Wildlife**
			    • Types of vegetation
			    • Forest
			    • Wildlife	

		Economics	**Chapter – 4 Food Security in India**
			    • Overview
			    • What is food security?
			    • Why food security?
			    • Food security in India
			    • Cooperatives in food security	

			Revision of PT-IV	
			Periodic Test – IV (From 22 January to 24 January)	

January 4 days		**History**	**Chapter – 4 Forest society and colonialism**
			    • Why deforestation?
			    • Commercial Forestry
			    • Rebellion in the Forest
			    • Forest transformation in Java
			Chapter-5 Pastoralists in the World
			    • Nomads and their movements	

			• Colonial rules • Pastoralism in Africa	
February 22 days **March 7 days** **Total Days 27**	**Annual Examination**	**Geography**	**Chapter – 4 Climate** • Concept • Climatic controls • Seasons • Rainfall **Chapter – 5 Natural vegetation and Wildlife** • Types of vegetation • Forest • Wildlife **Chapter-6 Population** • Population size • India's population • Population growth • Population change	
		Democratic Politics	**Chapter-5 Democratic Rights** • Life without rights • Rights in a democracy • Scope of rights	
		Economics	**Chapter – 3 Poverty as a Challenge** • Overview • Typical cases of poverty • Vulnerable groups • Global poverty • Anti-poverty • Challenges **Chapter – 4 Food Security in India** • Overview • What is food security? • Why food security? • Food security in India • Cooperatives in food security	
			Revision of Final Exam	
			Annual Exam (From 9 March to 16 March)	
			Total Working Days - 211	

RAJ GLOBAL ACADEMY, KHALILABAD
ANNUAL PLANNER SESSION: 2023-24
CLASS – IX
SUBJECT: COMPUTER

Month/No. of working days	Syllabus for (Exam)	Book/Unit	Topic/Sub Topics	No. of Periods
March 1 day **April 12 days** **May 7 days** **Total 20 days**	**PT-1**	**Unit-1 Communication Skills**	Section-1 Meaning of communication Session -2 Verbal communication Session-3 Non-verbal communication Session-4 Writing skill Session – 5 Writing skill: Sentences Session -6 Pronunciation basic Session -7 Greeting and Introduction Session – 8 Talking about self	
		Unit-2 Self-Management skills	Session – 1 Introduction to self management Session – 2 Self Awareness Session-3 Self Control Session – 4 Self Confidence Session – 5 Goal setting Session – 6 Positive thinking Session- 7 Personal Hygiene Grooming and its importance	
			Periodic Test – 1	
			(From 13 May to 16 May)	
July 12 days **August 2 days** **Total 14 days**	**PT-II**	**Unit – 3 Information and communication technology skills**	• Introduction to ICT • ICT tools • Smart phones and tables • Parts of Computer and Peripherals • Basic Computer Operators • And so on… To….Session – 13	
		Unit-4 Entrepreneurship skills	• Entrepreneurship • Role of Entrepreneurship • Qualities of a successful entrepreneur • Distinguishing characteristics of entrepreneurship and wage employment • Types of business activities • Product, service and hybrid business • Entrepreneurship development process	
			Revision of PT-II	
			Periodic Test-II (From 9 August to 12 August)	
August 8 days		**Unit-1 Communication Skills**	Session – 1 Meaning of communication Session – 2 Verbal communication Session – 3 Non-verbal communication Session – 4 Writing skill Session – 5 Writing skill: sentences Session – 6 Pronunciation basic Session – 7 Greeting and introduction Session - 8 Talking about self	
		Unit-2 Self- Management skills	Session -1 Introduction to self management Session – 2 Self awareness Session – 3 Self control Session – 4 Self confidence Session -5 Goal setting	

September 9 days	**Half yearly**		Session -6 Positive Thinking Session - 7 Personal Hygiene Grooming and its importance	
		Unit – 3 Information and communication technology skills	• Introduction to ICT • ICT tools • Smart phones and tables • Parts of Computer and Peripherals • Basic Computer Operators • And so on… To….Session – 13	
		Unit-4 Entrepreneurship skills	• Entrepreneurship • Role of Entrepreneurship • Qualities of a successful entrepreneur • Distinguishing characteristics of entrepreneurship and wage employment • Types of business activities • Product, service and hybrid business • Entrepreneurship development process	
		Unit-5 Green Skills	Session – 1 Society and environment Session-2 Conserving natural resources Session-3 Sustainable development and green economy	
Total days 17			•	
			Revision of Half Yearly **Half yearly Exam (From 25 Sept. to 30 Sept.)**	
October 11 day **November 3 days** **Total days-14**	**PT-III**	**Part-B Unit-1 Introduction to IT and ITes industry**	Session- 1 IT and ITes Business process management IT application	
		Unit-2 Data entry and keyboarding skills	Session – 1 using the keyboard and mouse Session – 2 using rapid typing software	
			Revision of PT-III	
			Periodic Test – III (From 07 November to 09 November)	
November – 5 days **December 12 days** **January 8 days** **Total days 25**	**PT-IV**	**Unit-3 Data entry and keyboarding skills**	• Session – 1 introduction to apache open office writer • Session – 2 editing the documents • Session – 3 formatting a document • Table • Mail merge	
			•	
			Revision of PT-IV **Periodic Test – IV (From 22 January to 24 January)**	
January 2 days		**Part-B Unit-1 Introduction to IT and ITes industry**	Session- 1 IT and ITes Business process management IT application	
		Unit-2 Data entry and keyboarding skills	Session – 1 using the keyboard and mouse Session – 2 using rapid typing software	
		Unit-3 Data entry and	• Session – 1 introduction to apache open office writer • Session – 2 editing the documents	

February 11 days	**Annual Examination**	**keyboarding skills**	• Session – 3 formatting a document • Table • Mail merge	
		Unit-3 Digital documentation	• Session – 1 Introduction to apache open office writer • Session – 2 editing the documents • Session – 3 formatting a document • Table • Mail merge	
March 3 days		**Unit-4 Electronic spreadsheet**	Electronic spreadsheet	
		Unit-5 Digital presentation	Digital presentation	
Total 16 days			**Revision of Final Exam** **Annual Exam (From 9 March to 16 March)** **Total Working Days - 106**	