Registration No.....

Bhartiya Skill Development University

School of General Education

End- Semester Examination- June, 2018

Winter Semester, Sem-I, B.Voc. Program

English Language & Comprehension

Time: 3 Hours

Course Code: GEN-1001
Max. Marks: 100

Instructions: The question paper comprises three sections A, B & C. Marks allotted are mentioned against each section.

Section A: Attempt *all* questions.
Section B: Attempt any six questions
Section C: Attempt all questions.

Section A **(2*10=20)**

Q1. Fill in the blanks with the correct form of the verb:

a) Rohan has been_____ (study/ studying) here since 2015.
b) His father _____ (works/ work) at the State Bank of India.

Q2. List the homophones of the following words:

a) Scene
b) Brake

Q3. State the comparative degree of the following words:

a) Bright
b) Intelligent

Q4. Select the suitable article (a, an, the) and fill in the blanks:

a) A healthy baby girl was born in _____ small town in Alabama.
b) When he was not learning, Mowgli sat out in _____sun.

Q5.

a) Choose the Common noun from the given options:
   i. Neeraj
   ii. Sanskrit
   iii. Bagru
   iv. Farmer
b) Choose the Proper noun from the given options:
   i. Yamuna
   ii. Sadness
   iii. Chair
   iv. Joy

Q6. Match the following phrases with the correct notions:

a) I am extremely Sorry. i. Apology
b) May I take this story book home today. ii. Request

Q7. State whether the following statements are True or False:

a) Velu had a big but a weak boat.
b) When Rip woke up he saw that he was still on the Catskill mountains.

Q8. Arrange the jumbled words in a proper sentence:

a) Friends/ Books/ our / best /are
b) In/ This / Book/ Are there/ Pages/ How/ Many?

Q9. Make sentences with the following adjectives:

a) Cold
b) Brave

Q10. Choose the correct pronoun given in brackets:

a) That book on the table belongs to_____ (mine, me).

b) I helped a boy _____ (which, who) was wearing a red shirt.

Section B

(5*6=30)

Q11. Explain with reference to the context: **Oh, Velu, why are you throwing the fish into the sea.**

Q12. Identify the situation in the given line from the prescribed text: **What is your father's name?**

Q13. List the good qualities of Rip Van Winkle.

Q14. ***Stop crying Rip. The old man won't hurt you.*** Who said these words and why?

Q15. Describe Helen Keller's wild behaviour.

Q16. Write the explanation of the following stanza:

Whose woods these are I think I know.
His house is in the village though;
He will not see me stopping here
To watch his woods fill up with snow.

Q17. List two utterances for the notion of ***Agreement*** and two utterances for the notion of ***Greetings***. (total four utterances)

Q18. Explain the following lines:

My little horse must think it queer
To stop without a farmhouse near
Between the woods and frozen lake
The darkest evening of the year.

Section C (10*5=50)

Q19. Write short notes on the following in about 100 words each:

a. Mowgli
b. Character sketch of Helen Keller

Q20. Write **10 lines** on ***any one*** of the following topics:

a. My favourite Festival
b. Importance of Skill based education
c. My School days

Q21. Explain the main idea of the poem ***Stopping by Woods on a Snowy Evening***.

Q22. Describe the life of Rip Van Winkle.

Q23. Read the passage carefully and answer the questions given below:

One of the most widely spread of bad habits is the use of tobacco. Tobacco is now smoked or chewed by men, women and even by children, almost all over the world. It was brought to Europe from America by Sir Walter Raleigh, four centuries ago, and has spread everywhere. I very much doubt whether there is any good in the habit, even when tobacco is not used in excess; and it is extremely difficult to get rid of the habit once it has been formed. Alcohol is taken in almost all cool and cold climates and to a very much less extent in hot ones. Thus, it is taken by people who live in the mountains, but not nearly so much by those who live in the plains of India. Alcohol is not necessary in any way to anybody. Millions of people are beginning to do without it entirely. In India it is not required by the people at all, and should be avoided by them altogether. The regular use of alcohol even in small quantities, tends to cause harm in many ways to various organs of the body. It affects the liver, it weakens the mental powers, and lessens the general energy of the body.

i. A bad habit prevalent all around the world is:

a) Tobacco burning
b) Tobacco usage
c) Women chewing tobacco
d) Children chewing tobacco

ii. Tobacco was brought to Europe:

a) one hundred years ago
b) two hundred years ago
c) three hundred years ago
d) four hundred years ago

iii. Getting rid of the bad habit of using tobacco is:

a) very difficult
b) very easy
c) very important
d) very crucial

iv. Alcohol is consumed mostly in:

a) places with cold weather
b) places with rainy weather
c) places with hot weather
d) places with many people

v. What lessens the overall energy of the body?

a) Mental powers
b) Liver
c) Alcohol
d) Habits

vi. The word 'harm' in the passage means:

a) Damage
b) Benefit
c) Loss
d) Profit

vii. _____ is not necessary for anybody.

a) Alcohol
b) Water
c) Tea
d) Coffee

viii. Where is less alcohol consumed?

a) In the mountains
b) In Europe
c) In America
d) In the plains of India

ix. Consuming alcohol affects the:

a) Heart
b) Liver
c) Eyes
d) Brain

x. Give a suitable title to the passage.

_____

Registration No.....

Bhartiya Skill Development University

School of General Education

End- Semester Examination- June, 2018

Winter Semester, Sem-I, B.Voc. Program

English Language & Comprehension

Answer Key

Time: 3 Hours

Course Code: GEN-1001
Max. Marks: 100

Instructions: The question paper comprises three sections A, B & C. Marks allotted are mentioned against each section.

Section A: Attempt *all* questions.
Section B: Attempt any six questions
Section C: Attempt all questions.

Section A **(2*10=20)**

Q1. Fill in the blanks with the correct form of the verb:

a) Rohan has been studying here since 2015.
b) His father works at the State Bank of India.

Q2. List the homophones of the following words:

a) Scene-Seen
b) Brake-Break

Q3. State the comparative degree of the following words:

a) Bright, brighter, brightest
b) Intelligent. More intelligent, most intelligent

Q4. Select the suitable article (a, an, the) and fill in the blanks:

a) A healthy baby girl was born in a small town in Alabama.
b) When he was not learning, Mowgli sat out in the sun.

Q5.

a) Choose the Common noun from the given options:
iv. Farmer
b) Choose the Proper noun from the given options:
i. Yamuna

Q6. Match the following phrases with the correct notions:

a) I am extremely Sorry. i. Apology(a)
b) May I take this story book home today. ii. Request(b)

Q7. State whether the following statements are True or False:

a) Velu had a big but a weak boat. (False)
b) When Rip woke up he saw that he was still on the Catskill mountains. (True)

Q8. Arrange the jumbled words in a proper sentence:

a) Books are our best friends.
b) How many pages are there in this book?

Q9. Make sentences with the following adjectives:

a) Cold – Serve me cold water.
b) Brave- Soldier are very brave.

Q10. Choose the correct pronoun given in brackets:

a) That book on the table belongs to <u>me</u>.
b) I helped a boy <u>who</u> was wearing a red shirt.

Section B (5*6=30)

Q11. The line is taken from the lesson 'Velu-the fisherman' and spoken by the other fisherman to Velu. The line was said because Velu was throwing the small fish which he had caught in greed to catch the bigger fish as his boat was small and it could not carry more fish.

Q12. From the story "Rip Van Winkle"

Q13. Good and kind-hearted simple man. He went to the Catskill mountains and helped a man carry a barrel. After drinking a liquid, he slept for 20 yr. When he got up everything had changed. He meets his daughter and goes and lives with her.

Q14. From the story "Rip Van Winkle" said by Rip's daughter to her young child who was crying when he saw the strange old man.

Q15. Helen Keller belonged to a good family. Fell sick and become blind and deaf, suffered as she could not connect to the world. Her teacher Ms. Sullivan taught her by writing on her hand. This changed Hellen Keller's life. Helen was angry most of the time because she was not able to express herself as she was deaf, dumb and blind.

Q16. Our speaker is not the most confident person in the world. This line begins as a question, and we're totally ready to get on board the question train, but then, halfway through the line, he switches it up. The speaker thinks he knows the owner of woods, and this owner lives in a house in the village. Civilization, sweet, sweet civilization! Man, this woods-owner guy must be pretty strict if our speaker is so worried about getting caught taking a breather on his property. Our speaker is a total rebel. He's hard-core trespassing so that he can…watch the snow fall?

Q17. Agreement- I agree with you & That's very true

Greetings- Good morning & Have a nice day.

Q18. The speaker and his little horse probably spend a lot of time together, because our speaker is totally able to read the little horse's mind. The fact that our speaker even attempts to figure out what his horse is thinking shows that he's a caring kind of guy, and that he's aware that stopping in the middle of some snowy woods is kind of a random thing to do. It must be really cold if the lake is frozen, and we

also are kind of intrigued by the fact that the speaker is not riding through the woods, but is right beside the woods. Whatever the case may be, it's dark out and it's getting darker by the minute. We don't think that the speaker is the kind of guy to pack flashlights.

Section C **(10*5=50)**

Q19. Write short notes on the following in about 100 words each:

a. The story is about a young boy named Mowgli who grew up with animals. Father wolf taught him about the ways of living in Jungle. As he grew up in jungle he understood all the happenings of the jungle including every rustle of grass, the hooting of owls, roosting of the bats and the fish's splash in the water. He would bathe in the rivers and eat honey and raw meat when he felt hungry as taught by Baloo, the shaggy bear. Bagheera, the black panther taught him to jump from one branch to other. Mowgli stared into the eyes of wolves for fun as he understood that if he stared hard at any wolf it would drop its eyes. He would help the bears by removing the long thorns and burrs from their fur. He would look curiously at the cultivated lands and the huts of the villagers. Mowgli did not have faith on men because Bagheera had informed him about the traps men lay in the form of square boxes with drop gates to catch the animals.
b. Helen was angry most of the time because she was not able to express herself as she was deaf, dumb and blind. Students have to explain her activities keeping her disabilities in mind.

Q20. Student should introduce the topic in the first paragraph and in the second paragraph they have to develop the main points and the concluding paragraph should bring out the above stated points in short.

Q21. The speaker in the poem is traveling at evening through the snow and pauses with his horse near the woods to watch the snow falling. His horse shakes his harness bells, questioning him about stopping in the woods; or he is curious that there doesn't appear to be a farmhouse nearby.

The speaker continues to stand near the woods, attracted by the deep, dark silence of his surroundings. He feels compelled to move further into the snowy woods, but he ultimately decides to continue his long journey to his house as he is reminded of his various pending duties and responsibilities to be carried out before the fall of the night- concluding with perhaps the most famous lines of the poem: 'But I have promises to keep, and miles to go before I sleep, and miles to go before I sleep.'

On the one hand, the speaker wants to take a moment to pause in a quiet spot to watch the snow falling, perhaps to soothe his mind and contemplate nature. The pull of the woods could just be the solitude of being alone and the lure of being free of responsibilities.

It might also suggest a sense of adventure and attraction to danger - the 'darkness' and 'depth' of the woods. Perhaps the speaker wants to experience new things and places, but his responsibilities - his work, his family, his community-keep him from going off on dark and dangerous adventures. A simple interpretation is that work must come before pleasure seeking and fun loving activities. The little horse reminds the speaker about the same message in the poem with the shaking of his harness bells.

Q22. He was Lazy, good and kind-hearted simple man. He went to the Catskill mountains and helped a man carry a barrel. After drinking a liquid, he slept for 20 yr. When he got up everything had changed. He meets his daughter and goes and lives with her. Student's answer should cover the above stated points.

Q23. Read the passage carefully and answer the questions given below:

i. A bad habit prevalent all around the world is:

b. Tobacco usage

ii. Tobacco was brought to Europe:

d.four hundred years ago

iii. Getting rid of the bad habit of using tobacco is:

a) very difficult

iv. Alcohol is consumed mostly in:

a) places with cold weather

v. What lessens the overall energy of the body?

a) Mental powers

vi. The word 'harm' in the passage means:

a) Damage

vii. _____ is not necessary for anybody.

a) Alcohol

viii. Where is less alcohol consumed?

d)In the plains of India

ix. Consuming alcohol affects the:

b) Liver

x. Give a suitable title to the passage.

- Harmful effects of tobacco

Bhartiya Skill Development University
School of General Studies
1st Semester / End-Sem. Examination
B. Voc. Program 2018
MS Office (GEN1002)

Max. Marks 100 **Time 3 Hours**

Section A Attempt all Questions **(20x1=20)**

Q1. In order to tell Excel that we are entering a formula in cell, we must begin with which one of the following operators?

a) $ c) +
b) @ d) =

Q2. Which one of the following is the ability to combine name and addresses with a standard document?

a) document formatting b) database management c) mail merge
d) form letters

Q3. Which one of the following is a cell pointer that indicates that you can make a selection?

a) Doctor's symbol (Big Plus)
c) Mouse pointer with anchor at the tip
b) small thin plus icon
d) None of above

Q4. Which one of the following tool button is to be selected to sum a large range of data?

a) AutoFill b) Auto correct
c) Auto sum d) Auto format

Q5. Which one of the following is the correct term for Microsoft Excel?

a) Word processing package
b) Spreadsheet package
c) Communication S/W Package
d) DBMS packaging.

Q6 Which one of the following font size cannot be selected from Tool Bar
(a) 11 (b) 12 (c) 13 d) 14

Q7. Which one of the following is not a term of MS-Excel?

a) Cells b) Rows
c) Columns d) Document

Q8. Which one of the following key should be pressed to start a new paragraph in MS-Word?

a) Down Cursor Key b) Enter Key
c) Shift + Enter d) Ctrl + Enter

Q9. Which one of the following shortcut is used to align centre ?

a) Ctrl + A b) Ctrl + E
c) Ctrl + D d) Ctrl + B

Q10. How do you rearrange the data in ascending or descending order?

a) Data, Sort b) Data, Form
c) Data, Table d) Data Subtotals

Q11. Which one of the following displays current date and time in MS Excel?

a) date ( ) c) now ( )
b) Today ( ) d) time ( )

Q12. In which one of the following area are PowerPoint presentations widely used?

a) note outlines for teachers
c) communication of planning
b) project presentations by students
d) All of above

Q13. Which one of the following short cut key inserts a new slide in current presentation?

a) Ctrl+N b) Ctrl+M
c) Ctrl+S d) All of above

Q14. Which one of the following is the best way to create another copy of a slide?

a) Click the slide then press Ctrl+A and paste in new slide
b) From Insert Menu choose Duplicate Slide
c) Redo everything on a new slide that you had done on previous slide
d) None of above

Q15. Which one of the following is used to send an E-mail?

(a) Insert (b) Format (c) Tool bar (d) None of these

Q16. Which one of the following is used to apply 'All Caps' feature in MS-Word?

a) It changes all selected text into Capital Letter

b) It adds captions for selected Image

c) It shows all the image captions

d) None of above

Q17.Which one of the following is the right term for intersection of a row and a column in a work sheet?

(a) Range b) Cell (c) Formatting (d) Label14

Q18 In Microsoft PowerPoint in order to see all the slides on one screen use

a. view, slide sorter b. view, slide

c. view, master d. view, slide show

Q19. Courier is an example of a font.

a) True b) False

Q20. Using the undo command you can undo multiple actions.

a) True b) False

Section B Attempt any SIX questions. (5x6=30)

Q1 Write down the keyboard shortcuts for the following functions:

a) Making fonts bold b) Making fonts underlines

c) Making fonts italic d) Increasing font size

e) Making a paragraph right –aligned.

Q2 How can you rename a worksheet? Explain.

Q3 What does 'Drag & Drop' mean? Explain.

Q4 How can you correct the spelling and grammatical mistakes in MS Word?

Q5 What is the procedure of inserting Symbols in an MS Word document?

Q6 How are candidates recruited in the company mentioned below. Prepare a pie chart in MS-word for given details.

Responses	Written Exam	Written exam & Interview	Written exam and GD Interview	Total
Percentage	20	35	45	100

Q7 Write the steps to change background color on all the slides within a presentation.

Q8 What is the use of macros in MS-Word? Explain.

Section C. Attempt ALL questions. **(5x10=50)**

Q1 Type the following text: (font style=Times New Roman, font size= 16)

Earlier in the year we started to analyse the sales profile for the stationery business stream within Hothouse. The areas of initial investigation were selected as the management of our sales team, our customer base, website effectiveness, and an analysis of our most successful product lines.

Q2. Calculate using MS-Excel the total cost of all the products given in the following table:

Sl.no.	Company Name	No. of shares purchased	Unit Price	Total Cost
1	IBM	500	125	
2	MICROSOFT	25	75	
3	MOTOROLA	135	36	
4	IBM	120	26	
5	MICROSOFT	126	125	
6	RELIANCE IND	600	130	
7	SONY LTD	200	269	
8	RELIANCE IND	235	53	
9	RELIANCE IND	260	263	
10	MICROSOFT	250	123	
11	MOTOROLA	360	135	
12	SONY LTD	150	102	

Q3. Prepare a production chart in MS-Excel for the data given below

Month	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Production	39	56	78	46	60	45	103	90	120	47	77	98

Q4. Write an application to the Principal of your School requesting for two days leave using MS-Word.

Q5. What is a chart in MS Excel? Name three types of charts.

Bhartiya Skill Development University
School of General Studies
1st Semester / End-Sem. Examination
B. Voc. Program 2018
MS Office (GEN1002)

Max. Marks 100 **Time 3 Hours**

Section A Attempt all Questions **(10x2=20)**

Q1. In order to tell Excel that we are entering a formula in cell, we must begin with which one of the following operators?

a) $ c) +
b) @ d) = Ans: d

Q2. Which one of the following is the ability to combine name and addresses with a standard document?

a) document formatting b) database management c) mail merge d) form letters
Ans: c

Q3. Which one of the following is a cell pointer that indicates that you can make a selection?

a) Doctor's symbol (Big Plus)
c) Mouse pointer with anchor at the tip
b) small thin plus icon
d) None of above Ans: a

Q4. Which one of the following tool button is to be selected to sum a large range of data?

a) AutoFill b) Auto correct c) Auto sum d) Auto format
Ans: c

Q5. Which one of the following is the correct term for Microsoft Excel? a) Word processing package b) Spreadsheet package c)Communication S/W Package d) DBMS packaging. Ans: b

Q6 Which one of the following font size cannot be selected from Tool Bar
(a) 11 (b) 12 (c) 13 d) 14 Ans: c

Q7. Which one of the following is not a term of MS-Excel?

a) Cells b) Rows

c) Columns d) Document Ans: d

Q8. Which one of the following key should be pressed to start a new paragraph in MS-Word?
a)Down Cursor Key b) Enter Key c) Shift + Enter d) Ctrl + Enter

Ans: b

Q9.Which one of the following shortcut is used to align centre ?

a) Ctrl + A b) Ctrl + E c) Ctrl + D d) Ctrl + B Ans: b

Q10. How do you rearrange the data in ascending or descending order?

a) Data, Sort b) Data, Form
c) Data, Table d) Data Subtotals Ans: a

Q11. Which one of the following displays current date and time in MS Excel?
a) date ( ) c) now ( )
b) Today ( ) d) time ( ) Ans: c

Q12. In which one of the following area are PowerPoint presentations widely used?
a) note outlines for teachers c) communication of planning
b) project presentations by students d) All of above Ans: d

Q13.Which one of the following short cut key inserts a new slide in current presentation?
a)Ctrl+N b)Ctrl+M c)Ctrl+S d) All of above
Ans: b

Q14. Which one of the following is the best way to create another copy of a slide?

a) Click the slide then press Ctrl+A and paste in new slide
b) From Insert Menu choose Duplicate Slide
c) Redo everything on a new slide that you had done on previous slide
d) None of above Ans: b

Q15. Which one of the following is used to send an E-mail?

(a) Insert (b) Format (c) Tool bar (d) None of these Ans: d

Q16. Which one of the following is used to apply 'All Caps' feature in MS-Word?

a) It changes all selected text into Capital Letter
b) It adds captions for selected Image
c) It shows all the image captions
d) None of above Ans: a

Q17.Which one of the following is the right term for intersection of a row and a column in a work sheet?
(a) Range b) Cell (c) Formatting (d) Label14 Ans: b

*Q18*Which one of the following is used to *see* all the slides on one screen in Microsoft Powerpoint?
a. view, slide sorter b. view, slide
c. view, master d. view, slide show Ans: a

Q19. Courier is an example of a font.

a) True b) False Ans: a

Q20. Using the undo command you can undo multiple actions.

a) True b) False Ans: a

Section B

Attempt any six questions. **(5X6=30)**

Q1 Write down the keyboard shortcuts for the following functions:-

a) Making fonts bold b) Making fonts underlines
c) Making fonts italic d) Increasing font size
e) Making a paragraph right –aligned

Ans:
a) Ctrl + B
b) Ctrl + U
c) Ctrl + I
d) Ctrl + Shift + > or Ctrl+]
e) Ctrl + R

Q2 How can you rename a worksheet?Explain

Ans: You can rename a worksheet at bottom left corner of excel window and write down new name than press enter.

Q3 What does 'Drag & Drop' mean?Explain

Ans: The concept of selecting an item and then moving it while keeping the mouse button pressed is often called 'dragging' or 'Drag and drop'. It is called because we drag an item from the old location, and drop it at the new location.

Q4 How can you correct the spelling and grammatical mistakes in MS Word?

Ans: We might want to use automatic spelling and grammar checking (the wavy red, blue, and green lines) to keep mistakes to a minimum while we work. Keyboard shortcut: F7.

Q5 What is the procedure of inserting Symbols in an MS Word document?

Ans: Open the MS Word → Click the Insert tab →Click Symbols and select "more symbols" →Select desired symbols and click Insert button.

Q6 How Candidates are recruited in the company mentioned below and prepare a pie chart in MS-word for given details?

Responses	Written Exam	Written exam & Interview	Written exam and G.D Interview	Total
Percentage	20	35	45	100

Q7 Write the steps to change background color on all the slides within a presentation?

Ans: Open MS PowerPoint –> Design Tab-> background style –>format background –Select color –>apply to all.

Q8 What is the use of macros in MS-Word?

Section C

Attempt all questions. **(5X10=50)**

Q1 Type the following text: (font style=times new roman, font size= 24)

Earlier in the year we started to analyse the sales profile for the stationery business stream within Hothouse. The areas of initial investigation were selected as the management of our sales team, our customer base, website effectiveness, and an analysis of our most successful product lines.

Q2 Calculate using MS-Excel the total cost of all the products given in the following table:

S. NO.	COMPANY NAME	NO. OF SHARE PUR.	UNIT PRICE	TOTAL COST
1	IBM	500	125	62500
2	MICROSOFT	25	75	1875
3	MOTOROLA	135	36	4860
4	IBM	120	26	3120
5	MICROSOFT	126	125	15750
6	RELIANCE IND	600	130	78000
7	SONY LTD	200	269	53800
8	RELIANCE IND	235	53	12455
9	RELIANCE IND	260	263	68380
10	MICROSOFT	250	123	30750
11	MOTOROLA	360	135	48600
12	SONY LTD	150	102	15300

Q3 Prepare a production chart in MS-Excel the data given below in the following table:

Month	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Production	39	56	78	46	60	45	103	90	120	47	77	98

Q4 Write an application to principal of your school for two days leave in MS-Word.

Q5 What is chart in MS Excel? Name three types of charts?

Ans: charts present data in a visual way that makes it easier to see the meaning behind the numbers.

1. Column Chart
2. Line Chart
3. Bar Charts

Registration No.: .....

BHARTIYA SKILL DEVELOPMENT UNIVERSITY

School of General Education

1st Semester, End-Sem. Examination

B. Voc. Program, Winter Semester (2017-18)

Course Code: GEN1004 **Time: 3 Hours**

Course Name: Value Education **Max. Marks: 100**

Instructions: The question paper comprises three sections A, B & C. Marks allotted are mentioned against each section.
Section A: Attempt all questions.
Section B: Attempt any six questions
Section C: Attempt all questions.

Section – A

10X02 = 20 Marks

Q1. a) Which is the first school for a child to learn values?

(i) Society (ii) Family
(iii) School (iv) Friends

b) _____ are the values necessary for a nation unity and existence.

(i) Global Values (ii) Family Values
(iii) Spiritual Value (iv) National Values

Q2. a) Values-based _____ means understanding what is most important to you and then taking important decisions based on it.

(i) Team work (ii) Decision Making
(iii) Teaching (iv) None of the above

b) _____ are rights inherent to all human beings, regardless of race, sex, nationality, ethnicity, language, religion, or any other status.

(i) Social Rights (ii) Human Rights
(iii) National Rights (iv) All the above

Q3. State whether the statement is **True** or **False**:

a) Teamwork is essential part of workplace success.
b) Media has no role in developing values among youth.

Q4. a) Ten points for enlightened citizen oath was given by _____

(i) Mahatma Gandhi (ii) Mr. Narendra Modi
(iii) Dr. Ravindra Nath Tagore (iv) Dr. APJ Kalam

b) Which among the following is not an example of Interpersonal relationship?

(i) Love (iii) Respect
(ii) Care (iv) Perception

Q5. a) In the word TEAM, the letter A stands for _____.

(i) Achievement (ii) Achieve
(iii) Answer (iv) Acquire

b) In Johari Window, what is known to him/himself but unknown to others falls in _____. Category.

(i) Blind Spot (ii) Arena
(iii) Façade (iv) Unknown

Q6. a) _____ corruption is the use of powers by government officials for private gain.

(i) Political
(ii) Social
(iii) Both the above
(iv) none of the above

b) _____ balance is a term used to describe the equilibrium between living organisms such as human being, plants, and animals as well as their environment.

(i) Environmental
(ii) Ecological
(iii) Global
(iv) Cultural

Q7. a) National _____ is a process to unite people irrespective of caste, age, religion, color and class of people.

(i) Integration
(ii) Unity
(iii) Peace
(iv) Summit

b) Hacking is a _____ crime.

(i) Social
(ii) Political
(iii) Cyber
(iv) Ecological

Q8. State whether the statement is **True** or **False**:

a) Media should be free but responsible
b) Values shapes our relationships and our behaviour.

Q9. State whether the statement is **True** or **False**:

a) Universal Human rights are the basic rights and freedoms that belong to every person in the world, from birth till death.

b) The Earth Day was first celebrated in year 1988.

Q10. State whether the statement is **True** or **False:**

a) Teachers are the prime inculcators of values in youth.

b) Education of the complete man is in complete without value.

Section – B

06X05 = 30 Marks

Q11. Discuss at least 5 ways to Manage Time.

Q12. Write any 10 Universal Human Rights.

Q13. What are the important values media should follow?

Q14. What are the important skills needed for Team work?

Q15. What are the main steps involved in decision making?

Q16. What are the most important values of life?

Q17. What is the impact of value education on Culture?

Q18. Explain the Johari Window.

Section – C

05X10 = 50 Marks

Q19. Write short notes on any two social evils in about 50 words:

a. Cyber Crime
b. Corruption
c. Drug Addiction

Q20. Write down the ten points for enlightened citizens given by Dr. APJ Kalam.

Q21. What is value education? What are the main reasons of values getting weak day by day?

Q22. Mention few ways by which you can save the environment.

Q23. Define Value. What is the need for value education in current scenario? Support your answer with examples.

BHARTIYA SKILL DEVELOPMENT UNIVERSITY

School of General Education

1st Semester, End-Sem. Examination

B. Voc. Program, Winter Semester (2017-18)

Course Code: GEN1004 **Time: 3 Hours**

Course Name: Value Education **Max. Marks: 100**

Section A (1*20=20)

1. a) values

b) National

2. a) Decision Making

b) Human Rights

3. a) Team Work

b) Medium

4. a) APJ Kalam

b) Friendship

5. a) Achieves

b) Façade

6. a) Political

b) Ecological

7. a) Crime

b) Integration

8. a) True

b) True

9. a) Human

b) 1970

10. a) Teachers

b) Education

Section – B

11.) Ways to manage time are:

1. Know your goals.

Make sure you're engaging in activities that support your business goals, both short- and long-term. Everything else is a potential time-waster. Your daily plan should revolve around working on tasks and activities that directly relate to generating income and growing your business.

2. Prioritize wisely.
   - Important and urgent — Tasks that *must* be done. Do them right away.
   - Important but not urgent — Tasks that *appear* important, but upon closer examination aren't. Decide when to do them.
   - Urgent but not important — Tasks that make the most "noise," but when accomplished, have little or no lasting value. Delegate these if possible.
   - Not urgent and not important — Low-priority stuff that offer the illusion of "being busy." Do them later.

Write down your three or four "important and urgent" tasks that must be addressed today. As you complete each one, check it off your list. This will provide you with a sense of accomplishment and can motivate you to tackle less essential items.

3. Just say no.

You're the boss. If you have to decline a request in order to attend to what's truly important and urgent, do not hesitate to do so. The same goes for any projects or activities that you've determined are headed nowhere: Be prepared to move on to more productive tasks. Learn from the experience to avoid wasting time later on.

4. Plan ahead.

One of the worst things you can do is jump into the workday with no clear idea about what needs to get done. The time you spend thinking ahead and planning your activities is trivial compared with the time you'll lose jumping from one thing to the next (and rarely completing anything). Depending on your personality, try one of these options:

- The night before — At the end of the day, take 15 minutes to clear your desk and put together a list of the next day's most pressing tasks. It's a great decompression technique, and you'll feel better sitting down at a clean desk in the morning.
- First thing in the morning — Arrive a few minutes early and assemble your prioritized to-do list. This may prove to be the most productive part of your day.

5. Eliminate distractions.

Start paying attention to the number of times someone interrupts you when you're in the midst of an important task. Track self-induced interruptions, too, particularly those of the social media variety. Your smartphone is extremely useful, but it's also addictive and among the most insidious time-wasters known to mankind.

It may take a massive exercise in will power, but shut the door and turn off your phone to maximize your time. Instead of being "always on," plan a break in the day to catch up on email, call people back, talk with staff, etc.

6. Delegate more often.

If you've done a good job of hiring talented, dedicated employees, there's always more work they can take off your desk. Running a successful small business depends upon the owner's ability to think about what lies ahead and not get mired in day-to-day operations. Look for opportunities to pass responsibility for specific tasks to others on your team.

7. Watch what you spend

How many productive minutes are you packing in each week? Use this simple timesheet tracker to quickly and easily clock in and out of various tasks or projects throughout the day. Switch jobs or tasks with just one click using the TSheets mobile app, or track time directly from your desktop. Then generate robust, real-time reports to see exactly where you're spending your most valuable asset — and where it's being wasted.

8. Take care of yourself.

Be sure to get plenty of sleep and exercise. An alert mind is a high-functioning mind and one that's less tolerant of time-wasting activities.

12. 10 Universal Human Rights:

Article I
All human beings are born free and equal in dignity and rights. They are endowed with reason and conscience and should act towards one another in a spirit of brotherhood.
Article 2
Everyone is entitled to all the rights and freedoms set forth in this Declaration, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status. Furthermore, no distinction shall be made on the basis of the political, jurisdictional or international status of the country or territory to which a person belongs, whether it be independent, trust, non-self-governing or under any other limitation of sovereignty.
Article 3
Everyone has the right to life, liberty and security of person.
Article 4
No one shall be held in slavery or servitude; slavery and the slave trade shall be prohibited in all their forms.
Article 5
No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Article 6
Everyone has the right to recognition everywhere as a person before the law.
Article 7
All are equal before the law and are entitled without any discrimination to equal protection of the law. All are entitled to equal protection against any discrimination in violation of this Declaration and against any incitement to such discrimination.
Article 8
Everyone has the right to an effective remedy by the competent national tribunals for acts violating the fundamental rights granted him by the constitution or by law.
Article 9
No one shall be subjected to arbitrary arrest, detention or exile.
Article 10
Everyone is entitled in full equality to a fair and public hearing by an independent and impartial tribunal, in the determination of his rights and obligations and of any criminal charge against him.
Article 11
1. Everyone charged with a penal offence has the right to be presumed innocent until proved guilty according to law in a public trial at which he has had all the guarantees necessary for his defence.
2. No one shall be held guilty of any penal offence on account of any act or omission which did not constitute a penal offence, under national or international law, at the time when it was committed. Nor shall a heavier penalty be imposed than the one that was applicable at the time the penal offence was committed.

Article 12

No one shall be subjected to arbitrary interference with his privacy, family, home or correspondence, nor to attacks upon his honour and reputation. Everyone has the right to the protection of the law against such interference or attacks.

Article 13

1. Everyone has the right to freedom of movement and residence within the borders of each State.
2. Everyone has the right to leave any country, including his own, and to return to his country.

Article 14

1. Everyone has the right to seek and to enjoy in other countries asylum from persecution.
2. This right may not be invoked in the case of prosecutions genuinely arising from non-political crimes or from acts contrary to the purposes and principles of the United Nations.

Article 15

1. Everyone has the right to a nationality.
2. No one shall be arbitrarily deprived of his nationality nor denied the right to change his nationality.

Article 16

1. Men and women of full age, without any limitation due to race, nationality or religion, have the right to marry and to found a family. They are entitled to equal rights as to marriage, during marriage and at its dissolution.
2. Marriage shall be entered into only with the free and full consent of the intending spouses.
3. The family is the natural and fundamental group unit of society and is entitled to protection by society and the State.

Article 17

1. Everyone has the right to own property alone as well as in association with others.
2. No one shall be arbitrarily deprived of his property.

Article 18

Everyone has the right to freedom of thought, conscience and religion; this right includes freedom to change his religion or belief, and freedom, either alone or in community with others and in public or private, to manifest his religion or belief in teaching, practice, worship and observance.

Article 19

Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers.

Article 20

1. Everyone has the right to freedom of peaceful assembly and association.
2. No one may be compelled to belong to an association.

Article 21

1. Everyone has the right to take part in the government of his country, directly or through freely chosen representatives.
2. Everyone has the right to equal access to public service in his country.
3. The will of the people shall be the basis of the authority of government; this will shall be expressed in periodic and genuine elections which shall be by universal and equal suffrage and shall be held by secret vote or by equivalent free voting procedures.

Article 22

Everyone, as a member of society, has the right to social security and is entitled

to realization, through national effort and international co-operation and in accordance with the organization and resources of each State, of the economic, social and cultural rights indispensable for his dignity and the free development of his personality.

Article 23

1. Everyone has the right to work, to free choice of employment, to just and favourable conditions of work and to protection against unemployment.
2. Everyone, without any discrimination, has the right to equal pay for equal work.
3. Everyone who works has the right to just and favourable remuneration ensuring for himself and his family an existence worthy of human dignity, and supplemented, if necessary, by other means of social protection.
4. Everyone has the right to form and to join trade unions for the protection of his interests.

Article 24

Everyone has the right to rest and leisure, including reasonable limitation of working hours and periodic holidays with pay.

Article 25

1. Everyone has the right to a standard of living adequate for the health and well-being of himself and of his family, including food, clothing, housing and medical care and necessary social services, and the right to security in the event of unemployment, sickness, disability, widowhood, old age or other lack of livelihood in circumstances beyond his control.
2. Motherhood and childhood are entitled to special care and assistance. All children, whether born in or out of wedlock, shall enjoy the same social protection.

Article 26

1. Everyone has the right to education. Education shall be free, at least in the elementary and fundamental stages. Elementary education shall be compulsory. Technical and professional education shall be made generally available and higher education shall be equally accessible to all on the basis of merit.
2. Education shall be directed to the full development of the human personality and to the strengthening of respect for human rights and fundamental freedoms. It shall promote understanding, tolerance and friendship among all nations, racial or religious groups, and shall further the activities of the United Nations for the maintenance of peace.
3. Parents have a prior right to choose the kind of education that shall be given to their children.

Article 27

1. Everyone has the right freely to participate in the cultural life of the community, to enjoy the arts and to share in scientific advancement and its benefits.
2. Everyone has the right to the protection of the moral and material interests resulting from any scientific, literary or artistic production of which he is the author.

Article 28

Everyone is entitled to a social and international order in which the rights and freedoms set forth in this Declaration can be fully realized.

Article 29

1. Everyone has duties to the community in which alone the free and full development of his personality is possible.
2. In the exercise of his rights and freedoms, everyone shall be subject only

to such limitations as are determined by law solely for the purpose of securing due recognition and respect for the rights and freedoms of others and of meeting the just requirements of morality, public order and the general welfare in a democratic society.

3. These rights and freedoms may in no case be exercised contrary to the purposes and principles of the United Nations.

Article 30

Nothing in this Declaration may be interpreted as implying for any State, group or person any right to engage in any activity or to perform any act aimed at the destruction of any of the rights and freedoms set forth herein.

13: Important values Media should follow:

1. Truth and Accuracy

Journalists cannot always guarantee 'truth', but getting the facts right is the cardinal principle of journalism. We should always strive for accuracy, give all the relevant facts we have and ensure that they have been checked. When we cannot corroborate information we should say so.

2. Independence

Journalists must be independent voices; we should not act, formally or informally, on behalf of special interests whether political, corporate or cultural. We should declare to our editors – or the audience – any of our political affiliations, financial arrangements or other personal information that might constitute a conflict of interest.

3. Fairness and Impartiality

Most stories have at least two sides. While there is no obligation to present every side in every piece, stories should be balanced and add context. Objectivity is not always possible, and may not always be desirable (in the face for example of brutality or inhumanity), but impartial reporting builds trust and confidence.

4. Humanity

Journalists should do no harm. What we publish or broadcast may be hurtful, but we should be aware of the impact of our words and images on the lives of others.

5. Accountability

A sure sign of professionalism and responsible journalism is the ability to hold ourselves accountable. When we commit errors we must correct them and our expressions of regret must be sincere not cynical. We listen to the concerns of our audience. We may not change what readers write or say but we will always provide remedies when we are unfair.

14. Skills needed for Team Work:

If you understand how teamwork skills work, you will be better prepared to incorporate them in your business.

1) Communication

Good communication is the base for any type of teamwork. If members know how to communicate efficiently, they provide clarity and focus to the entire group. Although members may not necessarily agree on everything, if they are skilled-communicators they can explain their ideas in an open and nonthreatening way. Communication is a two-way street, so members with developed communication skills also know how to listen carefully to others and benefit from their contributions.

2) Support

Teamwork requires members to be supportive to the efforts of others to maximize the work of the group as a whole. Supportive members understand how to use group loyalty and generate trust among their colleagues to increase the team's productivity. When tem members who support to each other, they stop viewing others as a competitors and stat seeing them as collaborators.

3) Accountability

An important skill for team members to have is a strong sense of accountability. A risk of a teamwork environment is the loss of personal responsibility. Some workers lose motivation if they are not personally accountable for the results of their work. However, it team members understand their responsibility toward the group and feel personally accountable to complete their task, it will engender a sense of unity of purpose.

4) Flexibility and Negotiation

Flexibility and negotiation skills allow a team to use the different opinions and strength of its members to the advantage of the group. Flexible team members know how to compromise and accept that others may not share their opinions without allowing that to affect their commitment to their work. These skills promote creativity as they allow the opinions of all team members to shape the work and the decisions of the entire team.

15. 7 steps involved in Decision Making:

Decision making is the process of making choices by identifying a decision, gathering information, and assessing alternative resolutions.

Using a step-by-step decision-making process can help you make more deliberate, thoughtful decisions by organizing relevant information and defining alternatives. This approach increases the chances that you will choose the most satisfying alternative possible.

Step 1: Identify the decision

You realize that you need to make a decision. Try to clearly dene the nature of the decision you must make. This first step is very important.

Step 2: Gather relevant information

Collect some pertinent information before you make your decision: what information is needed, the best sources of information, and how to get it. This step involves both internal and external "work." Some information is internal: you'll seek it through a process of self-assessment. Other information is external: you'll find it online, in books, from other people, and from other sources.

Step 3: Identify the alternatives

As you collect information, you will probably identify several possible paths of action, or alternatives. You can also use your imagination and additional information to construct new alternatives. In this step, you will list all possible and desirable alternatives.

Step 4: Weigh the evidence

Draw on your information and emotions to imagine what it would be like if you carried out each of the alternatives to the end. Evaluate whether the need identified in Step 1 would be met or resolved through the use of each alternative. As you go through this di-cult internal process, you'll begin to favour certain alternatives: those that seem to have a higher potential for reaching your goal. Finally, place the alternatives in a priority order, based upon your own value system.

Step 5: Choose among alternatives

Once you have weighed all the evidence, you are ready to select the alternative that seems to be the best one for you. You may even choose a combination of alternatives. Your choice in Step 5 may very likely be the same or similar to the alternative you placed at the top of your list at the end of Step 4.

Step 6: Take action

You're now ready to take some positive action by beginning to implement the alternative you chose in Step 5.

Step 7: Review your decision & its consequences

In this final step, consider the results of your decision and evaluate whether or not it has resolved the need you identified in Step 1. If the decision has not met the identified need, you may want to repeat certain steps of the process to make a new decision. For example, you might want to gather more detailed or somewhat different information or explore additional alternatives.

16. Most important Values of Life are:

Love

Love is the most important of all values in life, but is mostly misconstrued and misunderstood, due to its broad expanse. Only if you open your mind to love, you'll find that there's no purer thing on earth than love. It takes several forms—your love for your family, for your friends, for your better half and most importantly, for yourself. The single most significant and useful value, love helps conquer all difficulties and rise and shine. Only when a person learns the art of loving people and things, he/she

can bring out the best in himself/herself. Take this opportunity of loving others and accepting love and see how things become favourable and positive!

Honesty

The earlier this second most important value is instilled in your heart and mind, the easier and more fulfilling will your life be. Honesty forms the base of all other values. Had there been complete honesty within people, the world would have been a problem-free place to live in. The deceit-meter has gone so high up that people today don't mind fabricating the truth to gain undue advantage or move high up the order. Sham and pretence has taken the world by storm. In such a scenario, being honest may seem tough, but you need to understand that only by being honest, you'll know that you are doing the right things and need not worry about the results.

Respect

What's common between people living far off in the Western world to those living in the Eastern part of the world? It is the desire to be respected by others for who they are. It is only when you shower respect to others that you receive respect in return. By respecting others, you would be enhancing your self-respect and turning into a better person with each passing day. It follows the simple rule of give and take. The more respect you give; the more respect you earn!

Discipline

Discipline is not merely routine, but accepting responsibility and more than that. The absence of routine gives way for discipline, along with becoming responsible. But the sad truth is that discipline and routine are often confused and interchangeably used. Unlike routine, wherein you have to follow a set rule of procedures repetitively, discipline offers you the opportunity of completing all work and duties, and indulging in fun and enjoyment, both at the same time. This balance of work and pleasure helps the disciplined person to come up with flying color and results, at professional as well as personal level.

Determination

This difficult and challenging life makes sure that nothing seems easy for you. But if you stay determined and positive, you can fight back the cruelties of this life and achieve success. Without determination, achieving goals would be difficult and most of you would easily give up to the circumstances or look out for simpler paths that proffer temporary greener pastures. However, if you continue to emphasize on your willpower and determination, things will start falling into place sooner or later and you would reap long-term benefits. So, irrespective of how tough or impossible the situation seems, do not give up and be prepared to face any challenge that comes your way.

Understanding

To keep yourself happy, you need to have a caring heart and understanding mind. You may have friends who often let their anger out, despite knowing that you had a reason for expressing your thoughts or pointing out a certain thing. It is only when you are ready to understand and accept such people and circumstances the way they are, you can turn victorious and win their hearts. Try and figure out ways to help them, instead of complaining and questioning their behaviour.

Apart from the above listed values, there are many more which exist in us naturally, though we do not recognize them. Only when we acknowledge our personal values will we be able to create a happy world and lead a joyful life.

Truthfulness:

Truthfulness is very much important as it is directly related to a person's moral character. A truthful person is respected, trusted, regarded by people everywhere i.e. in the family, office,

society, among their children etc. The moral character of a person improves if he remains truthful. Truthful people have high self-esteem and are more confident than a liar person. A Truthful person is gets respect, regards and love by other people everywhere. Truthfulness makes a people humbler and responsible towards the society. Truthful person wins the hearts of any person by his quality of truthfulness. A truthful person can become the source of inspiration for others. They become true guide and Guru for their students. Truthfulness is a kind of personal traits which can't be measured by the money and it also can't be bought by money.

Commitment:

A commitment is a binding pledge that obligates you to assume a position or carry out a course of action. Making a commitment to what you do—whether in your personal life or your professional life—is one of the most fundamental principles of success. Commitments are powerful because they influence how you think, how you sound, and how you act.

Integrity:

Integrity is the quality of being honest and having strong moral principles, or moral uprightness. It is colloquially a personal choice to hold oneself to consistent moral and ethical standards. Integrity is the foundation of character. A person who has integrity also has an unblemished character in every area of his or her life.

Forgiveness:
Forgiveness means to forget someone's bad deed or mistake, and don't punish him/her on that bad deed or mistake, or on bad behaviour. When we hold on to hurt, pain, resentment, and anger it harms us far more than it harms the offender. Forgiveness frees us to live in the present. ... Forgiveness lets us regain our personal power. Our anger, regret, hatred, or resentment towards someone means that we are giving up our power to that person.

Empathy:

Empathy is the ability to understand another person's perspective or circumstance whether you agree with this person or not. Empathetic people are curious and possess a desire to know and understand others. It is important to successful conflict resolution because understanding diverse perspectives allows collaborative solutions to rise from chaos.

Self-Control:

Self-discipline is one of the most important and useful skills everyone should possess. This skill is essential in every area of life, and though most people acknowledge its importance, very few do something to strengthen it. Self-discipline gives you the power to stick to your decisions and follow them through, without changing your mind, and is therefore, one of the important requirements for achieving goals.

Sacrifice:
Sacrifice typically means to give something up of value to get something even more valuable in the future. Sacrifice always implies giving something up or doing something, or some sort of work, that is distasteful. The people in the world who achieve the most are the ones who are able to sacrifice. For example, Tiger Woods practices golf six hours a day and has since he was very young. Anyone who achieves something great is able to sacrifice.
The concept of "sacrifice" is something that is amazingly important to our lives. We need to constantly be sacrificing in order to insure that we are advancing in our lives.

Self Esteem:

Self-esteem reflects an individual's overall subjective emotional evaluation of his or her own worth. It is the decision made by an individual as an attitude towards the self. self-esteem is crucial and is a cornerstone of a positive attitude towards living. It is very important because it affects how you think, act and even how you relate to other people. It allows you to live life to your potential. Low self-esteem means poor confidence and that also causes negative thoughts which means that you are likely to give up easily rather than face challenges. In addition, it has a direct bearing on your happiness and wellbeing.

Punctuality:

Punctuality means doing a thing at the previously designated or appointed time. It is often said that 'art is long and time is fleeting'. Punctuality enables us to do a great deal of work within a short span of time. Punctuality is the most important characteristic of all successful people. A punctual person is able to complete all his task on time. The student, the teacher, the politician, the official, the trader and even the layman all have to observe punctuality in order to win glory and success in life.

17. Impact of value education on culture:

The guidelines that describe how we as people should behave and how organizations should perform are referred to as values. Our values tell us what is good and what is bad and provide daily instruction about how we should. Values tell organizational leaders, policymakers, and individuals how to behave, as well as serve as guiding principles for life

Since culture is the context in which we live and the manner in which we are socialized, the idea of cultural values refers to what drives our performance and our actions. Cultural values are the beliefs, practices, symbols, specific norms, and personal values that we share as a society. What one perceives is then shaped by his or her experiences and the cultural values to which his society adheres. In addition, the ways in which institutions are organized express their underlying cultural values.

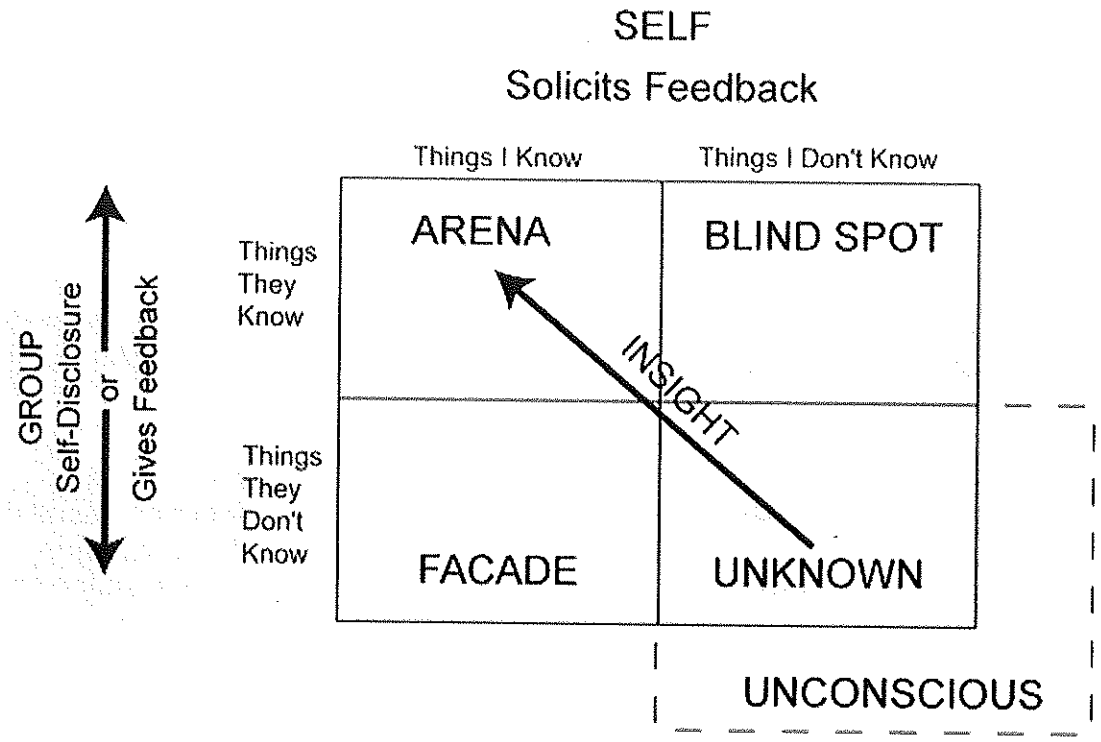
Take, for example, the U.S. legal system and the way it is designed to have the prosecution and defence lawyers challenge one another for a conviction or acquittal. Or the design of the family system in which the major emphasis placed on parents is to rear achievement-oriented children. These examples depict a cultural value emphasis on success, self-assertion, and drive. Socialist societies, however, are not as competitive and confrontational. In some countries, cultural value emphasis is more on cooperation, equality, and concern for others.

Psychologists, social scientists, and educators have paid more attention in recent years to the importance of cultural values and the influence they have on lifestyles and behaviours in various cultures. Each discipline has defined values based on its own perspective, and different methods have been used to measure and study cultural values specific to the culture's unique discipline. For example, government leaders might use their interpretation of cultural values to justify their decision to go to war. Company executives might use a cultural value emphasis to make hiring decisions. Nevertheless, the way in which various cultures interpret their cultural

values is a choice they are entitled to make based on what they deem as important for their particular groups.

18: Johri Window:

The process of giving and receiving feedback is one of the most important concepts in training. Through the feedback process, we see ourselves as others see us. Through feedback, other people also learn how we see them. Feedback gives information to a person or group either by verbal or nonverbal communication. The information you give tells others how their behavior affects you, how you feel, and what you perceive (feedback and self-disclosure). Feedback is also a reaction by others, usually in terms of their feelings and perceptions, telling you how your behavior affects them (receiving feedback).



Section- C

19. Short Notes:
a) Cyber Crime:

As Internet usage is growing daily the world is coming closer. The World Wide Web sounds like a vast phenomenon but surprisingly one of its qualities is bringing the world closer making it a smaller place to live in for its users. However, it has also managed to create another problem for people who spend long hours browsing the Cyber World – which is cyber crimes. While law enforcement agencies are trying to tackle this problem, it is growing steadily and many people have become victims of hacking, theft, identity theft and malicious software. One of the best ways to avoid being a victim of cyber crimes and protecting your sensitive information is by making use of impenetrable security that uses a unified system of software and hardware to authenticate any information that

is sent or accessed over the Internet. However, before you can understand more about this system, let us find out more about cyber crimes.

b) Corruption:

Corruption is one of the biggest threat to the well-being of a society.

Corruption degrades the quality of the services and also ruins the life of the common man. Many countries in the world are affected by this problem called corruption.
Political parties who promised to stop and take steps to eradicate corruption have being voted for power. This shows the significance of corruption free society and government.

Unlike like developed countries, corruption is at high rate in India. The causes of corruption in India are many and quite complex that the promises of the political parties to eradicate corruption is not easy.
Corruption is primarily seen in instances like jobs, businesses, promotions, election campaigns, sports etc.

c) Drug Addiction:

Drug addiction is a problem that has been increasing immensely among our society today. Drug addictions can only hinder or restrain us from accomplishing goals or dreams in life. People sometimes feel they are too bright, too powerful, too much in control to become addictive. Addiction can trap anyone. It can lead to harming ones body, causing problems in family structure, and contribute to the delinquency in society. The sooner people seek help for drug addiction problems, the more chances they have of gaining control of their life once again. However, abstinence is the safest way to live a longer and healthier life.

We are greatly influenced by the people around us. Today one of the number one reasons of teenage drug usage is peer pressure. Peer pressure represents social influences that affect us. It can have a positive or a negative effect, depending on what path one follows. There is direct and indirect pressure that might influence a person's decision in using drugs. Direct pressure might be when a person is offered to try drugs. Indirect pressure might be when a person is around people using drugs and sees that there is nothing wrong with using drugs. Adolescents who use drugs seek out peers who also use and, in turn, are influenced by those peers (Berndt, 1992). A person might also try drugs just to fit in a social group, even if the person had no intentions of using drugs. Adolescents can try out different roles and observe the reactions of their friends to their behavior and their appearance (Berndt, 1992). One might do it just to be considered "cool" by the group.

20. 10 Points by Dr. APJ Kalam

1. I will pursue my education or the work with dedication and I will excel in it.
2. I will teach at least ten persons who cannot read or write to do so.
3. I will plant at least ten saplings and ensure their growth through constant care.
4. I will visit rural and urban areas and work hard to permanently wean away at least five persons from addiction and gambling.
5. I will constantly endeavour to remove the pain of my suffering brother.
6. I will not support any religious, caste or language differentiation.
7. I will be honest and set an example for others to follow.
8. I will work towards becoming an enlightened citizen and make my family righteous.
9. I will respect all women and support women's education.
10. I will always be a friend of the mentally and physically challenged and will work hand to make them feel like the result of us.
11. I will proudly celebrate the success of my country and my people.

21: Value Education: According to C. V. Good "Value-education is the aggregate of the process by means of which a person develops abilities, attitudes and other forms of behaviour of the positive values in the society in which he lives."

The values are getting weak because of many reasons, but, I want to highlight three that cause a sort of vicious circle in the deterioration of values.

1. **Needs can be more pressing than values.**

Values themselves don't deteriorate. What weakens is our own capacity to believe in certain principles and their relevance, as a result of the pressure that certain needs exert on us. This in turn takes us back to the basic values of individual subsistence.

For example, when we decide we're not going to stand in line like everybody else it's because we consider that our individual needs are more important than those of others. With this type of personal belief, "honesty" loses meaning as a value that bonds us
with a community.

This often happens in schools and similar organizations, when teachers or supervisors feel that their need to "control" the group has more value than the "respect" and "dignity" of its members, and use "authority" to impose order. They are surely going to have difficulty in obtaining "respect" in return.

2. **It is much easier to convey other values.**

The real impact of values in an organization is reflected in the actions and attitudes of its members. It's our behaviour that translates values into our daily activities.

Imagine a parent teaching her child the importance of truth or responsibility. A moment later, the child tells the parent that a debt collector has just called on the phone, and the parent casually says: "Tell him I'm not home."

Imagine something that happens frequently in a company: We don't look away from the computer while talking to a colleague we "respect", and saying something like: "I'm not looking at you, but I'm paying attention."

3. **There is great social pressure in favour of "anti-values".**

In a society that over-stimulates consumption, citizens end up being valued more for what they have than for what they are as individuals. As a result, appearance, or power often become higher values than responsibility, and we end up saying that "the end justifies the means."

When we talk about the formation of values, or when we demand them that certain values be adopted, we need to do so with a certain amount of humility. Values are reflected even in peoples' most casual behaviour, and many of these behaviours are little more than habits, at times adopted unconsciously.

In this sense, values can be much more useful as a guide for the members of a work team or a family, when they are defined as leading to concrete, desirable behaviours.

- Competition
- Advertisements/films- converting desires into needs.
- Earlier, people use to do things by them own- Disciplined. Now we have machine.
- Education – Main stress is to create job worthy individuals. Students are trained to work; they are not trained to think!
- Life is so busy – "No time to wait and see".
- Joint family has deteriorated.
- Lack of right leadership and accurate guidance.
- Children are deprived of love & affection of their grandparents.
- To make situation worse, the idiot box (TU).

22: Ways to save the Environment:

1. Use Reusable Bags

Plastic grocery-type bags that get thrown out end up in landfills or in other parts of the environment. These can suffocate animals who get stuck in them or may mistake them for food. Also, it takes a while for the bags to decompose.
Whether you are shopping for food, clothes or books, use a reusable bag. This cuts down on litter and prevents animals from getting a hold of them. There are even

2. Print as Little as Necessary

We have all had that teacher that wanted us to have a copy of every single reading when we come to class, or that professor who wanted a hard copy of the ten-page paper that is due next week. These are fine but it seems as if they do not understand that using so much paper is detrimental to the environment.
What can you do? Ask your teacher if you can bring a laptop or an e-reader to class so that you can download the reading onto that and read it from there. If not, print on both sides of the page to reduce the amount of paper used.

3. Recycle

Recycling is such a simple thing to do, but so many people don't do it. Many garbage disposal companies offer recycling services, so check with the company you use to see if they can help you get started! It is as simple as getting a bin and putting it out with your trash cans for free!
Also, check with your RA to see if recycling options are offered in your dorm.

Another way to recycle is to look for recycling cans near trashcans. Instead of throwing recyclables in the trash with your non-recyclables, make a point to take an extra step to locate recycling cans around your campus.

4. Use a Reusable Beverage Containers

Instead of buying individually-packaged drinks, consider buying a bulk container of the beverage you want and buying a reusable water bottle. Not only will this help the environment, but it will also help you save money since you are buying a bulk container.
Many campuses offer water fountains designed for drinking as well as for refilling reusable water bottles. Make use of these fountains throughout the day when you finish off the initial beverage.

Along these lines, many restaurants offer reusable containers for drinks. If you go to a certain place a lot, consider buying one of these containers to help minimize waste.

A lot of coffee shops even offer a discount to customers who use a reusable container for their drinks. Starbucks, as an example, offers a small discount for customers who do this. Saving the environment and money? Win-win.

5. Don't Throw Your Notes Away

Also, other student organizations may appreciate notes. At the community college I attended, the Veteran's Club had a separate building for resources. They had an area for textbooks used by students, and they could check the books out for a semester, and many people would bundle notes in with the books. Ask around to see if any organization has something like this.

If you can't find anyone to give the notes to, at the very least, recycle the paper you used.

6. Save Electricity!

Use energy-efficient light bulbs instead of regular bulbs. They last longer, which will save you a bit of money (every little bit helps on a college budget, right?).
Make you turn off lights, the TV, and other appliances when you are not using them.

Lower your air conditioning or heat when it's not necessary. This is especially true for between seasons. Open your windows in the early fall or layering your clothes in the early fall.

7. Save Water

Water is wasted more frequently than we can see. Turn off the faucet as you are brushing your teeth. Don't turn your shower on until you're ready to get in and wash

your hair. Limit your water usage as you wash dishes. Changing old habits will be good for both the environment and your wallet!

8. Avoid Taking Cars or Carpool When Possible

Cars are harmful to the environment. Taking public transportation, walking, or riding a bike to class are better options that help the environment and your budget, as well as getting some exercise in!

If you do need to use your car, compare schedules and places of residency with those in your classes. You can split the cost of gas and have alternating schedules for who drives when. This is cheaper than everyone driving separately and you'll be closer with friends!

- **23: Value:**
  Values are a person's or society's beliefs about good behavior and what things are important .Examples of values are :
- Dependability.
- Reliability.
- Loyalty.
- Commitment.
- Open-mindedness.
- Consistency.
- Honesty.
- Efficiency

Need for Values in Current Scenario:

1. Moral awareness should be endorsed to orient the progress in science & technology towards the welfare of mankind.
2. Common values should be re-discovered to unite human beings with the general decline of traditional values.
3. Teachers pass values to the students both consciously and unconsciously through their conduct in and out of class rooms. Therefore the need for a consciously planned value education program is obvious to establish a formal learning.
4. The students might face more complicated decision making situations about issues involving values. They should be helped in developing the ability to make proper choices in such situations through value education.
5. Increase in Juvenile delinquency is a crisis to youth who under goes the process of personal growth. In such situation value education assumes a special significance.
6. Value Education awakens curiosity, development of proper interests, attitudes, values and capacity to think and judge about oneself.

Value Education helps in Promoting Social and Natural Integration.