

## COURSE STRUCTURE

### YEARLY SCHEME OF EXAMINATION – GENERAL PAPERS I YEAR

PAPER CODE	PAPER TITLE	EXAMINATION DURATION	MARKS	
			MAX.	MIN.
QHD	GENERAL HINDI	3 Hrs	100	35
QCA	COMPUTER APPLICATIONS	3 Hrs	100	35
QEE	ENVIRONMENTAL EDUCATION	3 Hrs	100	35
QEG	GENERAL ENGLISH	3 Hrs	100	35

**सामान्य हिन्दी**

1. हिन्दी भाषा का स्वरूप एवं विकास
2. हिन्दी भाषा का शब्द भंडार
3. देवनागरी लिपि का मानक स्वरूप
4. हिन्दी भाषा की संवैधानिक स्थिति (राजभाषा)
5. भूमण्डलीकरण के दौर में हिन्दी (कम्प्यूटर/मीडिया की हिन्दी ए भाषा का अन्तर्राष्ट्रीय स्वरूप)
6. हिन्दी भाषा का व्यावहारिक व्याकरण : मुहावरे/लोकेक्तियाँ, पर्यायवाची शब्द/वाक्यांश सूचक शब्द, उपसर्ग/प्रत्यय, शब्द शुद्धि/वाक्य शुद्धि
7. हिन्दी भाषा : रचना कौशल, संक्षेपण/पल्लवन, पारिभाषिक शब्दावली
8. व्यक्तिगत और सामाजिक पत्र
9. सरकारी पत्र
10. निबन्ध लेखन
11. कबीर
12. तुलसीदास
13. मीराबाई
14. जयशंकर प्रसाद
15. तारा प्रकाश जोशी
16. कहानी आकाशदी (जयशंकर प्रसाद)
17. निबंध सच्ची वीरता (अध्यापक पूर्णसिंह)
18. आत्मकथा (अंश) : महात्मा गाँधी

**COMPUTER APPLICATIONS**

- 1. Introduction to Computers :** History, need and evolution, merits and Limitations of Computers, Uses of computers in business and society.
- 2. Computer Fundamentals :** Characteristics & Generation of Computers, Block diagram of Computer Data Representation: Binary Number System, Octal, Hexadecimal and their Conversion.
- 3. Computer Systems :** Types of Computer systems- Micro, Mini, Mainframe and Super Computers - Analog, Digital and Hybrid Computers - Business and Scientific Computer systems - Laptop and notebook Computers.
- 4. Hardware and Software :** Introduction, Hardware accessories, Software and software types.
- 5. Memory :** Types, Units of memory, Primary memory- RAM, ROM, Secondary storage devices – HDD, Flash Drives, Optical, Disks: DVD
- 6. Peripheral Devices :** Input devices – keyboard, mouse, scanner, output devices – monitor - VDU, LCD, CRT -printers - Commonly used printers, High-quality printers, Thermal-wax printers, Dye sublimation printers, Plotters.
- 7. MS Windows :** Desktop, My Computer, Files and folders using windows explorer; Control Panel, Searching Files and folders.
- 8. Operating Systems :** DOS - Internal commands - External commands - Windows - UNIX - Windows NT - Windows98 – Windows XP - Types of operating Systems: Batch, Online and Real time system- Time sharing, Multiprogramming and Multiprocessing systems.
- 9. MS Word :** Introduction, Creating & Editing Word Document. Saving Document, Working with Text: Selecting, Formatting, Aligning & Indenting, Finding Replacing Text, Bullets & Numbering, Header & Footer, Working with Tables, Properties Using spell checker, Grammar, AutoCorrect Feature, Synonyms and Thesaurus.
- 10. MS Word Graphics :** Inserting Pictures, Clipart, Drawing Objects, Using Word Art. Setting page size and margins; Printing documents. Mail Merge Practical.
- 11. MS-Excel :** Creating, Opening, & Saving Workbook. Range of Cells. Formatting Cells, Functions: Mathematical, Logical, Date Time, Auto Sum Formulas. Graphs: Charts. Types & Chart Tool Bar. Printing: Page Layout, Header and Footer Tab.
- 12. MS PowerPoint :** Creating and Editing presentation, Auto content wizard, using built-in templates MS PowerPoint: Types of Views: Normal, Outline, Slide, Slide Sorter, Slide Show, Creating customized templates; formatting presentations Graphics: AutoShapes, adding multimedia contents, printing slides.
- 13. MS Access :** Creating Tables, adding and deleting records, Querying: creating, saving and editing; joining tables in queries, Forms: creating and using forms, Reports: creating and printing reports, Macros: concept and simple use of macros, Modules: writing programs using Visual Basic for Applications (VBA), Security: access control by enabling and disabling menus, Managing Data and Files.
- 14. Internet :** Basic Internet terms: Web Page, Website, Home page, Browser, URL, Hypertext, ISP, Web Server Applications: WWW, e-mail, Instant Messaging, Internet Telephony, Videoconferencing, Web Browser & its environment.
- 15. Computer Network & Communication :** Network types, Network topologies, Network Communication Devices, Physical Communication Media, Network Protocol (TCP/ IP).

**ENVIRONMENTAL EDUCATION**

1. **Environment** : Introduction, Definition, scope and importance, Goals objectives and guidelines of environmental education, Need for public awareness.
2. **Components of environment** : Introduction, Hydrosphere, lithosphere and atmosphere.
3. **Natural Resources** : Introduction, Renewable and non-renewable resources: Forest resources, Water resources, Mineral resources, Food resources, Energy resources, Land resources, Role of an individual in conservation of natural resources, Equitable use of resources for sustainable lifestyles.
4. **Ecosystems** : Introduction, Concept of an ecosystem, Structure and function of an ecosystem, Producers, consumers and decomposers, Ecological succession, Food chains, food webs and ecological pyramids.
5. **Classification of Ecosystems** : Introduction, types, characteristic features, structure and function of the following ecosystem :- Forest ecosystem, Grassland ecosystem. Desert ecosystem, Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries).
6. **Biodiversity and its conservation** : Introduction – Definition: genetic, species and ecosystem diversity, biogeographically classification of India, Value of biodiversity, Biodiversity at global, National and local levels, India as a mega-diversity nation, Hot-spots of biodiversity, Threats to biodiversity, Conservation of biodiversity.
7. **Environmental pollution** : Introduction, Definition of pollution, what are pollutants, different types of environmental pollutions, like air, water, soil, noise, Marine pollution, thermal and radioactive pollution and its effect on human health.
8. **Control of Various Types of Pollution** : Introduction, conservation of natural resources Wild life conservation. Role of an individual in prevention of pollution
9. **Wastes** : Classification of wastes, sources of wastes and its effect on environment, Solid waste Management : Causes, effects and control measures of urban and industrial wastes. Disaster management: floods, earthquake, cyclone and landslides
10. **Major Environmental Pollution Problems** : Green house effect, Acid Rain, Ozone Depletion, global warming, nuclear accidents and holocaust
11. **Social issues and the environment** : Introduction, From Unsustainable to Sustainable development, Urban problems related to energy, Water conservation, rain water harvesting, watershed management, Resettlement and rehabilitation of people; its problems and concerns.
12. **Environmental Ethics** : Introduction, Issues and possible solutions, Climate change, Wasteland reclamation, Consumerism and waste products.
13. **Environmental Protection** : Introduction, Environment Protection Act, Air (Prevention and Control of Pollution) Act, Water (Prevention and control of Pollution) Act, Wildlife Protection Act, Forest Conservation Act, Issues involved in enforcement of environmental legislation, Public awareness.
14. **Human Population and the Environment** : Introduction, Population growth, variation among nations, Population explosion – Family Welfare Programme, Environment and human health, Human Rights, Value Education, HIV/AIDS, Women and Child Welfare.
15. **Information Technology in Environment** : Introduction, Role of Information Technology in environment and human health.

**GENERAL ENGLISH**

1. **Survey of English Grammar** : Introduction, Noun, Pronoun, Adjective, Verb and Adverb, Proposition and Conjunction Phrase and Clause.
2. **Tenses** : Introduction, Use of Tenses, transformation of sentence, Sequence of tense, Punctuation, Conditional sentences.
3. **Phrase and Idioms** : Introduction, Phrases in English, Idioms, List of Idioms, Summary, Keywords.
4. **Prepositions, Conjunctions and Interjections** : Introduction, Diagnostic test, Key Concept, Hands-on Grammar (Preposition Pet on a Leash), Different Kinds of Conjunctions.
5. **Articles** : Types of Articles, use of Articles, use of article with common noun, article in generic reference, examples.
6. **Precise Writing** : Concept of Precise Writing, Write a Precise, Writing Learning Objectives, Methods for Improving Precise Writing Skills.
7. **Use of Infinitive, Gerund, & Participle** : Gerund, Participles, Infinitives, Comparing Gerunds, Participles, and Infinitives
8. **Direct and Indirect Narration** : Direct and Indirect Speech, Rules for Direct and Indirect Speech, Difference between Direct and Indirect Speech
9. **Paragraph and Compositions** : Introduction, Writing Effective Paragraphs (Main Idea and Topic Sentence, Writing a Topic Sentence), Paragraphs in Essays and other Compositions (Maintain Unity, Construct Coherence), Writing Style (Developing Style, Formal and Informal English), Standardized Test Preparation Workshop.
10. **Essay Writing** : How to write easy, Pleasure of collage life, a visit to an industrial exhibition, an ideal way of spending a holiday, the journey on the train, what subject you like best and why, an embarrassing experience
11. **Letter & Application Writing** : Application Writing, Applications – Types of Writing, Letter Writing, Types of Letters.
12. **Theme, Focus, and Information Processing** : Prosodic aspects, grammatical aspects, Postponement, Existential sentence, Emotive emphasis, Reinforcement.
13. **English Communication** : Introduction, Concept of Communication, Elements of Communication, Objectives of Communication, Importance of Communication, Scope/purpose of Communication, Process of Communication and Effectiveness, Communication Models, Communication Theories, Essentials of Good Communication, Channels of Communication, Verbal and Non-verbal Communication, Types of Business Communication, Media of Communication, Media of Non-verbal Communication
14. **Research Paper** : Introduction, Types of Research Papers, Choosing Your Topic, Drafting of research paper, Revising and editing of research paper, publishing and presenting of research paper.
15. **Narration of Short Story** : Introduction, Types of short story, Strategies for Generating short story, shaping your short story, Revising and editing story, Publishing and presenting.