LESSON PLAN

SUB: INTRODUCTION TO IT SYSTEM LAB
BRANCH:-ELETRICAL ENGG. & COMPUTER SCIENCE ENGG .
SEMESTER:2nd

NAME OF FACULTY: MAHESWARI SAMAL (GUEST FACULTY IN CSE)

GOVERNMENT POLYTECHNIC, BHADRAK
Session:2025-2026

HOD ,Math& Sc.

Academic Co-ordinator

Principal
Govt. Polytechnic, Bhadrak

Discipline : Electrical Engg. & CSE	Semester: 2nd, Summer -2026	Name of the Faculty: Maheswari Samal Lect. in CSE (GF) Email ID:maheswarisamal98@gmail.com
Subject: Introduction to IT System Lab Pr-1	No. of Days/week: 04	Start Date: 09/01/2026 End Date: 08/05/2026

Week	Class Day	Practical Topics
1st	1st	Browser features, browsing, using various search engines, writing search queries
	2nd	Browser features, browsing, using various search engines, writing search queries
2nd	1st	Visit various e-governance/Digital India portals, understand their features, services offered
	2nd	Visit various e-governance/Digital India portals, understand their features, services offered
3rd	1st	Read Wikipedia pages on computer hardware components, look at those components in lab, identify them, recognize various ports/interfaces and related cables, etc
	2nd	Read Wikipedia pages on computer hardware components, look at those components in lab, identify them, recognize various ports/interfaces and related cables, etc
4th	1st	Install Linux and Windows operating system on identified lab machines, explore various options, do it multiple times.
	2nd	Install Linux and Windows operating system on identified lab machines, explore various options, do it multiple times.
5th	1st	Install Linux and Windows operating system on identified lab machines, explore various options, do it multiple times.
	2nd	Install Linux and Windows operating system on identified lab machines, explore various options, do it multiple times.
6th	1st	Connect various peripherals (printer, scanner, etc.) to computer, explore various features of peripheral and their device driver software.
	2nd	Connect various peripherals (printer, scanner, etc.) to computer, explore various features of peripheral and their device driver software.
7th	1st	Basic HTML Commands
	2nd	Practice HTML commands(Basic HTML program)
8th	1st	Practice HTML commands(Table)
	2nd	Practice HTML commands(Form./Biodata)
9th	1st	Make your own Webpage
	2nd	Make your own Webpage
10th	1st	Explore features of Open Office tools, create documents using these features, do it multiple times (Introduction)
	2nd	Explore features of Open Office tools(MS Word)
11th	1st	Explore features of Open Office tools(MS Word)
	2nd	Explore features of Open Office tools (Task-Resume)
12th	1st	Explore features of Open Office tools(MS Excel)
	2nd	Explore features of Open Office tools(Task-Marksheet)
13th	1st	Explore features of Open Office tools (MS Powerpoint)
	2nd	Explore features of Open Office tools(Task-PPT Presentation)
14th	1st	Explore security features of Operating Systems and Tools, try using them and see

		2nd	what happens
			Explore security features of Operating Systems and Tools, try using them and see what happens
15th		1st	Record Check /Doubt clearing /question answer discussion
		2nd	Record Check Doubt clearing /question answer discussion

Maheswari Samal

Signature of faculty