

**DEPARTMENT OF DISTANCE EDUCATION
PUNJABI UNIVERSITY, PATIALA**



**SYLLABUS
B.COM. PART-II
2011-2012 EXAMINATIONS**

SCHEME OF EXAMINATION

	<i>Maximum Marks</i>
BC 201 Punjabi	100 Marks
BC 201-A Punjab History & Culture (Special Paper in lieu of Punjabi)	100 Marks
BC 202 English (Communication Skills)	50 Marks
BC 203 Principles of Business Management	100 Marks
BC 204 Corporate Accounting	100 Marks
BC 205 Company Law and Auditing	100 Marks
BC 206 Income Tax Law	100 Marks
BC 207 Business Environment Environmental Studies	100 Marks

ਬੀ. ਸੀ. 201 : ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ

ਕੁੱਲ ਅੰਕ : 100
ਸਮਾਂ : 3 ਘੰਟੇ

ਵਿਸ਼ੇ ਵਿਚ ਪਾਸ ਹੋਣ ਲਈ 35% ਅੰਕ

ਸਿਲੇਬਸ ਅਤੇ ਪਾਠ-ਪੁਸਤਕਾਂ

- ਭਾਗ (ੳ)**
1. 1960 ਤੋਂ ਪਿਛੋਂ ਦੀ ਕਵਿਤਾ ਦਾ ਸੰਗ੍ਰਹਿ : ਸੰਪਾ. ਡਾ. ਜਗਜੀਤ ਸਿੰਘ, ਪ੍ਰੋ. ਅਨੂਪ ਵਿਰਕ
- ਭਾਗ (ਅ)**
2. 1960 ਤੋਂ ਪਿਛੋਂ ਦੇ ਇਕਾਂਗੀਆਂ ਦਾ ਸੰਗ੍ਰਹਿ, ਸੰਪਾ. ਡਾ. ਮਨਜੀਤ ਪਾਲ ਕੌਰ ਤੇ ਡਾ. ਜਸਵਿੰਦਰ ਸਿੰਘ ਸੈਣੀ
- ਭਾਗ (ੲ)**
3. ਪੈਰੂ ਰਚਨਾ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ ਵਲੋਂ ਪ੍ਰਕਾਸ਼ਿਤ ਪੁਸਤਕ (ਵਾਤਾਵਰਣੀ ਸਮੱਸਿਆਵਾਂ ਸਮਾਧਾਨ, ਸੰਪਾ. ਡਾ. ਬਲਦੇਵ ਸਿੰਘ ਚੀਮਾ, ਡਾ. ਡੀ.ਪੀ. ਸਿੰਘ, ਲੇਖ ਨੰ. 5 ਤੋਂ 10 ਤੱਕ ਵਿਚੋਂ)
- ਭਾਗ (ਸ)**
4. ਦਫ਼ਤਰੀ ਚਿੱਠੀ ਪੱਤਰ
- ਭਾਗ (ਹ)**
5. ਵਿਆਕਰਨ :
 - (ੳ) ਮੂਲ ਵਿਆਕਰਨਕ ਇਕਾਈਆਂ ਦੀ ਪਛਾਣ ਤੇ ਸਥਾਪਤੀ
 - (ਅ) ਵਾਕ ਬਣਤਰ ਅਤੇ ਵਾਕ ਰਚਨਾ
 - (ੲ) ਉਪਵਾਕ ਬਣਤਰ : ਪਛਾਣ ਅਤੇ ਕਾਰਜ
 - (ਸ) ਸ਼ਬਦ ਜੋੜਾਂ ਦੇ ਨਿਯਮ
 - (ਹ) ਗੁਰਮੁਖੀ ਲਿਪੀ ਦੀਆਂ ਵਿਸ਼ੇਸ਼ਤਾਵਾਂ
6. ਭਾਗ ੳ, ਅ ਦੀਆਂ ਪੁਸਤਕਾਂ ਦੇ ਆਧਾਰ ਤੇ ਛੋਟੇ ਪ੍ਰਸ਼ਨ।

ਅੰਕ ਵੰਡ ਤੇ ਪੇਪਰ-ਸੈਟਰ ਲਈ ਹਦਾਇਤਾਂ

1. ਭਾਗ 'ੳ' ਵਿਚ ਪੁਸਤਕ ਨੰ. 1 ਵਿਚੋਂ ਕਿਸੇ ਇਕ ਕਵਿਤਾ ਦਾ ਵਿਸ਼ੇ ਵਸਤੂ/ਸਾਰ (ਦੋ ਵਿਚੋਂ ਇਕ) 20 ਅੰਕ
2. ਭਾਗ 'ਅ' ਵਿਚ ਪੁਸਤਕ ਨੰ. 2 ਵਿਚੋਂ ਕਿਸੇ ਇਕ ਇਕਾਂਗੀ ਦਾ ਵਿਸ਼ੇ ਵਸਤੂ/ਸਾਰ (ਦੋ ਵਿਚੋਂ ਇਕ) ਜਾਂ ਚਾਰ ਵਿਚੋਂ ਦੋ ਪਾਤਰਾਂ ਦੀ ਪਾਤਰ-ਉਸਾਰੀ 20 ਅੰਕ
3. ਭਾਗ 'ੲ' ਵਿਚ ਪੁਸਤਕ ਨੰ. 3 ਨਾਲ ਸੰਬੰਧਿਤ ਤਿੰਨ ਵਿਸ਼ਿਆਂ ਵਿਚੋਂ ਕਿਸੇ ਇਕ ਉੱਤੇ ਪੈਰੂ ਲਿਖਣ ਲਈ ਕਿਹਾ ਜਾਵੇ। 10 ਅੰਕ
4. ਦਫ਼ਤਰੀ ਚਿੱਠੀ ਪੱਤਰ (ਦੋ ਵਿਚੋਂ ਇਕ) 10 ਅੰਕ
5. ਭਾਗ 'ਹ' ਵਿਚਲੇ ਨੰਬਰ 5 ਉੱਤੇ ਦਿੱਤੀ ਵਿਆਕਰਨ ਦੇ ਆਧਾਰ ਉੱਤੇ ਵਰਣਨਾਤਮਕ ਪ੍ਰਸ਼ਨ 20 ਅੰਕ
6. ਭਾਗ 'ੳ' ਅਤੇ 'ਅ' ਵਿਚ ਦਰਜ ਦੋਵੇਂ ਪਾਠ-ਪੁਸਤਕਾਂ ਵਿਚੋਂ ਪੈਰੋ/ਪੈਰਿਆਂ ਦਾ ਭਾਸ਼ਾ ਵਿਵਹਾਰਕ ਵਿਆਕਰਨਕ ਵਿਸ਼ਲੇਸ਼ਣ। ਇਹ ਪ੍ਰਸ਼ਨ ਕੇਵਲ ਨੰਬਰ 5 ਵਿਚ ਨਿਰਧਾਰਤ ਵਿਆਕਰਨ ਉੱਤੇ ਹੀ ਆਧਾਰਿਤ ਹੋਵੇਗਾ। 20 ਅੰਕ

ਸਹਾਇਕ ਪਾਠ-ਸਮੱਗਰੀ

1. ਡਾ. ਜੋਰਿੰਦਰ ਸਿੰਘ ਪੁਆਰ ਅਤੇ ਹੋਰ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਵਿਆਕਰਣ ਭਾਗ-1, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਕਾਦਮੀ, ਜਲੰਧਰ, 1991, ਪੰਨਾ 67-73.
2. ਡਾ. ਜੋਰਿੰਦਰ ਸਿੰਘ ਪੁਆਰ ਅਤੇ ਹੋਰ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਵਿਆਕਰਣ ਭਾਗ-2, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਕਾਦਮੀ, ਜਲੰਧਰ, 1992.
3. ਗਿ. ਲਾਲ ਸਿੰਘ ਤੇ ਹਰਕੀਰਤ ਸਿੰਘ, ਕਾਲਜ ਪੰਜਾਬੀ ਵਿਆਕਰਨ, ਪੰਜਾਬ ਸਟੇਟ ਯੂਨੀ. ਟੈਕਸਟ ਬੁੱਕ ਬੋਰਡ, ਚੰਡੀਗੜ੍ਹ।
4. ਰੋਸ਼ਨ ਲਾਲ ਆਹੂਜਾ, ਇਕਾਂਗੀ ਕਲਾ, ਪੰਜਾਬ ਸਟੇਟ ਯੂਨੀ. ਟੈਕਸਟ ਬੁੱਕ ਬੋਰਡ, ਚੰਡੀਗੜ੍ਹ।
5. ਡਾ. ਜੀਤ ਸਿੰਘ ਸੀਤਲ, ਵਾਰਤਕ ਅਤੇ ਵਾਰਤਕ ਸ਼ੈਲੀ, ਪੰਜਾਬ ਸਟੇਟ ਯੂਨੀ. ਟੈਕਸਟ ਬੁੱਕ ਬੋਰਡ, ਚੰਡੀਗੜ੍ਹ।
6. ਰਘਬੀਰ ਸਿੰਘ ਤੇ ਸਤੀਸ਼ ਕੁਮਾਰ ਵਰਮਾ (ਸੰਪਾ.), ਇਕਾਂਗੀ ਯਾਤਰਾ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ, 1995 (ਭੂਮਿਕਾ)
7. ਖੋਜ ਪਤ੍ਰਿਕਾ : ਨਾਟਕ ਵਿਸ਼ੇਸ਼ ਅੰਕ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
8. ਡਾ. ਗੁਰਦਿਆਲ ਸਿੰਘ ਫੁੱਲ, ਪੰਜਾਬੀ ਨਾਟਕ : ਸਿੱਧਾਂਤ, ਇਤਿਹਾਸ ਤੇ ਪ੍ਰਵਿਰਤੀਆਂ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
9. ਡਾ. ਗੁਰਦਿਆਲ ਸਿੰਘ ਫੁੱਲ, ਪੰਜਾਬੀ ਇਕਾਂਗੀ : ਸਿੱਧਾਂਤ, ਇਤਿਹਾਸ ਤੇ ਪ੍ਰਵਿਰਤੀਆਂ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
10. ਡਾ. ਸਤੀਸ਼ ਕੁਮਾਰ ਵਰਮਾ, ਪੰਜਾਬੀ ਨਾਟਕ ਦਾ ਇਤਿਹਾਸ, ਪੰਜਾਬੀ ਅਕਾਦਮੀ, ਦਿੱਲੀ, 2005.
11. ਧਰਮਪਾਲ ਸਿੰਗਲ, ਵਾਰਤਕ ਸ਼ੈਲੀ, ਭਾਸ਼ਾ ਵਿਭਾਗ, ਪੰਜਾਬ।

**BC 201-A : PUNJAB HISTORY AND CULTURE
(1000-1849 A. D.)****(Special paper in lieu of Punjabi Compulsory)**

Max. Marks: 100

Time Allowed: 3 Hours

Pass Marks : 35%

INSTRUCTIONS FOR THE PAPER-SETTER

The question paper will consist of five sections : A, B, C, D and E. Sections A, B, C and D will have two question each from the respective sections of the syllabus and will carry 15 marks each. Section E will consist of 10 short-answer type questions

which will cover the entire syllabus uniformly and will carry 40 marks in all. Each questions carry 4 marks. The candidates are required to give answer of each short-answer type question in 50 words i.e. in 7-10 lines.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt one question each from the sections A, B, C and D and the entire section E. The candidates are required to attempt all the 10 short-answer type questions. The candidates are required to give answer of each short-answer type question in 50 words i.e. in 7-10 lines.

SECTION-A

1. The Punjab under Turke—Afghan Sultans.
2. The Punjab under the Great Mughals.
3. Salient features of the Bhakti Movement and Sufism in The Punjab.

SECTION-B

4. Guru Nanak Dev's teachings and impact on society.
5. Development of Sikhism (1539-1606) with special reference to Sangat, Masand System, Compilation of Adi Granth and Martyrdom of Guru Arjan Dev.
6. Martyrdom of Guru Teg Bahadur, Foundation of Khalsa by Guru Gobind Singh.

SECTION-C

7. Banda Bahadur and his achievements.
8. Ranjit Singh's rise to power: his civil and military administration and relations with the British.

SECTION-D

9. Society and Economy of the Punjab under Ranjit Singh.
10. Development of Punjabi Language and Literature classical writings and famous legends of the Punjab.
11. Social life with special reference to position of women, fairs, festivals, folk music, dances and games in the Punjab.

SUGGESTED READINGS

1. Kirpal Singh (ed.) : *History and Culture of the Punjab*, Part-II, Patiala, 1990 (3rd edition).
2. Fauja Singh (ed.) : *History of Punjab*, Vol. I, Patiala, 1972.
3. G. S. Chhabra : *The Advanced History of the Punjab*; Vol. I.
4. J. S. Grewal : *The Sikhs of the Punjab*, *The New Cambridge History of India*, Hyderabad, 1990.
5. Khushwant Singh: *A History of Sikhs*, Vol. I, 1469-1837, Delhi, 1991.
6. G. C. Narang : *Transformation of Sikhism*, New Delhi, 1960, (5th edition).
7. B. S. Nijjar : *Punjab Under the Great Mughals*, Bombay, 1961.
8. Sukhninder Kaur Dhillon : *Religious History of Early Medieval Punjab*, Delhi 1991.

BC 202 : ENGLISH (COMMUNICATION SKILLS)

Max. Marks: 50

Time Allowed: 3 Hours

Pass marks : 35%

COURSE CONTENT AND TESTING

Text Prescribed (Literary)—Popular Short Stories (OUP)

The following stories are NOT to be studied :

- (i) The World Renowned Nose by V.M. Basheer
- (ii) Some Words with a Mummy by E.A. Poe
- (iii) The Apple by H.G. Wells
- (iv) Old Man at the Bridge by Earnest Hemingway

TESTING :

- Q.1.** (a) One essay-type question with an internal alternative on summary, theme, incident or character in about 250 words.
- (b) Five short answer questions to be attempted out of the given eight from the prescribed text in about 30 words each. 5+5=10 marks

Q. 2. Composition

Essay Writing-The students should be asked to write an essay in about 300 words on any one of the given four topics pertaining to social/economic problems and current affairs. 10 marks

Q. 3. Letter Writing

The students should be asked to write a letter, with an internal alternative, of the following type :

- (a) Official letters and applications including the ones for jobs.
- (b) Letters to newspapers' editors on matters of public interest - particularly economic, social, business and current affairs. 10 marks

Q. 4. Report Writing

The students should be asked to write a report in about 200 words about the functioning of an existing business concern with an internal alternative to write a viability report about a new business venture. 8 marks

Q. 5. Grammar and Vocabulary

- (a) One word substitutes (Commercial and general)
- (b) Correction of Sentences
- (c) Formation of nouns, verbs, adjectives and adverbs of the given words and use thereof in illustrative sentences.

(The students should be asked to attempt any four of the given six from each of the above.) 4+4+4= 12 marks

INSTRUCTIONS TO CANDIDATES

Candidates are to attempt all the parts of a question at one place and only once. Second or subsequent attempts, unless the earlier attempts have been crossed out, shall not be evaluated.

BC 203: PRINCIPLES OF BUSINESS MANAGEMENT

Max. Marks: 100

Time Allowed: 3 Hours

Pass marks : 35%

INSTRUCTIONS FOR THE PAPER-SETTER

The question paper will consist of five sections : A, B, C, D and E. Sections A, B, C and D will have two questions from the respective sections of the syllabus and will carry 15 marks each. Section E will have one question having 12 short answer type questions (answer to be around 50 words each) of four marks each which will cover the entire syllabus uniformly.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt one question each from sections A, B, C and D of the question paper and 10 short-answer type questions (answer to be around 50 words each) from section E.

SECTION-A

Introduction : Concept, nature, process and significance of management; Managerial roles (Mintzberg); An overview of functional areas of management; Development of management thought; Classical and neo-classical system; Contingency approaches.

Planning : Concept, process and types; Decision making : Concept and process; Bounded rationality.

SECTION-B

Management by objectives; Corporate planning; Environment analysis and diagnosis; Strategy formulation.

Organising : Concept, nature, process and significance; Authority and responsibility relationships; Centralisation and decentralization; Departmentation; Organization structure : Forms and contingency factors.

SECTION-C

Motivating and leading people at Work : Motivation, Concept, Theories : Maslow, Herzberg, McGregor and Ouchi; Financial and non-financial incentives.

Leadership : Concept and leadership styles, Leadership theories (Tannenbaum and Schmidt), Likert's System Management; Communication : Nature, process, networks and barriers, Effective communication.

SECTION-D

Management of Change : Concept, nature and process of planned change; Resistance to change; Emerging horizons of management in a changing environment; Knowledge management, Time management and Stress management.

BC 204: CORPORATE ACCOUNTING

Max. Marks: 100

Time Allowed: 3 Hours

Pass marks : 35%

INSTRUCTIONS FOR THE PAPER-SETTER

The question paper will consist of five sections : A, B, C, D and E. Sections A, B, C and D will have two questions from the respective sections of the syllabus and will

carry 15 marks each. Section E will have one question having 12 short-answer type questions (including at least four numerical type questions) of four marks each which will cover the entire syllabus uniformly.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt one question each from sections A, B, C and D of the question paper and 10 short answer type questions (answer to be around 50 words each) from section E.

SECTION-A

Issue, forfeiture and re-issue of shares; Redemption of preference shares; Issue and redemption of debentures; Issue of bonus shares and right shares; Underwriting of shares and debentures; Accounts of underwriters.

SECTION-B

Final Accounts including computation of managerial remuneration and disposal of profit; Profit prior to and after incorporation; Consolidated Balance Sheet of holding companies with one subsidiary only, AS-21.

SECTION-C

Amalgamation, absorption, merger and reconstruction, Accounting for amalgamation of companies as per Indian Accounting Standard 14; Accounting for internal reconstruction.

SECTION-D

Liquidation Accounts; Accounts of banking companies and insurance companies; Investment Accounts; Valuation of goodwill and shares.

BC 205: COMPANY LAW AND AUDITING

Max. Marks: 100

Time Allowed: 3 Hours

Pass marks : 35%

INSTRUCTIONS FOR THE PAPER-SETTER

The question paper will consist of five sections : A, B, C, D and E. Sections A, B, C and D will have two questions from the respective sections of the syllabus and will carry 15 marks each. Section E will have one question having 12 short-answer type questions (answer to be around 50 words each) of four marks each which will cover the entire syllabus uniformly.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt one question each from sections A, B, C and D of the question paper and 10 short-answer type questions (answer to be around 50 words each) from section E.

SECTION-A

Company: Meaning, features, types, promotion and registration; Preliminary Contracts; Memorandum of Association; Articles of Association; Prospectus; Shares and Share Capital.

SECTION-B

Directors; Borrowing Powers (including debentures); Members; Meetings (including Board Meetings); Majority Powers and Minority Rights; Winding-up of the Company.

SECTION-C

Definition and Objectives of Auditing; Major Influences in the field of Auditing; Classes of Audit, Internal Check and Internal Audit; Distinction between Audit and Investigation; Statements on Standard Auditing Practices (Brief Introduction only).

SECTION-D

Company Auditors: Appointment, Removal, Rights, Duties and Liabilities; Auditor's Report.

Auditing in Computerised environment, Professional Ethics and Regulations.

BC 206 : INCOME TAX LAW

Max. Marks: 100

Time Allowed: 3 Hours

Pass marks : 35%

INSTRUCTIONS FOR THE PAPER-SETTER

The question paper will consist of five sections : A, B, C, D and E. Sections A, B, C and D will have two questions from the respective sections of the syllabus and will carry 15 marks each. Section E will have one question having 12 short-answer type questions (including at least four numerical type questions) of four marks each which will cover the entire syllabus uniformly.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt one question each from sections A, B, C and D of the question paper and 10 short-answer type questions (answer to be around 50 words each) from section E.

SECTION-A

Definitions, Distinction between Capital and Revenue; Basis of charge; Incidence of tax, Exempted incomes; Computation of Income from salaries and house property.

SECTION-B

Profit and gains from business and profession, Capital gains, Income from other sources. Depreciation, Carry forward and set off of losses, Income of other persons to be included in assessee's total income.

SECTION-C

Deductions out of gross total income, Computation of total income in regard to income of individuals. HUF, Partnership firm, AOP and BOI.

SECTION-D

Advance Payment of Tax; Deduction of tax at source; Income tax authorities and administration of the act, Assessment procedure, Appeals, Refunds and Penalties.

BC 207: BUSINESS ENVIRONMENT

Max. Marks: 100

Time Allowed: 3 Hours

Pass marks : 35%

INSTRUCTIONS FOR THE PAPER-SETTER

The question paper will consist of five sections : A, B, C, D and E. Sections A, B,

C and D will have two questions from the respective sections of the syllabus and will carry 15 marks each. Section E will have one question having 12 short answer type questions (answer to be around 50 words each) of four marks each which will cover the entire syllabus uniformly.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt one question each from sections A, B, C and D of the question paper and 10 short answer type questions (answer to be around 50 words each) from section E.

SECTION-A

Business Environment : Concept, importance and components, Internal and external environment, Changing dimensions of business environment, Economic Trends (An overview) : National income, Saving and investment, Industrial growth since 1950s, Recent trends in prices.

SECTION-B

Economic Environment : Elements of economic environment, Economic Systems : Capitalism, Socialism and Mixed Economy; Role of Government: Growth and performance of public and private sector; Monetary and fiscal policy; New economic policy and its impact on Indian economy.

SECTION-C

Socio-Cultural Environment : Elements of Socio-Cultural Environment. Social institutions and systems, Social values and attitudes, Social responsibility of business, Business ethics.

Indian Planning : Basic strategy of Indian planning, Current five year plan : objectives and basic frame work, Resource allocation in five year plans; Achievements and failures of Indian planning.

SECTION-D

Functions of WTO, IMF and World Bank as an organisation; concept and functioning of parallel economy, Regulation of foreign investment, Foreign collaborations in Indian business, Role of MNCs.

Basic Indian Economic Problems and Policies: Problems of unemployment, regional imbalances, poverty and inequality, industrial sickness, disinvestment in PSUs.

ENVIRONMENTAL STUDIES

Max. Marks: 100

Time Allowed: 3 Hours

Pass marks : 35%

Written Paper : 100 Marks

INSTRUCTIONS FOR THE PAPER-SETTER AND CANDIDATES

- a) The paper has been introduced from the session 2009-2010.
- b) The paper will be taught in the Second year of all the U.G. Courses (B.A., B.Com, B.Sc., Law, Engineering, Commerce, Agriculture etc.) except LL.B. three year course and will be a qualifying paper only. The marks of this paper will not be counted towards final score of the under graduate degree.
- c) This will cover only preliminary and basics of the subject and the paper will be set accordingly.

- d) The paper will be of three hours duration of 100 marks, with 35 as pass marks. There will be no Field work for Distance Education & Private students, but only theory paper of 100 marks.
- e) The written paper will have two parts. Part first will be of 35 marks it will contain ten questions, the students will attempt five questions of seven marks out of this part. The answer to these questions should not exceed 50 words each. Part second of the paper will be of 50 marks and will contain ten essay type questions. The candidates will attempt five questions out of this part. The answer to each question should not exceed 500 words. Each question will carry thirteen marks.

Unit 1 : The Multidisciplinary nature of environmental studies

Definition, scope and importance
Need for public awareness.

Unit 2 : Natural Resources :

Renewable and non-renewable resources :

- * Natural resources and associated problems.
 - a) **Forest Resources :** Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forests and tribal people.
 - b) **Water Resources :** Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems.
 - c) **Mineral Resources :** Use and exploitation, environmental effects of extracting and using mineral resources, case studies.
 - d) **Food Resources :** World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problem, water logging, salinity, case studies.
 - e) **Energy Resources :** Growing energy needs, renewable and non renewable energy sources, use of alternate energy sources. Case studies.
 - f) **Land Resources :** Land as a resource, land degradation, man induced landslides, soil erosion and desertification.
- * Role of an individual in conservation of natural resources.
- * Equitable use of resources for sustainable lifestyles.

Unit 3 : Ecosystems

- * Concept of an ecosystem.
- * Structure and function of an ecosystem.
- * Producers, consumers and decomposers.
- * Energy flow in the ecosystem.
- * Ecological succession.
- * Food chains, food webs and ecological pyramids.
- * Introduction, types, characteristic features, structure and function of the following ecosystem :
 - a) Forest ecosystem
 - b) Grassland ecosystem
 - c) Desert ecosystem
 - d) Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries)

Unit 4 : Biodiversity and its conservation

- * Introduction - Definition : genetic, species and ecosystem diversity.
- * Biogeographical classification of India.
- * Value of biodiversity : consumptive use, productive use, social, ethical, aesthetic and option values.
- * Biodiversity at global, National and local levels.
- * India as a mega-diversity nation.
- * Hot-spots of biodiversity.
- * Threats of biodiversity : habitat loss, poaching of wildlife, man-wildlife conflicts.
- * Endangered and endemic species of India.
- * Conservation of biodiversity : In-situ and Ex-situ conservation of biodiversity.

Unit 5 : Environmental Pollution

- Definition
- * Causes, effects and control measures of :
 - a) Air pollution
 - b) Water pollution
 - c) Soil pollution
 - d) Marine pollution
 - e) Noise pollution
 - f) Thermal pollution
 - g) Nuclear hazard
- * Solid Waste Management : Causes, effects and control measures of urban and industrial wastes.
- * Role of an individual in prevention of pollution.
- * Pollution case studies.
- * Disaster management : floods, earthquake, cyclone and landslides.

Unit 6 : Social Issues and the Environment

- * 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. Case studies.
- * Environmental ethics : Issues and possible solutions.
- * Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust. Case studies.
- * Wasteland reclamation.
- * Consumerism and waste products.
- * 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.

Unit 7 : Human Population and the Environment

- * Population growth, variation among nations
- * Population explosion - Family Welfare Programme
- * Environment and human health
- * Human Rights
- * Value Education
- * HIV/AIDS
- * Women and Child Welfare
- * Role of Information Technology in Environment and human health
- * Case Studies