SYLLABUS 2025-26
CLASS XII
ENGLISH CORE (Code No: 301)

Term 1 (3rd April 2025-8th August 2025)

APRIL '25

Flamingo	L-1 The Last Lesson, L-2 Lost Spring
	Poem 1-My Mother at Sixty-Six
Vistas	L-1 The Third Level
Writing Skill	Notices, Letter to Editor (Giving suggestions or opinions on issues of public interest)

MAY '25

Flamingo	L-3 Deep Water
	Poem-2 Keeping Quiet
Vistas	L-2 Tiger King
Writing Skills	Invitations: Formal and Informal

JULY'25

Flamingo	L-4 Rattrap, L-5 Indigo
Vistas	L-3 Journey to the End of the Earth
	Poem 3 A Thing of Beauty
Writing Skill	Job Application, Article Writing

AUGUST '25

Flamingo	L-6 Poets and Pancakes
Vistas	L-4 The Enemy
Revision	Revision

Term II (12th September 2025- 24th October 2025)

SEPTEMBER'25

Flamingo	L-7 The Interview,
	Poem 4 A Roadside Stand
Writing	Formal &Informal Replies

OCTOBER'25

Flamingo	L-8 Going Places
	Poem 5 Aunt Jennifer's Tigers
Vistas	L-5 On The Face of It, L-6 Memories of Childhood
Writing	Report Writing (Accidental Report, General Report)

NOVEMBER'25

Revision	Revision

Pattern of Periodic Test

Section	A(Reading) 10	B(Writing) 10		C(Literature) 20				Total
Q.No	1	2	3	5	6	7	8	40
Typology	Comp.	1SAQ	1LAQ	4VSAQ	3 VSAQ	4SAQ	1 LAQ	
Marks	10	4	6	4	3	8	5	

Syllabus of Periodic Test

Section	Reading	Writing	Flamingo	Vistas
Periodic Test 1	Comprehension	Letter to Editor, Notice, Formal and Informal Invitation and Replies	L-1, 2 Poem 1, 2	L-1,2

Pattern of Half Yearly, Final & Pre Board Examination

Section	A(Reading)		B (Writing)				C (Literature)								
Marks	22		18				40								
Typology	Comp	Comp	MCQ	MCQ	VSQ	SAQ	VSAQ	VSAQ	VSAQ	SAQ	SAQ	LAQ	LAQ	Int. Ass.	Total
Q No	I	2	3	4	5	6	7	8	9	10	11	12	13		
Marks	12	10	4	4	5	5	6	4	6	10	4	5	5	20	100

CLASS XII
APPLIED MATHEMATICS

TERM I (3rd April '25 – 8th August '25)

APRIL'25
NCERT
CH – 3 Matrices
CH – 4 Determinants
CH – 1 Numbers, Quantification and Numerical Applications

MAY '25
NCERT
CH – 2 Numerical Inequalities
CH – 5 Differentiation
CH – 6 Applications of Derivatives

JULY'25
NCERT
CH – 7 Integrals
CH – 8 Differential Equations

AUGUST'25
NCERT
CH – 9 Probability
CH – 10 Inferential Statistics

TERM II (20th September - 25th October'25)

SEPTEMBER'25

NCERT
CH – 11 Time-based data
CH – 12 Perpetuity, Sinking Funds and EMI

OCTOBER'25
NCERT
CH – 13 Returns ,Growth and Depreciation
CH – 14 Linear Programming

NOVEMBER'25
NCERT
Revision – CH – 3,4,7,8

Pattern of Periodic Test

No. of Question	8	3	4	2	Case study(1)	Total
Marks	1	2	3	5	4	40

Syllabus of Periodic Test

Periodic Test	I	II(HY)	FINAL EXAM
Chapters	CH 1,2,3,4	CH 1 TO 9	CH 1 TO 14

Marking Scheme of Half Yearly Examination

Chapter No.	1 to 4	5 and 6	7 and 8	9	Total
Marks	20	20	20	20	80

Marking Scheme of Final Examination

Chapter No.	1 to 4	5 and 6	7 and 8	9	10	11	12 and 13	14	TOTAL
Marks	11	10	15	10	05	06	15	08	80

Internal Assessment

Project work	Practical work	Total
10 marks	10 marks	20 Marks

MATHEMATICS

Term I (03 April'25 -08 August'25)

APRIL '25

NCERT
Ch– 3 Matrices
Ch– 4 Determinants
Ch – 2 Inverse trigonometry functions
Activity:-1. To draw the graph of $\sin^{-1} x$, using the graph of sinx and demonstrate the concept of mirror reflection.

MAY '25

NCERT
Ch – 5 Continuity and Differentiability.
Ch – 1 Relations and Functions.
Activity:- 2. To verify that a relation R in the set L of all lines in a plane is an equivalence relation.
Activity:- 3. To demonstrate a function which is one-one but not onto.

JULY'25

NCERT
Ch – 6 Applications of Derivatives
Ch – 12 Linear Programming Problems
Activity:- 4. To understand the concepts of decreasing and increasing functions.
Activity:- 5. To understand the concepts of local maxima, local minima and point Of inflection.
Activity:- 6. To construct an open box of maximum volume from a given rectangular sheet by cutting equal squares from each other.

AUGUST'25

NCERT
Ch–7 Integrals
Ch–8 Application of integrals.

Term II (22 September'25- 24 October'25)

NCERT   **SEPTEMBER'25**
Ch– 9 Differential Equation
Ch– 10 Vectors
Activity:-7.   Using vector find the area of triangle ABC with given vertices

3

OCTOBER'25

NCERT   Ch– 11 Three-Dimensional Geometry
Ch– 13   Probability
Activity:-8.   To demonstrate the distance between two parallel lines.
Activity:-9.   To measure the shortest distance between two skew lines
Activity:-10. To obtain the computation of conditional probability of a
given event A, when event B has already occurred, through
an example of throwing a pair of dice.

NOVEMBER'25

NCERT   Revision Ch- 5,6,7,8,9,3,4

DECEMBER'25

NCERT   Revision Ch - 1,2,10,11,13

Pattern of Periodic Test

No. of Question	08	03	04	02	Case Study(1)	Total
Marks	01	02	03	05	4	40

Syllabus of Periodic Test/ Half yearly/Final Examination

Periodic Test	PT-1	Half yearly Examination	Final Exam
Chapters	2,3,4,5	1 to 8 and 12	1 to 13

Marking Scheme of Half yearly Examination

Chapters	2	3,4	5	6	7	8	1	12	Total
Marks	6	12	10	16	16	8	6	6	80

Marking Scheme of Final Examination

BOOK: NCERT	Relation and Functions		Algebra		Calculus					Vectors and Three Dimensional Geometry		Linear Programming	Probability	Total
Chapter No.	1	2	3	4	5	6	7	8	9	10	11	12	13	
Marks	8		10		35					14		5	8	80

Internal Assessment

Periodic Test	Maths activities	Total
10 marks	10marks	20 Marks

SYLLABUS 2024-25
CLASS XII
MUSIC (VOCAL)

Term I (3rd April'25 – 8th August'25)

April'25

Sangeet Manjusha	Definition of Varna, Grama, Murchhana	1
	Definition of Alankar, Gamak,Khatka,Murki	2
	Definition of Kan, Laya, Tala	3
	Classification of Ragas	4
	Time Theory of Ragas	5
	Life Sketch of Ustad Abdul Karim Khan	6
	Life Sketch of UstadFaiyez Khan	7
	Thekas of EkTala, Ekgun,Dugun	8

MAY' 25

Sangeet Manjusha	Thekas of Dadra, DhamarTalaEkgun,Dugun	9
	Tarana	10
	Description of Raga Bageshri	11
	Notation and AlaapTaan of Raga Bageshri	12

JULY' 25

Sangeet Manjusha	Sangeetparijata	13
	The Works of Pt.Bhatkhande	14
	Life Sketch of Pt. Krishan Rao Shankar Pandit	15
	Life Sketch of Ustad Bade Ghulam Ali Khan,	16
	Thekas of Jhaptaal, RupakEkgun,Dugun	17

Revision

August'25
Revision

Term II (Mid September'25– 24th October'26)

SEPTEMBER' 25

Sangeet Manjusha	Description of Raga Bhairav	18
	Notation and AlaapTaan of Raga Bhairav	19
	Description of Raga shudhsarang	20
	Notation and Alaaptaan of Raga Bhairav	21
	Dhamar	22

OCTOBER' 25

Sangeet Manjusha	Special reference to SangeetRatnakar	
	Revision	23
	Structure and Tuning of Tanpura	24
	Description of raga Malkauns	25
	Raga MalkaunsAroho,Avroho	26
	Raga MalkaunsAlaap,Taan	27
	Revision	

Pattern of Periodic Test

No of Questions	4	Theory Total	Practical				Practical Total	Total
			Raga	Tala	Viva	Note Book		
Marks	5	20	5	5	5	5	15	40

Syllabus of Periodic Test

PeriodicTest	I	II
Sr. No.	1-17	18- 27

Pattern of Half Yearly and Pre Board Examination

No of Questions		5	Theory Total	Practical			Practical Total	Total
				Raga	Tala	Viva		
Marks		6	30	40	20	10	70	100

Marking Scheme of Half Yearly Examination

Topic	1,2,3	4,5,6	7,8,9	10,11,12,13	14,15,16,17	Total
Marks	6	6	6	6	6	30

Marking Scheme of Pre Board Examination

Topic	1,2,3,4, 5,6	7,8,9,10, 11,12	13,14,15, 16,17,18	19,20,21, 22,23	24,25,26, 27	Total
Marks	6	6	6	6	6	30

CHEMISTRY

Term I (03 April'24 - 08 August'24)

April'25

NCERT Ch-2 Solution
Ch-3 Electrochemistry

May'25

NCERT Ch-4 Chemical Kinetics
Ch-8 d & f-block Elements

July'25

NCERT Ch-9 Coordination compounds
Ch-10 Haloalkane & Haloarene

August'25
Revision

Term II (Mid September'25 – 24 October'25)

September'25

NCERT Ch- 11 Alcohols, Phenols and Ethers
Ch-12Aldehyes, Ketones and Carboxylic acids

October'25

NCERT Ch-13 Amines
Ch-14 Biomolecules

November'25
Revision of each chapter for Boards

December'25
Revision by CBSE sample paper

Pattern of Periodic Test

No of Questions	05	06	03	02	Case Study (1)	Total
Marks	01	02	03	05	4	40

Syllabus of Periodic Test / Half Yearly / Final Exam

Periodic Test	I	PT2 (Half Yearly)	PT3 (Final Exam)
Chapter	2, 3, 4	2,3,4,8,9	2,3,4,8,9,10,11,12,13,1

Project Work: One project will be done throughout the session.

Marking Scheme of PT1Examination

Unit	2	3	4	Theory	Total
Marks	13	15	12	40	40

Pattern of Practical Half Yearly & Final Exam Examination

Items	Volumetric Analysis	Salt Analysis	Content Based Experiment	Project Work	Class Record and Viva	Total
Marks	8	8	6	4	4	30

Marking Scheme ofHalf Yearly Examination

Unit	2	3	4	8	9	Theory
Marks	14	16	14	14	12	70

Marking Scheme of Final & Pre Board Examination

Unit	2	3	4	8	9	10	11	12	13	14	Total
Marks	7	9	7	7	7	6	6	8	6	7	70

BIOLOGY

Term I (3rd April'25-8th August'25)

APRIL'25

NCERT
Ch- 1 Sexual Reproduction in Flowering Plants
Ch- 2 Human Reproduction
Ch- 3 Reproductive Health

MAY'25

NCERT
Ch- 4 Principles of Inheritance and Variation
Ch- 5 Molecular basis of Inheritance
Art Integration Activity: Sketching To study the curd formation and study the bacteria presnt.

JULY'25

NCERT Ch- 6 Evolution
NCERT Ch- 7 Human Health and Disease
Ch- 8 Microbes in Human Welfare

AUGUST'25
Ch- 9 Biotechnology Principles and Processes
Revision

Term II (20th September'25-24th October'25)

SEPTEMBER'25
Ch- 10 Biotechnology & its Applications

NCERT **OCTOBER'25**
Ch- 11 Organisms & Population

NCERT Ch- 12 Ecosystem
Ch-13 Biodiversity & Conservation

DECEMBER'21
Revision

Pattern of Practical Examination

Items	Experiment (Major)	Experiment (Minor)	Slide Making	Spotting	Record & Viva	Project & Viva
Marks	5	4	5	7	4	5

Marking Scheme of Half Yearly Examination

UNIT	VI	VII	VIII	Theory
Marks	25	30	15	70

Marking Scheme of Final & Pre Board Examination

UNIT	VI	VII	VIII	IX	X	Theory
Marks	16	20	12	12	10	70

Syllabus of Periodic Test

Periodic Test	I	III
Chapter No.	5,6	10,11,12

PHYSICS

Term I (03 April'25 - 08 August'25)

	April'25
NCERT	Ch- 1 Electric Charges and Fields
	Ch- 2 Electrostatic Potential and Capacitance
	May'25
NCERT	Ch- 3 Current Electricity
	Ch- 4 Moving Charges and Magnetism
	July'25
NCERT	Ch- 5 Magnetism and Matter
	Ch- 6 Electromagnetic Induction
	Ch-7 Alternating Current
	August'25
NCERT	Ch- 8 Electromagnetic Waves
	Revision

Term II (Mid September'25 – 24 October'25)

	September'25
NCERT	Ch- 9 Ray Optics and Optical Instruments
	Ch- 10 Wave Optics
	October'25
NCERT	Ch- 11 Dual nature of Matter and Radiation
	Ch- 12 Atoms
	Ch- 13 Nuclei
	Ch- 14 Semiconductor
	November'25
	Revision
	December'25
	Revision

Syllabus of Periodic Test

Periodic Test	I	HY	II
Chapters	1,2,3	1,2,3,4,5,6,7	11,12,13,14

Marking Scheme of Half Yearly Exam

Chapter	1	2	3	4	5	6	7	Total	Practical Assessment	Grand Total
Marks	10	10	14	10	8	10	8	70	30	100

Marking Scheme of Pre Board Examination an Final Examination

Chapter	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Total	Practical	Grand
Marks	5	5	7	5	4	5	4	3	7	7	3	4	4	7	70	30	100

ACCOUNTANCY (055)

Term I (3rd April'25- 8th August'25)

APRIL'25

Analysis of financial statements	Ch-1 Financial statements of Companies
Analysis of financial statements	Ch-2 Financial statement analysis
Analysis of financial statements	Ch-3 Comparative Statements
Analysis of financial statements	Ch-4 Common size Statements
Analysis of financial statements	Ch-5 Accounting ratios

MAY'25

Analysis of financial statements	Ch-5 Accounting ratios (contd.)
Analysis of financial statements	Ch-5 Cash flow statement
Accounting for Partnership	Ch-1 Fundamentals of partnership

Activities related to Art Integration
Project work will be assigned for Board Exams

JULY'25

Accounting for Partnership	Ch-2 Change in profit sharing ratio among partners
Accounting for Partnership	Ch-3 Admission of partner
Accounting for Partnership	Ch-4 Retirement or Death of partner

AUGUST'25

Accounting for Partnership	Ch-5 Dissolution of partnership firm

Term II (20th September -25 October'25)

SEPTEMBER'25

Accounting for Companies	Ch-1 Issue of shares

OCTOBER'25

Accounting for Companies	Ch-1 Issue of shares (contd.)
Accounting for companies	Ch-2 Issue of debentures

Syllabus of Periodic Test

Periodic Test	I
Chapter	Ch 1- 4 (analysis of financial statements) Ch-5 (Only Liquidity ratio)

Marking Scheme of half yearly examination (PT-II)

Book and Chapter	Part-B (Analysis of Financial Statement) Ch1-5	Part A(Vol.I) Accounting for Partnership Ch 1-4	Theory	Practical	Total
Marks	30	50	80	20	100

Marking Scheme of Final Examination

Chapter	Part-A Vol.I Partnership Ch 3,4,5	Part-A Vol.II Issue of shares and Debentures Ch 6,7	Part-B Analysis of financial Statements Ch 1-5	Practical	Total
Marks	25	33	23	20	100

Marking Scheme of Pre-Board and Board Examination

Chapter	1,2,3,4,5(Partnership) Part-A , Vol.I	Issue of shares and debentures Part-A, Vol.II	Financial Statements ,Accounting Ratios, Cash flow statement Part-B	Project	Total
Marks	36	24	20	20	100

Project Work: One Project will be done throughout the session
Project work 20 marks
Relevance of the topic, Knowledge of the content/ Research Work, Presentation technique
Pattern of Practical Examination

	Practical file	Viva	**Total**
	12	8	20

CLASS-XII
BUSINESS STUDIES

Term I (3rd April'25- 8th August'25)
APRIL'25
NCERT   Ch-1 Nature and significance of management
NCERT   Ch-2 Principles of Management
NCERT   Ch-11 Marketing
Activities related to Art Integration
MAY'25
NCERT   Ch-11 Marketing (continued)
NCERT   Ch-3 Business Environment
NCERT   Ch-4 Planning
NCERT   Ch-5 Organising
Project work will be assigned for Board Exams
JULY'25
NCERT   Ch-5 Organising (continued)
NCERT   Ch-6 Staffing
NCERT   Ch-7 Directing
AUGUST'25
NCERT   Ch-7 Directing (Continued)
NCERT   Ch-8 Controlling
NCERT   Revision Ch-6,7
Term II (20th September'25- 25th October'25)
SEPTEMBER'25
NCERT   Ch-9 Financial Management
OCTOBER'25
NCERT   Ch-9 Financial Management (continued)
NCERT   Ch-10 Financial Market
NCERT   Ch-12 Consumer Protection

Syllabus of Periodic Tests

Periodic Test	I
Chapter	1,2,3,4

Project Work: One Project will be done throughout the session.

Term-I Project work 20 marks Pattern of Practical Examination.

Initiative, cooperativeness and participation	Creativity in presentation	Content, observation and Research Work	Analysis of Situations	Viva	Total
2	2	4	4	8	20

Marking Scheme of Half Yearly Examination (PT-II)

Chapter	1,2,3	4,5	6,7,8	Theory	Project	Total
Marks	25	23	32	80	20	100

Marking Scheme Final (PT III), Pre-Board and Board Examination

Chapter	1,2,3	4,5	6,7,8	9,10	11,12	Theory	Project	Total
Marks	16	14	20	15	15	80	20	100

CLASS XII

ECONOMICS

Term I (3rd April'25 to 8thAugust'25)

APRIL '25

Macro Economics L-1, 2 Macroeconomics, Some basic concepts
L-3 National Income and its Related Aggregates
L-4 Measurement of National Income
L-5 Money and its functions and Supply of Money
L-6 Banking, Central & Commercial Banks

Activities related to Art Integration
MAY'25

Macro Economics L-7 AD, AS and Related Concepts
L-8 Determination of Equilibrium Level of Income
And Output
L-9 Problem of Excess and Deficient Demand
L-10 Government Budget
L-11 Foreign Exchange Rate
L-12 Balance of Payments

Project work will be assigned for the board practicals
JULY'25

Indian Economic L-1 A brief introduction of the state of Indian economy on the eve of independence.
Development
L-2 Common goals of Five-year Plans. Main features, problems and policies of
Agriculture (institutional aspects and new agricultural strategy, etc.), industry
(Industrial licensing, etc.) And foreign trade.
L-3Economic Reforms since 1991: Features and appraisals of Liberalization,
Globalization and Privatization (LPG policy); Concepts of demonetization
AUGUST'25

Indian Economic L-4Human Capital Formation in India
Development L-5 Rural Development

Term II(20thSeptember'25-25th October'25)

SEPTEMBER'25

Indian Economic L-6 Employment, unemployment Development

Indian Economic   L-7 Environment and Sustainable Development
Development   L-8 Development Experience of India-A Comparison with Pakistan and China
                       Revision of L-8

Marking Scheme of Half yearly Examination (Periodic Test-II)

Unit	I	II	III	IV	V	VI	Theory	Project	Total
Marks	18	10	20	08	08	16	80	20	100

CBSE
Sample
papers

Marking Scheme of Final ,Pre-Board and Board Examination

Unit	I	II	III	IV	V	VI	VII	VIII	Theory	Project	Total
Marks	10	06	12	06	06	12	20	8	80	20	100

Syllabus of Periodic Test

Periodic Test	I
Lesson	**1,2,3,4,5,6 (Macro)**

Project Work: One project will be done throughout the session:
Project work 20 marks

Project File	Relevance of the topic, Knowledge of the Content / Research work, Presentation technique	**Viva**	**Total**
	12 marks	8 marks	20 marks

ENTREPRENEURSHIP

TERM 1(3rd April, 25 -8th August'25)

APRIL'25
NCERT   Unit 1: Entrepreneurial Opportunities
NCERT   Unit 2: Entrepreneurial Planning
Activities related to Art Integration.

MAY'25
NCERT   Unit 2: Entrepreneurial Planning (Continued)
NCERT   Unit 3: Enterprise Marketing
Project work to be assigned for board practical.

JULY'25
NCERT   Unit 3: Enterprise Marketing (continued)
NCERT   Unit 4: Enterprise Growth Strategies

AUGUST'25
NCERT   Unit 4: Enterprise Growth Strategies (Continued)
NCERT   Revision of Chapters-1, 2, 3, 4

TERM II (20th September'25 – 25th October'25)

SEPTEMBER'25
NCERT   Unit 5: Business Arithmetic

OCTOBER' 25
NCERT   Unit 5: Business Arithmetic (Continued)
NCERT   Unit 6: Resource Mobilization
NCERT   Revision of CBSE Sample Papers

Syllabus of Periodic Tests

Periodic Test	I

Unit	1, 2						

Marking Scheme of Half Yearly Examination (Periodic Test – II)

Unit	1	2	3	4	Theory	Project	Total
Marks	20	20	15	15	70	30	100

Project work assigned as per Board Practical.

Project File – 1 (Market Survey)	Project File – 2 (Business Plan)	Numerical assessment of BEP/EOQ and Viva	Total
Introduction, Statement of Purpose/Need and Objective of the Study, Hypothesis/Research Question, Review of Literature, Presentation of Evidence, Key Words, Methodology, Questionnaire, Data Collection, Significance and relevance of the topic; challenges encountered while conducting the research	**Content analysis and its relevance in the current scenario. Conclusion, Limitations, Bibliography, Annexure and Overall Presentation.**		
10 marks	10 marks	10 marks	30

Marking Scheme of Final, Pre Board Examination and Board Examination

Unit	1	2	3	4	5	6	Project	Total
Marks	17	13	10	10	10	10	30	100

SYLLABUS 2025 - 26
CLASS XII
MARKETING

TERM 1 (3rd April, 24 - 8th August'24)

APRIL'25
NCERT PART A   Unit 1: Communication Styles
NCERT PART B   Unit 1: Introduction to Product
Activities related to Art Integration.

MAY'25
NCERT PART A   Unit 1: Communication Styles (Continued)
NCERT PART B   Unit 1: Introduction to Product (Continued)
NCERT PART B   Unit 2: Introduction to Price
Project work will be assigned for the Board Practical's

JULY'25
NCERT PART A   Unit 2: Self-Management Skills
NCERT PART B   Unit 3: Introduction to Place

AUGUST'25
NCERT PART B   Unit 3: Introduction to Place (Continued)
NCERT PART A   Unit 3: Information and Communication Technology Skills
NCERT PART B   Unit 4: Promotion
NCERT   Revision of PART A and PART B

TERM II (20th September'25 – 25th October'25)

SEPTEMBER'25
NCERT PART B   Unit 4: Promotion (Continued)
NCERT PART A   Unit 4: Entrepreneurship Skills

OCTOBER'25
NCERT PART B   Unit 5: Emerging Trends
NCERT PART A   Unit 5: Green Skills
NCERT   Revision of Part A & Part B
          Revision of Past CBSE Sample Papers.

Syllabus of Periodic Tests

Periodic Test	I
Part A	1

Part B	1, 2				

Marking Scheme of Half Yearly Examination (Periodic Test –II)

PART A Unit	1 ,2 & 3	PART B Unit	1,2 & 3	Project	Total
Marks	10	Marks	50	40	100

Marking Scheme of Final, Pre-Board and Board Examination-Term-2

PART A Unit	1,2,3,4 & 5	PART B Unit	1,2, 3,4 & 5	Project	Total
Marks	10	Marks	50	40	100

Project Work

Project	Project Work & Practical File	Viva based on Project	Demonstration of skill competency in Lab Activities	Total
Marks	20	10	10	100

SYLLABUS 2025-26
CLASS XII
TYPOGRAPHY

Term I (3rd April - Mid August 2025)

APRIL '25

CBSE	PART-B	Unit-1	Business Correspondence: Styles of Typewriting letters – indented Style, Block Style/Full Blocked Style, Semi – block style. Official Correspondence: Types of Official Correspondence – Memorandum, office order, DO letter, Office Note.
CBSE	PART-B	Unit -2	Meaning/Definition, Proof correction signs/symbols, Procedure of preparing a fair copy of the manuscript.
CBSE	PART-B	Unit-3	Starting Excel: Excel window, Ribbon, Excel Workbook and Worksheet, Opening workbook, Data entry, navigating the worksheet, Saving and Printing Workbook. Editing Excel : Selecting Cells and Ranges, Editing data, Modifying a Worksheet, Adding worksheets, rows and columns, Resizing rows and columns, moving and copying cells, freeze pane, Find and Replace data, Autofill. Formatting Worksheets: Formatting cells, Formatting rows and columns, Formatting text, Formatting worksheets using Styles Toolbar, Auto formatting, AutoCorrect, Format painter. Formulas and Functions: Formulas, Operators, Creating a formula, AutoSum, Relative, Absolute and Mixed Referencing, Functions, Spell checking. Using Charts: Components of a Chart, Chart types, creating a Chart Economy

MAY '25

CBSE	PART-B	Unit-4	Power Point Presentation: Starting PowerPoint, Creating a presentation, Opening an existing presentation. Viewing slides-Normal View, Slide Sorter View, Notes Page, Slide Show. Working with slides- Adding a slide, deleting a slide, Adding text, moving a text box, format text. Adding WordArt, Format WordArt. Adding shapes, image and clipart. Adding theme to slide, changing the background. Formatting presentation using slide master. Objects and Animation: Creating Custom Animation Effects for objects, Modify Animation effects, Create a Slide Transition, Change the order of the slide, Slide Show Options, Rehearse Timing

CBSE	PART-A	Unit-1	Communication Cycle, Various Methods of Communication, Perspective in Communication, Basic writing skills

<div align="center">**JULY '25**</div>

CBSE	PART-A	Unit-2	Importance of self-management, Building self-Confidence
CBSE	**PART-B**	**Unit-5**	Search Engine, Types of Search Engine, Finding information through search engine, Different Search Engines, E-Commerce, Types of E-Commerce, E-Business

<div align="center">**AUGUST ' 25**</div>

<div align="center">Revision of Unit 1,2,3,4</div>

Term II (Mid September - October 2025)

<div align="center">**SEPTEMBER'25**</div>

CBSE	PART-A	Unit-3	Role of ICT, Computer Components and its peripheral devices, Basic Computer Operations, internet and its application
CBSE	**PART-B**	**Unit-7**	Computer Virus, Computer virus versus Biological virus, Computer virus classification– Boot sector virus, Companion virus, E-mail virus, Logic Bomb, Macro virus, Cross-site scripting virus, Worm, Trojan Horse. Effects of computer virus, the vulnerability of operating systems to virus, protection from virus and use of popular antivirus software.

<div align="center">**OCTOBER'25**</div>

.CBSE	PART-B	Unit-6	E-mail Management: Importance of E-mail, E-mail Services, Opening an email account using Gmail. Composing an email, Sending an email with attachment, Formatting text. E-mail actions- Reading an email, replying an email, forwarding an email, printing an email and deleting an email. Adding a signature. Creating folders/ labels for archiving emails
CBSE	**PART-A**	**Unit-4**	Types of business activities, Characteristics of Entrepreneurship
		Unit-5	Environment Protection and Conservation,Importance of Green

Practical List :
Python Programs
1. Practice of QWERTY keyboard for students through "Typing-Master" software.
2. Practice of passages through different typed sheets provided by the teacher.
3. Enter a paragraph and format it according to the given specifications.
- Align the text in different alignment of the paragraph
- Keep the line spacing of 1.5
- Create a hyperlink
4. Create stationary list having four columns(using tab)
- Font specifications for the heading (Stationary List): 14-point Arial font in bold and italics.
- The headings of the columns should be in 12-point and bold.
- The rest of the document should be in 10-point Times New Roman.
- Leave a gap of 12-points after the heading.
5. Design a time-table form for your class.
- The first line should mention the class/section in 16-point Arial Font and should be bold.
- Leave a gap of 12-points.
- The rest of the document should use 10-point Times New Roman font.
- The footer should contain your specifications as the name and date of creation.
6. XYZ Publications plans to release a new book designed as per your syllabus. Design the first page of the book as per the given specifications.
- The title of the book should appear in bold using 20-point Calibri font.
- The name of the author and his qualifications should be in the right of the page in 16-point Times New Roman.
- The name of the publisher and address should be at the bottom of the document in 16-point Arial font.

<div align="center">15</div>

7. Compose a note to invite friends for a get-together at your house, including a list of items to bring with them.

8. Design a certificate for an athlete meet in landscape orientation with a border around the document.

9. Create a document to outline your rules for your bedroom at home, using a numbered list.

10. Enter the data into a given table for 5 employees of an organization:

         Emp. No. Name Address Mobile No.

11. Add a column email address between the Address and Mobile No. to the table.

12. Create a document with wrapping of text around the image.

13. Your school is organizing an annual day. Create a document in MS-word to invite five guests for the same using mail merge.

14. Prepare a birthday card for your friend.

Project List

1. Write a General letter and convert the letters into different styles as Indented style, blocked style, and semi – block style.

2. Write a memorandum to an employee of the institute for the confirmation of his/her job to the post of junior secretariat assistant (JSA).

3. Draft on office order for an employee for grant/sanction of earned leave for a period of 5 days.

4. Write a D.O (Demi-Official) letter from the principal of the school to directorate of education registering a complain of the staff member.

5. Draft on office note inviting the teachers of the school for an urgent assembly in the auditorium

6. Make a presentation on a current topic

Syllabus of Periodic Test,Half Yearly, Final Examination

Periodic Test	PT-1	Half Yearly Examination	Final/Pre Board
Chapter	1,2,3	1,2(PART- A) 1,2,3,4,5(PART B)	1,2,3,4,5(PART- A) 1,2,3,4,5,6,7(PART B)

Pattern of Practical Examination

Topic	Project	Practical file	Practical Demonstration	Viva	Total
Marks	10	15	10	5	40

Marking Scheme of PT-1

Chapter	1	2	2	Theory
Marks	20	10	10	40

Marking Scheme of Half Yearly/PT2 Examination

	PART A		PART B					
Chapter	1,2	1	2	3	4	5	Total
Marks	10	10	10	10	10	10	60

Marking Scheme of Pre-Board Examination

	PART A	PART B							
Chapter	1,2,3,4,5	1	2	3	4	5	6	7	Total
Marks	10	8	8	14	8	4	4	4	60

Term I (3rd April - Mid August 2025)

APRIL '25

CBSE	Chapter-1	Database Query using SQL Math functions: POWER (), ROUND (), MOD (). Text functions: UCASE ()/UPPER (), LCASE ()/LOWER (), MID () /SUBSTRING ()/SUBSTR (), LENGTH (), LEFT (), RIGHT (), INSTR (), LTRIM (), RTRIM (), TRIM ().Date Functions: NOW (), DATE (), MONTH(), MONTHNAME (), YEAR (), DAY (), DAYNAME (). Aggregate Functions: MAX (), MIN (), AVG (), SUM (), COUNT (); using COUNT (*). Querying and manipulating data using Group by, Having, Order by Date Functions: NOW (), DATE (), MONTH (), MONTHNAME (), YEAR (), DAY (), DAYNAME (). Aggregate Functions: MAX (), MIN (), AVG (), SUM (), COUNT (); using COUNT (*). Querying and manipulating data using Group by, Having, Order by,Equi Join
CBSE	Chapter-2	Introduction to python Libraries, Series , Data Frames

MAY '25

CBSE	Chapter-2	Importing and Exporting Data between CSV files and Data Frames
CBSE	Chapter-4	Plotting data using Metaplotlib

JULY ' 25

CBSE	Chapter-4	Customization of Plots, Pandas Visualization

AUGUST ' 25

CBSE	Chapter-7	Approaches for solving projects Team Work Project Descriptions Revision

Term II (Mid September - October 2025)

SEPTEMBER'25

CBSE	Chapter-5	Introduction to Computer Networks Introduction to networks, Types of network: LAN, MAN, WAN. Network Devices: modem, hub, switch, repeater, router, gateway Network Topologies: Star, Bus, Tree, Mesh Introduction to Internet, URL, WWW, and its applications- Web, Email, Chat VoIP. Website: Introduction, difference between a website and webpage, static Vs dynamic web page, web server and hosting of a website. Web Browsers: Introduction commonly used browsers, browser settings, add-ons and plug-ins, cookies.

OCTOBER '25

CBSE	Chapter-6	Societal Impacts Digital footprint, net and communication etiquettes, data Protection intellectual property rights (IPR), Plagiarism, licensing and copyright, free and open source software (FOSS), cybercrime and cyber laws, hacking, phishing, cyber bullying, overview of Indian IT Act. E-waste: hazards and management. Awareness about health concerns related to the usage of technology.

Practical List :
Python Programs
1. Create a pandas series from a dictionary of values and an ndarray
2. Given a Series, print all the elements that are above the 75th percentile.
3. Create a Data Frame quarterly sales where each row contains the item category, item name, and expenditure. Group the rows by the category, and print the total expenditure per category.
4. Create a data frame based on ecommerce data and generate descriptive statistics (mean, median, mode, quartile, and variance)
5. Create a data frame for examination result and display row labels, column labels data types of each column and the dimensions
6. Filter out rows based on different criteria such as duplicate rows..
7. Find the sum of each column, or find the column with the lowest mean.
8. Locate the 3 largest values in a data frame.
9. Subtract the mean of a row from each element of the row in a Data Frame.
10. Replace all negative values in a data frame with a 0.

11. Replace all missing values in a data frame with a 999.

s12. Importing and exporting data between pandas and CSV file

13. Importing and exporting data between pandas and MySQL database.

Data Visualization:

14. Given the school result data, analyse the performance of the students on different parameters, e.g subject wise or class wise.

15. For the Data frames created above, analyze and plot appropriate charts with title and legend.

16. Take data of your interest from an open source (e.g. data.gov.in), aggregate and summarize it. Then plot it using different plotting functions of the Matplotlib library.

Data Management & SQL Commands

17. Create a student table with the student id, name, and marks as attributes where the student id is the primary key.

18. Insert the details of a new student in the above table.

19. Delete the details of a particular student in the above table.

20. Use the select command to get the details of the students with marks more than 80.

21. Create a new table (order ID, customer Name, and order Date) by joining two tables (order ID, customer ID, and order Date) and (customer ID, customer Name, contact Name, country).

22. Create a foreign key in one of the two tables mentioned above

23. Find the min, max, sum, and average of the marks in a student marks table.

24. Find the total number of customers from each country in the table (customer ID, customer Name, country) using group by.

25. Create a new table (name, date of birth) by joining two tables (student id, name) and (student id, date of birth).

26. Write a SQL query to order the (student ID, marks) table in descending order of the marks.

Pattern of Periodic Test

No. of Questions	8	13	2	Total
Marks	1	2	3	40

Syllabus of Periodic Test,Half Yearly, Final Examination

Periodic Test	PT-1	Half Yearly Examination(PT-2)	Final Examination(PT-3)
Unit	1,2	(done till august) Ch-1,2,4	1,2,4,5,6,7

Pattern of Half Yearly ,Final and Pre-Board Examination

No. of Questions	21	7	4	2	3	Theory	Practical	Total
Marks	1	2	3	4	5	70	30	100

Pattern of Practical Examination

Topic	Python	Sql	Practical file	Project	Viva	Total
Marks	8	7	5	5	5	30

Marking Scheme of Half Yearly(PT-2) Examination

Chapter	1	2	4	Theory
Marks	30	25	15	70

Marking Scheme of Final /Pre-Board Examination

Chapter	1	2,4	5	6	Theory
Marks	25	25	10	10	70

LIFE SKILLS

Term – I

APRIL'25

Discussion   Healthy Growing Up
Activity   Developing Gender Sensitivity, SWOT Analysis

MAY'25

Discussion   Enhancing Decision Making Process
          POCSO, JJ ACT

JULY'25

Discussion   Preventing Substance Abuse

AUGUST'25

Discussion & Activity Practicing Assertiveness

Term – II

SEPTEMBER'25

Activity   Creative Visualization, Colours Of Life

OCTOBER'25

Activity   The Road Map (Goal Setting)

NOVEMBER'25

Activity   Time Management
Discussion   Effective Study Strategies