

St. Patrick's Higher Secondary School, Asansol

CLASS:10

SYLLABUS FOR THE SESSION: 2024- 25

English Language

SYLLABUS FOR THE SESSION 2024 -2025

CLASS – X

English Language

Textbook: Total English Book - 10 (Morning Star)

MID - TERM

1. Composition [Word Limit-300-350] [20 Marks] (Attempt any ONE out of the 5 topics given.)

- a. Narrative
- b. Descriptive
- c. Argumentative
- d. Short story
- e. Picture composition

2. Letter Writing [10 Marks] (Attempt any ONE letter)

- a. Informal Letter
- b. Formal letter

3. Notice / E- mail

- a. Notice Writing [5 Marks] (Notice to be written on given directions.)
- b. E-mail Writing [5 Marks] (E-mail should be on the same content as the notice.)

4. Comprehension [20 Marks]

- a. Meanings [3 Marks]
- b. Questions and Answers [9 Marks] (1+2+2+2+2)
- c. Summary Writing [8 Marks] (6 Marks for points and 2 Marks for Expression)

5. Grammar [20 Marks]

- a. Verbs ($1\frac{1}{2} \times 8 = 4$)
- b. Prepositions ($1\frac{1}{2} \times 8 = 4$)

c. Joining of Sentences without using "and", "but" or "so" (4 Marks)

d. Transformation of Sentences [Tenses, Infinite Verbs, Participles, Gerunds, Adverbs, Adjectives, Voice, Direct and Indirect Speech, Conjunctions] (8 Marks)

FINAL TERM

Same as First Term.

CLASS - X

PAPER 1 - ENGLISH LANGUAGE

(Two hours) - 80 Marks

All questions will be compulsory.

Question 1: Candidates will be required to write a composition of about 300-350 words from a choice of subjects which will test their ability to: organise, describe, narrate, report, explain, persuade or argue, present ideas coherently with accuracy and precision, compare and contrast ideas and arrive at conclusions, present relevant arguments and use correct style and format.

The topics will be varied and may be suggested by language or by other stimuli such as pictures. The topics will be so chosen so as to allow the candidates to draw on first-hand experience or to stimulate their imagination.

The organisation of subject matter, syntax, punctuation, correctness of grammatical constructions and spelling will be expected to be appropriate to the mode of treatment required by the subject.

Weightage of marks : 20 marks

Question 2: Candidates will have to write a letter from a choice of two subjects requiring either a formal or a friendly mode of treatment. Suggestions regarding the content of the letter may be given. The format of the letter with address, introduction, conclusion, etc., will form part of the assessment. Special attention must be paid to the format of the letter with emphasis on tone and vocabulary appropriate to the context.

Weightage of marks : 10 marks

Question 3: Candidates will be given a specific situation and will be required to:

(a) Write the text for a notice based on given directions.

(b) Write an e-mail on the same content as the notice.

Weightage of marks : 5 +5 = 10

Question 4: An unseen prose passage of about 500 words will be given. Uncommon items of vocabulary, or structure will be avoided. A question will be set to test vocabulary. Candidates will be required to show an understanding of the words/phrases in the context in which they have been used. This will be in MCQ format.

A number of questions requiring short answers will also be asked on the passage. These questions will test the candidates' ability to comprehend the explicit content and organisation of the passage and to infer information, intention and attitude from it.

The last question will consist of a summary that will test the candidates' ability to distinguish main ideas from supporting details and to extract salient points to re-write them in the form of a summary. Candidates will be given a clear indication of what they are to summarize within 50 words.

Weightage of marks : 3 + 9 + 8 = 20 marks.

Question 5: There will be a number of short answer questions to test the candidates' knowledge of functional grammar, structure and usage.

All the items in this question will be compulsory.

They will consist of :

- a) Correct use of prepositions.
- b) Correct form of the verb given in brackets.
- c) Joining of sentences without using and, but and so. [MCQ Pattern]
- d) Transformation of sentences [MCQ Pattern]

Weightage of marks : 4 + 4 + 4 + 8 = 20 marks.

English Literature

ENGLISH LITERATURE

CLASS - X

SYLLABUS (2024 – 2025)

MID - TERM

DRAMA

1. Julius Caesar (William Shakespeare)
Act III Scene 1 , 2 and 3.
Act IV Scene 1, 2 and 3

PROSE

1. With the Photographer - Stephen Leacock.
2. The Elevator - William Sleator.
3. The Girl Who Can – Ama Ata Aidoo.

POETRY

1. Haunted Houses – H.W . Longfellow.

2. The Glove and the Lions – Leigh Hunt.
 3. When Great Trees Fall –Maya Angelou.
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FINAL TERM

DRAMA

1. Julius Caesar (William Shakespeare)
Act V Scene 1 , 2 , 3 , 4 and 5 .

PROSE

1. The Pedestrian - Ray Bradbury
2. The Last Lesson – Alphonse Daudet

POETRY

- 1.A Considerable Speck – Robert Frost.
2. The Power of Music –Sukumar Ray

HISTORY & CIVICS

MID Term

SECTION-A (CIVICS)

- 1) Chapter-1 The Union Parliament.
- 2) Chapter-2 The President.
- 3) Chapter-3 Prime Minister and Council of Ministers.

SECTION-B (HISTORY)

- 1) Chapter-1 The First War of Independence-1857.
- 2) Chapter-2 Growth of Nationalism.
- 3) Chapter-3 First Phase of the Indian National Movement.
- 4) Chapter-4 Second Phase of the Indian National Movement.
- 5) Chapter-5 The Muslim League
- 6) Chapter-6 Mahatma Gandhi and the National Movement.
- 7) Chapter-7 Quit India Movement.
- 8) Chapter-8 Forward Bloc and The INA.
- 9) Chapter-9 Independence and Partition of India.

FINAL TERM: (Pre-mock)

SECTION-A (CIVICS)

1. Chapter-4 The Supreme Court.
2. Chapter-5 The High Courts and Subordinate Courts.

SECTION-B (HISTORY)

1. Chapter-10 The First World War.
2. Chapter-11 Rise of Dictatorship.
3. Chapter-12 The Second World War.
4. Chapter-13 United Nations.
5. Chapter-14 Major Agencies of the United Nations.
6. Chapter-15 Non-Aligned Movement.

Pre-mock will include mid-term syllabus #
Mock will include full syllabus

Marking Scheme (2024-2025)

CLASS – X

HISTORY & CIVICS

F.M:80.

Time:2Hours

TEXT BOOK: TOTAL HISTORY & CIVICS (Morning Star Publishers)

- There will be one paper of two hours duration carrying 80 marks and an Internal Assessment of 20 marks.
- The paper will be divided into two parts, **Part I** and **Part II**.

Part 1 (30 marks)

This part will contain short answer questions sets from the entire syllabus.

Candidates will be required to answer all questions in this section.

There is no negative marking in this section

QUESTION 1. (16 Marks)

The students will be given sixteen questions in MCQ pattern where they have to choose one correct option from four options. This will cover both History and Civics

QUESTION 2. (14 Marks)

The students will be given seven short questions of two marks each. This will cover History and Civics.

Part II (50 marks)

This part will consist of Section A and Section B. Candidates will be required to answer two out of three questions from Section A and three out of five questions from Section B. The sections will correspond to the sections indicated in the syllabus. There is no negative marking in this section.

Section A (20 marks)

The students will be given three sets of questions covering the Civics syllabus.

Weightage of marks for each set will be 3+3+4. They have to make a choice of two sets of questions from a set of three.

Section B (30 marks)

The students will be given five sets of questions covering the History syllabus.

Weightage of marks for each set will be 3+3+4. They have to make a choice of three sets of questions from a set of five. One question from this section will be a picture study and the questions will be with reference to the picture.

GEOGRAPHY SYLLABUS

[TextBook: Frank Modern Certificate Geography ClassX- Part II- LatestEdition]

Chapters to be done according to the ICSE scope of syllabus (2024)

MID TERM :

PART -1

1. Map Study- Interpretation of Topographical Maps

2. Map of India- On the Outline map of India, Students will be required to mark, shade, label and identify the following features :

a) Mountains, Peaks and Plateaus - Himalayas, Karakoram, Aravali, Vindhyas, Satpura,

Western and Eastern Ghats, Nilgiris, Garo, Khasi, Jaintia, Mt Godwin Austin(K2)

Mt Kanchenjunga, Deccan Plateau, Chota Nagpur Plateau.

b) Plains - Gangetic Plains, Coastal Plains (Konkan, Kanara, Malabar, Coromandel, Northern Circars

c) Desert - Thar (The Great Indian Desert)

d) Rivers - Indus, Ravi, Beas, Chenab, Jhelum, Satluj, Ganga, Yamuna, Ghaghra,

Gomti, Gandak, Kosi, Chambal, Betwa, Son, Damodar, Brahmaputra, Narmada, Tapti, Mahanadi,

Godavari, Krishna, Cauveri, Tungabhadra.

e) Water bodies - Gulf of Kutch, Gulf of Khambhat, Gulf of Mannar, Palk Strait,

Andaman sea, Chilka lake, Wular lake.

f) Passes - Karakoram, Nathu-La

g) Latitude and Longitude - Tropic of Cancer, Standard Meridian

(82°30'E)

h) Direction of winds - South West Monsoons (Arabian Sea and Bay of Bengal Branches)

North East Monsoons and Western Disturbances.

i) Distribution of Minerals - Oil- Mumbai High(Off Shore Oil Field) and Digboi,

Iron- Singhbhum, Coal - Jharia.

J) Soil Distribution - Alluvial, Laterite, Black and Red Soil.

k) Cities - Delhi, Mumbai, Kolkata, Chennai, Hyderabad, Bengaluru, Kochi,

Chandigarh, Srinagar, Vishakhapatnam, Allahabad (Prayagraj)

l) Population - Distribution of Population (Dense and Sparse).

Part -II

3. Location, Extent, and Physical features-(Through map work only)

4.Climate

5.Soil Resources

6.Natural Vegetation

7.Water Resources

8.Mineral and Energy Resources -

- Iron-Ore, Manganese, Copper, Bauxite -Uses and their distribution
 - Conventional Sources - Coal, Petroleum, Natural Gas (distribution, advantages, and disadvantages)
 - Hydel Power -Bhakra Nangal and Hirakud Dams
 - Non Conventional Sources - Solar, Wind, Tidal, Geo-Thermal Nuclear and Bio-gas (generation and advantages)
9. Agriculture - I and II
- Agriculture in India – Importance, problems and reforms.
 - Types of farming in India: subsistence and commercial: shifting, intensive, extensive, plantation and mixed.
 - Agricultural seasons (rabi, kharif, zayad).
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- Climatic conditions, soil requirements, methods of cultivation, processing and distribution of the following crops:
 - rice, wheat, millets and pulses.
 - sugarcane, oilseeds (groundnut, mustard and soya bean).
 - cotton, jute, tea and coffee.

FINAL TERM:

PART-1

1. Map Study -Interpretation of Topographical maps (Same as First Term)

2. Map of India - (Same as First Term)

PART - II

3. Manufacturing Industries- Importance and Classification

- Agro based Industry - Sugar, Textile (Cotton and Silk).
- Mineral based Industry – Iron & Steel (TISCO, Bhilai, Rourkela, Vishakhapatnam)
- Petrochemical and Electronics.

4. Transport :

Importance and Modes – Roadways, Railways, Airways and Waterways – Advantages and disadvantages.

5 . Waste Management - I and II

- Impact of waste accumulation - spoilage of landscape, pollution, health hazards, effect on terrestrial, aquatic (fresh water and marine) life.
- Need for waste management.
- Methods of safe disposal -segregation, dumping and composting.
- Need and methods for reducing, reusing and recycling waste.

QUESTION PAPER PATTERN:.

Full marks 80; Time 2hrs

The paper will consist of two Parts -Part I and Part II

Part I (Compulsory - 30 marks)

1. Topographical Map -(2×5=10)
2. Map of India - (1×10=10)
- 3.Choose the correct option - (1×10=10)

Part II (50 marks)

Attempt any five out of Nine questions

Each set of questions in Part II will carry 10 marks (2+2+3+3).

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Hindi (2nd Language)

MID TERM

SECTION-A LANGUAGE 40 Marks

1. Composition: Essay (250 words)15 marks
2. Letter (Formal and Informal): 120 words7 marks
3. Comprehension10 marks

GRAMMAR: SARAS HINDI VYAKARAN (Follard by AKARAN IMatteen)8 marks

- a. Abstract Nouns
- b. Adjectives (Visheshan)
- c. Synonyms
- d. Opposites
- e. AshudhShabd
- f. Idioms
- g. One word for many
- h. Do as directed

SECTION B [LITERATURE] 40 MARKS

Sahitya Sagar Short Stories (Book 1)

Ch 7: Sandeh

Ch 8: Bheed me Khoya Aadmi

(Questions will come from ch. 1,2,3,4,5,6,7,8)

Poems: (Book 2)

Ch 6: Soorke Pad

Ch 7: Vinay ke pad

Ch 8: Bhikshuk

Ch 9: ChalnaHamaraKaam Hain

(Questions will come from ch. 1,2,3,4,5,6,7,8,9)

FINAL TERM: SECTION-A LANGUAGE

4. Composition: Essay (250 words)
5. Letter (Formal and Informal) 120 words
6. Comprehension

GRAMMAR: SARAS HINDI VYAKARAN (MCO) (followed by TESE pattern)

- a. Abstract Nouns
- b. Adjectives (Visheshan)

- c. Synonyms
- d. Opposites
- e. AshudhShabd
- f. Idioms
- g. One word for many
- h. Do as directed

SECTION B (LITERATURE] 40 MARKS

Sahitya Sagar Short Stories (Book 1)

Ch 9: BhedaurBhediyē

Ch 10: Do Kalakaar (Questions will come from Full Book)

Poems: (Book 2)

Ch 10: Maatr Mandir kee Ore (Questions will come from ch Full Book)

FORMAT OF QUESTION PAPER CLASSES 10/ HINDI (2ndLanguage) Time: 3 Hrs FM: 80

Section A (Language)	[40 MARKS]
1) Essay	15 MARKS
2) Letter (formal/Informal)	7 MARKS
3) Comprehension	10 MARKS
4) Grammar (MCQ)	8 MARKS

Section B (Literature) (40 Marks)

Any Four Questions out of Six Questions Three Questions from Gadhyabhag, Three Questions from Padhyabhag (4X10=40) (Each Question will be -2+2+3+3) pattern.

BENGALI (2nd Language)

Mid Term:-

Language-40marks

- 1. Essay writing ----15marks
- 2. Letter writing-----7marks
- 3. Comprehension--5×2=10marks
- 4. Grammar----- 8 marks (MCQ)

a) Bachyo pribartan(voice change)

b) Ukti poribartan (Narration change)

Including all grammar syllabus of class-9

Literature-40 marks (attempt 4questions from prose and novel. Each question carries 10 marks)

10×4=40

Prose (Sankalita):-

1)Naam (Narendranath Mitra)

2.Asahajogi(Manik Bandyopadhyay)

3.Debotaar janmo (Shibram Chakrobarty)

4.Neel manusher kahini (Sunil Gangipadhaya)

Novel (Chander pahar):-

Chapter:-8,9,10

Pre- mock examination:-

Language-40 marks

1.Essay writing ----15marks

2. Letter writing-----7marks

3.Comprehension--5×2=10marks

4.Grammar----- 8 marks (MCQ)

Full syllabus of ICSE

Literature-40 marks (attempt 4questions from prose and Novel. Each question carries 10 marks)

10×4=40

Prose (Sankalita):-

1. Gandhota khub sandehojanak (Sirsendu Mukhopadhyay)

2.Lokti (Humaun Ahamed)

(Including class 9 and mid-term syllabus of class10)

Novel (Chander pahar):-

Chapter:-11, 12, 13, 14 (Including class 9 and mid-term syllabus of class 10)

MATHEMATICS

Book: UNDERSTANDING ICSE MATHEMATICS CLASS X by M. L. AGGARWAL

MIDTERM

- Chapter 1. Goods and Services Tax (GST)
- Chapter 2. Banking
- Chapter 4. Linear Inequations
- Chapter 5. Quadratic Equations in One Variable
- Chapter 6. Factorisation
- Chapter 7. Ratio and Proportion
- Chapter 8. Matrices
- Chapter 9. Arithmetic and Geometric Progression
- Chapter 10. Reflection
- Chapter 11. Section Formula
- Chapter 12. Equation of a Straight Line
- Chapter 13. Similarity
- Chapter 22. Probability

PREMOCK and PRE-ICSE

- Chapter 3. Shares and Dividends
- Chapter 14. Locus
- Chapter 15. Circles
- Chapter 16. Constructions
- Chapter 17. Mensuration
- Chapter 18. Trigonometric Identities
- Chapter 19. Trigonometric Tables
- Chapter 20. Heights and Distances
- Chapter 21. Measures of Central Tendency

NOTE: PREMOCK and PRE-ICSE will include entire syllabus from MIDTERM.

QUESTION PAPER FORMAT

FULL MARKS: 80

TIME: Two and half an hour.

SECTION A (COMPULSORY) – 40 MARKS

Question 1: (15 MCQ questions with four options in each. Each MCQ carries one mark).

1 x 15 = 15 marks.

Question 2: Three questions of four marks each. **3 x 4 = 12 marks.**

Question 3: Three questions. **2 x 4 + 1 x 5 = 13 marks.**

SECTION B (Answer any four complete questions) – 40 MARKS

Question 4 to Question 9 (six questions) – Each question has 3 sub parts: 3 + 3 + 4 = 10 marks for each question.

Question 10: One question with two subparts, either **5 + 5 = 10 marks** OR **6 + 4 = 10 marks.**

PHYSICS

Book: ICSE Concise Physics class X (Selina Publishers)

Mid Term:-

CH-1> Force

CH-2> Work, Power & Energy

CH-3> Machines

CH-4> Refraction of light & at Plane surfaces

CH.5>Refraction through Lens

CH-6>Spectrum

CH-7> Sound

PRE ICSE-

CH. 8> Current Electricity

CH 9> Household circuits.

CH 10> Electromagnetism

CH 11>Calorimetry

CH 12> Radioactivity

[Midterm chapters are also included in PRE ICSE Exam]

Question Paper format: Candidates are required to answer all questions from Section A

any four questions from section B.

Section A:-40 marks

15 MCQ's of 1 mark each

1 question of 3 marks

11 questions of 2 marks each

Section B- 40 marks (6 questions of 10 marks each of (3+3+4) format

[Application based questions are included]

CHEMISTRY

MIDTERM

1. Periodic Properties and Variations of Properties
2. Chemical Bonding
3. Acids, Bases and Salts
4. Analytical Chemistry
5. Mole Concept and Stoichiometry
6. Electrolysis
7. METALLURGY
8. Study of compounds -Hydrogen chloride
9. Study of compounds – Ammonia

FINAL TERM

1. STUDY OF COMPOUNDS (Nitric acid, Sulphuric acid)
2. ORGANIC CHEMISTRY
3. Practical work

The final Exam will be on the full syllabus

Book- Latest edition of Concise Chemistry class 10. Selina publication

Question pattern -

Section A (40 marks) Compulsory Section-15 marks MCQ+ 25 marks Objective type questions

Section B(40marks) Answer 4 out of 6 questions. Each questions of 10 marks as per ICSE pattern (3+3+4 or 2+2+3+3)

ECONOMICS

FORMAT OF THE QUESTION PAPER

There will be one paper (theoretical) of two hours duration carrying 80 marks and an internal assessment (ONE project) of 20 marks each. The theory paper will be divided into two parts/sections.

SECTION (40 marks): Question 1 will be MCQ of 16 marks and three questions with four subparts of 2 marks each requiring short answers and will cover the entire syllabus. There will be no choice of questions. (Section A will consist of 12 marks HOTS questions)

SECTION B (40 marks): will consist of questions that will require detailed answers. There will be a choice and candidates will be required to answer four questions often (5+5) marks each, out of the given six questions.

SYLLABUS

Scope of the syllabus to be strictly followed

Mid Term Examination

Chapter 1. Factors of production

Chapter 2. Elementary theory of demand

Chapter 3. Elasticity of demand

Chapter 4. Theory of Supply

Chapter 5. Meaning and types of markets

Chapter 6. Meaning and functions of money

Chapter 7. Commercial banks

Chapter 8. Central Bank

Mock Examination

Chapter 9. Introduction to public finance

Chapter 10. Public revenue

Chapter 11.Public expenditure

Chapter 12. Public debt

Chapter 13.Inflation

Chapter 14. Consumer awareness

Note-Mock Examination will include the chapters of midterm exam.

BIOLOGY

CH 2: STRUCTURE OF CHROMOSOMES, CELL CYCLE AND CELL DIVISION

CH 3: GENETICS: SOME BASIC FUNDAMENTALS

CH 4: ABSORPTION BY ROOTS

CH 5: TRANSPIRATION

CH 6: PHOTOSYNTHESIS

CH7: CHEMICAL CO ORDINATION IN PLANTS

CH 8: THE CIRCULATORY SYSTEM

CH 9: THE EXCRETORY SYSTEM

CH 10: THE NERVOUS SYSTEM

CH 11: SENSE ORGANS

CH 12: THE ENDOCRINE SYSTEM

FINAL TERM

CH 13: THE REPRODUCTIVE SYSTEM

CH 14: HUMAN EVOLUTION

CH 15: POPULATION-THE INCREASING NUMBERS

CH 16: POLLUTION-A RISING ENVIRONMENT PROBLEM

Format of the Question Paper

Section 1-40 Marks - Compulsory

- 1) Objective (MCQ) - 15 marks
- ii) Short answer questions-25 marks

Section II-40 Marks

Answer any 4 questions out of 6

Distribution of marks-(1+2+2+2+3)

Computer Applications

Textbook: Understanding Computer Applications with BlueJ APC Latest Edition

Mid Term:

Chapter 1. Revision of Class IX Syllabus

Chapter 3. Arrays (Single Dimensional and Double Dimensional)

Chapter 5. User-Defined Methods

Chapter 6. Class as the basis of all computation (Objects and Classes)

Chapter 7. Constructors

Chapter 8. Encapsulation and Inheritance

Final Term:

Chapter 2. Library Classes

Chapter 4. String Handling

[Full ICSE Java Syllabus]

Question Paper Format:

As per ICSE Question Pattern

CLASS -10 COMMERCIAL APPLICATIONS 2024-25 Syllabus

Prescribed Text: ICSE Commercial Application Part– II by C.B. Gupta Goyal Bros.

Mid Term Examination

Chapter 1. Markets and Marketing. Meaning of market, Types of markets, Meaning of marketing, characteristic of marketing, objectives of marketing, stages of marketing, distinction between market and marketing, meaning of product, features of product, classification of products, meaning of services , features of services, Classification of services, Distinction between product and service.

Chapter 2. Marketing Mix–4 P’S : Meaning of marketing mix, reasons for importance of marketing, Elements of marketing mix, product mix, packaging, benefits of packaging, labelling, Product life-cycle, Pricing strategies, advantages, and disadvantages of pricing strategies, Distribution channels, direct selling, promotion, and promotional techniques.

Chapter 3. Advertising and Brand promotion : Definition of advertising, features of advertising, types of advertising, objective of advertising, advantages of advertising, criticism of advertising, distinction between advertising and publicity, advertising media-meaning and examples, Meaning of sales promotion, methods of sales promotion, advantages of sales promotion, distinction between advertising and sales promotion, Definition of brand and branding, merits of brand and branding, essentials of good a good brand, how to bring about brand promotion.

Chapter 4. Sales and Selling process: Meaning of sales and selling, features of selling, Types of selling, Distinction between marketing and selling, meaning of personal selling, features of personal selling, distinction between advertising and personal selling, steps in personal selling process, qualities of a good salesman, distinction between sales and selling process.

Chapter 5. Generally Accepted Accounting Principles. (GAAP): Meaning and purposes of accounting, Accounting cycle, distinction between accounting and bookkeeping, Generally accepted accounting principles - meaning, the business entity concept, the going concern concept, Duality concept, matching concept, Money measurement concept.

Chapter 6. Financial Accounting and Reporting: Meaning of trading and non-trading organisations , difference between trading and non-trading organisations, receipts and payment accounts- meaning, it's features and uses, income and expenditure account- meaning, its features and uses, Balance sheet- meaning, its features and uses, distinction between receipts and payment account and income and expenditure account.

Chapter 7. Banking and Bank transactions: meaning of banking, meaning of central bank, functions of Central bank, meaning of commercial bank, functions of commercial bank, difference between central bank and commercial bank, types of bank deposits, comparison between types of bank accounts, procedure of opening bank account, operating a bank account, advantages of bank account, advantages and disadvantages of payment by cheques, When can a bank refuse payment of a cheque, automatic teller machines, key features of teller machines, Bank draft, distinction between cheque and bank draft.

Chapter 8. Fundamental concepts of cost: Meaning of cost, Element of cost-material cost, labour cost, expenses. Classification of cost. - On the basis of nature and behaviour.

Mock Examination.

Chapter 9.Importance of human resources - Meaning of human resources, features of human resource, meaning of human resource management, features of resource management, role of human resource management, function of human resource management.

Chapter10. Recruitment, selection and training: Meaning of recruitment, methods, and sources of recruitment, Merits and demerits of external recruitment, factors influencing the choice of a source of recruitment. Meaning of selection, difference between recruitment and selection, methods, and procedure of selection. Interviews-meaning, types. Training.- meaning, distinction between training and recruitment, need and importance of training, advantages of training to employees, types of training, methods of training, distinction between on the job training and off- the job training.

Chapter11. Public relations : meaning, nature of public relations, public relation as a management function, importance of public relations, scope of public relations, elements of public relations, history of public relations, present status of public relations, public relations in India, the main reasons for the rapid growth of public relations, ethics, and public relations, image building.

Chapter12.Issues of the environment: Destruction of ecosystem, excessive consumption of resources, energy, crisis, renewable sources of energy, merits, and demerits of solar , hydel, wind,biogas,tidal, geothermal, ocean-thermal, nuclear energy. Non-Renewable source, energy, greenhouse effect, global warming, and climate changes. Acid rain- meaning causes and impact. Environmental values and ethics, fundamental duties, value, education, practical, implication, developing an ethical environmental consciousness . Consumer education and rights- meaning, need, benefits, rights of consumer, duties of consumer. Food adulteration, effects of pollution on environment. Bhopal gas tragedy-its effect on water pollution and soil pollution, effects of radiation pollution. Chernobyl disaster. Community participation and public awareness for ecological restoration and

conservation.

Note–Mock Examination will include chapters of Mid Term Examination.

Question pattern.

SECTION-A (40 marks): Question 1 will be MCQ of 20 marks and two questions with five sub parts of 2 marks each requiring short answers and will cover the entire syllabus. There will be no choice of questions.

SECTION B (60 marks): will consist of questions which will require detailed answers. There will be a choice and candidates will be required to answer four questions out of the given six questions. Each question will have three sub parts of five marks each. One question out of six questions will be based on case study.

There will be one paper (theoretical) of two hours duration carrying 100 marks and internal assessment (Four Assignments / Project) of 25 marks each