

SAI SIMANTA MODEL SCHOOL

Affiliated to Central Board of Secondary Education (C.B.S.E), NEW DELHI

School No. : 15757 * Affiliation No. - 2430252 (Run by Techno India)

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Syllabus: 2025-2026

Class- X

Khedapara, Puratan Bongaon,

North 24 Parganas, West Bengal, PIN- 743235

Ph.: +91 8373057279

Subject-English Language and Literature (184)

Periodic Test -I

Full Marks -20

(Periodic Assessment-5, Multiple Assessment-5, Portfolio-5, Subject Enrichment-5)

Name of the book	Chapter No. And Name
First Flight	<ul style="list-style-type: none">● PROSE:- Chapter 1: A Letter to God. Chapter 2: Nelson Mandela: Long Walk to Freedom. Chapter 3: Two Stories about Flying<ul style="list-style-type: none">I. His First FlightII. Black Aeroplane ● POEM:- Chapter 1 : ●Dust Of Snow ●Fire And Ice Chapter 2 : A Tiger in the Zoo
Footprints Without Feet	Chapter 1: A Triumph of Surgery. Chapter 2: The Thief's Story.
Grammar and Composition	●Modals ●Determiners ● WRITING SKILL:-

	<p>I. Letter to the editor.</p> <p>II. Analytical Paragraph based on the given map/ Chart/ report/ line graph etc.</p>
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Periodic Test -II

Full Marks -20

(Periodic Assessment-5, Multiple Assessment-5, Portfolio-5, Subject Enrichment-5)

Name of the book	Chapter No. And Name
<p style="text-align: center;">First Flight</p>	<p>Prose: Ch. 4. From the Dairy of Anne Frank Ch. 5.Glimpses of India Ch. 6.Mijbil the Otter</p> <p>Poem: Ch. 3. ●How to Tell Wild Animals ●The Ball Poem Ch. 4.Amanda Ch. 5.The Trees Ch. 6.Fog</p>
<p style="text-align: center;">Footprints Without Feet</p>	<p>Chapter 3: The Midnight Visitor. Chapter 4: A Question of Trust. Chapter 5: Footprints Without Feet. Chapter 6: The Making of a Scientist. Chapter 7: The Necklace.</p>
<p style="text-align: center;">Grammar and Composition</p>	<p>Tenses Modals Subject – verb concord Reported speech Determiner</p> <p>●WRITING SKILL:-</p>

	<p>I. Formal letter : •Placing an order • Complaint letter</p> <p>II. Article Writing</p>
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Periodic Test -III

Full Marks -20

(Periodic Assessment-5, Multiple Assessment-5, Portfolio-5, Subject Enrichment-5)

Name of the book	Chapter No. And Name
<p>First Flight</p>	<ul style="list-style-type: none"> ● PROSE:- <p>Chapter 7: Madam Rides the Bus Chapter 8:The Sermon at Benares Chapter 9:The Proposal</p> <ul style="list-style-type: none"> ● POEM:- <p>Chapter 7 : The Tale of Custard the Dragon. Chapter 8: For Anne Gregory.</p>
<p>Footprints Without Feet</p>	<p>Chapter 8: Bholi Chapter 9: The Book That Saved the Earth</p>

Grammar and Composition	<ul style="list-style-type: none"> ●Subject – verb concord ●Determiner ●Error correction based on parts of speech, tenses and degrees <p>●WRITING SKILL:-</p> <p>I. Formal letter based on a given situation .</p> <p>II. Writing an analytical paragraph based on the given map/ Chart/ report/ line graph/ Cue/s.</p>
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Pre –Board Examination

Full Marks -80

Name of the book	Chapter No. And Name
First Flight	<p>PROSE:-</p> <p>Chapter 1: A Letter to God.</p> <p>Chapter 2: Nelson Mandela: Long Walk to Freedom.</p> <p>Chapter 3: Two Stories about Flying</p> <p style="padding-left: 40px;">I. His First Flight</p> <p style="padding-left: 40px;">II. Black Aeroplane</p> <p>Chapter 4: From the Diary of Anne Frank.</p> <p>Chapter 5: Glimpses of India.</p> <p style="padding-left: 40px;">I. A Baker from Goa</p> <p style="padding-left: 40px;">II.Coorg</p> <p style="padding-left: 40px;">III. Tea from Assam</p> <p>Chapter 6: Mijbil The Otter.</p> <p>Chapter 7: Madam Rides the Bus</p> <p>Chapter 8:The Sermon at Benares</p> <p>Chapter 9:The Proposal</p>

	<ul style="list-style-type: none"> ● POEM:- <p>Chapter 1 : Dust Of Snow Chapter 1 : Fire And Ice Chapter 2 : A Tiger in the Zoo Chapter 3 : How to Tell Wild Animals Chapter 3: The Ball Poem Chapter 4 : Amanda! Chapter 5: The Trees Chapter 6 : Fog Chapter 7 : The Tale of Custard the Dragon. Chapter 8: For Anne Gregory.</p>
<p>Footprints Without Feet</p>	<p>Chapter 1: A Triumph of Surgery. Chapter 2: The Thief's Story. Chapter 3: The Midnight Visitor. Chapter 4: A Question of Trust. Chapter 5: Footprints Without Feet. Chapter 6: The Making of a Scientist. Chapter 7: The Necklace. Chapter 8: Bholi Chapter 9: The Book That Saved the Earth</p>
<p>Grammar and Composition (Reading/Writing)</p>	<ul style="list-style-type: none"> ● READING SKILL :- <p>I .Factual Passage. II.Discursive Passage.</p> <ul style="list-style-type: none"> ●WRITING SKILL:- <p>I. Formal letter based on a given situation . II. Writing an analytical paragraph based on the given map/ Chart/ report/ line graph etc.</p>
<p>Grammar and Composition (Grammar)</p>	<p>Integrated Grammar :</p>

	<ul style="list-style-type: none"> ● Tenses ● Modals ● Subject – verb concord ● Reported speech ● Commands and requests ● Statements ● Questions ● Determiner ● Use of Passive Voice ● Clauses: Noun, Adverb Clauses of condition and time, Relative Clauses. ● Prepositions
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<ul style="list-style-type: none"> ● <u>Project (PT-I)</u> ● <u>Portfolio(PT-I)</u> 	<p>Poem:- Dust of Snow/Fire and Ice</p> <ul style="list-style-type: none"> ● Favourite Writer(First Flight/Footprints without Feet)
<ul style="list-style-type: none"> ● <u>Project (PT-II)</u> ● <u>Portfolio(PT-II)</u> 	<p>Prose:- Two Stories about Flying/Glimpses of India</p> <ul style="list-style-type: none"> ● Write about yourself (Bio- data)

Subject - Bengali 2nd language (005)

Periodic Test -I

Full Marks -20

(Periodic Assessment-5, Multiple Assessment-5, Portfolio-5, Subject Enrichment-5)

Name of the book	Chapter No. And Name
সাহিত্য সঞ্চয়ন	জ্ঞানচক্ষু (আশাপূর্ণা দেবী) তিন পাহাড়ের কোলে (শক্তি চট্টোপাধ্যায়)

গল্পগুচ্ছ	পোস্টমাস্টার
সরস্বতী বাংলা ব্যাকরণ ও রচনা	ব্যঞ্জনসন্ধি ও বিসর্গসন্ধি

Periodic Test -II

Full Marks -20

(Periodic Assessment-5, Multiple Assessment-5, Portfolio-5, Subject Enrichment-5)

Name of the book	Chapter No. And Name
সাহিত্য সঞ্চয়ন	জ্ঞানচক্ষু (আশাপূর্ণা দেবী) তিন পাহাড়ের কোলে (শক্তি চট্টোপাধ্যায়) আলো বাবু (বনফুল) আয় আরো বেঁধে বেঁধে থাকি (শঙ্খ ঘোষ)
গল্পগুচ্ছ	পোস্টমাস্টার কাবুলিওয়াল
সরস্বতী বাংলা ব্যাকরণ ও রচনা	ব্যঞ্জনসন্ধি ও বিসর্গসন্ধি সমাস(দ্বন্দ্ব সমাস) সাধু চলিত রীতি

Periodic Test -III

Full Marks -20

(Periodic Assessment-5, Multiple Assessment-5, Portfolio-5, Subject Enrichment-5)

Name of the book	Chapter No. And Name
সাহিত্য সঞ্চয়ন	জ্ঞানচক্ষু (আশাপূর্ণা দেবী) তিন পাহাড়ের কোলে (শক্তি চট্টোপাধ্যায়) আলো বাবু (বনফুল) আয় আরো বেঁধে বেঁধে থাকি (শঙ্খ ঘোষ) অদলবদল (পান্নালাল প্যাটেল) একাকারে (সুভাষ মুখোপাধ্যায়ের)
গল্পগুচ্ছ	দান প্রতিদান
সরস্বতী বাংলা ব্যাকরণ ও রচনা	সাধু চলিত রীতি বাক্য (সরল, জটিল, যৌগিক)

Project work: জ্ঞানচক্ষু গল্পের নাট্যরূপ

Pre -Board Examination

Full Marks -80

Name of the book	Chapter No. And Name
সাহিত্য সঞ্চয়ন	জ্ঞানচক্ষু (আশাপূর্ণা দেবী) তিন পাহাড়ের কোলে (শক্তি চট্টোপাধ্যায়)

	আলো বাবু (বনফুল) আয় আরো বেঁধে বেঁধে থাকি (শঙ্খ ঘোষ) অদলবদল (পাল্লালাল প্যাটেল) একাকারে (সুভাষ মুখোপাধ্যায়ের) বহুরূপী (সুবোধ ঘোষ) অস্ত্রের বিরুদ্ধে গান (জয় গোস্বামী)
গল্পগুচ্ছ	পোস্টমাস্টার কাবুলিগুলা দান প্রতিদান
সরস্বতী বাংলা ব্যাকরণ ও রচনা	বাক্য (সরল, জটিল, যৌগিক) সমাস(দ্বন্দ্ব, কর্মধারয় সমাস, অব্যয়ীভাব সমাস) সাধু চলিত রীতি ব্যঞ্জনসন্ধি

Subject - **MATHEMATICS(041& 241)**

Periodic Test -I

Full Marks:20

(Periodic Assessment-5, Multiple Assessment-5, Portfolio-5, Subject Enrichment-5)

Name of the book	Chapter No. And Name
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<p>NCERT Mathematics for class x</p>	<p>Chapter-1. Real Number</p> <p>Chapter-2. Polynomials</p> <p>Chapter 3- Pair of Linear Equations in Two Variables</p> <p>Chapter 4-Quadratic Equations</p> <p>Chapter 5- arithmetic progression</p>
<p>Mathematics</p>	<p>Chapter1- Real number</p> <p>Chapter2- Polynomia</p> <p>Chapter 3- Pair of Linear Equations quations in Two Variables</p> <p>Chapter 4- Quadratic Equations</p> <p>Chapter 6 -Co-ordinate Geometry</p>
<p>MATH ACTIVITY MANUAL</p>	<p>Unit 1(Number System), unit 2(Algebra)</p>

Projects--

- 1) Preparation of project files on : The Great Indian Mathematician Ramanujan and Ramanujan Number .

OR

- 2)Preparation of project files on : Chronology of Indian Mathematicians with their contributions.

Periodic Test-II

Full marks -20

(Periodic Assessment-5, Multiple Assessment-5, Portfolio-5, Subject Enrichment-5)

Name of the book	Chapter No. And Name
NCERT Mathematics for class x	Chapter 10- Circles

<p>Mathematics</p> <p>MATH ACTIVITY MANUAL</p>	<p>Chapter 11- Construction</p> <p>Chapter 8- Introduction to Trigonometry</p> <p>Chapter 9- Application of trigonometry</p> <p>Chapter 7- co-ordinate geometry</p> <p>Chapter 8- Circle</p> <p>Chapter 9- Construction</p> <p>Chapter 10- Trigonometric Ratio</p> <p>Chapter 11- Trigonometric Identities</p> <p>Chapter 12- Heights and Distances</p> <p>Unit 4(Trigonometry)</p>
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Periodic Test –III

Full Mark's -20

Periodic Assessment-5, Multiple Assessment-5, Portfolio-5, Subject Enrichment-5

Name of the book	Chapter No. And Name
<p>NCERT Mathematics for class x</p> <p>Mathematics</p>	<p>Chapter 11- Construction</p> <p>Chapter 12-Area related to circle</p> <p>Chapter 14-Surface area and volume</p> <p>Chapter14- Statistic</p> <p>Chapter 15- Probability</p> <p>Chapter 9- Construction</p> <p>Chapter 13-Area related to circle</p> <p>Chapter 13-Surface area and volume</p> <p>Chapter15- Statistic</p> <p>Chapter 16- Probability</p>

MATH ACTIVITY MANUAL	Unit v(Probability), unit vi(Mensuration)
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Pre-Board Examination

Full marks -80

Name of the book	Chapter No. And Name
NCERT Mathematics for class x	Chapter-1. Real Number Chapter-2. Polynomials Chapter-3. Pair of linear Equation in two variables Chapter-4. Quadratic Equations Chapter-5. Arithmetic progressions Chapter-6. Triangles Chapter-7. Coordinate Geometry Chapter-8. Introduction to Trigonometry Chapter-10. Circles Chapter-11. Constructions Chapter-12. Area related to Circles Chapter-13. Surface areas and Volumes Chapter-14. Statistics Chapter-15. Probability
Mathematics	Chapter-1. Real Number Chapter-2. Polynomials Chapter-3. Pair of linear Equation in two variables Chapter-4. Quadratic Equations Chapter-5. Arithmetic progressions Chapter-6. Coordinate Geometry Chapter-7. Triangles Chapter-8. Circles Chapter-9. Constructions

	Chapter-10. Trigonometric ratio Chapter-11. Trigonometric identities Chapter-12. Height and Distance Chapter-13. Area related to Circles Chapter-14. Surface areas and Volumes Chapter-15. Statistics Chapter-16. Probability
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Projects-

Preparation of project files on:

1)APPLICATION AND SIGNIFICANCE OF TRIGONOMETRY

OR

2.APPLICATION OF STATISTIC IN EVERYDAY LIFE

SUBJECT - SCIENCE (086)

Periodic Test -I

Full marks -20

(Periodic assessment -5, Portfolio-5, Multiple assessment -5, Subject Enrichment activities -5)

Name of the book	Chapter No. And Name
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<p>NCERT SCIENCE BOOK</p> <p>And</p> <p>PHYSICS ,CHEMISTRY, BIOLOGY BOOKS (S.CHAND SCHOOL)</p>	<p>Chapter - 1. Chemical Reactions and Equations</p> <p>Chapter -2. Acids, Bases and Salts</p> <p>Chapter - 5. Life Processes</p> <p>Chapter - 11. Electricity</p> <p>Chapter - 12. Magnetic Effects of Electric Current</p> <p>Chapter - 13. Our Environment</p> <p>Physics</p> <p>Chapter - 1. Electricity and it's Effects</p> <p>Chapter - 2. Magnets and Magnetic Effect of Current</p> <p>Chemistry</p> <p>Chapter - 1. Chemical Reactions and Chemical Equations</p> <p>Chapter - 2. Acids, Bases and Salts</p> <p>Biology</p> <p>Chapter - 1. Life Processes</p> <p>Chapter - 5. Our Environment</p>
<p>Activity</p>	<p><u>Practicals:</u></p> <ol style="list-style-type: none"> 1. Ph Of Samples. 2. preparing a temporary mount of a peel to show stomata. 3. Experimentally Show That Carbon Dioxide Is Given Out During Respiration 4. Determination Of Focal Length Of Concave Mirror And Concave lens. 5. Tracing Path Of A Ray Of Light Passing Through A Glass slab. 6. Tracing The Path Of The Rays Of Light Through A Glass Prism. <p><u>Portfolio</u></p> <p>Preparation of chart on Light reflection and Refraction</p>

(Periodic assessment -5, Portfolio-5,Multiple assessment -5,Subject Enrichment activities -5)

Name of the book	Chapter No. And Name
<p>NCERT SCIENCE BOOK</p> <p>AND</p> <p>PHYSICS ,CHEMISTRY, BIOLOGY BOOKS (S.CHAND SCHOOL)</p>	<p>Chapter - 3. Metals and Nonmetals</p> <p>Chapter - 6. Control and Coordination</p> <p>Chapter - 7. How do Organisms Reproduce?</p> <p>Chapter - 9. Light - Reflection and Refraction</p> <p>Physics</p> <p>Chapter - 3. Reflection of Light</p> <p>Chapter - 4. Refraction of Light</p> <p>Chemistry</p> <p>Chapter -3. Metals and Nonmetals</p> <p>Biology</p> <p>Chapter -2. Control and Coordination.</p> <p>Chapter -3. How do Organisms Reproduce?</p>
<p>ACTIVITIES</p>	<p><u>Practical :</u></p> <ol style="list-style-type: none"> 1. Types Of Reactions -Experiment 2. Determination Of Focal Length Of Concave Mirror And Concave lens. 3. Observation of action of Zn,Fe, Cu,and Al metals on the following salt solution.

*SCIENCE PROJECT : 1. PHOTOSYNTHESIS

OR

2.CHARACTERISTICS OF ACID , BASE

Periodic Test –III

Full Marks -20.

(Periodic assessment -5, Portfolio-5,Multiple assessment -5,Subject Enrichment activities -5)

Name of the book	Chapter No. And Name
NCERT SCIENCE BOOK AND PHYSICS ,CHEMISTRY, BIOLOGY BOOKS (S.CHAND SCHOOL)	Chapter -4. Carbon and it's Compounds Chapter -8. Heredity Chapter - 10. The Human Eye and the Colourful World Chapter -12. Magnetic Effects of Electric Current Physics Chapter - 2. Magnets and Magnetic Effect of Current Chapter - 5. The Human Eye and The Colourful World Chemistry Chapter - 4. Carbon and it's Compounds Biology Chapter -4. Heredity
ACTIVITIES	<p><u>Practicals:</u></p> <ol style="list-style-type: none"> 1. study of properties of acetic acid 2. Study The Comparative Cleaning Capacity Of A Sample Of Soap In Soft And Hard Water 3. Studying Binary Fission In Amoeba And Budding In Yeast With The Help Of Prepared Slide <p><u>Portfolio:</u></p> <p>Preparation of chart on Electricity/ Carbon and it's compounds</p>

Pre Board Examination

Full Marks -80

Name of the book	Chapter No. And Name
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<p>NCERT SCIENCE BOOK</p> <p>AND</p> <p>PHYSICS ,CHEMISTRY, BIOLOGY BOOKS (S.CHAND SCHOOL)</p>	<p>NCERT Book all chapters</p> <p>&</p> <p>Physics</p> <p>Chapter - 1. Electricity and it's Effects</p> <p>Chapter - 2. Magnets and Magnetic Effect of Current</p> <p>Chapter - 3. Reflection of Light</p> <p>Chapter - 4. Refraction of Light</p> <p>Chapter - 5. The Human Eye and The Colourful World</p> <p>Chemistry</p> <p>Chapter - 1. Chemical Reactions and Chemical Equations</p> <p>Chapter - 2. Acids, Bases and Salts</p> <p>Chapter -3. Metals and Nonmetals</p> <p>Chapter - 4. Carbon and it's Compounds</p> <p>Biology</p> <p>Chapter - 1. Life Processes</p> <p>Chapter - 2. Control and Coordination</p> <p>Chapter - 3. How do Organisms Reproduce?</p> <p>Chapter - 4. Heredity</p> <p>Chapter - 5. Our Environment</p>
<p>ACTIVITIES</p>	<p><u>Practicals:</u></p> <ol style="list-style-type: none"> 1. Identification Of The Different Parts Of An Embryo Of A Dicot Seed 2. Dependence Of Potential Difference Across A Resistor On Current With Graph 3. To Determine Equivalent Resistance Of Resistors When Connected In Series And In Parallel

***SCIENCE PROJECT : 1. ECOSYSTEM AND IT'S COMPONENT**

OR

2.MANAGEMENT OF NATURAL RESOURCES

Subject -Social Science (087)

Periodic Test -I

Full Marks -20

(Periodic Assessment-5, Multiple Assessment-5, Portfolio-5, Subject Enrichment-5)

Name of the book	Chapter No. And Name
India and the Contemporary World -I (HISTORY)	1. The Rise of Nationalism in Europe
Contemporary India -I (GEOGRAPHY)	1. Resources and Development 2.Forest and Wild life Project: Prepare a project on resources
Democratic Politics -I (POLITICAL SCIENCE)	1. Power Sharing
Economics	1. Development

Periodic Test -II**Full Marks -20****(Periodic Assessment-5, Multiple Assessment-5, Portfolio-5, Subject Enrichment-5)**

Name of the book	Chapter No. And Name
India and the Contemporary World -I (HISTORY)	2. Nationalism in India
Contemporary India -I (GEOGRAPHY)	3. Water Resource 4. Agriculture
Democratic Politics -I (POLITICAL SCIENCE)	2. Federalism 3. Gender, Religion and Caste
Economics	2. Sectors of Indian Economy Portfolio: Prepare a Portfolio on Consumer Rights.

Periodic Test -III

Full Marks -20

(Periodic Assessment-5, Multiple Assessment-5, Portfolio-5, Subject Enrichment-5)

Name of the book	Chapter No. And Name
India and the Contemporary World -I (HISTORY)	3. Making of Global World 5. Print Culture and the Modern World
Contemporary India -I (GEOGRAPHY)	5. Minerals and Energy Resources 6. Manufacturing Industries Multiple Assesment: Map Ponting
Democratic Politics -I (POLITICAL SCIENCE)	6. Political Parties 7. Outcomes of Democracy

Economics	3. Money and Credit 4. Globalization and Indian Economy
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Pre -Board Examination

Full Marks -80

Name of the book	Chapter No. And Name
India and the Contemporary World -I (HISTORY)	1. The Rise of Nationalism in Europe 2. Nationalism in India 3. The Making of a Global World (Upto 1.3) 5. Print Culture and the Modern World
Contemporary India -I (GEOGRAPHY)	1. Resources and Development 2. Forest and Wildlife Resource 3. Water Resources 4. Agriculture 5. Minerals and Energy Resources 6. Manufacturing Industries 7. Life Lines of National Economy (Map Only)
Democratic Politics -I (POLITICAL SCIENCE)	1. Power Sharing 2. Federalism 3. Gender Religion and Caste 4. Political Parties 5. Outcomes of Democracy
Economics	1. Development 2. Sectors of the Indian Economy

	3. Money and Credit 4. Globalization and the Indian Economy
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Subject – Information Technology (402)

Periodic Test -I

Full Marks -40

Name of the book	Chapter No. And Name
INFORMATION TECHNOLOGY - VOCATIONAL	Part -A Employability skills Unit 1 - Communication Cycle Chapter 1 –Methods of Communication Chapter 2- communication cycle Chapter 3- communication barriers Chapter 4- Effective Communication Chapter 5- Basic writing skills Part -B Subject Skills Unit 1 Digital Documentation Chapter 1 Introduction to Style Chapter 2 - Working with Image Chapter 3- Advance features of Writer

Periodic Test-II

Full Marks -50

Name of the book	Chapter No. And Name
INFORMATION TECHNOLOGY - VOCATIONAL	<p>Part -A Employability skills Unit 2. Self management skills Chapter 5 - stress management and its techniques Chapter 6- ability to work independently</p> <p>Part -B Subject Skills Unit 2 Electronic Spreadsheet Chapter 4. Analysis data in a spreadsheet Chapter 5 Using macros in a spreadsheet Chapter 6 Linking data in a spreadsheet Chapter 7 Sharing and reviewing a spreadsheet</p> <p>Part - C Practical Work</p> <ul style="list-style-type: none">● Use the mail merge feature to invite various schools for participation in Inter school participation.● Design a poster for a Summer Camp. <p>Part - D Project Work (File)</p> <ul style="list-style-type: none">● Design a poster on Global warming.● Write an article on the topic-“ How is digital learning changing school education?”

Periodic Test -III

Full Marks -40

Name of the book	Chapter No. And Name
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<p>INFORMATION TECHNOLOGY - VOCATIONAL</p>	<p>Part -A Employability skills Unit 3. Information and Communication Technology Skills Chapter 8 Basic Computer Operation Chapter 9 Managing Files and Folders Chapter 10 Care and Maintainance of a Computer Unit -4 Entrepreneurial Skill Unit -5 Green Skill Part -B Subject Skills Unit 3 Database Management System Chapter 8 Introduction of Database Management System Chapter 9 Starting with LibreOffice Base Chapter 10 Working with Multiple Tablets Chapter 11 Queries and Base Chapter 12 Forms and Reports</p> <p>Unit-IV Maintain Healthy,Safe , and Secure Working Environment</p>
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Pre-Board Examination

Full Marks -50

Name of the book	Chapter No. And Name
<p>INFORMATION TECHNOLOGY - VOCATIONAL</p>	<p>Part -A Employability skills Unit 1 - Communication Cycle Unit 2. Self Management skills Unit 3. Information and Communication Technology Skills Unit 4. Entrepreneurial Skills Unit 5. Green Skills Part -B Subject Skills Unit 1 Digital Documentation Unit 2 Electronic Spreadsheet Unit 3 Database Management System Unit-4 Maintain Healthy,Safe , and Secure Working Environment</p> <p>Part - C Practical Work</p> <ul style="list-style-type: none"> ● Create a PowerPoint Presentation. ● Prepare a file on MS Excel and MS Access

Part - D Project Work

Intrgated Project on IT Concept, Go Green

Viva Voce