

**ST. MARY'S CO-ED SCHOOL, HARDA**  
**CLASS-IX Subject – ENGLISH Session - 2024-25**

| S.NO | MONTH     | CONTENT                                                                                                                                                                 | ACTIVITIES                                                                                                                     |
|------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| 1.   | April     | Reader: Lesson – 1 : The Fun They Had<br>Poem – 1 : The Road Not Taken                                                                                                  | 1. Parts of Speech<br>Project : Draw 5 educational electronic devices and its function.                                        |
| 2.   | June      | Reader: Lesson – 1 : The Lost Child<br>Lesson – 2 : The Sound of music                                                                                                  | Grammar :<br>1. Figure of Speech<br>2. Editing                                                                                 |
| 3.   | July      | Reader: Lesson – 2 : The Adventure of Toto<br>Poem – 2 : The Wind<br>Lesson – 3 : The Little Girl<br>Poem – 3 : Rain on the Roof<br>Lesson – 4 : A Truly Beautiful Mind | Grammar :<br>1. Adjective<br>2. Adverb<br>3. Verb<br>Calligraphy / H.wri<br>PT – I<br>4. Paragraph writing<br>5. Formal Letter |
| 4.   | August    | Reader: Lesson – 3 : Iswaran the story teller<br>Lesson – 4 : In the Kingdom of Fools                                                                                   | Grammar :<br>1. Modals<br>2. Diary Entry<br>3. Keordering of sentences<br>4. Note making                                       |
| 5.   | September | Reader: Lesson – 5 : The snake and the Mirror<br>Poem – 4 : The Lake Isle of Innisfree<br>Poem – 5 : A Legend of the Northland                                          | Mid Term<br>Grammar :<br>1. Writing Skill<br>2. Informal Letter<br>3. Determiners<br>4. Articles                               |

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| 6.  | October  | Reader: Lesson – 5 : The Happy Prince<br>Lesson – 6 : The Last Leaf                            | Grammar :<br>1. Dialogue Writing<br>2. Relative Prepositions<br>3. Listening Assessment<br>4. Speaking Assessment<br>5. Poster Making<br>6. Report Writing |
| 7.  | November | Reader: Lesson – 6 : My Childhood<br>Poem – 6 : No Men Are Foreign                             | Grammar :<br>1. Story Writing<br>2. Declamation<br>3. Voices                                                                                               |
| 8.  | December | Reader: Lesson – 7 : A House is not a home<br>Lesson – 8 : The Beggar                          | Grammar :<br>1. Direct Speech<br>2. Indirect Speech<br>3. Commands<br>4. Request                                                                           |
| 9.  | January  | Reader: Lesson – 7 : Reach for the Top<br>Lesson – 8 : Kathmandu<br>Lesson – 9 : If I were you | Grammar :<br>1. Debate                                                                                                                                     |
| 10. | February | Revision full Portion                                                                          | All Grammar<br>II Term                                                                                                                                     |

**ST. MARY'S CO-ED SCHOOL, HARDA**  
**CLASS-IX Subject – BIOLOGY Session - 2024-25**

| S.NO | MONTH     | CONTENT                                                                                                                                                                                                  | ACTIVITIES                                                        |
|------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| 1.   | April     | UNIT-1 : The Fundamental unit of life<br>Cell : Basic unit of life Prokaryotic and eukaryotic cell , unicellular – multicellular organism cell wall , plasma membrane , cytoplasm , Diffusion , osmosis. | Demonstrate the change of shape of the cell by Osmosis.           |
| 2.   | June      | Nucleus of the cell                                                                                                                                                                                      | Preparing slide to show basic structure of cell using onion peel. |
| 3.   | July      | Cell organelles : endoplasmic reticulum , golgi apparatus, mitochondria, Lysosome, plastid, vacuole<br>Chromosome : types and number.                                                                    |                                                                   |
| 4.   | August    | UNIT-2 : Tissue<br>Structure and function of plant tissue<br>Meristematic tissue : apical, intercalary , lateral<br>Permanent tissue : parenchyma sclerenchyma , collenchymas , xylem, phloem.           |                                                                   |
| 5.   | September | Revision for I Term Exam<br>I Term Exam                                                                                                                                                                  | Check the growth of apical tissue in onion bulb.                  |
| 6.   | October   | Structure and function of animal tissue<br>Epithelial tissue, connective tissue, muscular tissue, nervous tissue.                                                                                        |                                                                   |
| 7.   | November  | UNIT-3 : Improvement in food resources<br>Types of crops<br>Different practices for crop production , manure and fertilizer, organic farming, storage and protection of crops.<br>Animal husbandry :     |                                                                   |
| 8.   | December  | Cattle farming and poultry farming                                                                                                                                                                       | Slide show, poster making.                                        |
| 9.   | January   | Animal husbandry :<br>Fish production , bee keeping                                                                                                                                                      | Preparation of charts                                             |
| 10.  | February  | Revision for II Term Exam                                                                                                                                                                                |                                                                   |

**ST. MARY'S CO-ED SCHOOL, HARDA**  
**CLASS-IX Subject - Social Science Session - 2024-25**

| <b>S.NO</b> | <b>MONTH</b> | <b>CONTENT</b>                                                                                                                                                                 | <b>ACTIVITIES</b>                                                                                            |
|-------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| 1.          | April        | Geography<br>Chapter –1 : India – Size and Location<br>Economics<br>Chapter –1 : The story of village Palampur<br>Politics<br>Chapter –1 : What is Democracy ? Why Democracy ? | Map Work : States & union territories of India.<br>Chart making : On points in favour and against democracy. |
| 2.          | June         | History<br>Chapter –1 : The French Revolution                                                                                                                                  |                                                                                                              |
| 3.          | July         | Geography<br>Chapter –2 : Physical features of India<br>Economics<br>Chapter –2 : People as Resource<br>Politics<br>Chapter –2 : Constitutional Design                         | Map Work : Showing outline of six physical features of India.                                                |
| 4.          | August       | History<br>Chapter –2 : Socialism in Europe and the Russian Revolution<br>Geography<br>Chapter –3 : Drainage<br>Chapter –4 : Climate                                           | Map Work : On the countries involved in the World War I .<br>Diagram on different drainage pattern.          |
| 5.          | September    | Revision for Term I                                                                                                                                                            |                                                                                                              |
| 6.          | October      | Politics<br>Chapter –3 : Electoral Politics<br>Economics<br>Chapter –3 : Poverty as a Challenge                                                                                | Mock Election                                                                                                |

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| 7.  | November | History<br>Chapter –3 : Nazism and the Rise of Hitler<br>Politics<br>Chapter –4 : Working of Institutions                                                                                                                                                                                                                                                                                                                                                                                                                                         | Map Work showing the countries of World War II |
| 8.  | December | Economics<br>Chapter –4 : Food security in India<br><br>Revision for P. T II                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                |
| 9.  | January  | Geography<br>Chapter –6 : Population<br>Politics<br>Chapter –5 : Democratic Rights                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                |
| 10. | February | Revision for Term II Portions<br>Periodic Test – I<br>Geography - Chapter – 1 ,<br>Economics - Chapter – 1<br>Politics - Chapter – 1<br><br>Periodic Test – III<br>History – Chapter – 2<br>Geography – Chapter – 3<br>Politics - Chapter – 3<br>Term - I ( P.T .II)<br>History – Chapter – 1,2<br>Geography – Chapter – 1,2,3<br>Politics - Chapter – 1,2<br>Economics - Chapter – 2<br>Term – II (Annual Exam)<br>History – Chapter – 1,2,3<br>Geography – Chapter – 1,2,3,4,6<br>Politics - Chapter – 1,2,3,4,5<br>Economics - Chapter – 2,3,4 |                                                |

**ST. MARY'S CO-ED SCHOOL, HARDA**  
**SYLLABUS 2024-25**  
**CLASS- IX**  
**SUBJECT – PHYSICSAND CHEMISTRY (086)**

| SR. NO                                            | MONTH       | UNIT | NAME OF UNIT                                    | CONTENT                                                                                                                                                                                                                                                                                                 | ACTIVITY/PRACTICAL                                          |
|---------------------------------------------------|-------------|------|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| 1.                                                | APRIL       | I.   | <b>Matter-Nature and Behaviour</b>              | Definition of matter; solid, liquid and gas; characteristics - shape, volume, density; change of state-melting (absorption of heat), freezing, evaporation (cooling by evaporation), condensation, sublimation.                                                                                         | Concept based (NCERT)<br>DILUTION OF KMnO <sub>4</sub> SOL. |
| 2.                                                | JUNE- JULY  | II.  | <b>Motion</b>                                   | Distance and displacement, velocity; uniform and non-uniform motion along a straight line; acceleration, distance-time and velocity-time graphs for uniform motion and uniformly accelerated motion, derivation of equations of motion by graphical method; elementary idea of uniform circular motion. | Concept based (NCERT)                                       |
| <b>REVISION FOR I PERIODIC TEST(PRE MID TERM)</b> |             |      |                                                 |                                                                                                                                                                                                                                                                                                         |                                                             |
| <b>I PERIODIC TEST (PRE MID TERM)</b>             |             |      | <b>UNIT - I,II,</b>                             |                                                                                                                                                                                                                                                                                                         |                                                             |
| 3.                                                | JULY        | III. | <b>Nature of matter</b>                         | Elements, compounds and mixtures. Heterogeneous and homogenous mixtures, colloids and suspensions.                                                                                                                                                                                                      | Concept based (NCERT)                                       |
| 4.                                                | JULY-AUGUST | IV.  | <b>Force and Newton's laws</b>                  | : Force and Motion, Newton's Laws of Motion, Action and Reaction forces, Inertia of a body, Inertia and mass, Momentum, Force and Acceleration.                                                                                                                                                         | Concept based (NCERT)                                       |
| 5.                                                | AUGUST      | V.   | <b>Structure of atoms</b>                       | Electrons, protons and neutrons, Valency, Atomic Number and Mass Number, Isotopes and Isobars.                                                                                                                                                                                                          | Concept based (NCERT)                                       |
| 6.                                                | AUGUST      | VI.  | <b>Particle nature, basic units</b>             | Atoms and molecules, Law of Chemical Combination, Chemical formula of common compounds, Atomic and molecular masses.                                                                                                                                                                                    | Concept based (NCERT)                                       |
| <b>SEPTEMBER</b>                                  |             |      | <b>REVISION FOR II PERIODIC TEST( MID TERM)</b> |                                                                                                                                                                                                                                                                                                         |                                                             |
| <b>II PERIODIC TEST (MID TERM)</b>                |             |      | <b>UNIT - I,II,III, IV,V</b>                    |                                                                                                                                                                                                                                                                                                         |                                                             |

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|                                           |                  |       |                                                   |                                                                                                                                                                                                       |                       |
| 7.                                        | OCTOBER          | VII.  | GRAVITATION                                       | Gravitation; Universal Law of Gravitation, Force of Gravitation of the earth (gravity), Acceleration due to Gravity; Mass and Weight; Free fall.                                                      | Concept based (NCERT) |
| 8.                                        | OCTOBER-NOVEMBER | VIII. | Floatation                                        | Thrust and Pressure. Archimedes' Principle; Buoyancy;                                                                                                                                                 | Concept based (NCERT) |
| 9.                                        | NOVEMBER         | IX.   | Work, energy and power                            | : Work done by a Force, Energy, power; Kinetic and Potential energy; Law of conservation of energy.                                                                                                   | Concept based (NCERT) |
| REVISION FOR III PERIODIC TEST(POST TERM) |                  |       |                                                   |                                                                                                                                                                                                       |                       |
| JANUARY                                   |                  |       |                                                   |                                                                                                                                                                                                       |                       |
| III PERIODIC TEST (POST TERM)             |                  |       | UNIT - VII, VIII, IX AND SOME PORTION OF V AND VI |                                                                                                                                                                                                       |                       |
| 10.                                       | DECEMBER-JANUARY | X.    | Sound                                             | Nature of sound and its propagation in various media, speed of sound, range of hearing in humans; ultrasound; reflection of sound; echo and SONAR. Structure of the Human Ear (Auditory aspect only). | Concept based (NCERT) |
| REVISION FOR ANNUAL EXAMINATION 2024-25   |                  |       |                                                   |                                                                                                                                                                                                       |                       |
| ANNUAL EXAMINATION 2024-25                |                  |       | ALL UNITS                                         |                                                                                                                                                                                                       |                       |

**ST. MARY'S CO-ED SCHOOL HARDA**  
**CLASS- IX Subject - HINDI SESSION 2024-25**

| क्र. | माह     | विद्या                     | पाठ का नाम                                                | लेखक/कवि                               |
|------|---------|----------------------------|-----------------------------------------------------------|----------------------------------------|
| 1.   | अप्रैल  | गद्य<br>पद्य<br>व्याकरण    | दो बैलों की कथा<br>साखियाँ एवं सबद<br>उपसर्ग              | प्रेमचंद<br>कबीर                       |
| 2.   | जून     | गद्य<br>पद्य<br>व्याकरण    | ल्हासा की ओर<br>वाख<br>प्रत्यय                            | राहुल संकृत्यायन<br>ललद्यद             |
| 3.   | जुलाई   | गद्य<br>पद्य<br>व्याकरण    | उपभोक्तावाद की संस्कृति<br>सवैये<br>समास                  | श्यामाचरण<br>दुबे<br>रसखान             |
| 4.   | अगस्त   | क्रतिका<br>पद्य<br>व्याकरण | इस जल प्रलय में कैदी और कोकिला<br><br>अलंकार (शब्दालंकार) | फणीश्वरनाथरेणु<br>माखनलाल<br>चतुर्वेदी |
| 5.   | सितंबर  | गद्य<br>व्याकरण            | साँवले सपनों की याद<br>पत्रलेखन<br>अनुच्छेद लेखन          | जाबिर हुसैन                            |
| 6.   | अक्टूबर | गद्य<br>पद्य               | प्रेमचंद के फटे जूते<br>ग्राम श्री                        | हरिशंकर परसाई<br>सुमित्रानंदन पंत      |

|     |        |                           |                                                                  |                                             |
|-----|--------|---------------------------|------------------------------------------------------------------|---------------------------------------------|
|     |        | व्याकरण                   | अर्थ की दृष्टि से वाक्य भेद                                      |                                             |
| 7.  | नवंबर  | गद्य<br>कृतिका            | मेरे बचपन के दिन<br>मेरे संग की औरतें                            | महादेवी वर्मा<br>मृदुला गर्ग                |
| 8.  | दिसंबर | पद्य<br>कृतिका<br>व्याकरण | मेघ आए<br>रीढ़ की हड्डी<br>लघु कथा लेखन                          | सर्वेश्वर दयाल सक्सेना<br>जगदीश चंद्र माथुर |
| 9.  | जनवरी  | पद्य<br>व्याकरण           | बच्चे काम पर जा रहे हैं<br>संवाद लेखन, ईमेल लेखन                 | राजेश जोशी                                  |
| 10. | फरवरी  | व्याकरण                   | सूचना लेखन<br>विषयवस्तु की क्रमशः पुनरावृत्ति और सत्रांत परीक्षा |                                             |

# ST. MARY'S CO-ED SCHOOL, HARDA

## CLASS IX SUBJECT - MATHEMATICS SYLLABUS 2024-25

| MONTH | CONTENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | PROJECT/ACTIVITY                                                |
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| APRIL | <b>UNIT I: NUMBER SYSTEMS</b><br><b>REAL NUMBERS</b><br>1. Review of representation of natural numbers, integers, and rational numbers on the number line. Rational numbers as recurring/ terminating decimals. Operations on real numbers.<br>2. Examples of non-recurring/non-terminating decimals. Existence of non-rational numbers (irrational numbers) such as $\sqrt{2}$ , $\sqrt{3}$ , and their representation on the number line. Explaining that every real number is represented by a unique point on the number line and conversely, viz. every point on the number line represents a unique real number.<br>3. Definition of $n^{\text{th}}$ root of a real number.<br>4. Rationalization (with precise meaning) of real numbers of the type $\frac{1}{a+b\sqrt{x}}$ and $\frac{1}{\sqrt{x}+\sqrt{y}}$ (and their combinations) where x and y are natural number and a and b are integers<br>5. Recall of laws of exponents with integral powers. Rational exponents with positive real bases (to be done by particular cases, allowing learner to arrive at the general laws.) | 1.CONSTRUCTION OF SQUARE ROOT SPIRAL                            |
| JUNE  | <b>UNIT II: ALGEBRA</b><br><b>POLYNOMIALS</b><br>Definition of a polynomial in one variable, with examples and counter examples. Coefficients of a polynomial, terms of a polynomial and zero polynomial. Degree of a polynomial. Constant, linear, quadratic and cubic polynomials. Monomials, binomials, trinomials. Factors and multiples. Zeros of a polynomial. Motivate and State the Remainder Theorem with examples. Statement and proof of the Factor Theorem. Factorization of $ax^2 + bx + c$ , $a \neq 0$ where a, b and c are real numbers, and of cubic polynomials using the Factor Theorem.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                 |
| JULY  | Recall of algebraic expressions and identities. Verification of identities:<br>$(x + y + z)^2 = x^2 + y^2 + z^2 + 2xy + 2yz + 2zx$<br>$(x \pm y)^3 = x^3 \pm y^3 \pm 3xy(x \pm y)$<br>$x^3 \pm y^3 = (x \pm y)(x^2 \mp xy + y^2)$<br>$x^3 + y^3 + z^3 - 3xyz = (x + y + z)(x^2 + y^2 + z^2 - xy - yz - zx)$<br>and their use in factorization of polynomials<br><b>LINEAR EQUATIONS IN TWO VARIABLES</b><br>Recall of linear equations in one variable. Introduction to the equation in two variables. Focus on                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2.TO FIND A HIDDEN PICTUREBY PLOTTING AND JOINING VARIOUS POINT |

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                   |
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|           | <p>linear equations of the type <math>ax + by + c = 0</math>. Explain that a linear equation in two variables has infinitely many solutions and justify their being written as ordered pairs of real numbers, plotting them and showing that they lie on a line.</p> <p><b>UNIT III: COORDINATE GEOMETRY</b><br/> <b>COORDINATE GEOMETRY</b><br/> The Cartesian plane, coordinates of a point, names and terms associated with the coordinate plane, notations.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | WITH GIVEN COORDINATES IN A PLANE.                                                |
| AUGUST    | <p><b>UNIT V: MENSURATION</b><br/> <b>AREAS</b><br/> Area of a triangle using Heron's formula (without proof)</p> <p><b>UNIT IV</b><br/> <b>LINES AND ANGLES</b><br/> 1. (Motivate) If a ray stands on a line, then the sum of the two adjacent angles so formed is <math>180^\circ</math> and the converse.<br/> 2. (Prove) If two lines intersect, vertically opposite angles are equal.<br/> 3. (Motivate) Lines which are parallel to a given line are parallel.</p> <p><b>TRIANGLES</b><br/> 1. (Motivate) Two triangles are congruent if any two sides and the included angle of one triangle is equal to any two sides and the included angle of the other triangle (SAS Congruence). 2. (Prove) Two triangles are congruent if any two angles and the included side of one triangle is equal to any two angles and the included side of the other triangle (ASA Congruence).<br/> 3. (Motivate) Two triangles are congruent if the three sides of one triangle are equal to three sides of the other triangle (SSS Congruence). <b>CONTINUE IN NEXT MONTH</b></p> |                                                                                   |
| SEPTEMBER | <p>4. (Motivate) Two right triangles are congruent if the hypotenuse and a side of one triangle are equal (respectively) to the hypotenuse and a side of the other triangle. (RHS Congruence)<br/> 5. (Prove) The angles opposite to equal sides of a triangle are equal.<br/> 6. (Motivate) The sides opposite to equal angles of a triangle are equal.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 3. TO VERIFY EXTERIOR ANGLE PROPERTY OF A TRIANGLE                                |
| OCTOBER   | <p><b>QUADRILATERALS</b><br/> 1. (Prove) The diagonal divides a parallelogram into two congruent triangles.<br/> 2. (Motivate) In a parallelogram opposite sides are equal, and conversely.<br/> 3. (Motivate) In a parallelogram opposite angles are equal, and conversely.<br/> 4. (Motivate) A quadrilateral is a parallelogram if a pair of its opposite sides is parallel and equal.<br/> 5. (Motivate) In a parallelogram, the diagonals bisect each other and conversely.<br/> 6. (Motivate) In a triangle, the line segment joining the mid points of any two sides is parallel to the third side and in half of it and (motivate) its converse.</p>                                                                                                                                                                                                                                                                                                                                                                                                              | 4. TO VERIFY THAT THE OPPOSITE ANGLES OF A CYCLIC QUADRILATERAL ARE SUPPLEMENTARY |
| NOVEMBER  | <b>CIRCLES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 5. TO VERIFY THAT THE                                                             |

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|          | <p>1.(Prove) Equal chords of a circle subtend equal angles at the centre and (motivate) its converse.</p> <p>2.(Motivate) The perpendicular from the centre of a circle to a chord bisects the chord and conversely, the line drawn through the centre of a circle to bisect a chord is perpendicular to the chord.</p> <p>3. (Motivate) Equal chords of a circle (or of congruent circles) are equidistant from the centre (or their respective centre s) and conversely.</p> <p>4.(Prove) The angle subtended by an arc at the centre is double the angle subtended by it at any point on the remaining part of the circle.</p> <p>5.(Motivate) Angles in the same segment of a circle are equal. 6.(Motivate) If a line segment joining two points subtends equal angle at two other points lying on the same side of the line containing the segment, the four points lie on a circle. 7.(Motivate) The sum of either of the pair of the opposite angles of a cyclic quadrilateral is <math>180^\circ</math> and its converse.</p> | <p>ANGLE SUBTENDE BY AN ARC OF A CIRCLE AT THE CENTRE IS TWICE THE ANGLE SUBTENDE BY THE ARC IN THE ALTERNATE SEGMENT</p>                                          |
| DECEMBER | <p><b>UNIT V: MENSURATION</b></p> <p><b>SURFACE AREAS AND VOLUMES</b></p> <p>Surface areas and volumes of spheres (including hemispheres) and right circular cones.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>PROJECT:</p> <p>1.TO INVESTIGATE THE VARIOUS HISTORICAL ASPECTS OF PYTHAGORASCTHEOREM</p> <p>2.CONTRIBUTION OF INDIAN MATHEMATICIAN IN THE HISTORY OF MATHS</p> |
| JANUARY  | <p><b>UNIT VI: STATISTICS</b></p> <p><b>STATISTICS</b></p> <p>Bar graphs, histograms (with varying base lengths), and frequency polygons.</p> <p><b>UNIT IV: GEOMETRY</b></p> <p><b>INTRODUCTION TO EUCLID'S GEOMETRY</b> History - Geometry in India and Euclid's geometry. Euclid's method of formalizing observed phenomenon into rigorous Mathematics with definitions, common/obvious notions, axioms/postulates and theorems. The five postulates of Euclid. Showing the relationship between axiom and theorem, for example:</p> <ol style="list-style-type: none"> <li>1. (Axiom) 1. Given two distinct points, there exists one and only one line through them.</li> <li>2. (Theorem) 2. (Prove) Two distinct lines cannot have more than one point in common.</li> </ol>                                                                                                                                                                                                                                                     |                                                                                                                                                                    |
| FEBRUARY |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                    |
| MARCH    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                    |

**SYLLABUS FOR SESSION 2024-2025**  
**INFORMATION TECHNOLOGY (CODE – 402)**  
**Class - IX**

| S.No. | Months    | Units & Names          |                                                            | Contents                                                                                                                 |
|-------|-----------|------------------------|------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| 1.    | April     | Unit - I               | Part – A<br>Communication Skills - I                       | Chapter – 1 Communication Skills                                                                                         |
| 2.    | June      | Unit - II              | Part – A<br>Self Management Skills- I                      | Chapter – 2 Self Management                                                                                              |
| 3.    | July      | Unit - III             | Part – A<br>ICT Skills - I                                 | Chapter – 3 Information & Communication Technology.<br>Chapter – 4 E_mail                                                |
| 4.    | August    | Unit - I               | Part – B<br>Introduction to IT – ITeS<br>industry          | Chapter – 1 Introduction to IT – ITeS Industry                                                                           |
| 5.    | September | Unit – II              | Part – B<br>Data entry and<br>Keyboarding Skills           | Chapter – 2 Data Entry and Keyboard Skills                                                                               |
| 6.    | October   | Unit – III             | Part – B<br>Digital Documentation                          | Chapter – 1 Digital Documentation : Word Processor<br>Chapter – 2 Formatting in Word Processor<br>Chapter – 3 Mail Merge |
| 7.    | November  | Unit – IV              | Part – B<br>Electronic Spreadsheet                         | Chapter – 1 Working With Spreadsheet<br>Chapter – 2 Formatting Cells in Spreadsheet                                      |
| 8.    | December  | Unit IV & V            | Part – A<br>Entrepreneurial Skills - I<br>Green Skills - I | Chapter – 1 Entrepreneurship<br><br>Chapter – 1 Green Skills                                                             |
| 9.    | January   | Unit – V               | Part – B<br>Digital Presentation                           | Chapter – 1 Working with Presentation<br>Chapter- 2 Digital Slides                                                       |
| 10.   | February  | Revision + Annual Exam |                                                            |                                                                                                                          |