

1st Year Compulsory Papers [For B.Com, B.Sc. & B.A.]

Subject Code	Subject Name	Sem.	Scheme			IA	ESE	Total Marks
			L	T	P			
	COMPULSORY PAPERS:							
GEN-101	General English	Year 1	4			30	70	100
EVS-101	Environmental Studies	Year 1	3	1		30	70	100
ECA-101	Elementary Computer Application	Year 1	4			30	70	100

GEN-101: GENERAL ENGLISH

UNIT-I

Sentences: Simple, Compound, Complex, Assertive, Interrogative, Imperative, Exclamatory. Clauses: Co-ordinate, Sub-ordinate, Relative, Adverb, Comparative (Adverb + Adjective)

Articles: usage of 'A', 'An', 'The' Preposition: Position of Prepositions, Place Relations Time Relations and other relations.

UNIT-II

Functional Grammar

Tenses: Simple Present, Progressive Perfect, Present Perfect Progressive along with Past Tense and indications of futurity. Reported speech Modals: Will, Shall Should, Would and others, Active and Passive. Determiners

UNIT-III

Translate 5 sentences from Hindi to English. Translate 5 sentences from English to Hindi.

UNIT-IV

Essay writing, letter writing, application writing, Sentences reordering or Sentence Transformation

UNIT-V

Job Application, Curriculum vitae, Resume & Biodata

TEXT & REFERENCE BOOKS:

- *A PRACTICAL ENGLISH GRAMMAR BY THOMSON AND MARTINET*
- *ENGLISH GRAMMAR BY W.S.ALLEN*
- *INTERMEDIATE ENGLISH GRAMMAR BY RAYMOND WILLIAMS*
- *VOCABULARY BY MICHAEL MC CARTHU AND FELICITY O'DELL*
- *ENGLISH GRAMMER BY JAYANTHI DAKSHINA MURTH*

EVS-101: ENVIRONMENTAL STUDIES
(Objective Type Questions)

UNIT-I

The Multidisciplinary nature of environmental studies:

Definition, scope and importance – Relation between Environmental Studies and other branches of science and social sciences.

UNIT-II

Natural Resources and Challenges:

- a. Natural resources and associated problems, Classification of resources: renewable resources, non renewable resources, classes of earth resources, resources regions : Definition and criteria, resource conservation.
- b. Forest resources: Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forest and tribal people.
- c. Water resources: Use and over-utilization of surface and groundwater, floods, drought conflicts over water, dams-benefits and problems.
- d. Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies.
- e. Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticides problems, water logging, salinity, case studies.

UNIT-III

Ecosystems, Concepts, Structure, Functions and Types:

- Concepts of an ecosystem * Structure and function of an ecosystem
- Producers, consumers and decomposers * Energy flow in the ecosystem
- Food chains, food webs and ecological pyramids

UNIT-IV

Biodiversity and its conservation:

- Introduction-Definition, genetic, species and ecosystem diversity
- Biogeographically classification of India
- Value of biodiversity : Consumptive use, productive use, social ethical, aesthetic and option values
- Biodiversity at global, National and local level
- India as a mega-diversity nation
- Hot-spot of biodiversity

UNIT-V

Environmental Pollution and Control Measures:

- **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 Hazards
- 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

ECA-101: ELEMENTARY COMPUTER APPLICATION

UNIT-I

Introduction- Characteristics of Computers, Generations of computers, Types of computers(micro, mini, main frame, supercomputers), Block diagram of computer, Input and Output Devices, Processor speed, type of processors, Memory-main memory organization, main memory capacity, RAM, ROM, EPROM, PROM, cache memory, PCs specifications.

UNIT-II

Computer Software- Software and its Need, Types of software-System software, Application software, System software-operating system, utility program, programming languages, assemblers, compilers and interpreter, programming languages-machine, assembly, high level, 4GL, their merits and demerits, application software and its types ? word-processing, spreadsheet, presentation graphics, Data Base Management Software, Characteristics, Uses and examples and area of application of each of them, Virus working, feature, types of viruses, virus detection prevention and cure.

UNIT-III:

Introduction to MS-Word, Parts of MS-Word Windows (Title Bar, Menu Bar, Tool Bar, Ruler, Status Area) Creating New Documents, Opening an existing Documents, Find and Replacing, Moving and Copying Text, Page Set-up, Margins and Gutters, Creating a document using Templates and Wizards.

Text Formatting-Changing Fonts and Font size, Make Text Bold, Italic and Under line, Spacing, Centre, Right and Left alignment, Page Breaks, Headers and Footers, Saving Documents. Spell Checking, Printing, Creating a table using table Menu-Entering and Editing text, Selecting, Adding and Deleting Rows and Columns, Changing and Shading Template and Wizard, Working with Graphics, Drawing objects, Using frames to position objects, Mail Merge.

UNIT-IV:

Introduction to MS-Excel, Creating a simple worksheet, Entering data into worksheet, Computations in Worksheets, Printing the Worksheet, Creating Graphs and Charts, What if analysis (Data Sort, Fill, Query, Filter), Copying, Renaming, Moving, Adding and Deleting, Worksheet. Using Formulas and Functions-Formula, Characteristics of formula, Entering formula, Copying formulas, Types of functions (date, Mathematical, Logical, Statistical), Function Wizard, Formatting of using Auto format.

UNIT-V:

Introduction to MS-PowerPoint, PowerPoint elements, Templates, Wizards, Views and Color Schemes, Exploring PowerPoint menu, Adding text, Adding title, Adding text area, Resizing text boxes, Adding art, Starting a New Slide, Slide Transition Effects and other Animation Effects, Starting a Slide Show, Saving Presentation, Printing Slide, Display of Slide Show.

REFERENCE BOOK

- 1 *COMPUTER FUNDAMENTAL (PYAGYA PUBLICATION, MATHURA).*
- 2 *COMPUTER FUNDAMENTAL AND ORGANIZATION (B.RAM), NEW AGE INTERNATONAL PUBLISHER LTD.*
- 3 *RAJARAMAN V, "FUNDAMENTALS OF COMPUTERS", PHI*