ACADEMIC LESSON PLAN OF SUMMER-2026
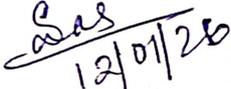
GOVERNMENT POLYTECHNIC, SONEPUR

DISCIPLINE: ELECTRICAL ENGG. & METALLURGY	SEMESTER: 2ND	NAME OF THE TEACHING FACULTY: MISS STELLA KUJUR
SUBJECT: INTRODUCTION TO IT SYSTEM LAB	NO. OF DAYS/PER WEEK CLASS ALLOTTED: 4P/WEEK	SEMESTER-2ND FROM DATE: 09.01.2025 TO DATE:08.05.2025 NO. OF WEEKS:17

WEEK	CLASS DAY 1CLASS=2P	THEORY TOPICS
1ST WEEK	1ST	**EXPERIMENT 1.1: BROWSING AND SEARCHING** **Browser features, browsing, using various search engines, writing search queries** • Study about different Browsers • Install different browsers • Access various search engine website (e.g. google.com) • Learn various features of search engine
	2ND	• Searching some search terms on various web browsers on a particular search engine, write the search queries and its observations as per the prescribed format.
2ND WEEK	1ST	**EXPERIMENT 1.2: DIGITAL INDIA PORTALS** **Visit various e-governance/Digital India portals, understand their features, services offered** • Visit various e-governance / Digital India Portals using any web browser • Study about the various features and services offered by the Digital India Portals sites
	2ND	• Study about the various features and services offered by the Digital India Portals sites and write down the observations
3RD WEEK	1ST	**EXPERIMENT 1.3: COMPUTER HARDWARE COMPONENTS** **Read Wikipedia pages on computer hardware components, look at those components in lab, identify them, recognize various ports/interfaces and related cables, etc.** • Study about searching of web pages using Wikipedia • Convert Wikipedia pages into other languages • Browse Wikipedia pages on computer hardware
	2ND	• Study about the Hardware Components of Computer using actual hardware • Recognize various ports/interfaces/cables and write down the observations

4TH WEEK	**1ST**	**EXPERIMENT 1.4:PERIPHERALS AND DEVICE DRIVER INSTALLATION** **Connect various peripherals (printer, scanner, etc.) to computer, explore various features of peripheral and their device driver software.** • Study about the various peripherals (I/P & O/P devices) • Connect various peripherals to the computer system • Go to the device manager and update the drivers • Study about how to search for driver through internet and update it automatically.
	2ND	• Install or add local scanner • Install or add local printer • Disable/uninstall the device/driver
5TH WEEK	**1ST**	• Install or add local scanner • Install or add local printer • Disable/uninstall the device/driver
	2ND	• Lab Test(experiment 1.1,1.2,1.3 & 1.4)
7TH WEEK	**1ST**	**EXPERIMENT 2.1:OPERATING SYSTEM INSTALLATION** **Install Linux and Windows operating system on identified lab machines, explore various options, do it multiple times** • Study about the Installation of Operating System and check the recommended system requirements / compatibilities/configuration before installation of OS. • Study about the installation of Linux Operating System (Ubuntu) on identified lab machine.
	2ND	• Study about the installation of Linux Operating System (Ubuntu) on identified lab machine.
8TH WEEK	**1ST**	• Study about the installation of Windows Operating System on identified lab machine.
	2ND	• Study about the installation of Windows Operating System on identified lab machine.
9TH WEEK	**1ST**	• Lab Test(experiment 2.1)
	2ND	**EXPERIMENT 3.1:HYPER TEXT MARKUP LANGUAGE** **Practice HTML commands, try them with various values, make your own Webpage** • Create a webpage using basic/Formatting HTML tags • Create a webpage using basic/Formatting HTML tags using its attributes
10TH WEEK	**1ST**	• Create a webpage using page setting tags using its attributes

	2ND	• Create a webpage using listing tags
		  ▪ Ordered list
		  ▪ Unordered list
		  ▪ Definition list

	1ST	• Create a webpage using Graphics to HTML
11TH WEEK	2ND	• Working with HTML Tables and create a web page using attributes of HTML <table> tag
12TH WEEK	1ST	• Study about hyperlinks and Create a webpage by linking various webpages
	2ND	• Create a web pages using HTML Form tags
13TH WEEK	1ST	• Practice HTML commands, try them with various values, make your own Webpage.
	2ND	• Lab Test(experiment 3.1)
14TH WEEK	1ST	**EXPERIMENT 4.1:OPEN OFFICE TOOLS** **Explore features of Open Office tools, create documents using these features, do it multiple times.** • Install Apache Office Software (AOO) • Create a general office Proforma in the Writer component of AOO
	2ND	• Create a receipt Proforma in the CALC component of AOO
15TH WEEK	1ST	• Create a presentation in the Impress component of AOO
	2ND	• Lab Test(experiment 4.1)
16TH WEEK	1ST	**EXPERIMENT 5.1:OPERATING SYSTEM FEATURES AND TOOLS** **Explore security features of Operating Systems and Tools, try using them and see what happens.** • Learn to protect themselves with the help of BIOS Setup and UEFI • Define user accounts and create a standard user account in the Windows OS
	2ND	• Encrypt Hard disk drive with BitLocker • Configure backup folder • Learn to turn on Microsoft defender in Windows OS
17TH WEEK	1ST	• Explore security features of Operating Systems and Tools, try using them, and see what happens.
	2ND	• Lab Test(experiment 5.1)

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12.01.2026

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