

IVC Course

GENERAL FOUNDATION COURSE (GFC)

Second Year
(w.e.f. 2019-20)

Intermediate Vocational Course

General Foundation Course-II
(Common paper for All Vocational courses)



**STATE INSTITUTE OF VOCATIONAL EDUCATION, A.P.
BOARD OF INTERMEDIATE EDUCATION, A.P.**

GENERAL FOUNDATION COURSE-II (Vocational)

(Revision of syllabus with effect from 2019-2020)

Text Book Development Committee

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GENERAL FOUNDATION COURSE – II (Vocational)

(Revision of Syllabus With effect from 2019-2020)

SECOND YEAR					
S. No	NAME OF THE UNIT	No. Of Periods	Weightage in marks	Short answer questions	Essay Questions
01	SOCIAL AWARENESS	35	18	3	2
02	ENVIROMENTAL ISSUES	35	18	3	2
03	ECONOMIC DEVELOPMENT	40	16	2	2
04	MANAGERIAL SKILLS	40	16	2	2
	TOTAL	150	68	10	08

I. SOCIAL AWARENESS

Life Skills - Empowerment - Drug abuse - Cyber Crime - Consumer Rights - Malnutrition - Work Ethics - Employability Skills - Stress Management – Career Development.

II. ENVIRONMENTAL ISSUES

1. Environment Definition, Components, Concepts
2. Impact of Industrialisation on Environment
3. Impact of Agriculture on Environment
4. Disaster Management
(Prevention and Mitigation, Recovery, Reconstruction and Rehabilitation)
5. Waste Management (Urban, Rural, Medical, Electronic)

III. ECONOMIC DEVELOPMENT

1. Population (World, India and A.P Present Status, Growth and Occupational Distribution in India)
2. Role of Education and Health in Economic Development
3. National Income Accounting (Concepts, Circular flow of income)
4. Economic Reforms in India, NITI Aayog
5. Sustainable Development(LPG)

IV. MANAGERIAL SKILLS

1. Entrepreneurship (Definition, Characteristics and Leadership Qualities)
2. Planning for a Small Enterprise (Types of Business organization)
3. Business Management (Function of Management, SWOT Analysis)
4. Indian Tax System (Direct, Indirect taxes and GST),Inflation
5. Social Responsibility of a Business

GENERAL FOUNDATION COURSE-II

SECOND YEAR

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UNIT-I**SOCIAL AWARENESS**

1. Life Skills
2. Empowerment
3. Drug abuse
4. Cyber Crime
5. Consumer Rights
6. Malnutrition
7. Work Ethics
8. Employability Skills
9. Stress Management
10. Career Development

1.0 LIFE SKILLS

A skill is a learned ability. Life Skills are those competencies that assist people in functioning well in the environments in which they live. Life skills have been defined by the World Health Organisation as “ the abilities for adaptive and positive behaviour that enable individuals to deal effectively with the demands and challenges of everyday life” UNICEF defines life skills as “ a behaviour change or behaviour development approach designed to address a balance of three areas” Knowledge, Attitude and Skills.

Life skills psychosocial abilities and interpersonal skills that help people take decisions, solve problems, think critically, communicate effectively, build healthy relationships, empathize with others and cope with the stress and strain of life in healthy and productive manner. Essentially, there are two kinds of skills those related to thinking called “thinking skills” and skills related to dealing with others called “social skills”. While thinking skills related to the personal level, social skills include interpersonal skills. It is the combination of these two types of skills that are needed for achieving assertive behaviour and negotiating effectively.

1.1 Concept of life skills

The Ten core Life Skills as laid down by World Health Organisation are:

1. Self-Awareness.
2. Empathy
3. Critical Thinking
4. Creative Thinking.
5. Decision Making
6. Problem Solving
7. Effective communication
8. Interpersonal Relationship
9. Coping with Stress
10. Coping with Emotions.

- a. **Self-Awareness:** includes recognition of self and identifying our strengths and weaknesses, desires and dislikes. Developing self-awareness can help us to recognise when we are stressed or under pressure. It is often a prerequisite to effective communication and interpersonal relations, as well as for developing empathy with others.
- b. **Empathy:** is the ability to imagine what life is like for another person. To have a successful relationship with our loved ones and society at large,, we need to understand and care about other people needs desire and feelings. Without empathy, our communication with others will amount to one-way traffic.
- c. **Critical Thinking:** critical thinking is the ability to think clearly and rationally. It includes the ability to engage in reflective and independent thinking. Someone with critical thinking skills is able to do the following:
 - 1. Take the entire situation into account.
 - 2. Search for reasons.
 - 3. Keep original problem in mind
 - 4. Solve problems systematically
 - 5. Identify the relevance and importance of ideas.
- d. **Creative Thinking:** is a novel way of seeing or doing things that generates new ideas, has a shifting perspective conceives something new and builds on other ideas.
- e. **Decision Making:** Decision-making is the act of choosing between two or more courses of action. Decision-making can be broken down into the following steps.
 - 1. Objective must first be established.
 - 2. Objective must be classified and placed in order of importance.
 - 3. Alternative actions must be developed.
 - 4. The alternative must be evaluated against all the objectives.
 - 5. The alternative that is able to achieve all the objectives is the tentative decision.
 - 6. The tentative decision is evaluated for consequences that are more possible.
 - 7. The decision is implemented.
- f. **Problem solving:** helps us to deal constructively with problems in our lives. Significant problems that are left unresolved can cause mental stress and give rise to accompanying physical strain.
- g. **Interpersonal relationship skills:** help us to establish a rapport with the people whom we interact with. This includes being able to make and keep friendly

relationship, maintain good relations with family members and being able to end relationships constructively.

- h. Effective communication:** means that we are able to express ourselves, both verbally and non-verbally so that our ideas are effectively transmitted to others.
- i. Coping with stress:** means recognising the sources of stress in our lives, recognizing how this affects us, and acting in ways that help us control our levels of stress by changing our environment or lifestyle and learning how to relax.
- j. Coping with emotions:** means involving recognising emotions within others, being aware of how emotions influence behaviour and being able to respond to emotions appropriately and us.

2.0 EMPOWERMENT

The word 'empowerment' means giving power. Empowerment can be viewed as means of creating a social environment in which one can make decisions and make choices either individually or collectively for social transformation. It strengthens the innate ability by way of acquiring knowledge, power and experience.

Empowerment is the process of enabling or authorizing individual to think, take action and control work in an autonomous way. It is the process by which one can gain control over one's destiny and the circumstances of one's lives. Empowerment includes control over resources (physical, human, intellectual and financial) and over ideology (beliefs, values and attitudes).

Empowerment is a process of internal and external change. The internal process is the person's sense or belief in her ability to make decisions and to solve him/her own problems. The external change finds expressions in the ability to act and to implement the practical knowledge the information the skills the capabilities and the other new resources acquired in the course of the process.

2.1 Women Empowerment:

Women's empowerment is very essential for the development of society. Empowerment means individuals acquiring the power to think and act freely, exercises choice and fulfil their potential as full and equal members of society.

Women empowerment is to motivate and develop women by promoting their participation in all areas and sectors to build stronger economies, improve their quality of life and bring gender equality with equal amount of opportunities. It is to help them to take their own decisions by braking all their personal rules that the society and their family has created for them. It is make them independent in all aspects from thought, mind, decision, and wealth and to bring equality in society.

Need for the empowerment of women: Today we have noticed different Acts and Schemes of the central government as well as state government to empower the women of India. But in India women are discriminated and marginalized at every level of the society whether it is social participation, political participation, economic participation, access to education, and also reproductive healthcare. Women are found to be economically very poor all over the India. A few women are engaged in services and other activities. Therefore, they need economic power to stand on their own legs on per with men. Other hand, it has been observed that women are found to be less literate than men. According to 2011 census, rate of literacy among men in India is found to be 80.9% whereas it is only 64.6% among women. Thus, increasing education among women is of very important in empowering them. It has also noticed that some of women are too weak to work. They consume less food but work more. Therefore, from the health point of view, women folk who are to be weaker are to be made stronger. Another problems is that workplace harassment of women. There are so many cases of rape, kidnapping of girl, dowry harassment, and so on. For these reasons, they require empowerment of all kinds in order to protect themselves and to secure their purity and dignity.

Women empowerment cannot be possible unless women come with and help to self-empower themselves. There is a need to formulate reducing feminized

poverty, promoting education of women, and prevention and elimination of violence against women.

Recent Government Initiatives:

Improving the status of women advances their decision-making capacity at all levels in all spheres of life. This, in turn, is essential for the long-term success of population programmes. Experience shows that population and development programmes are most effective when steps have simultaneously been taken to improve the status of women. The Government of India has taken measures to promote the fulfilment of girls' and women's potential through education, skills development and the eradication of illiteracy for all girls and women without discrimination of any kind, giving paramount importance to the elimination of poverty and ill health. Government has taken necessary measures to ensure universal access, on the basis of equality between women and men, to appropriate, affordable and quality health care for women throughout their life cycle. National machineries for the advancement of women have been established in almost every member state to, inter alia, design, promote the implementation of, execute, monitor, evaluate, advocate and mobilize support for policies that promote the advancement of women.

Some of the most noteworthy programmes introduced by the Government of India in the last four years have been thoughtfully crafted and covers a lot of ground towards the up-liftment of women. There are many such schemes that have been introduced and are well-intentioned,

Here is a quick summary of some of the many recent government schemes for women:

- ❖ **BetiBachao, BetiPadhao:** meant for uplifting women in the sphere of women's education.
- ❖ **SukanyaSamriddhi Account:** meant to help families' save for their daughters.
- ❖ **One Stop Center scheme:** to offer easy access for women suffering from domestic abuse or violence, and needing support.

- ❖ **Pradhan Mantri Ujjwala Yojana:** to offer free LPG connections to women living below poverty line.
- ❖ **Mahila Haat:** to support women entrepreneurs and women self help groups.
- ❖ **Rajiv Gandhi National Crèche Scheme for Children of Working Mothers:** meant to provide affordable day-care services to working women.
- ❖ **Maternity Benefit Scheme:** for pregnant women and lactating mothers.
- ❖ **Women's Helpline 1091:** to provide emergency assistance to women in trouble, especially those facing violence of any kind.

Conclusion: For the overall social development, it is extremely important to ensure that every individual is economically, socially and politically empowered. Empowerment of women is seen as a constituent as well as an instrument of development. No country can be considered to be developed if half of its population is severely disadvantaged in terms of basic needs, livelihood options, access to knowledge and political voice. The realization of these goals needs to be supported by the allocation of necessary human and financial resources to ensure gender equality at the local, regional, national and international levels. Programmes related to women's opportunities, potentials and activities should have a dual focus. On one hand, programmes should aim at meeting the basic as well as the specific needs of women for capacity building, organizational development and empowerment. Small enterprises are the best vehicle for stimulating participation of women in the development process. To combat the entire social and gender inequalities, empowerment is seen as very crucial and important.

2.2 Youth Empowerment: The United Nations Human Settlements Program (UN-Habitat) defines youth empowerment as “the circumstances and factors which enhance the development of citizenship and productiveness among young people as they move into adulthood. It is concerned with the adaptation of government structures and institutions to protect and deliver children’s, youths” and human rights, including the right to participation”. The word 'empowerment' means giving power.

The Youth represent the most dynamic and vibrant segment of the population. India is one of the youngest nations in the World, with about 65 per cent of the population being under 35 years of age. While most of these developed countries face the risk of an ageing workforce, India is expected to have a very favourable demographic profile.

It is estimated that by the year 2020, the population of India would have a median age of 28 years only as against 38 years for United States, 42 years for China and 48 years for Japan. This 'demographic dividend' offers a great opportunity. However, in order to capture this demographic dividend, it is essential that the economy has the ability to support the increase in the labour force and the youth have the appropriate education, skills, health awareness and other enablers to productively contribute to the economy.

This demands the commitment of the entire nation to all-round development of the youth of India, so that they can realize their full potential and contribute productively to nation-building process. This can be done by empowering youth.

The National Youth Policy, 2014, seeks to define the vision of the government of India, for the youth of the country and identify the keys areas in which action is required to achieve their full potential and through them enable India to find its rightful place in the community of nations in the area of, education, employment and skill development, entrepreneurship, health and healthy lifestyle, sports, promotion of social values, community engagement, participation in politics and governance, youth engagement, inclusion and social justice.

The need for empowering youth arises due to the following reasons:-

- To enable youth to acquire such knowledge, skills and techniques which will help them in their personal and social growth as well as foster in them sensitivity towards problems in the society.
- To promote national integration and international understanding by developing youth leadership and providing a forum for youth from diverse background.

- To promote regional co-operation and exchange between people of various countries.
- To foster initiatives for unfolding the potential of youth through a constant process of self-evaluation and self-exploration.
- To promote research in youth work.

3.0 DRUG ABUSE

Drug abuse, also called substance abuse or chemical abuse, is a disorder that is characterized by a destructive pattern of using a substance that leads to significant problems or distress.

Drug addiction, also called substance dependence or chemical dependency, is a disease that is characterized by a destructive pattern of drug abuse that leads to significant problems involving tolerance to or withdrawal from the substance, as well as other problems that use of the substance can cause for the sufferer, either socially or in terms of their work or school performance.

Substance abuse has become a large phenomenon in India in the past two decades affecting all segments of society. The use of alcohol, tobacco, various drugs is a wide spread phenomenon among youths. The abuse of psychoactive drugs among youths is an issue of national importance. Concerns have focused not only on the physiologic and behavioural impact of substance abuse on the youths but also on the public health hazards. Substance abuse is increasing at an alarming rate, causing serious threats to every nation, by deteriorating health, increasing crimes, hampering productivity, destroying relationships, eroding social and moral values and impeding the overall progress of societies. Young people are becoming the largest hostage of the threat of substance abuse and their vulnerability is increasing gradually.

Causes of Drug Abuse: The reasons for the abusive of substances may vary from person to person and more than one reasons could be responsible for it.

Causes of drug abuse can be as followed:

1. Social factors:

- Peer pressure (One of the most important causes)
- Role-Modelling/imitation
- Easy availability
- Conflicts (usually interfamilial)
- Cultural/Religious reasons
- Lack of social or familial support
- Social attitude
- Celebrations
- Rapid urbanization

2. Psychological Factors:

- Curiosity
- As a novelty
- Social rebelliousness (disobedience)
- Early initiation
- Poor control
- Sensation seeking (Feeling high)
- Low self-esteem (Anomie)
- Poor stress management
- Childhood loss or trauma
- As a relief from fatigue or boredom
- To escape reality
- No interest in conventional goals.
- Psychological distress

3. Biological Factors:

- Family history, genetic predisposition
- Pre-existing psychiatric or personality disorder, or a medical disorder
- Reinforcing effects of drugs
- Withdrawal effects and craving
- Biochemical factors.

3.1 Effects of Drug Abuse

Young people who persistently abuse substances often experience an array of problems, including academic difficulties, health-related problems (including mental health), poor peer relationships, and involvement with the juvenile justice system. Additionally, there are consequences for family members, the community, and the entire society. Broadly consequences of substance abuse/addiction can be explained in following headings:

1. **Academics:** Declining grades, absenteeism from school/college and other activities, and increased potential for dropping out of school/college are problems associated with youth substance abuse. Cognitive and behavioural problems experienced by alcohol and drug using youth may interfere with their academic performance and also present obstacles to learning for their classmates.
2. **Health and Safety:** Psychoactive drugs affect the central nervous system and act by altering a person's feelings, thoughts and behaviour. They act by directly affecting the brain or the central nervous system (CNS) leading to various complication and health and behavioural problems. Injuries due to accidents, physical disabilities and diseases, and the effects of possible overdoses are among the health-related consequences of youth substance abuse.
3. **Mental health:** Mental health problems such as depression, developmental lags, apathy, withdrawal, and other psychosocial dysfunctions frequently are linked to substance abuse among adolescents. Substance-abusing youth are at higher risk than nonusers for mental health problems, including depression; conduct problems, personality disorders, suicidal thoughts, attempted suicide, and suicide.
4. **Peers:** Substance-abusing youth often are alienated from and stigmatized by their peers. Adolescents using alcohol and other drugs also often disengage from school and community activities, depriving their peers and communities of the positive contributions they might otherwise have made.
5. **Families:** In addition to personal adversities, the abuse of alcohol and other drugs by youth may result in family crises and jeopardize many aspects of

family life, sometimes resulting in family dysfunction. Both siblings and parents are profoundly affected by alcohol- and drug-involved youth.

6. **Work place:** In terms of work, many substance users had missed going to work, frequently borrowed money from colleagues and friends, had shown poor productivity and faced a lack of respect from employers and colleagues. Many of them were warned by their employers about their hazardous drinking practices, which also resulted in frequent arguments and quarrels with their employers and colleagues, thereby demeaning the individual.
7. **Social and economic consequences:** In addition to personal adversities, the abuse of alcohol and other drugs by youth may result in family crises and jeopardize many aspects of family life, sometimes resulting in family dysfunction. Both siblings and parents are profoundly affected by alcohol- and drug-involved youth.

3.2 Measures to Diagnose Drug Abuse Disorder

The health care practitioners diagnose these disorders by gathering comprehensive medical, family, and mental – health information. The practitioner will also either perform a physical examination or request that the individual’s primary – care doctor perform one. The medical examination will usually include lab tests to evaluate the person’s general health and to explore whether or not the individual currently has drugs in their system or has a medical condition that might have mental – health symptoms. In asking questions about mental – health symptoms, mental – health professionals are often exploring if the individual suffers from depression and or manic symptoms but also anxiety, hallucinations, or delusions, as well as some behavioural disorders. Practitioners may provide the people they evaluate with a quiz or self – test as a screening tool for substance abuse or dependence. Since some of the symptoms of drug misuse and dependence can also occur in other mental illnesses, the mental –health screening is to determine if the individual suffers from bipolar disorder, an anxiety disorder, schizophrenia, schizoaffective disorder and other psychotic disorders, or a personality or behaviour disorder like antisocial personality disorder or attention deficit hyperactivity disorder (ADHD) respectively. Any disorder that is associated with

sudden changes in behaviour, mood, or thinking, like bipolar disorder, a psychotic disorder, borderline personality disorder, or dissociative identity disorder (DID) may be particularly challenging to distinguish from some symptoms of drug abuse or dependence. In order to assess the person's current emotional state, health care providers perform a mental – status examination as well.

In addition to providing treatment that is appropriate to the diagnosis, determining the history or presence of mental illnesses that may co – occur (be co – morbid) with substance abuse or dependence is important in promoting the best possible outcome for the person.

4.0 CYBER CRIME

We are living in the modern era on the technology. Our daily life depends on it, live with it. So, now a day the internet is a common name known to everyone. The internet contains everything we need. So, people are using and depending on it more and more. As internet usage is increasing day by day, it makes the world small, people are coming close. Rapid technological growth and developments have provided vast areas of new opportunity and efficient sources for organizations of all size.

As we all know that this is the era where most of the things are done usually over the internet starting from online dealing to the online transaction. Since the web is considered as worldwide stage, anyone can access the resources of the internet from anywhere. The internet technology has been using by the few people for criminal activities like unauthorized access to other's network, scams etc. These criminal activities or the offense/crime related to the internet is termed as cyber crime. In order to stop or to punish the cyber criminals the term “Cyber Law” was introduced. We can define cyber law as it is the part of the legal systems that deals with the Internet, cyberspace, and with the legal issues. It covers a broad area, encompassing many subtopics as well as freedom of expressions, access to and utilization of the Internet, and online security or online privacy. Generically, it is alluded as the law of the web.

India is becoming increasingly vulnerable to this menace because of rapid digitization and proliferation of mobile data without matching pace of cyber security and cyber hygiene. At present, India is ranked third in terms of cybercrime incidents behind the United States and the China.

A cybercrime is any type of offensive action that targets computer information systems, infrastructures, computer networks or personal computer devices, using various methods to steal, alter or destroy data or information systems.

Some states have taken initiatives to upgrade their cybercrime investigation capabilities through local software development while others are in the process of procuring tools and systems for this purpose. Few states have also procured forensic tools but lack specialized trainers who can train the law enforcement personnel. Further, there is a big crunch of resources to operate these forensic tools. Thus stat wide efforts can only bear fruits if capacity building is uniform across the entire country and training programs are standardized to some extent.

The rise and proliferation of newly developed technologies begin star to operate many cybercrimes in recent years. Cybercrime has become great threats to mankind. Protection against cybercrime is a vital part for social, cultural and security aspect of a country. The Government of India has enacted IT Act, 2000to deal with cybercrimes. The Act further revise the IPC, 1860,the IEA (Indian Evidence Act), 1872, the Banker's Books Evidence Act 1891 and the Reserve Bank of India Act, 1934.Any part of the world cybercrime could be originated passing national boundaries over the internet creating both technical and legal complexities of investigating and prosecuting these crimes. The international harmonizing efforts, coordination and co-operation among various nations are required to take action towards the cybercrimes.

4.1 Safety in Cyberspace List are some points, one should keep in mind while surfing the internet:

- If possible always use a strong password and enable 2 steps or Two-step authentication in the webmail. It is very important in order to make your webmail or your social media account secured.
- Guideline of strong password:
 - Password should be of minimum eight characters.
 - One or more than one of lower case letter, upper case letter, number, and symbol should be included.
 - Replace the alike character. Example-instead of O we can use 0, instead of lower case l we can use I etc.
- Example of strong password: HeLL0 (%there %);
- Thing need to avoid while setting the password:
 - Never use a simple password that can easily be decrypt Example-password
 - Personal information should never set as a password.
 - Repeating characters should be avoided. Example-aaaacc
 - Using of same password in multiple sites should be avoided.
- What is 2 step or Two-step authentication? This is an additional layer of security that requires your user name and the password also a verification code that is sent via SMS to the registered phone number. A hacker may crack your password but without the temporary and unique verification code should not be able to access your account.
- Never share your password to anyone.
- Never send or share any personal information like bank account number, ATM pin, password etc over an unencrypted connection including unencrypted mail. Websites that doesn't have the lock icon and https on the address bar of the browser are the unencrypted site. The "s" stands for secure and it indicates that the website is secure.
- Don't sign to any social networking site until and unless one is not old enough.
- Don't forget to update the operating system.
- Firewalls, anti-virus and anti-spyware software should be installed in ones PC and should be regularly updated.

- Visiting to un-trusted website or following a link send by an unknown or by an un-trusted site should be avoided.
- Don't respond to spam.
- Make sure while storing sensitive data in the cloud is encrypted.
- Try to avoid pop-ups: Pop-ups sometimes comes with malicious software.
- When we accept or follow the pop-ups a download is performed in the background and that downloaded file contains the malware or malicious software. This is called drive-by download. Ignore the pop-ups that offer site survey on ecommerce sites or similar things as they may contain the malicious code.

5.0 CONSUMER RIGHTS

The production and distribution systems have become larger and more complicated today. The high level of sophistication achieved by the providers of goods and services in their selling and marketing practices and various types of promotional activities like advertising resulted in an increased need for higher consumer awareness and protection. In India, the government has realized the plight of Indian consumers and the Ministry of Consumer Affairs, Food and Public Distribution has established the Department of Consumer Affairs as the nodal organization for the protection of consumer rights, redressal of all consumer grievances and promotion of standards governing goods and services offered in India.

Consumer right is defined as 'the right to be informed about the quality, quantity, potency, purity, standard and price of goods or services, as the case may be, so as to protect the consumer against unfair trade practices'

- 1. Right to safety:** This is the first and the most important of the consumer right. It is a right to be protect against the marketing of goods and services, which are hazardous to life and property. The purchased goods and services availed of should not only meet their immediate needs, but also fulfil long-term interests. Before purchasing, consumers should insist on the quality of the products as well as on the guarantee of the products and services. They should preferably purchase quality marked products such as ISI,AGMARK, etc.

2. **Right to choose:** A Consumer has the absolute right to buy any goods or services of his choice from among the different goods or services available in the market. In other words, no seller can influence his choice in an unfair manner. If any seller does so, it will be deemed as interference in his right to choice. This right can be better exercise in a competitive market where a variety of goods is available at competitive prices
3. **Right to be Information:** A consumer has also the right that he should be provided with all the information on the basis of which he decides to buy goods or services. Such information relate to quality, purity, potency, standard, date of manufacture, method of use, etc. of the commodity. Thus, a producer is required to provide all such information in a proper manner, so the consumer is not cheated.
4. **Right to Consumer Education:** Consumer has the right to know all the information and should be made well aware of the rights and responsibilities of the government. Means the right to acquire the knowledge and skill to be an informed consumer throughout life. Ignorance of consumers, particularly of rural consumers, is mainly responsible for their exploitation. They should know their rights and must exercise them. Only then real consumer protection can be achieve with success.
5. **Right to Heard:** Means that consumer's interests will receive due consideration at appropriate forums. It also includes right to be represented in various forums formed to consider the consumer's welfare. The Consumers should form non-political and non-commercial consumer organizations, which can be give representation in various committees formed by the Government and other bodies in matters relating to consumers.
6. **Right to Seek Redressal:** Means right to seek redressal against unfair trade practices or unscrupulous exploitation of consumers. It also includes right to fair settlement of the genuine grievances of the consumer. Consumers must make complaint for their genuine grievances. Many a times their complaint may be of small value but its impact on the society as a whole may be very large. They can also take the help of consumer organizations in seeking redressal of their grievances.

7. **Right to Basic Needs:** The basic needs mean those goods and services which are necessary for a dignified living of people. It includes adequate food, clothing, shelter, energy, sanitation, healthcare, education and transportation. All the consumers have the right fulfil these needs.
8. **Right to Healthy Environment:** This right provides the consumers protection against environmental pollution so that the quality of life is enhance. Not only this, it also stresses the need to protect the environment for the future generations as well.

As the markets are globalizing, the direct link between the manufacturer and the final user getting distant, post purchase grievances have to be heard through a strong redressal system. For this, **Consumer disputes redressal agencies (popularly known as Consumer Forums or Consumer Courts)** are set up under the Act at District, State and National level to provide simple and inexpensive quick redressal against consumer complaints. The District forum deals with complaints where the compensation sought is less than 23 lakhs. This limit is commonly known as the 'pecuniary jurisdiction' of the Consumer Redressal Forum. The State Forum deals with the complaints where the value of the goods and services and compensation claimed does not exceed rupees one crore and the National Forum entertains the complaints where the value of the goods or services and compensation claimed exceeds rupees one crore.

The Consumer Forum can order the company to take the following actions once it hears the complaint and decides that the company is at fault:

- Correct deficiencies in the product to what they claim.
- Repair defect free of charges
- Replace product with similar or superior product
- Issue a full refund of the price
- Pay compensation for damages / costs / inconveniences
- Withdraw the sale of the product altogether
- Discontinue or not repeat any unfair trade practice or the restrictive trade practice
- Issue corrective advertisement for any earlier misrepresentation

5.1 Consumer Protection Act

Consumer Protection Act, 1986 seeks to promote and protect the interest of consumers against deficiencies and defects in goods or services. It also seeks to secure the rights of a consumer against unfair or restrictive trade practices. This act was passed in Lok Sabha on 9th December, 1986 and Rajya Sabha on 10th December, 1986 and assented by the President of India on 24th December, 1986 and was published in the Gazette of India on 26th December, 1986.

“An Act to provide for better protection of the interests of consumers and for that purpose to make provision for the establishment of consumer councils and other authorities for the settlement of consumers' disputes and for matters connected therewith.”(According to Consumer Protection Act, 1986).

5.2 Consumer Responsibilities

The consumers have a number of rights regarding the purchase of things, but at the same time, they have some responsibilities too. It means that the consumers should keep a few things in mind while purchasing them. They are as follows:

- 1. Consumer must Exercise his Rights:** Consumers have many rights with regard to the goods and services. They must be aware of their rights while buying. These rights are: right to safety, right to be informed, right to representation, right to seek redressal, right to consumer education, etc.
- 2. Do not buy Blindly:** Consumers should make full use of their reason while buying things. They should not take the seller's words as the final truth. In other words, while buying consumer must get information regarding the quality, quantity, price, utility, etc. of goods and services.
- 3. Filing Complaint for the Redressal of Genuine Grievances:** It is the responsibility of the consumers to approach the officer concerned in case there is some complaint about the goods purchased. A late complaint may find that the period of guarantee/ warranty has lapsed. Sometimes, consumers ignore the deception of businessmen. This tendency encourages corrupt business practices.

4. **Consumer must be Quality Conscious/Do Not compromise on Quality:** Consumers should never compromise on the quality of the goods. Therefore, they should not buy inferior stuff out of greed for cheaper prices. If the consumers behave like this, there cannot be any protection for them from any quarter. It is also the responsibility of the consumers only to buy goods with the ISI, Agmark, Wool mark, FPO, etc. printed on them. All these symbols are indicative of the good quality of the goods.
5. **Beware of False Advertisement:** The sellers inform the consumers about their things through the medium of advertisement. The sellers exaggerate the quality of their goods through advertisement. Therefore, it is the responsibility of the consumers to recognize the truth of the advertisement.
6. **Do Not Forget to Get Receipt and Guarantee/Warranty Card:** One should always get a receipt or bill for the things purchased. In case, the seller also offers a guarantee/warranty card it should also be take. In case, the goods purchased turn out to be of inferior quality or some defect appears and bothers the customers, these documents will be of great help in settling all kinds of disputes with the seller.
7. **Do Not Buy in Hurry:** The first important responsibility of the consumers is that they should not buy in hurry. It means that the consumers should make an estimate of the things they want to buy well in time. They should think, about the things they want to buy along with their quantity required by them. They should also take in consideration the place from where to buy their things.

6.0 MALNUTRITION

In 1974, the World Food Conference declared, “Every man, woman and child has the inalienable right to be free from hunger and malnutrition.” Since 1990, the number of malnourished individuals has fallen by 21%. Yet, from 2011 to 2013, one out of every eight people in the world almost one billion people was still not getting enough food for an active and healthy life. Most (98%) Socially vulnerable groups such as children and childbearing women shoulder the largest burden of malnutrition.

6.1 What is malnutrition?

Malnutrition is a broad term that refers to “all deviations from adequate and optimal nutritional status”¹³ resulting from specific nutrient deficiencies or diets based on inappropriate combinations or proportions of foods. There are two forms of malnutrition: over nutrition and under nutrition. Over nutrition is the hyper-consumption of calories and nutrients beyond levels necessary for growth, development, and metabolic functioning. Over nutrition can lead to obesity. Under nutrition, often used interchangeably with malnutrition, results primarily from inadequate intake of dietary energy but may also be caused by infections that limit absorption of key nutrients. Undernutrition is further subdivided into two fluid disease categories that have different impacts: micronutrient deficiencies result from insufficient consumption of vitamins (for example, vitamin A, vitamin B), and minerals (for example, zinc, iodine, iron); and protein-energy malnutrition results from insufficient calorie and macronutrient (for example, protein) consumption.

6.2 Malnutrition in women and children

The nutritional status of women and children is particularly important, because it is through women and their off-spring that the pernicious effects of malnutrition are propagated to future generations. A malnourished mother is likely to give birth to a low birth-weight (LBW) baby susceptible to disease and premature death, which only further undermines the economic development of the family and society, and continues the cycle of poverty and malnutrition.

Malnutrition is among the four leading causes of child mortality around the globe. In 2013, the World Health Organization (WHO) reported malnutrition was linked to 45% of all childhood deaths. Malnutrition is a contributing factor in the deaths of 60.7% of children diagnosed with diarrheal diseases, 57.3% of deaths associated with malaria, 52.3% deaths associated with pneumonia, and 44.8% of deaths from measles. The UN Standing Committee on Nutrition estimated 26.5% of children in developing countries were stunted in 2005, and one year later, the United Nations Children’s Fund (UNICEF) reported South Asia had a 46% prevalence of stunting in children under five.

6.3 Causes of Malnutrition

Food insecurity, or an inability to access enough food, is often cited as a cause of malnutrition. The FAO has outlined six factors that work together to predispose individuals to food: agricultural production of food; the preservation of food (including processing); the population, in terms of child spacing and overall density; the prevalence of poverty; political ideologies; and disease and infection epidemiology. Usually there is not one single cause of malnutrition, but various factors at both the individual and communal levels that contribute.

Clinical Causes:

At the most fundamental level, a body becomes malnourished when it does not obtain a sufficient quantity and/or quality of food and nutrients. In addition to water, six different nutrient groups are critical for the body to sustain itself and grow: proteins, carbohydrates, minerals (e.g., zinc, calcium, sodium), fats, vitamins, and indigestible and un-absorbable particles such as fibre.

The early quit of breastfeeding for cultural reasons or due to the mother's lack of production contributes to childhood malnutrition. Ceasing breastfeeding often limits an infant's intake of calories and of vital antibodies that support immune system functioning and prevent diarrheal disease.

Social Causes:

Poverty can be both a cause and a result of malnutrition. Low wages can lead to household food insecurity, making family members more vulnerable to infection or other clinical causes of malnutrition. As discussed, children growing up malnourished are less likely to be productive adults and become trapped in the cycle of poverty.

Environmental Causes: Malnutrition tends to affect rural areas more than urban. Food security in rural communities depends on natural and human resources that are vulnerable to change, including rain or weather patterns, access to tools, agricultural knowledge, and human capital.

Other environmental causes of malnutrition include diarrhea due to poor sanitation, which impedes nutrient absorption. In India, for example, stunting from chronic malnutrition afflicts 65 million children under the age of 5, including one third of children from the nation's wealthiest socioeconomic class with secure access to food. In 2011, an estimated 620 million people, about half of India's population, defecated outdoors. Outdoor defecation stems from necessity only 47% of Indian households have a toilet as well as cultural norms and low educational attainment.

Prevention: The best way to prevent malnutrition is to eat a nutrient diverse and balanced diet. Immunizations and supplementary nutrients for children can also lower the burden of severe and moderate malnutrition. In contexts where access to sufficient foods is limited, malnutrition prevention initiatives are critical to identifying and reducing chronic and acute malnutrition, especially among children.

Treatment: There is no 'silver bullet', or instant cure, for malnutrition. The most apparent solution, giving an individual more to eat, can cause harm and lead to refeeding syndrome a rapid shift in electrolyte and fluid levels that can lead to death. The WHO, WFP, United Nations High Commission for Refugees (UNHCR), and UNICEF have outlined specific interventions for the safe and efficient reduction of malnutrition in both emergency and endemic settings through phased therapeutic feeding programs.

7.0 WORK ETHICS

Ethics is a branch of philosophy. Its origination is as old as human civilization. Every country has its own set of ethics based on religion, epics, culture, tradition, law, etc. In India, its usage dates back to the Vedic and post Vedic periods. Ethics are code of conduct sprouted out of the far sightedness, life experiences and absolute truth which the great saints and philosophers found, adopted and applied in their lives to guide the people to attain utmost peace, prosperity and happiness.

The word ethics has been derived from Latin word *ethicus* and Greek term *ethicos* both meaning character. The Dictionary meaning of the term ethics reads as, the study of standards of conduct and moral judgement. Thomas White defines 'ethics' as the branch of philosophy that explores the nature of moral virtue and evaluates human actions.

Work ethic is usually concerned with the personal values demonstrated by business owners or entrepreneurs and instilled in the company's employees. The good work ethic may include completing tasks in a timely manner with the highest quality possible and taking pride in completed tasks.

Work ethic is basically the belief that work is a good moral. It also refers to a set of values that are defined and characterized by diligence and hard work. Work ethic can as well be defined as the inherent ability of work to strengthen character.

7.1 Characteristics of Having Good Work Ethics

When you have a good work ethic, you are dedicated to a job that you deem valuable. You hold yourself to high standards of responsibility. You also keep yourself accountable for getting work done right and on time, and for making good business decisions that help people and companies succeed. Having a solid work ethic means you understand that productivity, organizational skills, being reliable and possessing good character are all attributes that successful people share.

Honest: Stealing personal property, sabotaging a co worker's client presentation, or taking someone's idea and making it your own are all ways that dishonesty creeps into the workplace. Employees with strong ethics refrain from lying or cheating to make others look bad in the hopes of making themselves appear smarter. Instead, they take responsibility for mistakes, own up to failures and keep the lines of communication open with everyone involved.

Refrains from Gossip: Workplace gossip can be destructive. When employees gossip about their peers, bosses or even clients, it's considered deviant behaviour. An employee with good workplace ethics refuses to engage in gossip or even listen

it. This person will encourage others to mind their own business, or else address the person or situation head-on so that assumptions and badmouthing can stop. Doing so helps eliminate resentment among co-workers and helps keep morale up.

Values Diversity: People with a good work ethic understand the importance of a diverse workplace. When you value everybody's contributions -- regardless of ability, age, gender or race -- it allows for more creativity and better problem solving. Diversity in the workplace contributes to successful client interactions. Overall, employee morale is higher.

Respects Others: An employee with a strong work ethic is rarely late. You respect everyone's time, from co-workers to clients to interviewees. You're also polite, conscientious of people's feelings and considerate of workers in a shared workspace. In addition, someone with a strong work ethic uses time wisely so that deadlines are met. You'll keep personal phone conversations quiet and not disrupt others. Out of respect, you'll also hear and consider everyone's opinions.

Cooperative: Having a good work ethic means you cooperate with others. While work may not always be satisfying or enjoyable, you see the bigger picture and do what is necessary for the team and company. Instead of debating every issue and finding reasons why things can't get done, you use strong conflict resolution skills to solve problems and manage the workload.

Reliability: A reliable employee is punctual, follows through on his tasks and shows up ready to work. Business owners cannot afford to keep employees who are not reliable. If an employee consistently arrives late to work and routinely fails to follow through or complete his tasks, the company loses time, money and business.

Positive and helpful Character: Small businesses often have a close, tightly knit, familial atmosphere. It is natural to experience some growing pains or rough days. In general, your employees should have a positive attitude and be willing to help each other out. Negativity and dissent can spread like a disease and damage workplace morale and productivity. Employees should show initiative to make themselves useful and act as teammates to one another.

Proper Communication: Strong interpersonal skills can help form cohesive teams among employees and make handling challenges easier. Employees must communicate effectively and understand the difference between constructive criticism and destructive griping. Related to interpersonal skills is an employee's outward appearance. If the job calls for professional attire, the employee should dress the part. Strong interpersonal skills involve understanding a little about office politics the employee should know when to speak up and when to listen.

Altruistic and Goal- Oriented: Good employees are often altruistic and goal-oriented. While receiving a paycheque is a strong motivator, a good work ethic is also putting you aside to work toward the greater good of the company as a whole. Doing so leads to working toward goals rather than putting in the minimum effort. To foster good work ethics, an employer must also possess strong work ethics. If you treat your employees as a means to an end, your employees will not respect you or the business. Work on team- building, show respect to your employees, but also be stern and mete out discipline when necessary.

Work ethics include not only how one feels about their job, career or vocation, but also how one does his / her job or responsibilities. This involves attitude, behaviour, respect, communication, and interaction; how one gets along with others. Work ethics demonstrate many things about whom and how a person is. Work ethics involve such characteristics as honesty and accountability. Essentially, work ethics break down to what one does or would do in a particular situation. The burning question in a situation involves what is right and acceptable, and above board, versus what is wrong, underhanded, and under the table.

8.0 EMPLOYABILITY SKILLS

Employability Skills can be defined as the transferable skills needed by an individual to make them 'employable'. Along with good technical understanding and subject knowledge, employers often outline a set of skills that they want from an employee. These skills are what they believe will equip the employee to carry out their role to the best of their ability.

The Top 10 Employability Skills which they look for in potential employees – that means you! We asked the companies to define exactly what these skills mean, and how you could show evidence of these skills in an interview or application for a job.

8.1 Employability Skills:

1. **Communication and Interpersonal Skills:** The ability to explain what you mean in a clear and concise way through written and spoken means. To listen and relate to other people, and to act upon key information / instructions.
2. **Problem Solving Skills:** The ability to understand a problem by breaking it down into smaller parts, and identifying the key issues, implications and identifying solutions. To apply your knowledge from many different areas to solving a task
3. **Using your initiative and being self-motivated:** Having new ideas of your own which can be made into a reality. Showing a strong personal drive and not waiting to be told to do things.
4. **Work under pressure and to deadlines:** Handling stress that comes with deadlines and ensuring that you meet them.
5. **Organisational skills:** Being organised and methodical. Able to plan work to meet deadlines and targets. Monitoring progress of work to ensure you are on track to meeting a deadline.
6. **Team Working:** Working well with other people from different disciplines, backgrounds, and expertise to accomplish a task or goal.
7. **Ability to learn and adapt:** To be enthusiastic about your work, and to identify ways to learn from your mistakes for the benefit of both you and your employer.
8. **Numeracy:** The ability to use data and mathematics to support evidence or demonstrate a point.
9. **Valuing diversity and difference:** Knowing the value of diversity and what it can bring. Understanding and being considerate of the different needs of different individuals.
10. **Negotiation Skills:** To take on board other people's feelings and express your own requirements in an unemotional clear fashion to achieve a win-win outcome.

8.2 Resume:

Resume is a document used by persons to present their backgrounds and skills. Resumes can be used for a variety of resources, but most often, they are used to secure new employment. A typical resume contains a summary of relevant job experience and education. The resume is usually one of the first items, along with a cover letter and sometimes an application for employment, which a potential employer sees regarding the job seeker and is typically used to screen applicants, often followed by an interview. The resume is comparable to curriculum vitae (CV) in many countries.

In many contexts, a resume is short and directs a reader's attention to those aspects of a person's background that are directly relevant to a particular position. Many resumes contain keywords that potential employers are looking for, make heavy use of active verbs and display content in a faltering manner.

However, the mass distribution of resumes to employers can often have a negative effect on the applicant's chances of securing employment as the resumes tend not to be tailored for the specific positions the applicant is applying for a job.

8.3 Styles of Resume:

A simple resume is a summary typically limited to one or two page of size A4 of Letter size, highlighting only those experiences and qualifications that the author considers most relevant to the desired position.

8.4 Interview:

An interview is a conversation between two or more people where positions are asked by the interviewer to elicit facts or statements from the interviewee. Although interviews are a standard part of journalism and media reporting, the focus of this piece is on how interviews can be used as a tool for psychological research.

1. **Structured Interview:** Here, every single detail of the interview is decided in advance. The questions to be asked, the order in which the questions will be asked,

the time given to each candidate, the information to be collected from each candidate, etc. is all decided in advance. Structured interview is also called as Standardized, Patterned, Directed or Guided interview. Structured interviews are preplanned. They are accurate and precise. All the interviews will be uniform (same). Therefore, there will be consistency and minimum bias in structured interviews.

2. **Unstructured Interview:** This interview is not planned in detail. It is also called as Non-Directed interview. The question to be asked the information to be collected from the candidates, etc. are not decided in advance. These interviews are non-planned and therefore, more flexible. Candidates are more relaxed in such interviews. They are encouraged to express themselves about different subjects, based on their expectations, motivations, background, interests, etc. Here the interviewer can make a better judgment of the candidate's personality, potentials, strengths and weaknesses. However, if the interviewer is not efficient then the discussions will lose direction and the interview will be a waste of time and effort.
3. **Group Interview:** Here, all the candidates or small groups of candidates are interviewed together. The time of the interviewer is saved. A group interview is similar to a group discussion. A topic is given to the group, and they are asked to discuss it. The interviewer carefully watches the candidates. He tries to find out which candidate influences others, who clarifies issues, who summarizes the discussion, who speaks effectively, etc. He tries to judge the behavior of each candidate in a group situation.
4. **Exit Interview:** When an employee leaves the company, he is interviewed either by his immediate superior or by the Human Resource Development manager. This interview is called an exit interview. Exit interview is taken to find out why the employee is leaving the company. Sometimes, the employee may be asked to withdraw his resignation by providing some incentives. Exit interviews are taken to create a good image of the company in the minds of the employees who are leaving the company. They help the company to make proper HRD policies, to create a favorable work environment, to create employee loyalty and to reduce labour turnover.
5. **Depth Interview:** This is a semi-structured interview. The candidate has to give detailed information about his background, special interest, etc. He also has to give detailed information about his subject. Depth interview tries to find out if the

candidate is an expert in his subject or not. Here, the interviewer must have a good understanding of human behavior.

6. **Stress Interview:** The purpose of this interview is to find out how the candidate behaves in a stressful situation. That is, whether the candidate gets angry, gets confused, gets frightened, gets nervous, or remains cool in a stressful situation. The candidate who keeps his cool in a stressful situation is selected for the stressful job. Here, the interviewer tries to create a stressful situation during the interview. This is done purposely by asking the candidate rapid questions, criticizing his answers, interrupting him repeatedly, etc.
7. **Individual Interview:** This is a 'One-To-One' Interview. It is a verbal and visual interaction between two people, the interviewer and the candidate, for a particular purpose. The purpose of this interview is to match the candidate with the job. It is a two-way communication.
8. **Informal Interview:** Informal interview is an oral interview, which can be arranged at any place. Different questions are asked to collect the required information from the candidate. Specific rigid procedure is not followed. It is a friendly interview.
9. **Formal Interview:** Formal interview is held in a more formal atmosphere. The interviewer asks pre-planned questions. Formal interview is also called as planned interview.
10. **Panel Interview:** Panel means a selection committee or interview committee that is appointed for interviewing the candidates. The panel may include three or five members. They ask questions to the candidates about different aspects. They give marks to each candidate. All members will take the final decision collectively by rating the candidates. Panel interview is always better than an interview by one interviewer because in a panel interview, collective judgement is used for selecting suitable candidates.

9.0 STRESS MANAGEMENT

Stress is an unavoidable consequence of modern living. Modern life is full of hassles, deadlines, frustrations, and demands. For many people, stress is so commonplace that it has become a way of life. Stress isn't always bad. In small doses, it can help you perform under pressure and motivate you to do your best. But when you're constantly running in emergency mode, your mind and body pay the price.

Stress management is the need of the hour. Today stress management is important in everyone's lives. It's necessary for long happy lives with less trouble that will come about. Stress management involves understanding the psychology behind or that is causing the stress and finding strategies to deal with, reduce, or eliminate the stress. Stress can result from viewing yourself or your situations negatively or with insecurity. Stress reduction results from managing or viewing situations in a positive way, taking action, organizing, planning, and finding solutions. By doing this you will also feel a sense of control over the situation and your life.

9.1 What is Stress

Stress is a normal physical response to events that make you feel threatened or upset your balance in some way. When you sense danger – whether it's real or imagined – the body's defenses kick into high gear in a rapid, automatic process known as the —fight-or-flight reaction, or the stress response.

The stress response is the body's way of protecting you. When working properly, it helps you stay focused, energetic, and alert. In emergency situations, stress can save your life – giving you extra strength to defend yourself, for example, or spurring you to slam on the brakes to avoid an accident.

Stress management involves controlling and reducing the tension that occurs in stressful situations by making emotional and physical changes. The degree of stress and the desire to make the changes will determine how much improvement takes place.

9.2 Stress Management

Managing stress is all about taking charge: taking charge of your thoughts, your emotions, your schedule, your environment, and the way you deal with problems. The ultimate goal is a balanced life, with time for work, relationships, relaxation, and fun – plus the resilience to hold up under pressure and meet challenges head on.

Stress Warning Signs and Symptoms	
Cognitive Symptoms	Emotional Symptoms
<ol style="list-style-type: none"> 1. Memory problems 2. Inability to concentrate 3. Poor judgment 4. Seeing only the negative 5. Anxious or racing thoughts 6. Constant worrying 	<ol style="list-style-type: none"> 1. Moodiness 2. Irritability or short temper 3. Agitation, inability to relax 4. Feeling overwhelmed 5. Sense of loneliness and isolation 6. Depression or general unhappiness
Physical Symptoms	Behavioural Symptoms
<ol style="list-style-type: none"> 1. Aches and pains 2. Diarrhoea or constipation 3. Nausea, dizziness 4. Chest pain, rapid heartbeat 5. Loss of sex drive 6. Frequent colds 	<ol style="list-style-type: none"> 1. Eating more or less 2. Sleeping too much or too little 3. Isolating yourself from others 4. Procrastinating or neglecting responsibilities 5. Using alcohol, cigarettes, or drugs to relax 6. Nervous habits (e.g. nail biting, 7. pacing)

9.3 Effects of stress

It can set you up for general poor health as well as specific physical or psychological illnesses like infection, heart disease, or depression. In fact, stress is more dangerous than we thought. You've probably heard that it can raise your blood pressure, increasing the likelihood of a stroke in the distant future, but

recently a health insurance brochure claimed that 90 percent of visits to a primary care physician were stress-related disorders.

Doctors agree that during chronic stress, the functions of the body that are nonessential to survival, such as the digestive and immune systems, shut down. "This is why people get sick," he says. "There are also many occurrences of psychosomatic illness, an illness with an emotional or psychological side to it."

Furthermore, stress often prompts people to respond in unhealthy ways such as smoking, drinking alcohol, eating poorly, or becoming physically inactive. This damages the body in addition to the wear and tear of the stress itself.

Stress isn't always bad. In fact, this gets some people to perform better at work. However, when it gets too much, it can also have a negative impact in our body, and more importantly, in our minds. We won't be able to focus and see the finer details.

We will end up overlooking a lot of the things. Thus, we will commit mistakes more. When we feel anxiety, our body releases adrenaline which is meant for fight or flight situations only. If we constantly release such hormone, our body ends up paying the price.

9.4 Stress release techniques

Stress reduction idea 1- humour

- Humour is one of the greatest and quickest devices for reducing stress.
 - Humour works because laughter produces helpful chemicals in the brain.
- Humour also gets your brain thinking and working in a different way it distracts you from having a stressed mind set. Distraction is a simple effective de-stressor- it takes your thoughts away from the stress, and thereby diffuses the stressful feeling.

Stress reduction idea-2- brisk walk and self-talk

- Go for a short quick really brisk walk outside
- Yes, actually leave the building
- Change your environment
- Breathe in some fresh air and smell the atmosphere..

- Tress, rain flowers, traffic fumes- doesn't matter- stimulate your sense with new things.
- On your way out keep saying to yourself out loud (and to anyone else you see, in that daft way people say "Elvis has left the building...")

Stress reduction idea 3- rehydrates

- Go get a big cup or a bottle of water.
- Here's why...Most of us fails to drink enough water- that's water- not tea, coffee, coke, 'sports' drinks, Red Bull or fruit juice...
- All of your organs, including your brain, are strongly dependent on water to function properly. It's how we are built.
- If you starve your body of water you will function below your best and you will get stressed. Physically and mentally.
- Officers and workplaces commonly have a very dry atmosphere due to air conditioning, etc., which increases people's susceptibility to de- hydration.
- This is why you must keep your some on your body properly hydrated by regularly drinking water (most people need 4-8 glasses of water a day)
- You will drink more water if you keep some on your desk at all times it's human nature to drink it if it's there – so go get some now.

Stress reduction Technique 4- Catnap or Powernap

(Not so easy but still perfectly possible)

- Take a quick nap. It is nature's way of recharging and re- energising.
- A quick 10-30 minutes' sleep is very helpful to reduce stress.

It's obviously essential if you are driving while tired, but a quick sleep is a powerful de- stressor too.

A lunchtime snooze is very practical for home- workers it just requires the realisation that doing so is acceptable and beneficial (when we are conditional unfortunately to think that sleeping during the day is lazy, rather than healthy).

Any tea will do, but a flavoured cup of tea is even better.

- Experiment with different natural flavourings using herbs and spices and fruit.

Stress reduction Technique 5- crying

Not much is known about the physiology of crying and tears, although many find that crying- weeping proper tears- has a powerful helpful effect on stress Levels. Whatever the science behind crying, a good bout of sobbing and weeping does seem to release tension and stress for many people.

Conclusion:

Reducing stress in your everyday life is vital for maintaining your overall health, as it can improve your mood, boost immune function, promote longevity and allow you to be more productive.

There are plenty of good reasons to learn some stress management techniques. It'll save you more than it will cost you. Stress management is important because it can save your life and your relationships. Due to stress people attention on their goals in life is diverted to another directions.

The consequences of stress can cause specific disorders in both mind and body. Recent event of farmer's and students suicide is also a result of stress. Many peoples suicide because of stress. Stress effect there health, family, Relationships, work. Stress leads to marriage breakups, family fights, road rage, suicides and violence. Stress accounts for 80 percent of all illnesses either directly or indirectly. So Stress management is the need of the hour. It's necessary for long happy lives with less trouble that will come about.

10.0 CAREER DEVELOPMENT:

Career development is now the primary responsibility of individuals in organizations. A recent survey of Human Resource Development Directors indicates that they consider career development is their least important function. This correlate with recent trends of disappearing corporate career paths and job security. Just as the responsibility for employees retirement planning is no longer a corporate function, the responsibility for learning and for the development of career paths has been download to the individual employees.

10.1 Steps to develop and implement an individual development plan

We use standard forms to help the learners follow a systematic process to prepare their learning contracts, individual development plans or learning project management strategies. Here is what should be included in a personal learning plan.

Assessment: First, identify your current skills, knowledge, abilities and interests.

Goals: Identify the new skill, knowledge, and experiences you would like to acquire and have. Do these goals match your personal and career interests? Are your goals in agreement with your organization's goals, mission and vision?

Learning purpose: Identify the gap between the current situation and the desired outcome. This will produce a statement of purpose that should clarify why you want to learn something, and what specific skills, knowledge and abilities you wish to develop.

Learning Objective: Identify what skills, knowledge and abilities are to be acquired or enhanced. Remember that this is only a plan, not a rigid promise, your plan can and should be revised as your goals change and as learning occurs.

10.2 GOAL SETTING

Involves establishing Specific, Measurable, Achievable, Realistic and Time targeted (S.M.A.R.T) goals. Work on the theory of goal setting suggests that an effective tool for making progress is to ensure that participants in a group with a common goal are clearly aware of what is expected from them. On a personal level, setting goals helps people work towards their own objectives most commonly with financial or career-based goals. Goal setting features as a major component of personal development literature.

Goals are a form of motivation that sets the standard for self-satisfaction with performance. Achieving the goals one has set for oneself is a measure of success, and being able to meet job challenges is away one measure success in the

workplace. It has been said that “Goal setting capitalized on the human brain’s amazing powers: our brains are problem-solving, goal-achieving machines”

Many people feel as if they are adrift in the world. They work hard, but they do not seem to get anywhere worthwhile. A key reason that they feel this way is that they have not spent enough time thinking about what they want from life, and have not set themselves formal goals. After all, would you set out on a major journey with no real idea of your destination?

Goal setting is a powerful process for thinking about your ideal future and for motivating yourself to turn your vision of this future into reality.

The process of setting goals helps you choose where you want to go in life. By knowing precisely what you want to achieve, you know where you have to concentrate your efforts. You will also quickly spot the distractions that can, so easily, lead you astray.

10.3 Why Set Goal?

Top-level athletes, successful business-people and achievers in all fields use goal setting. Setting goals gives you long-term vision and short-term motivation. It focuses your acquisition of knowledge, and helps you to organize your time and your resources so that you can make the very most of your life.

By setting sharp, clean defined goals, you can measure and take pride in the achievement of those goals and you will see forward progress in what might previously have seemed to a long pointless grind. You will also raise your self-confidence, as you recognize your own ability and competence in achieving the goals that you have set.

10.4 Starting to Set Personal Goals

You set your goals on a number of levels

- First, you create your “big picture” of what you want to do with your life (or over, say, the next 10 years) and identify the large scale goals that you want to achieve.
- Then you break these down into the smaller and smaller targets that you must hit to reach your lifetime goals.
- Finally, once you have your plan, you start working on it to achieve these goals.

This is why we start the process of goal setting by looking at your lifetime goals. Then, we work down to the things that you can do in say the next five years then next year, next month, next week and today to start moving towards them.

10.5 Setting Lifetime Goals:

The first step in setting personal goals is to consider what you want to achieve your lifetime (or least by a significant and distant age in the future). Setting lifetime goals gives you the overall perspective that shapes all other aspects of your decision making.

To give a broad, balanced coverage of all-important areas in your life, try to set goals in some of the following categories (or in other categories of your own, where these are important to you).

1. **Career:** what level do you want to reach in your career, or what do you want to achieve?
2. **Financial:** How much do you want to earn, by what stage? How is this related to your career goals?
3. **Education:** is there any knowledge you want to acquire in particular? What information and skills will you need to have in order to achieve other goals?
4. **Family:** Do you want to be a parent? How do you want to be seen by a partner or by member of your extended family?

5. **Artistic:** Do you want to achieve any artistic goals?
6. **Attitude:** Is any part of your mindset holding you back? Is there any part of the way that you behave that upsets you? (if so, set a goal to improve your behaviour or find a solution to the problem)
7. **Physical:** Are there any athletic goals that you want to achieve, or do you want good health deep into old age? What steps are you going to take to achieve this?
8. **Pleasure:** How do you want to enjoy yourself? (you should ensure that some of your life is for you)
9. **Public Service:** Do you want to make the world a better place? If so, how? Spent some time brainstorming these things, and then select one or more goals in each category that best reflect what you want to do. Then consider trimming again so that you have a small number of significant goals that you can focus on.

10.6 Presentation Skills:

Presentation skills and public speaking skills are very useful in many aspects of work and life. Effective presentations and public speaking skills are important in business, sales and selling, training, teaching, lecturing and generally entertaining an audience. Developing the confidence and capability to give good presentations and to stand up in front of an audience and speak well, are also extremely helpful competencies for self-development too. Presentations and public speaking skills are not limited to certain special people anyone can give a good presentation, or perform public speaking to a professional and impressive standard. Like most things, it simply takes a little preparation and practice.

10.7 How to improve your presentation Skills? Preparation

1. **Research your audience:** knowing the needs of your audience can help you tailor your presentation to target their interests and explain how your company can be of use in their specific situation. If you're going to be giving a presentation at an event, Santa Barbara, California based public speaking coach Lisa Braithwaite suggests sending a questionnaire to a handful of people who will be in the audience before you start writing.

2. Structuring your presentation:

The classic format is to tell them what you are going to say, present and then tell them what you told them. Says Aguilera ‘What I advise is to start off with the benefits of what you are going to say the benefits to the audience and then present and review’. Brathwaite says that most presentations can benefit from using this simple structure.

Opening

Your opening should be something that makes an emotional connection with the audience. It can be a story, a question, or a shocking static. It should not be an introduction of yourself or five minutes of thank –yours. David Parnell, the founder of an attorney placement firm who recently finished an 850-page book on the psychology of effective communication, suggests that any stories you use should represent your audience’s position in life and should use characters that are analogous to your audience.

Body

Try to stick to your three most important point. It’s more important to engage the audience than to tell them everything you know. You will need to leave some information out, but it is likely that what you do not cover in the presentation will come up when you take questions. Keep your outcome in mind. You do not have to write out your presentation word for word (or worse, memorize it) if you just remember to keep going back to your main points and working toward your desired outcome. Be prepared to present both sides of an issue. You will appear more credible if you acknowledge your competitors or any opposing arguments. After you have explained the other side, you can spell out exactly why your company is better or your argument is stronger.

Closing:

The Closing of your presentation is the last opportunity you have to give your audience something that will stick in their minds. You can go back to your opening or end on a clever slogan or a call to action. Parnell suggests that when making a business proposal you end on a positive forecast. ‘Your forecast will provide fodder that can serve to validate any subconsciously generated optimism’ he says.

3. Practice, practice, practice...but don't memorize

It's different for everybody, but I will say one thing: if you practice your speech only once, you are going to stink, Braithwaite says. She recommends starting to rehearse your presentation about a month in advance. You can talk into a mirror talk to a wall or ask a family member to listen. Some people volunteer to speak at church or join their local toastmaster club for practice speaking in public. Do whatever works for you but make sure it includes practice aloud so that you can get a sense of timing.

Rehearsing does not mean memorization

Memorizing your speech can make you sound mechanical and over rehearsed. "Braithwaite says "if you are going to do it well, you actually have to act it out and play a character, and most speakers aren't very good at that'. Even if you are good at acting. Parnell suggests that you don't memorize your speech to perfection. When an individual is too polished it makes them relatively inaccessible in the mind of the audience, he says 'The audience is human at the end of the day and this person doesn't seem to be like them. It really retards the rapport building process.

Calm your nerves

Aguilera suggest changing the work 'presentation' to conversation' when thinking about your big day. Feel better yet? If not, you can also quell panic by conditioning yourself to be in presentation-mode. Aguilera imagines that he is going to stand up and give a presentation when he is at restaurants, in meetings or on time even at an outdoor amphitheater. I walked all the way to the front of the state as if I were looking for someone, he says then I stood there, looked at the audience, and said to myself. This is what it would feel like to present to 25,000 people.

Stop working on it

You really need time to start getting into relaxation mode; Braithwaite says you cannot be in your hyper rewriting. Restructuring mode right up to your presentation. Take a couple of days to relax before your speech.

Short Answer Questions

1. Define Youth Empowerment?
2. What is Women Empowerment?
3. Define Drug Abuse?
4. Define Cyber Crime?
5. Define Consumer Rights?
6. Write about Malnutrition?
7. Define Work Ethics?
8. What is Stress Management?
9. What is Goal setting?
10. Write about Career Development?

Long Answer Questions

1. Briefly explain about Life Skills?
2. Write about Effects of Drug Abuse?
3. Discuss briefly about Women Empowerment?
4. Write about Consumer Rights?
5. Explain various work ethics by employees?
6. Write about types of Interviews?
7. Briefly explain Stress Reduction Ideas?

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UNIT-II**ENVIRONMENTAL ISSUES**

1. Environment Definition, Components, Concepts
2. Impact of Industrialisation on Environment
3. Impact of Agriculture on Environment
5. Disaster Management
(Prevention and Mitigation, Recovery, Reconstruction and Rehabilitation)
6. Waste Management (Urban, Rural, Medical, Electronic)

2.0 ENVIRONMENT

Definition-Environment: The word Environment is derived from the French word “Environ” which means “surrounding”. Our surrounding includes biotic factors like human beings, Plants, animals, microbes, etc and abiotic factors such as light, air, water, soil, etc.

The term Environment has been defined under section 2(a) of “Environment Protection Act (1986) to include water, air, land and inter-relationship between water, air, land and human beings, other living creatures, plants, microorganisms and property”.

Environment is a complex of many variables, which surrounds man as well as the living organisms. Environment includes water, air and land and the inter-relationships which exist among and between water, air and land and human beings and other living creatures such as plants, animals and micro organisms. Environment consists of an inseparable whole system constituted by physical, chemical, biological, social and cultural elements, which are interlinked individually and collectively in infinite (different) ways.

In narrow sense, environment is a combination of physical and biological elements that affects the life of an organism. In wider sense, environment also includes the man-made environment such as social, economic, cultural, political and intellectual activities of the man. The manmade environment also affects the physical and biological components of the environment. So, the environment and living organs are having two way relationship.

2.1 Components of Environment:

According to National Environmental Policy Act (NEPA) of USA, 1969, the term ‘Environment’ includes physical, social, economic and aesthetic dimensions. According to Rau and Wooten, environment can be views in four dimensions.

1. Physical Environment: it covers the physical, chemical and biological elements such as land, climate, vegetation, wild life surrounding land uses and physical character of the area, infrastructure, air and noise pollution levels.

2. Social Environment: it includes a large number of factors such as population and its density, community composition, religious, education, community facilities

like schools, parks, hospitals, recreational and cultural facilities. Some social factors will overlap the economic factors.

3. Economic Environment: All economic factors like employment, unemployment levels and sources of income, availability of factors of production, demand patterns, poverty levels etc. are come under this category.

4. Aesthetic Environment: This category comprises historical, archaeological or architecture of objects or sites, scenic areas, views and landscapes. People derive pleasure by seeing such objects.

As the environment consists of all these different components, it is considered to be a completely inter-disciplinary discipline. We need the knowledge of Physics, Botany, Zoology, Geology, Geography, Agriculture, Chemistry, Economics, Education, Demography, Ecology, Sociology, Philosophy, Political Science, Biotechnology, Biochemistry and Genetics to understand what an environment is.

2.3 Concept of Environment

We have environment around us consists of living and non-living things with their inter dependency and mutual interaction. A study of all these aspects is called as ecology. To understand environment and its nature a primary information of its basic concepts is needed. Eco-system, biodiversity, greenhouse effect, global warming, climate change, acid rains, ozone depletion are some of the basic concepts of environment.

- 1. Eco- System:** The British ecologist A.G. Tansley coined the Ecosystem in 1935. An Ecosystem is a region with a specific and recognizable landscape (form) such as forest, grassland, desert, or coastal area. The living community of plants and animals in any area together with the non-living components of the environment constitute as ecosystem. It includes plants, trees, animals, fish, birds, microorganisms, water, soil and people of that region. The law of growth and decay also applicable to the ecosystem where living and non-living things generated and destroyed and a state of balance is maintained by the environment which is also known as “stability of ecosystem”
- 2. Biodiversity:** The word biodiversity was coined by Walter Rosen in 1986. Living organisms are different in their size, colour, shape and structure. The genes, environment and ecosystem decide this variety and complexity in the living organisms. This complex collection of innumerable organisms is known

as biodiversity. The variety and variability among living organisms is called as biodiversity. So far, science identified 1.76 million species in which various types of plants, insects, fungi, bacteria, viruses, algae etc., are included. Biodiversity having various advantages. In the viewpoint of economics, it provides food and fodder to the human and cattle population. It is providing medication through wild plant medicated species. It is useful to industry as it provides various inputs like fibers, wood, sources of energy, oils, lubricants etc., Biodiversity is also generating income through tourism and recreation.

3. **Greenhouse effect:** It is a phenomenon in which the atmosphere of a planet traps radiation emitted by the sun, caused by gases such as carbon dioxide, water vapor and methane that allow incoming sunlight to pass through but retain heat radiated back from the planet's surface. it is a process by which thermal radiation from a planetary surface is absorbed by atmospheric greenhouse gases, and is re-radiated in all directions, since part of this re radiation is back towards the surface and the lower atmosphere, it results in an elevation of the average surface temperature above. Greenhouse effect may leads to many serious environmental issues such as radiation, climate change, monsoon direction and its efficiency and so on.
4. **Global Warming:** Global Warming is the increase of Earth's average surface temperature due to the effect of greenhouse gases, such as carbon dioxide emissions from burning fossil fuels or from deforestation, which trap heat that would otherwise escape from Earth. Due to this, during the past century, the global atmospheric temperature has risen by 1.1 °F and sea level has risen several inches. Some of the long-term results of global warming are melting of polar ice with a resulting rise in sea level and coastal flooding, extinction of species as ecological niches disappear, more frequent tropical storms etc.
5. **Acid Rain:** Acid rain is a broad term referring to a mixture of wet and dries deposition (deposited material) from the atmosphere containing higher than normal amounts of nitric and sulphuric acids. These acid rains are the result from both natural sources, such as volcanoes and decaying vegetation, and man-made sources, primarily emissions of sulphur dioxide (SO₂) and nitrogen oxides (NO_x) resulting from fossil fuel combustion. Acid rain makes the trees and plants grow very slower and even to die. So, it affects the agriculture and forestry. The acidity of the water does not just affect species directly it also

causes toxic substances like aluminium to be released into the water from the soil, harming fish and other aquatic animals. Statues, buildings, vehicles, pipes and cables can also suffer from acid rains. The worst affected are things made from limestone or sandstone (building of all form) as these types of rock are particularly susceptible and can be affected by air pollution in gaseous form as well as by acid rain.

6. **Ozone Depletion:** Reduction in the amount of ozone (O₃) in the stratosphere is called ozone depletion. It happens due to high levels of chlorine and bromine compounds in that layer. The origins of these compounds are chlorofluorocarbons (CFC), used as cooling substances in air- conditioners and refrigerators. As ozone depletes, more ultraviolet (UV) radiation comes to earth and causes damage to all living organism. UV radiation seems responsible for skin cancer and other skin complication.

2.4 Impact of Industrialization on Environment:

India is a developing nation. India is well thought-out as the world's biggest booming economies. Modernization has led to the development in the lifestyle and the basic needs are no more just food, cloth and shelter. The industrialization has led to development in diverse areas like agriculture, manufacturing sector, coal, timber, bottling plants, automobiles, gas and chemicals. This has definitely developed the economy of India and the lifestyle of people living in the country. It had also led to the degradation of environment and the environmental conditions, the flora and fauna in different ecosystems, extinction of the rare species of animals, plants and birds and the depletion of natural resources. The major cause of this is the deforestation of the ecosystems for industrialization. Industrialization has resulted in the increase in the emission of harmful effluents and pollutants both into water, soil and air. These effluents have caused a severe and irreversible destruction to the different species residing in those specific ecosystems.

In recent years the large scale urbanization, industrialization and associated environmental alteration and its impact on biodiversity pose a threat to human existence through basic necessities, recreation and the ecological functions. It is evident that pollution from various sources particularly from industries has negative impact on environment, irreversible in nature, cause extinction of species,

resulting in loss of unique genetic resources of great use. This is a transition period for many developing economies like India, so there is a strong need to strike a balance between industrial development and physical environment so as to reduce the intensity of pollution.

Industrialization contributes major part for the economic development and prosperity of a country. On one hand it provides employment opportunities and wealth generation while on other hand it leads to following environmental deterioration:

1. Industries released Toxins like Carbon di Oxide, Carbon Monoxide, and other harmful gases which caused Air pollution along with The Vehicular exhausts that were not heard or seen before in India Two Centuries ago.
2. Heavy metals, mercury, lead, hard water and industrial toxic wastes are being released into lakes, rivers and other water bodies causing Water pollution. Aquatic and Marine animals are dying due to poisoning of Water bodies.
3. Nuclear plants are a Health hazard and Human beings who live in close proximity can get various types of diseases.
4. Agricultural Lands with Fertile and cultivable soil have been sold by Farmers, who were in heavy debt to pay off their dues to Industrialists and Real Estate sharks, and these lands have now become yield less as Industries or Buildings have been built upon them.
5. Most Industries used Coal which had to be mined or had to be procured after burning wood, this would produce smoke and create photo chemical smog in North Indian cities like New Delhi where visibility and Breathing becomes difficult.
6. Industrialization has led to dramatic habitat destruction. Forests are cut down for their lumber, and ecosystems are destroyed to create roads, strip mines and gravel pits. Destroying these habitats upsets local ecosystems and leads to plant and animal extinction if the species are unable to relocate or adapt to their new surroundings.
7. These industries are responsible for the following adverse diseases and ill effect like silicosis and pneumoconiosis, tuberculosis, skin diseases and deafness.

8. Global warming, acid rain, climatic changes are the major consequences of industrialization.
9. It leads to the degradation of land quality generation of hazardous waste whose safe disposal becomes a big problem.

World Health Organization estimates that outdoor air pollution only accounts for around 2% of all heart and lung diseases, 5% of all lung cancers, and about 1% of all chest infections globally. The recent changes in Indian political system suits Industrial growth, but at the similar time we need to be more careful towards Industrial hazards.

2.5 Agriculture's impacts on the environment: Growing demands on agricultural land for food, fibre, and fuel are predicted to rapidly increase in coming decades with continued population growth (Bommarco et al., 2013). Agricultural land occupies 5 billion hectare of the land surface on earth and increases annually by 13 million hectare (FAO, 2002).

Many agricultural activities can have environmental impacts on land, water, and air. These environmental impacts will differ based on the farm location, farm type, and the specific farming and land management practices used as well as the timing of these practices (i.e., season of fertilizer application). For instance, nutrients and pesticides can run off agricultural fields into surface water bodies or leach into groundwater.

The effects of climate change on agricultural production vary from one region to another depending on the prevailing climate of the region, hence affects agricultural productivity differently. The climate change has significant impact on fragile soil and traditional farming systems.

2.6 Effects of Agricultural Practices on Environment

Environment described as external medium where human, animals and plants triple live together. Environment consists from two pieces that human hand made and natural environmental. Environment pollution occurred by irregular urbanization and unconscious industry and applications. Also the balance between human and the natural environment where human live breaks.

Main reasons of environment pollution are irregular and rapid industry, urbanization, organic and inorganic wastes that left in environment, unintended usage of agricultural lands and wrong agricultural applications.

Pesticide usage: Pesticides that are used to elimination of harmful insects, microorganisms and other pests which they mixing with soil, water, air and food, they cause to problems on the agricultural foods and affect both human health and natural balance so finally they become an environment problem. Pesticide runoff is an important contributor to surface-water contamination. A pesticide that specialized on a harmful doesn't kill only target, it also kills many harmless organisms.

There are hundreds of pesticides that are used in the world. According to WHO's classification, 33 pesticides are very dangerous, 48 of them are quite dangerous, 118 of them are moderately dangerous and 239 of them are less dangerous of totally 700 mostly used pesticides. A 75% rate of pesticide usage belongs to developed countries.

Chemical fertilizer usage: The fertilizer which are used to improve plant growth, more and qualified product and some features of soil like physical, chemical and biological structure cause to environmental pollution in case of excessive or wrong usage. Using high amounts of nitrogen fertilizer results to soil washing, contaminates to ground water, drinking water, stream and sea nonetheless it increases nitrogen amount. This also affects the water organisms and when that kind of waters used to somewhere they break the natural balance of environment.

Irrigation: Irrigation has big importance to high agricultural yield and quality in arid and semi-arid regions. Wrong irrigations cause to environment problems. Rising of ground water, salinity, fertilizers and chemical additives residues go to deep with irrigation water, trace elements collect in water sources and cause to soil erosion and these kinds of waters make disease and harmful on the whole living organisms so this type of waters are a very important environment problem. Also excessive irrigation as a purpose of agricultural production leads to soil salinity and desertification. It can be said, as agricultural policies affect land use, they have effects on the amount of soil erosion in agricultural regions through changes of the economic conditions of agricultural production.

Soil tillage: Wrong soil tillage with regards of without any concern field location, soil structure and climate conditions cause to soil moving with rain in other words cause erosion. This situation not only cause to inefficient soils, it also pollutes streams and fills up dams with soil etc. serious environment problems. Cultivation of natural ecosystems has led to marked decline in soil C storage, such that conservation agricultural practices are widely recommended as options to increase soil C storage, thereby mitigating climate change.

Rotation: Bioenergy crops play an ecologically and economically fundamental role as an alternative to agro-food productions and as renewable energy sources. Little attention has been focused on soil quality following conversion of agricultural lands to biomass crops. Agricultural applications which are without rotation due to lack of knowledge or economic reasons entail to one-way consumption of soil plant nutrition elements, decrease to soil fertility, degradation, increasing of disease and harms in the soil and it also cause to erosion.

Plant hormone usage: Plant hormone term means that some organic substances that created by plants and can be effective even very low intensity, and they moved in plant for growing and development they increase the yield. Using of plant hormone is harmless in case of appropriate dosage and time, but the same hormone could make toxic effect if it used careless.

Stubble burning: As intensive agricultural technical common, the yield per area also increased. With regards of increased product, total stem and hay value also has increased, but stem and hay using area decreased rapidly. This situation made faster to stubble burning at developed countries. For elimination of stem, hay and especially secondary product applied agricultural areas; stubble is burned to prepare seed sowing. But it is clear that stubble burning cause to very important environment problems. It cause to wind and water erosion, product lose when it made uncontrolled applications, breaks the natural vegetation and makes the soil unfertile by destroying vitality on the top side of soil. For these harms on the environment, stubble burning prohibited with laws in many countries.

Animal wastes: Animal production has caused many changes in kinds of industry sectors. These changes put forth a large scale of concerns about the impacts of animal wastes on environment. In great business' animal husbandry especially

poulties cause to negative effects on environment because of manure, urine, animal and animal products processing wastes. These organic wastes contaminate to soil and stream beside dust, gas and smell effects on environment. Animal wastes play an important role in environmental pollution.

Modern agricultural practices use many kinds of chemicals such as fertilizers, pesticides, cleaners, crop preservatives to produce and keeping large amount of high-quality food. But every single of these chemicals has dangerous and unforeseen side-effects as like toxicity to non-target organisms which causes to ecological imbalance. As described on the top, wrong agricultural practices cause to environment pollution in important dimensions.

2.7 DISASTER MANAGEMENT

Disasters Definitions:

Disaster as “A serious disruption of the functioning of a community or a society involving widespread human, material, economic or environmental losses and impacts, which exceeds the ability of the affected community or society to cope using its own resources.” - UNISDR (United Nations International Strategy for Disaster Reduction-2009)

"Disaster" means a catastrophe, mishap, calamity or grave occurrence in any area, arising from natural or manmade causes, or by accident or negligence which results in substantial loss of life or human suffering or damage to, and destruction of, property, or damage to, or degradation of, environment, and is of such a nature or magnitude as to be beyond the coping capacity of the community of the affected area.” - DM (Disaster Management) Act 2005.

Disaster impacts may include loss of life, injuries, disease and other negative effects on human physical, mental and social well-being, together with damage to property, destruction of assets, loss of services, social and economic disruption and environmental degradation.

Disaster Management:

The Disaster Management as the systematic process of using administrative decisions, organization, operational skills and capacities to implement policies,

strategies and coping capacities of the society and communities to lessen the impacts of natural hazards and related environmental and technological disasters.

“The organization, planning and application of measures preparing for, responding to and, initial recovery from disasters.” - UNISDR (2009)

As per this definition, ‘Disaster Management’ focuses on creating and implementing preparedness and others plans to decrease the impact of disasters and build back better. Failure to create/apply a plan could result in damage to life, assets and lost revenue. However, it may not completely avert or eliminate the threats.

The term Disaster Management meaning as defined in the DM Act 2005: “A continuous and integrated process of planning, organizing, coordinating and implementing measures which are necessary or expedient” for the following:

- 1) Prevention of danger or threat of any disaster,
- 2) Mitigation or reduction of risk of any disaster or its severity or consequences,
- 3) Capacity-building,
- 4) Preparedness to deal with any disaster,
- 5) Prompt response to any threatening disaster situation or disaster,
- 6) Assessing the severity or magnitude of effects of any disaster
- 7) Evacuation, rescue and relief, and
- 8) Rehabilitation and reconstruction.



2.8 Types of Disasters:

Primarily disasters are triggered by natural hazards or human-induced, or result from a combination of both. In particular, human-induced factors can greatly aggravate the adverse impacts of a natural disaster. While heavy rains, cyclones, or earthquakes are all natural, the impacts may, and are usually, worsened by many factors related to human activity. The extensive industrialization and urbanization increases both the probability of human-induced disasters, and the extent of potential damage to life and property from both natural and human-induced disasters. The human society is also vulnerable to Chemical, Biological, Radiological, and Nuclear (CBRN) disasters.

List of various Disasters	
Water and Climate related disasters	<ul style="list-style-type: none"> a. Floods and drainage management b. Cyclones c. Tornadoes and hurricanes d. Hailstorm e. Cloud burns f. Heat wave and cold wave g. Snow avalanches h. Droughts i. Sea erosion j. Thunder and lightening k. tsunami
Geological related disasters	<ul style="list-style-type: none"> a. landslides and mudflows b. earthquakes c. dam failures/dam bursts d. minor fires
Chemical related disasters	<ul style="list-style-type: none"> 1. chemical and industrial disasters 2. nuclear disasters
Accident related disasters	<ul style="list-style-type: none"> 1. forest fires 2. urban fires 3. mine flooding 4. oil spills 5. major building collapse 6. serial bomb blasts 7. festival related disasters 8. electrical disasters and fires 9. Air, road and rail accidents 10. Boat capsizing 11. Village fire
	a. Biological disasters and

Biological related disasters	epidemics b. Pest attacks c. Cattle epidemics d. Food poisoning.
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Natural Hazards

Natural hazards classified into five major categories:

- 1) Geophysical:** Geological process or phenomenon that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage. Hydro-meteorological factors are important contributors to some of these processes.
- 2) Hydrological:** Events caused by deviations in the normal water cycle and/or overflow of bodies of water caused by wind set-up.
- 3) Meteorological:** Events caused by short-lived/small to middle-scale atmospheric processes (in the spectrum from minutes to days)
- 4) Climatological:** Events caused by long-lived middle- to macro-scale processes (in the spectrum from intra-seasonal to multi-decadal climate variability)
- 5) Biological:** Process or phenomenon of organic origin or conveyed by biological vectors, including exposure to pathogenic micro-organisms, toxins and bioactive substances that may cause loss of life, injury, illness or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage.

Human-Induced Disasters:

The NPDM notes that rise in population, rapid urbanization and industrialization, development within high-risk zones, environmental degradation, and climate change aggravates the vulnerabilities to various kinds of disasters. Due to inadequate disaster preparedness, communities, and animals are at increased risk from many kinds of human-induced hazards arising from accidents (industrial, road, air, rail, on river or sea, building collapse, fires, mine flooding, oil spills, etc.). Chemical, Biological, Radiological, and Nuclear (CBRN) hazards rank very high in among the human-induced risks. Terrorist activities and secondary incidents add to these risks and call for adequate preparedness and planning.

2.9 Prevention and Mitigation:

The Disaster Management Act, 2005 and the National Policy, 2009 marks the institutionalization of paradigm shift in disaster management in India, from a relief-centric approach to one of proactive prevention, mitigation and preparedness. The Policy notes that while it is not possible to avoid natural hazards, adequate mitigation and disaster risk reduction measures can prevent the hazards becoming major disasters. Disaster risk arises when hazards interact with physical, social, economic and environmental vulnerabilities.

The National Policy suggests a multi-pronged approach for disaster risk reduction and mitigation consisting of the following:

- Integrating risk reduction measures into all development projects
- Initiating mitigation projects in identified high priority areas through joint efforts of the Central and State Governments
- Encouraging and assisting State level mitigation projects
- Paying attention to indigenous knowledge on disaster and coping mechanisms
- Giving due weightage to the protection of heritage structures.

Mitigation consists of various measures required for lessening or limiting the adverse impacts of hazards and related disasters.

The disaster risk reduction and mitigation plan integrates the global targets into the national efforts and seeks to strengthen significantly India's reliance to both natural and human-induced disasters. The DM Act 2005 defines "Mitigation" as measures aimed at reducing the risk, impact, or effects of a disaster or threatening disaster situation" Goal of mitigation is to minimize risks from multiple hazards and the threats from individual hazards need not always occur in isolation. At times, a hazardous event can trigger secondary events. For example, an earthquake can produce a tsunami or may create flooding or landslides. Similarly, cyclones often lead to flooding and various other cascaded events spread over an area wider than the primary event.

List of hazards given below:

- 1) Cyclone and Wind
- 2) Floods
- 3) Urban Flooding

- 4) Seismic
- 5) Tsunami
- 6) Landslides and Snow Avalanches
- 7) Drought
- 8) Cold Wave and Frost
- 9) Chemical (Industrial) Disasters
- 10) Nuclear and Radiological Emergencies
- 11) Fires

Disaster Management Act, 2005: This Act provides for the effective management of disaster and for matters connected therewith or incidental thereto. It provides institutional mechanisms for drawing up and monitoring the implementation of the disaster management. The Act also ensures measures by the various wings of the Government for prevention and mitigation of disasters and prompt response to any disaster situation.

Further the enactment of 73rd and 74th Amendments to the constitution and emergence of local self- government, both rural and urban, as important tiers of governance, the role of local authorities becomes very important. The DM Act, 2005 also envisages specific roles to be played by the local bodies in disaster management.

Legal - Institutional Framework: A legal institutional framework developed based on the provision of the Act across the country, in vertical and horizontal hierarchical and in the federal setup of country.

Disaster recovery (DR): It is an area of security planning that aims to protect an organization from the effects of significant negative events. DR allows an organization to maintain or quickly resume mission-critical functions following a disaster. The disaster recovery process includes planning and testing, and may involve a separate physical site for restoring operations.

Recovery Process: Disaster recovery process is not a set of orderly actions triggered by the impact of a disaster upon a community. It will consist of several related activities such as the following:

- Damage assessments
- Debris clearance, removal and its environmentally safe disposal

- Restoration and even upgrading utilities including communication networks
- Re-establishment of major transport linkages
- Temporary housing
- Detailed building inspections
- Redevelopment planning
- Environmental assessments
- Demolition
- Reconstruction
- Integrating DRR into various development initiatives
- Financial management
- Economic impact analyses.

2.10 Reconstruction: Long term recovery efforts must focus on redeveloping and restoring the socio-economic viability of the disaster area(s). The reconstruction phase requires a substantial commitment of time and resources by the Governments (State and Central) and other agencies. It is important to note that much of this commitment would be beyond the scope of traditional emergency management programmes. The reconstruction challenge involved would most often be the result of a catastrophic event that has caused substantial damage over a very large area and/or affected a very large population. These reconstruction efforts include:

- ❖ Reconstruction of public infrastructures and social services damaged by the disaster, which can be completed over the long-term
- ❖ Re-establishment of adequate housing to replace that has been destroyed
- ❖ Restoration of jobs/ livelihood that was lost
- ❖ Restoration of the economic base of the disaster areas.

2.11 Rehabilitation

Rehabilitation, an integral part of disaster recovery; other being reconstruction, could be defined as an overall dynamic and intermediate strategy of institutional reform and reinforcement, reconstruction and improvement of infrastructure and services; aimed towards support to the initiatives and actions of the affected populations in the political, economic and social domains, as well as reiteration of sustainable development. Generally, rehabilitation package includes

total reconstruction of damaged physical and psychological infrastructure, as well as economic and social rehabilitation of the people in the affected region. The rehabilitation is classified into the following:

- Physical
- Social
- Economic and
- Psychological

Physical Rehabilitation: Physical rehabilitation is a very important facet of rehabilitation. It includes:

- Reconstruction of physical infrastructure such as houses, buildings, railways, roads, communication network, water supply, electricity, and so on.
- Short-term and long-term strategies towards watershed management, canal irrigation, social forestry, crop stabilization, alternative cropping techniques, job creation, employment generation and environmental protection.
- Rehabilitation of agriculture, artisan work and animal husbandry.
- Adequate provision for subsidies, farm implements, acquisition of land for relocation sites, adherence to land-use planning, flood plain zoning, retrofitting or strengthening of undamaged houses, and construction of model houses.

Relocation: Relocation is a very sensitive part of the physical rehabilitation process and it must be ensured that need based considerations and not extraneous factors should drive the relocation policy. The local authorities, in consultation with the affected population and under the guidance of the State Government shall determine relocation needs taking into account criteria relevant to the nature of the calamity and the extent of damage. Relocation efforts should invariably include activities like:

- Avoid secondary displacement as far as possible
- Gain consent of the affected communities
- Clearly define land acquisition process
- Take into consideration urban/ rural land use planning before moving ahead
- Provide customized relocation packages

- Decentralize powers for undertaking the relocation process
- As far as possible, ensure relocation site is near to their agricultural lands and/or sources of livelihood, as applicable
- Ensure provision of livelihood rehabilitation measures for relocated communities, wherever necessary, to the extent possible.

Social Rehabilitation: Social rehabilitation is also an important part of disaster rehabilitation. The vulnerable groups such as the artisans, elderly, orphans, single women and young children would need special social support to survive the impact of disasters. The rehabilitation plan must have components that do not lose sight of the fact that the victims have to undergo the entire process of re-socialization and adjustments in a completely unfamiliar social milieu. Thus, this type of rehabilitation would include various activities such as:

Revival of Educational Activities: Educational facilities may suffer greatly in a major disaster placing considerable stress on children. Therefore, the following steps will be helpful in helping children to recover and cope with the situation:

- ❖ Give regular counselling to teachers and children
- ❖ Encourage children to attend the schools regularly
- ❖ Provide writing material, and work books to children
- ❖ Make children participate in all activities pertaining to resurrection of normalcy in the school
- ❖ Try to inculcate conducive attitudes to enable the students to play a positive role in self-development
- ❖ Establish village level education committees
- ❖ Identify local groups that could conduct smooth functioning of education activities

Rehabilitation of the Elderly, Women and Children: The elderly, women, and children are more vulnerable after a major disaster. Hence, the following measures will help in their rehabilitation:

- Identify familiar environs to rehabilitate elderly, women and children
- Make efforts to attach destitute, widows and orphans with their extended family, if that is not possible then identify foster families
- Organize regular counselling to strengthen the mental health of women and children

- Initiate various training programmes to make the women economically self-sufficient
- Give due attention to health, nutrition and hygiene in the long-term rehabilitation package for women and children
- Activate/reactivate the anganwadis (day-care centres), and old-age homes within the shortest possible time
- Set up at least one multi-purpose community centre per village
- Make efforts to build residential female children homes at the block level
- Set up vocational training camps to improve the skills of orphans and children
- Promote self-help groups.

Economic Rehabilitation: The major components of economic rehabilitation are livelihood restoration and ensuring the continuity of businesses, trade, and commerce. Restoring employment and income generating opportunities to disaster affected communities is a vital component of post-disaster reconstruction. Livelihood opportunities are severely disrupted by the destruction or loss of essential assets; with the result that people are unable to engage in normal income generating activities; become demoralized and dependent on humanitarian aid. Economic recovery should be based on:

- Analysis of existing livelihood strategies and sustainability of businesses
- A comprehensive analysis of existing and future risks
- The vulnerabilities of the affected families
- The accessibility of linkages to external influences and institutions including skills and knowledge
- Access to functioning markets

Psychological Rehabilitation: Another crucial dimension of disaster rehabilitation is psychological rehabilitation. Dealing with victim's psychology is a very sensitive issue and must be dealt with caution and concern. The psychological trauma of losing relatives and friends, and the scars of the shock of disaster event can take much longer to heal than the stakeholders in disaster management often realize. Thus, counselling for stress management should form a continuous part of a disaster rehabilitation plan. Efforts should be made to focus more on:

- Psycho-therapeutic health programmes

- Occupational therapy
- Debriefing and trauma care
- Tradition, values, norms, beliefs, and practices of disaster-affected people.

2.12 Waste Management

Introduction: “There are few things certain in life – one is death, second is change and the other is waste.” No one can stop these things to take place in our lives. But with better management we can prepare ourselves. Here we will talk about waste and waste management. Each of us has a right to clean air, water and food. This right can be fulfilled by maintaining a clear and healthy environment.

Now for the first question, what is waste? Any material which is not needed by the owner, producer or processor is waste. Generally, waste is defined as at the end of the product life cycle and is disposed of in landfills. Most businesses define waste as “anything that does not create value”.

In a common man’s eye anything that is unwanted or not useful is garbage or waste. However scientifically speaking there is no waste as such in the world. Almost all the components of solid waste have some potential if it is converted or treated in a scientific manner.

However, due to ever increasing urbanization, fast adoption of ‘use & throw concept’ & equally fast communication between urban & rural areas the gap between the two is diminishing. The solid waste from rural areas is more of a biodegradable nature & the same from urban areas contains more non-biodegradable components like plastics & packaging. The repugnant attitude towards solid waste & its management is however, common in both the sectors. Universally ‘making garbage out of sight’ is the commonly followed practice.

Waste management comprises a collective activity involving segregation, collection, transportation, re-processing, recycling and disposal of various types of wastes. Different wastes and waste-management activities have varying impacts on energy consumption, methane emissions, carbon storage, ecological and human health. For example, recycling reduces greenhouse gas emissions by preventing methane emissions from landfills or open dumps and preventing the consumption of energy for extracting and processing raw materials.

Classification of waste: There may be different types of waste such as Domestic waste, Factory waste, Waste from oil factory, E-waste, Construction waste, Agricultural waste, Food processing waste, Bio-medical waste, Nuclear waste, Slaughter house waste etc. We can classify waste as follows:

- Solid waste- vegetable waste, kitchen waste, household waste etc.
- E-waste- discarded electronic devices such as computer, TV, music systems etc.
- Liquid waste- water used for different industries, tanneries, distilleries, thermal power plants
- Plastic waste- plastic bags, bottles, bucket, etc.
- Metal waste- unused metal sheet, metal scraps etc.
- Nuclear waste- unused materials from nuclear power plants Further we can group all these types of waste into wet waste (Biodegradable) and dry waste (Non-Biodegradable).

Wet waste (Biodegradable) includes the following:

- Kitchen waste including food waste of all kinds, cooked and uncooked, including eggshells and bones
- Flower and fruit waste including juice peels and house-plant waste
- Garden sweeping or yard waste consisting of green/dry leaves
- Sanitary wastes
- Green waste from vegetable & fruit vendors/shops
- Waste from food & tea stalls/shops etc.

Dry waste (Non-biodegradable) includes the following:

- Paper and plastic, all kinds
- Cardboard and cartons
- Containers of all kinds excluding those containing hazardous material
- Packaging of all kinds
- Glass of all kinds
- Metals of all kinds
- Rags, rubber
- House sweeping (dust etc.)
- Ashes

- Foils, wrappings, pouches, sachets and tetra packs (rinsed)
- Discarded electronic items from offices, colonies viz. cassettes, computer diskettes, printer cartridges and electronic parts.
- Discarded clothing, furniture and equipment.

In addition to the above wastes, another type of waste called “Domestic Hazardous Waste” may also be generated at the household level. These include used aerosol cans, batteries, and household kitchen and drain cleaning agents, car batteries and car care products, cosmetic items, chemical-based insecticides /pesticides, light bulbs, tube-lights and compact fluorescent lamps (CFL), paint, oil, lubricant and their empty containers.

2.13 Urban Waste Management:

A rising quality of life, and high rates of resource consumption patterns have had an unintended and negative impact on the urban environment - generation of wastes far beyond the handling capacities of urban governments and agencies. Cities are now grappling with the problems of high volumes of waste, the costs involved, the disposal technologies and methodologies, and the impact of wastes on the local and global environment.

But these problems have also provided a window of opportunity for cities to find solutions - involving the community and the private sector; involving innovative technologies and disposal methods; and involving behaviour changes and awareness raising. These issues have been amply demonstrated by good practices from many cities around the world.

There is a need for a complete rethinking of "waste" - to analyse if waste is indeed waste. A rethinking that calls for

WASTE to become WEALTH
REFUSE to become RESOURCE
TRASH to become CASH

There is a clear need for the current approach of waste disposal that is focused on municipalities and uses high energy/high technology, to move more towards waste processing and waste recycling (that involves public-private partnerships, aiming for eventual waste minimisation - driven at the community level, and using low energy/low technology resources. Some of the defining criteria for future waste minimisation programmes will include deeper community

participation, understanding economic benefits/recovery of waste, focusing on life cycles (rather than end-of-pipe solutions), decentralised administration of waste, minimising environmental impacts, reconciling investment costs with long-term goals.

With increasing population, the management of municipal solid waste (MSW) in the country has emerged as a severe problem not only because of the environmental and aesthetic concerns but also because of the sheer quantities generated every day.

It is critical to adopt a broad approach in developing a working framework for solid waste management (SWM). This covers the social, economic, technology, political and administrative dimensions. For example the social dimension of SWM involves waste minimisation; the economic dimension of SWM involves waste recycling; the technology dimension of SWM involves waste disposal; and the political and administrative dimensions cuts across all the three issues of minimisation, recycling and disposal.

Municipal Solid Waste (Management and Handling) Rules 2000: The MSW rules were made effective in the year 2000. All the municipal authorities in country were directed to manage solid waste in their respective jurisdiction according to the rules. The MSW rules cover all the aspects of solid waste from collection to waste disposal. Some of the directions made are:

Collection/storage: A door-to-door collection must be done by the municipal authorities including in unauthorized areas like slums. The collected waste must include both bio-degradable and non-bio-degradable waste. There must be no littering on the streets; separate bio-degradable and non-bio-degradable dustbins must be installed at convenient locations. Street sweeping drives must cover all kinds of areas and on all days.

Transportation: The transportation of the waste must be in closed trucks.

Treatment: The bio-degradable waste collected must be either composted or used in waste-to-energy plants.

Disposal: Only the inert material or waste from treatment plants should end up in the landfills. The rule also specifies the standards for waste disposal in landfills.

National Urban Sanitation Policy: The policy was prepared by the Ministry of Urban Development in 2008. The objective of the policy is 'to transform urban India into community-driven, totally sanitized, healthy and livable cities and

towns.’ The policy stresses upon awareness and behavior change, open defecation free cities and integrating sanitation in all the other aspects of cities. (Ministry of Urban Development).

National Mission on Sustainable Habitat: Launched in 2010 under the National Action Plan for Climate Change, this mission will be implemented in the Twelfth Five Year plan. Apart from energy consumption in buildings and shift to public transport this mission focuses on technological intervention in the waste management and recycling. The mission will include major R&D programs in biochemical waste processing, recycling and, especially in, waste-to energy (Planning Commission, 2012).

Swachh Bharat Mission: The Swachh Bharat Mission was launched in 2014. The main objectives of the mission include elimination of open defecation, eradication of manual scavenging, modern and scientific municipal solid waste management, to effect behavioral change regarding healthy sanitation practices, capacity building for ULBs, and to create enabling conditions for private participation in capital investment and operation and maintenance. One of the overall objectives is to achieve scientific solid waste management in 4041 cities/towns for 30.6 crore persons.

AMRUT: Launched in 2015, the Atal Mission for Rejuvenation and Urban Transformation has an aim to ensure that every household has access to tap water and sewerage; increase the amenity value of the city by promoting greenery and well maintained open spaces; and to reduce pollution by promoting non-motorized and public transport. One distinguishing feature in AMRUT is that now the MoUD will approve an annual state action plan rather than giving project by project approvals.

2.14 Rural Waste Management:

Introduction: ‘Sanitation and street cleaning’ is one of the basic functions of a Gram Panchayat, and they should make arrangements for attending to it. The Swachh Bharat Mission (SBM-Gramin) requires every Gram Panchayat to put in place a functional waste management system. Most of the State governments also encourage the GPs to chalk out a plan for SWM and practically start managing solid waste in a scientifically acceptable manner. We find that the GP functionaries as well as the SBM facilitators at the grassroots level are desirous of putting in place a waste management system at the local level. But, not many successful units

are around to get an exposure, and learn from. And those that have taken off, with all enthusiasm, have not fully got out of the turbulence to be able to communicate their experience confidently.

In India especially in rural areas, waste is a severe threat to the public health concern and cleanliness. Though, the form of waste (both solid and liquid) generated in rural areas is predominantly organic and biodegradable yet becoming a major problem to the overall sustainability of the ecological balance. Close to 88% of the total disease load is due to lack of clean water and sanitation and the improper solid and liquid waste management-which intensify their occurrence, e.g. 1)5 of the 10 top killer diseases of children aged 1-14 in rural areas are related to water and sanitation 2)Almost 1500 children die every day from diarrhoeal diseases.

Solid waste management has become a practical necessity in rural areas too. Next to becoming Open Defecation Free (ODF) villages, the Swachh Bharat commitment demands rural households to dispose of garbage in a scientifically sensible manner. Domestic refuse from individual households should not become a cause for unsightly streets and unhealthy rural environment. An essential requisite for a healthy rural environment and quality living is the Gram Panchayats (GPs) should put in place an arrangement for garbage collection and disposal in a manner that is socially acceptable and technically sound. In the absence of an effective system in place, it is unjust to blame the households of irresponsibility.

TYPES OF WASTE: Waste is any material/liquid that is thrown away as unwanted. As per physical properties, waste can be categorized as:

Solid Waste: Any waste other than human excreta, urine & waste water, is called solid waste. Solid waste in rural areas generally includes-house sweeping, kitchen waste, garden waste, cattle dung & waste from cattle sheds, agro waste, broken glass, metal, waste paper, plastic, cloths, rubber, waste from markets & shopping areas, hotels, etc. Solid waste can also be defined as the organic and inorganic waste materials produced by households, commercial & industrial establishments that have no economic value to the owner.

As per biodegradability, solid waste can be classified as:

1) Biodegradable: Waste that are completely decomposed by biological processes either in presence or in absence of air are called biodegradable. e.g. kitchen waste, animal dung, agricultural waste etc

2) Non-Biodegradable: Waste which cannot be decomposed by biological processes is called non-biodegradable waste. These are of two types:

a. Recyclable: waste having economic values but destined for disposal can be recovered and reused along with their energy value. e.g. plastic, paper, old cloth etc

b. Non-Recyclable: Waste which do not have economic value of recovery e.g. tetra packs, carbon paper, thermo coal etc.

3) Liquid Waste: Used & unwanted water is called waste water.

a. Black Water: Waste water generated in the toilet is called “Black water”. It contains harmful pathogens.

b. Grey water: Waste water generated in the kitchen, bathroom and laundry is called “Greywater”. It may also contain pathogens.

Waste reduction strategies: Waste reduction strategies involve lesser generation of waste at source and using alternative material which generate waste of lesser hazard as compared to traditionally used ones. It is necessary to decouple the waste generation process from the growth of economy and population. Various ways in which this can be achieved are:

- a. Alternative packaging – use of fabric or jute packaging instead of traditionally used polythene bags which are difficult to collect and recycle (reviving of jute sector)
- b. Designing products like cell phones and other electronic goods for longer shelf life so that they enter the waste stream a little later
- c. Designing products for disassembly so that majority of their components can be recycled at the end-of-life
- d. Developing re-manufacturable products to increase their life cycle.

2.15 The Steps in Solid Waste Management:

In this chapter, we present the steps an aspiring GP can follow in order to take up solid waste management (SWM). It follows a step-by-step approach. It starts with preparatory arrangements required, and goes up to monitoring the progress a given GP is making in SWM.

Step – I: Preparation:

- Panchayat functionaries meeting
- Gram Sabha Meeting
- Community Education

- Identify infamous spots
- Community Preparation

Step – II: Motivation:

- Waste Bins Distribution with handbills
- Students Orientation
- Cultural Evening
- Interpersonal Communication
- SMS Alert
- Educative Information
- Educative Inspection
- Rangoli Competition
- Announcing Prizes & Gifts.

2.16 Medical Waste Management:

‘Hospital’ is a place of Almighty, a place to serve the sick persons. Hospitals are committed to patient care and community health. On the one hand they cure patients and at the same time they have emerged as a source of several diseases but we are unaware of the adverse effects generated by them on ‘Man and Environment’. A modern hospital is a complex multidisciplinary system which uses thousands of items for delivery of medical care. All these items consumed in the hospital leave some unused leftovers i.e. hospital waste. Hospital waste is a potential health hazard to the health care workers, flora and fauna of the area. This problem has now become the threat for public health. Public is under a constant risk due to multifaceted problems of hospital waste.

Classification of hospital waste

General waste: Largely composed of domestic or house hold type waste. It is non-hazardous to human beings, e.g. kitchen waste, packaging material, paper, wrappers and plastics.

Pathological waste: Consists of tissue, organ, body part, human foetuses, blood and body fluid. It is hazardous waste.

Infectious waste: The wastes which contain pathogens in sufficient concentration or quantity that could cause diseases. It is hazardous e.g. culture and stocks of

infectious agents from laboratories, waste from surgery, waste originating from infectious patients.

Sharps: Waste materials which could cause the person handling it, a cut or puncture of skin e.g. needles, broken glass, saws, nail, blades, and scalpels.

Pharmaceutical waste: This includes pharmaceutical products, drugs, and chemicals that have been returned from wards, have been spilled, are outdated, or contaminated.

Chemical waste: This comprises discarded solid, liquid and gaseous chemicals e.g. cleaning, House-keeping, and disinfecting product.

Radioactive waste: It includes solid, liquid, and gaseous waste that is contaminated with radionuclide's generated from in-vitro analysis of body tissues and fluid, in-vivo body organ imaging and tumour localization and therapeutic procedures.

Biomedical waste: Any solid, fluid and liquid or liquid waste, including it's container and any intermediate product, which is generated during the diagnosis, treatment or immunization of human being or animals, in research pertaining thereto, or in the production or testing of biological and the animal waste from slaughter houses or any other similar establishment. All biomedical waste are hazardous. In hospital it comprises of 15% of total hospital waste.

Sources of Bio-medical waste:

- Hospitals
- Nursing homes
- Clinics
- Medical laboratories
- Blood banks
- Mortuaries
- Medical research & training centres
- Biotechnology institution/production units
- Animal houses etc.
- Such a waste can also be generated at home if health care is being provided there to a patient (e.g. injection, dressing material etc.)

Categories of Bio- Medical Waste		
Option	Waste Category	Treatment & Disposal
Category No – 1	Human Anatomical Waste (human tissues, organs, body parts)	Incineration / deep burial
Category No – 2	Animal Waste (animal tissues, organs, body parts carcasses, bleeding parts, fluid, blood and experimental animals used in research, waste generated by veterinary hospitals colleges, discharge from hospitals, animal houses)	Incineration /deep burial
Category No – 3	Microbiology & Biotechnology Waste (waste from laboratory cultures, stocks or specimens of micro-organisms live or attenuated vaccines, human and animal cell culture used in research and infectious agents from research and industrial laboratories, wastes from production of biologicals, toxins, dishes and devices used for transfer of cultures)	Local autoclaving / microwaving / incineration.
Category No – 4	Waste sharps (needles, syringes, scalpels, blades, glass etc. that may cause puncture and cuts. This includes both used and unused sharps)	Disinfection (chemical treatment/ autoclaving / microwaving and mutilation / shredding
Category No – 5	Discarded Medicines and Cytotoxic drugs (wastes comprising of outdated, contaminated and discarded medicines)	incineration / destruction and drugs disposal in secured landfills
Category No – 6	Solid Waste (items contaminated with blood and body fluids including cotton dressings, solid plaster casts, lines, beddings, other material contaminated with blood)	Incineration / autoclaving microwaving
Category No – 7	Solid Wastes (waste generated from disposable items other than the waste sharps such as tubing's, catheters intravenous sets etc.)	Disinfection by chemical treatment/ autoclaving/ microwaving and mutilation / shredding
Category No – 8	Liquid Waste (wastes generated from laboratory and washing, cleaning, housekeeping and disinfection activities.)	Disinfection by chemical treatment and discharge into drains.
Category No – 9	Incineration Ash (ash from incineration of any	Disposal in municipal

	bio-medical waste)	landfill
Category No - 10	Chemical Waste (chemicals used in production of biologicals, chemical used in disinfection, as insecticide etc.)	Chemical discharge into drains for liquids and secured landfill for solids.

2.17 Medical Waste Management Techniques:

There are several methods to minimize the hazards resulting from medical waste.

1. Segregation: Segregation is useful since it prevents the contamination of non-hazardous waste by the hazardous waste and making the whole waste stream hazardous. Thus, this method will reduce the toxicity and the volume of the waste stream. Moreover, segregation makes it easier to transport the waste. Waste is segregated depending on the quantity, composition, and the disposal method of the waste stream.

2. Separating: Different Categories of Medical Wastes In medical centers, infectious and pathological waste, and sharps are placed in different containers. The containers are labeled as “biohazard”, closed, water tight and of uniform color for each type of medical waste through- out the medical center. The size of the containers depends on the volume of waste generated and the containers used are easy to handle and transport. For used needles specially designed containers are used.

3. Disinfection: In order to reduce the toxicity of some medical wastes, chemical disinfectants (i.e. chlorine dioxide, sodium hypochlorite, or per acetic acid) are sometimes used. For solid wastes, disinfection is effective if only waste materials are shredded. In some cases, the disinfectants themselves are hazardous, thus it is not recommended for treating pharmaceutical, chemical and some types of infectious waste.

4. Incineration: Incineration is the process of destructing waste by burning it at elevated temperatures in furnaces. The process removes hazardous materials, reduces the mass and volume of the waste and converts it into ash that is harmless. Incineration is suitable for wastes that are 60% combustible. Incineration is suitable for pathological and infectious waste or sharp wastes. The advantage of incineration process is that the volume of the waste that will remain for disposal will be reduced by 50 - 400 times. Incineration has a significant advantage of

decreasing the volume of the wastes; however its disadvantages include high costs, smoke generation and pollution risks. Incineration is one of the most efficient methods of disinfecting medical waste.

5. Disinfection by Plasma: In this process, low temperature plasma which is produced by the plasma generator using air as working fluid organizes a combustion process. The medical waste is constantly mixed, thus it maximizes the heat and mass exchange which saves any energy loss. The heat produced is used as an additional heat source in the process. This technology eliminates the formation and release of irregular forms of NOX and high-toxic substances (i.e. dioxins) into the atmosphere. Another main advantage is that it has low consumption of energy compared to other mineralization (i.e. combustion) processes.

6. Emerging Technology: This method involves shredding and grinding the infectious medical waste bags via sharp cutting blades that are installed within the vessels. The whole process is enclosed in a compact system and there is no intermediate handling of the waste within the process. Due to the compact size, this system can easily be used for on-site treatment of the waste and installed in hospitals. This will reduce the transportation costs of the medical wastes. In terms of environmental aspects, it is a clean and chemical-free technology and does not have any hazardous emission or radiation.

2.18 Measures to Control Medical Waste:

- Each hospital should constitute a hospital waste management committee chaired by the head of the institute and having wide representation from all major department.
- This committee should be responsible for making hospital specific action plan for hospital waste management and its supervision, monitoring and implementation.
- As far as possible, purchase of reusable items made of glass and metal should be encouraged.
- Select not PVC plastic items.
- Adopt procedures and policies for proper management of waste generated, the mainstay of which is segregation to reduce the quantity of waste to be treated.
- Establish effective and sound recycling policy for plastic recycling and get in touch with authorized manufactures.
- Every hospital must have well planned awareness and training programme for all categories of personnel.

- Training should be conducted in appropriate language/medium and in an acceptable manner.
- All the medical professionals must be made aware of Bio-medical Waste (Management and Handling) Rules 1998.
- To search for better methods technology, provision of facilities for testing approval of certain models for hospital use in conformity with standards laid down.
- To search for cost effective and environmental friendly technology for treatment of bio-medical and hazardous waste
- To search for suitable materials to be used as containers for bio-medical waste requiring incineration/autoclaving/microwaving.
- All the generators of biomedical waste should adopt universal precautions and appropriate safety measures while handling the bio- medical waste.

Conclusion: Medical wastes are highly hazardous and put people under risk of fatal diseases. The understanding of medical waste management and control techniques is important.

Hospital wastes pose a significant impact on health and the environment. There is not enough information on hospital waste management technologies and impacts in developing countries. Practice of proper hospital waste disposal and management is also inadequate.

2.19 E-Waste Management:

In the 20th Century, the information and communication revolution has brought enormous changes in the way we organise our lives, our economies, industries and institutions. At the same time, these have led to manifold problems including the problem of massive amount of hazardous waste and other wastes generated from electronic products. It constitutes a serious challenge to the modern societies and require coordinated efforts to address it for achieving sustainable development.

Rapid growth of technology, up-gradation of technical innovations, and a high rate of obsolescence in the electronics industry have led to one of the fastest growing waste streams in the world which consist of end of life electrical and electronic equipment products.

What is e-waste? Electronic waste (e-waste) comprises waste electronics/electrical goods that are not fit for their originally intended use or have reached their

end of life. This may include items such as computers, servers, mainframes, monitors, CDs, printers, scanners, copiers, calculators, fax machines, battery cells, cellular phones, transceivers, TVs, medical apparatus and electronic components besides white goods such as refrigerators and air-conditioners.

E-waste contains valuable materials such as copper, silver, gold and platinum which could be processed for their recovery.

2.20 Management of e-waste:

There is no unique or ideal model for e-waste management in developing countries, each of which has its own specific environmental, social, technological, economic and cultural conditions.

Environmentally sound management of WEEE (Waste Electrical and Electronic Equipment) recognizes three Rs i.e. reduce, reuse and recycle. The aim would be to reduce the generation of e-waste through smart manufacturing and maintenance, reuse till functioning of electronic equipment by someone else and recycle those components that cannot be repaired.

A smart e-waste management system for developing countries have to assess the e-waste situation, recognize that e-wastes are a complex mixture of hazardous and non-hazardous substances and materials and need to define the integral e-waste management system taking into consideration the EEE market penetration, life cycle of ICT equipment, financing mechanisms etc.

The main aspects to be taken into account when framing ICT waste management guidelines for developing countries are:

- Policy and regulations covering import and export of EEE and WEEE in accordance with the rules of each country and with international legislation.
- Defining responsibilities of prime stake holders at the level of government, supply chain, consumers of ICT equipment and entities for disposal of waste.
- Extended producer responsibility (EPR) where the manufacturer's responsibility for its ICT equipment extends throughout the various stages of that equipment's life cycle with internalizing the cost of managing the equipment at end of life.
- Responsible information system to have data on ICT equipment in market, disused EEE management and WEEE management and to have control on the monitoring and future planning.

- Promoting employment and training for the informal sector engaged in recycling and recovery of the materials.

Components of e-waste management:

The major components of e-waste management are:

1. e-waste collection, sorting and transportation
 2. e-waste recycling; it involves dismantling, recovery of valuable resource, sale of dismantled parts and export of processed waste for precious metal recovery
- The stakeholders, i.e., the people who can help in overcoming the challenges posed by e-waste, are:

1. Manufacturers
2. Users
3. Recyclers
4. Policy makers

E-waste concerns and challenges:

1. Accurate figures not available for rapidly increasing e-waste volumes—generated domestically and by imports
2. Low level of awareness among manufacturers and consumers of the hazards of incorrect e-waste disposal.
3. No accurate estimates of the quantity of e-waste generated and recycled available in India.
4. Major portion of e-waste is processed by the informal (un-organised) sector using rudimentary techniques such as acid leaching and open-air burning, which results in severe environmental damage.
5. e-waste workers have little or no knowledge of toxins in e-waste and are exposed to health hazards.
6. High-risk backyard recycling operations impact vulnerable social groups like women, children and immigrant labourers.
7. Inefficient recycling processes result in substantial losses of material value and resources
8. Cherry-picking by recyclers who recover precious metals (gold, platinum, silver, copper, etc) and improperly dispose of the rest, posing environmental hazards
9. No specific legislation for dealing with e-waste at present.

2.21 Effects of e-waste on human health and environment:

E-waste is highly complex to handle because of its composition. It is made up of multiple components some of which contain toxic substances that have an adverse impact on human health and environment if not handled properly that is if improper recycling and disposal methods are deployed. So there is a need for appropriate technology for handling and disposal of these chemicals.

Basel Convention characterizes e-waste as hazardous when they contain and are contaminated with mercury, lead, cadmium, polychlorinated biphenyl etc. Wastes containing insulation or metal cables coated with plastics contaminated with or containing lead, coal tar, cadmium, Polychlorinated Biphenyl (PCB) etc are also characterized as hazardous wastes. Also precious metal ash from printed circuit boards, glass waste from cathode-ray tubes, LCD screens and other activated glasses are classified as hazardous wastes.

Conclusion

Most of the e-waste is recycled in India in unorganized units, which engage significant number of manpower. Recovery of metals from PCBs by primitive means is a most hazardous act. Proper education, awareness and most importantly alternative cost effective technology need to be provided so that better means can be provided to those who earn the livelihood from this. A holistic approach is needed to address the challenges faced by India in e-waste management. A suitable mechanism needs to be evolved to include small units in unorganized sector and large units in organized sector into a single value chain. One approach could be for units in unorganized sector to concentrate on collection, dismantling, segregation, whereas, the metal extraction, recycling and disposal could be done by the organized sector.

Short Answer Questions

1. Define Environment?
2. Write about Ozone Layer Depletion?
3. Write about Global Warming?
4. Define Green House Effect?
5. Define Bio Diversity?
6. Define Industrialisation?
7. What is Disaster Management?
8. Define Rehabilitation?
9. What is Rural Waste?
10. What is E – Waste?

Long Answer Questions

1. Briefly explain Concepts of Environment?
2. Write about Impact of Industrialization on Environment?
3. Write about Impact of Modern Agricultural activities on Environment?
4. Explain briefly about Disaster Management?
5. Discuss briefly Reconstruction and Rehabilitation Programmes?
6. Briefly explain Different types Wastes?
7. Explain briefly about Waste Management?

UNIT-III

Economic Development

1. Population (World, India and A.P Present Status, Growth and Occupational Distribution in India)
2. Role of Education and Health in Economic Development
3. National Income Accounting (Concepts, Circular flow of income)
4. Economic Reforms in India, NITI Aayog
5. Sustainable Development (LPG)

1.1 Population

Introduction:

The study of population and human resource development is very important in the process of economic development. It is particularly important because human beings are not only instrument of production but also end users. India and many other third world countries are now passing through the phases of population explosion.

Population: Population of India means the total number of people living in India. Population is very essential for the growth of country.

Advantages of Population:

1. Population provides work force to produce goods and services.
2. Population provides market for the products that are produced.
3. No human being is same everyone is specialized with some skill so it is an advantage.
4. Extra demand will be generated. This is likely to stimulate investment and this may lead to introduction of new technology.

Disadvantages of Population:

1. Population put pressure on means of subsistence.
2. Population leads to unemployment if there are no adequate jobs.
3. Population put pressure on social overheads like hospital, schools, roads
4. Population may result in increased consumption and reduced savings and capital formation.
5. Population may increase dependency.

1.2 The Theory of Demographic Transition:

This is the latest edition to the literature on population theories. According to the theory of demographic transition, a country passes through three stages of population growth.

1. First Stages:

According to this theory, death rates are high in the first stage of an agrarian economy on account of poor diets, primitive sanitation and absence of effective medical aid. Birth rates are also high in this stage as a consequence of widespread prevalence of illiteracy, absence of knowledge about family planning techniques, early age of marriage and last but not the least, as a consequence of deep-rooted social beliefs and customs about the size of the family, attitude towards children,

etc. More over in a primitive society there are economic advantages of a large family size. Children contribute at an early age and are the traditional source of security in the old age of parents. The prevalent high death rates, especially in infancy imply that such security can be attained only when many children are born. In such a society, the actual rate of growth of population is not high since high birth rate is balanced by high death rate. It is a stage of high growth potential but of low actual growth.

2. Second Stage:

Rise in income levels enables the people to improve their diet. Economic development also brings about all round improvement including the improvement in transport, which makes the supply of food regular. All these factors tend to reduce death rate. Thus in the second stage, birth rate remains high but death rate begins to decline rapidly. This accelerates the growth of population. High growth potential of the first stage is realized in the high actual growth in the second stage as a consequence of decline in death rate. High birth rate and falling death rate contribute to the growth of the average size of the family in the second stage.

3. Third Stage:

Economic development further changes the character of the economy from an agrarian to a partially industrialized one. With the growth of industrialization, population tends to shift away from rural areas toward industrial and commercial centers. Growth of urban population with the development of economic roles for women outside the home tends to increase the possibility of economic ability that can better be achieved with small families, and tends to decrease the economic advantage of a large family. One of the features of economic development is typically increasing urbanization, and children are usually more of a burden and less of an asset in an urban setting than in a rural. The consciousness to maintain reasonable standard of living tends to reduce the size of the family in an industrialized economy, since the death rate is already low, this is possible only if birth rate falls. Thus, the characteristics of the third stage are low birth rate, low death rate, small family size and low growth rate of population. This is the stage of incipient decline of population.

1.3 Demographic Trends in India and Andhra Pradesh

Year		1951	1961	1971	1981	1991	2001	2011	2019
Size (Crores)	World	258.3	309.0	377.5	453.7	541.8	622.3	704.3	764.6
	India	36.1	43.9	54.8	68.3	84.6	102.8	121.0	135.0
	A.P	3.11	3.59	4.35	5.35	6.65	7.62	8.45	4.97
Rate of Growth (Percentage)	India	13.31	21.6	24.8	24.7	23.9	21.5	17.7	17.74
	A.P	14.02	15.65	20.90	23.10	24.20	13.86	10.98	10.00
Birth Rate	India	41.7	41.2	37.2	32.5	30.92	26.01	20.86	19.30
Death Rate	India	22.8	19.0	15.0	15.8	9.8	8.4	7.1	6.3
Density of Population	India	117	142	177	216	274	324	382	387
	A.P	113	131	158	195	242	277	308	321
Sex Ratio (1000)	India	946	941	930	934	927	933	943	950
	A.P	986	981	977	975	972	978	993	995
Life Expectancy at Birth	India	32.05	41.22	45.55	54.83	59.70	63.50	66.86	68.85
	A.P	--	--	--	--	60.02	65.65	68.90	69.00
Literacy Rate	India	16.67	24.02	29.45	36.23	42.84	64.83	74.04	82.02
	A.P	-----	21.19	24.83	35.66	44.08	60.47	67.02	70.01

Birth Rate: Birth rate refers to number of birth per thousand of population.

Death Rate: Death rate refers to number of deaths per thousand of population.

Density of Population: Density of population refers to the number of persons per square kilometre.

Sex Ratio: Sex ratio refers to the number of females per 1000 males.

Life Expectancy at Birth: it refers to the mean expectation of life at birth.

Literacy Ratio: Literacy ratio refers to number of literates as a percentage of total population+.

1.4 Causes of the rapid Growth of Population in India:

Population generally increases of High birth rate, low death rate and immigration.

The birth rate has not declined significantly in India during the last five decades because of a number of economic and social factors.

1.4 Causes of high birth rate

I. Economic Factors

- a. **Predominance of Agriculture:** India is predominantly agriculture economy. In an agrarian economy, children are considered assets and not burdens as they help in agricultural fields and also other sectors.
- b. **Slow Urbanization process and Predominance of village:** The process of urbanization has been slow in this country and it has failed to generate social forces, which usually bring down the birth rate. The social system and family structure of rural life seem to survive transplantation to the town or city quite remarkably. According to sociological studies.
- c. **High incidence of poverty:** There is high incidence of poverty in India. Poor people tend to have large families as they consider every child as earning hand. In a poor country like India children are considered as an asset of generating income.

II. Social Factors

- a. **Compulsory Marriage:** Marriage is both areligious and social necessity in India. Presently in India by the age of 50 only 5 out 1000 Indian women remains unmarried. More marriages means more population.
- b. **Early Marriage:** Not only marriages are almost compulsory, they take place at quite young age in India, which provides more time for women to give birth to children.
- c. **Religious beliefs and superstitions:** Most Indians due to their religious and superstitions desire to have more children having no regard to their economic conditions. Every child is considered as “Gift of God”.
- d. **Joint family system:** Joint family system in India also encourages people to have large families.
- e. **Illiteracy:** Lack of education among people especially among women causes people to have irrational attitudes and hence big families.

Control of fall of death rate:

- a. **Control over families:** Famines, which were spread before independence, have not occurred on a large scale since Independence.
- b. **Control over epidemics:** Cholera and small pox often resulted in epidemics before Independence. Now small pox is completely eradicated and cholera is very much under control. Similarly, there has been decline in the incidence of malaria and tuberculosis. These have resulted in reducing the death rate.

c. **Other factors:** other factors which have reduce death rate are:

- Spread of literacy and education.
- Expanded medical facilities and health care awareness.
- Improved supply of safe drinking water.
- Improvement in the nutritional level.
- Improvement in sanitation.
- Agricultural development in terms of HYVP.

1.5 Remedial Measures for Population Explosion:

High growth rate of population is one of the problem for the development of the economy. Therefore, it is not something to be welcomed and praised. Hence, an attempt must be made to control population explosion. To deal with the population problem broadly speaking, threefold measure's are put forward.

Economic Measures:

The size of population in India is large and it is neither desirable nor possible to reduce it. Under these circumstances, vigorous efforts are needed on the economic front. As a matter of fact only economic measures can ensure a permanent solution to the problem. But the implementation of economic measures is not an easy task. It takes rather a long time to carry out. The following measures, which are being suggested by the economists, reduce intensity of high growth rate of population.

Expansion of the industrial sector: The family size of the people employed in the industrial sector is smaller than that of the people who are employed in the agricultural sector. In the country side any number of people can work on the family farm, though some of them will hardly make any contribution to the output. Most of the operational holdings in India are not economic and can thus provide only subsistence living. This situation demands that some working force should be transferred from agriculture to industrial sector and service sector. Moreover, higher productivity in the industrial sector makes industrial workers conscious of their standard of living. They realize that in order to raise their standard of living they must restrict the size of their family.

Creation of employment opportunities in urban areas: Industrial development in the country will create many other factors which contribute to the growth of urban centres. In order to induce people to migrate form the rural areas to urban areas, the government will have to create job opportunities in urban centers. If this

programme is carried out in an effective manner and migration of rural population to urban areas stops in a big way, it may prove to be a powerful check on the growth of population. The housing problem and the cost of upbringing of children in urban areas are two factors, which usually deter people from having big families.

Equitable Distribution of Income and Removal of Poverty: Poor people have virtually no interest in limiting the size of family. They have little stakes in their lives and are thus unconcerned about their families. While living in poor conditions, they often lose human qualities and at times get alienated even from themselves. Once the poor people get basic needs of life, they will have no economic compulsion to have more children and their attitude towards the size of family will undergo a change. In the change of situation not only will they become conscious of the number of children they should have, but will also undertake every possible effort to make the life of their children as comfortable as they can.

Social Measures:

Population explosion is as much a social problem as much it is a economic problem many of its causes are deep-rooted in the social life of the country. Literacy, superstitions and orthodoxy contribute to population explosion in the country. In order to bring down the birth rate, which is still very high, all the social evils must be removed.

Education: Contribution of education in bringing down the birth rate is significant. Education often changes the attitude of person towards family, marriage and number of children he should have. Most educated people delay their marriage and prefer to have small family. Education, by making a frontal attack on orthodoxy and superstitions, induces people to family planning. When education is wide spread both boys and girls are sent to schools and colleges this automatically delays marriages and thus automatically reduces reproductive span of women.

Improving the status of women: Although the constitution of India has guaranteed equality between men and women, there is discrimination in social life and position and status of women is inferior to that of men both socially and economically. This is perhaps the most important reason education is less among women and in its absence, they are quite indifferent to family planning, however the discrimination between the men and women in the society leads to growth in family size. For many people, a son enhances the prestige of family, performance usual religious

rites and provides security in old age. These wrong notions are based on false values and are relevant in modern society. However, people will not shed their international ideas unless the status of women improves. In backward society, women are not generally allowed to exercise their discretion in respect of number of children they should have.

Rising the minimum age of marriage: Since fertility rate depends to a great extent on the age of women at the time of marriage. So it necessary that every possible social, legal and educative measures is undertaken to raise it. In India due to various factors, including backward social consciousness, and lack of education, average age of marriage has been very low. Even under the Child Marriage Restriction Act 1903 the minimum age was 18 years for men and 15 years for women. In 1978 The Child Marriage Restriction Act was amended to raise the marriage to 21 years for men and 18 years for women, National population policy was amended to raise 28 years for men and 25 years for women with a view to restrict the rate of growth of population.

The Family Planning Programme

Importance of the family planning programme as a device to control population explosion is now universally recognized. The following aspects of the family planning programme in this country deserve particular mention.

Public Information Programme: Under public information programme, couples in the reproductive age are explained the usefulness of family planning. Hence, the government has decided all media of publicity, including cinema, video, and television to publicize the importance.

Incentives and Disincentives: The government has introduced various schemes under which incentives are being given to those who accept family planning. The system of cash prizes has given some inducement to the people to go in for sterilization. Since family planning is voluntary in the country, coercive methods have generally avoided. During the emergency, some excess were committed and forcible sterilizations were done. The Government can take a policy of decision that preference for employment will be given to the people who accept small family norm. Moreover, those who reject family planning may be denied certain facilities.

Family Planning Centres: Establishment of family planning centres is an integral part of any family planning programme. Some attention has been given to this

aspect of the planning. In addition to these, clinical centres a large number of contraceptive distribution centre should also be located in both urban and rural areas.

Research: Research in the field of demography, communication action, reproductive biology and fertility control has to be given a high priority in any family planning programme. Generally this aspect is ignored in underdeveloped countries and undue reliance is placed on family planning devices more suitable for developed countries. The government of India however, realizes the importance of research to obtain maximum results within the constraints of resources allocated to the family planning programme.

1.6 Occupational Distribution of Population of India:

The occupation structure of a country refers to the distribution or division of its population according to the different occupation. We can divide various occupations into three categories.

- 1. Primary Occupations:** Primary occupation also called agriculture sector. Agriculture and allied activities it includes forestry, fishing, animal husbandry and poultry farming. Because their products are essential for human existence. They are carried with the help of the nature. In the developing countries, a large portion of the population is engaged in these activities.
- 2. Secondary Occupation:** Secondary occupation also called Industrial Sector. It includes mining and quarrying, manufacturing, electricity, gas and water supply, construction etc. This sector is invariable small in the third world countries and absorbs only a small section of the labour force.
- 3. Tertiary Occupations:** Tertiary occupation is also called service sector or third sector. It includes trade and commerce, transport, storage and communications, banking, insurance, real estate, community services, personal services, education and health, tertiary activities help primary and secondary activities in the country.

There is a close relationship between the development of economy and change in occupational distribution of population.

Occupational Distribution of Working Population in India

Year	Primary Sector	Secondary Sector	Tertiary Sector
1951	72.1	10.7	17.2
1981	71.8	12.2	16.0
2001	56.7	18.2	25.1
2011	48.9	24.3	26.8

1.7 Trends in Occupational Structure during 1951-2011

According to above table reveals that in the 2011 census 48.9 per cent of the labour force was employed in the primary sector or agricultural sector. It indicates the predominance of agriculture in the economy. But when we compare the percentage of agricultural labour force in 1951 and 2011, we notice that during the 1950's there was a significant decline in the relative importance of agriculture. The percentage of labour force declined from 72.1 in 1951 to 48.9 in 2011 census. The secondary sector in India remains small in spite of all the attention that heavy industries got under the various plans. In 2011, secondary sector accounted for 24.3 per cent of the labour as against 10.7 per cent of labour force employed in the manufacturing sector. During planning period. The tertiary sector in India accounts for small change from 17.2 in 1951 to 26.8 in 2011.

Human Resource Development:

Many statistical investigations carried out in the western countries have shown that output increased at a much higher rate than can be explained by an increase in physical inputs like labour and physical capital. The reason is that the quality of human beings as a productive source has been consistently improving due to improvement in education, skills and availability of health services etc., therefore, along with physical capital formation, human development has also been playing a vital role in economic development the term Human Resources Development refers to the “process of acquiring an increase in number of persons who have the skills, education and experience which are critical for economic and political development of a country Human Resource Development thus associated with investment in man and his development as creative and productive resource”.

Schultz, argued that investment in education enhances human capital in its wider sense investment in human capital means expenditure on health, education training and social services in general of these indicators, education has received most of the attention it contributes to the development of Human Resources.

According to Schultz, there are five ways of Developing Human Resources.

1. Health facilities and services, broadly conceived to include all expenditure that effect the life expectancy, strength and stamina and the vigor and vitality of the people.
2. Job training including old type apprenticeship organized by firms.
3. Formally organized education at elementary, secondary and higher levels.
4. Study programs for adults that are not organized by firms including extension programs notably in agriculture.
5. Migration of individuals and families to adjust to change job opportunities.

2.0 Role of Education and Health in Economic Development

It is essential we understand the relationship between health and education and its effects on economic development in the developing world. Human Capital in its broadest sense encompasses(covers) the levels of education, health, and nutrition of the population. Few processes are as intertwined with development as human capital accumulation. Education increases productivity, speeds technological advancements, and increases the probability of more healthy productive children, all of which promotes economic development.

Some economists in recent years have pointed out that many third world countries have remained underdeveloped because of underdevelopment of human resources. Therefore, large-scale investment in human resources are needed if physical capital available in these countries is to be exploited more fully and in a more fully and in more efficient way.

“Education is the most powerful weapon you can change the world” – Nelson Mandela.

2.1 Education and Economic development:

Education in every sense is one of the fundamental factors of economic development. No country can achieve sustainable economic development without substantial investment in human capital.

- Education enriches people's understanding of themselves and world. It improves the quality of their lives and leads to broad social benefits to individuals and society.
- Education raises people's productivity and creativity and promotes entrepreneurship and technological advances. In addition, it plays a very crucial role in securing economic and social progress and improving income distribution.
- It helps in creating a class of educated leaders to fill vacancies left by departing expatriates or otherwise vacant positions in Government services, public corporations, private businesses and professions.
- It helps in providing wide spread employment and income earning opportunities when more schools, colleges and universities come into existence.
- Education can contribute significantly to rural development in a variety of ways. By widening the horizons of the knowledge of the rural people, it can enable them to overcome ignorance and superstitions. Adoption of new agricultural techniques and new methods of production is rendered easier if the farmers are educated. Education can help people in acquiring skills to set up cottage industries on their own so that the disguised unemployed people can be faithfully employed in the village themselves.
- Education helps in modernizing and revolutionizing the way of thinking of the people. It enlightens them of the need to improve their standards of living and for purpose to restrict the size of their families. Therefore, education serves as the best method of their family's family planning in the long run.

2.2 Health and Economic Development:

Human health plays a vital role in the overall development of any Economy. It is both means and end of Economic development. Human resource development and human development are linked together. The difference between the human resource themselves. The concept of human resource development considered the role of human beings as source for development of economy.

Health is not only the absence of illness it is also the ability of people to develop to their potential during their entire lives. In the sense health is an asset individuals possess, which has intrinsic value as well as instrumental value. Efficiency of workers depends on their health. Workers whose health is not good and who fall sick quite often cannot do their job efficiently and thus there

efficiency is bound to remain low and improvement in the health of the workers automatically raised the national output.

- It reduces production losses caused by work illness.
- It permits the use of natural resources that had been totally or nearly inaccessible because of diseases.
- It increases the enrolment of the children in schools and makes them better to learn and it frees for alternative uses of resources that would otherwise have to be spent on treatment illness.
- The economic gains are relatively greater for poor people who are typically most handicapped by ill health and who stand to gain the most from the development of underutilized natural resources.
- With the proper health care, person can save his time and money in a perfect way.

3.0 National Income:

Raising National Income is of the most important goals of our Economic activity. Economic welfare of a country depends upon what goods and services are available for the consumption of its people.

National Income may be defined as “The aggregate factor income (i.e. earning of labour and property) which arises from the current production of goods and services by the nation’s economy”.

3.1 Factors that determine the size of National Income:

There are many factors that influence and determine the size of National Income in a country. These factors are responsible for the difference in National Income of various countries.

1. **Natural Resources:** the availability of natural resources in a country, its climatic conditions, geographical features, fertility of soil, mines and fuel resources etc, influence the size of National Income.
2. **Quality and Quantity of Factors of Production:** The National Income of a country is largely influenced by the Quality and Quantity of a country’s stock of factors of production like land, labour, capital and organization.
3. **State of Technology:** output and national income are influenced by the level of technical progress achieved by the country. Advanced techniques of production help in optimum utilization of country’s natural resources.

4. **Political and will and Stability:** Political will and stability in a country helps in planned economic development and for a faster growth of nation income.

3.2 Concepts of Nation Income:

Now we will discuss the various concepts of national income GNP, GDP, NNP, National income at factor cost, person income, disposable income and per capita income.

Gross National Product (GNP) at Market Prices:

Gross National product at market prices is the current market value of all final goods and services produced in a country during a given period. The main components of GNP are

- a. The goods and services purchased by consumer: (C)
- b. Investments made by public and private sectors: (I)
- c. Government expenditure on public utility services : (G)
- d. Incomes earned through International trade; (x-m)
- e. Net factor income from abroad

GNP at Market prices = $C + I + G + (x - m) + \text{net factor income from abroad}$

In this concept production of goods and services must be made by the citizen for that country irrespective of where it is produced.

Gross National Product at Market Prices (GDP):

This is that part of the GNP that is produced within the country in a given period of time usually a year. In this concept it is essential that production of goods and services must take place within the country. Who produces it is not the criterion for computing National Income.

Net National Product at Market Prices: (NNP)

The country's stock of fixed capital undergoes certain amount of wear and tear in producing goods and services over a period of time. This 'user cost' or depreciation or charges for renewals and repairs must be subtracted from the GNP to obtain Net National Product at Market prices.

National Income or Net National Product at factor cost:

It is the total income received by the four factors of production in the form of rent, wages, interest and profits in an economy during a given period of time. It is also the incomes received by persons supplying the services or resources used in production. It includes all wages earned by employees, interest paid to private individuals, net rent received by land lords and net profits of all kind of business.

NNP is not available for distribution among the factors of production. The amount of indirect taxes are paid by the firms to the Government and not to the factors of production similarly the Government gives subsidies to firms for production of certain types of goods and services and that part of the production cost is borne by the Government. Hence, the goods are sold in the market at a lower price than the actual cost of production. Therefore, volume of subsidies has to be added to Net National Income.

In modern days, the Government sector is vastly enlarging and runs several industries and enterprises. The profits of the government do not go to the factors of production.

NI or NNP at factor cost = NNP at Market prices – Indirect taxes + subsidies – profits of Government owned firms.

Personal Income: (PI)

It is the total incomes received by all persons or households in a country during a given period of time. The whole of NI earned by factors of production is not available to them. Corporate taxes have to be paid by firms before distributing them to share holders. Similarly firms may prefer to keep a part of its profits for expansion or for other exigencies. This part of the profits is also not distributed to its share holders. Salaried employees make contributions of social security.

The government may provide social security allowances like pensions, unemployment allowances, scholarships etc. these are incomes for some sections of the society even though no productive services are made by them

Personal Income PI = NI at factor cost – undistributed profits – corporate taxes – Social security contributions + transfer payments.

Disposable Personal Income (DPI)

Disposable income is that part of personal income which is left with the individual after payment of all direct taxes like income tax, property tax. etc., generally disposable income is either spent for consumption or for savings.

DPI = PI – Personal taxes

DPI = Consumption + savings

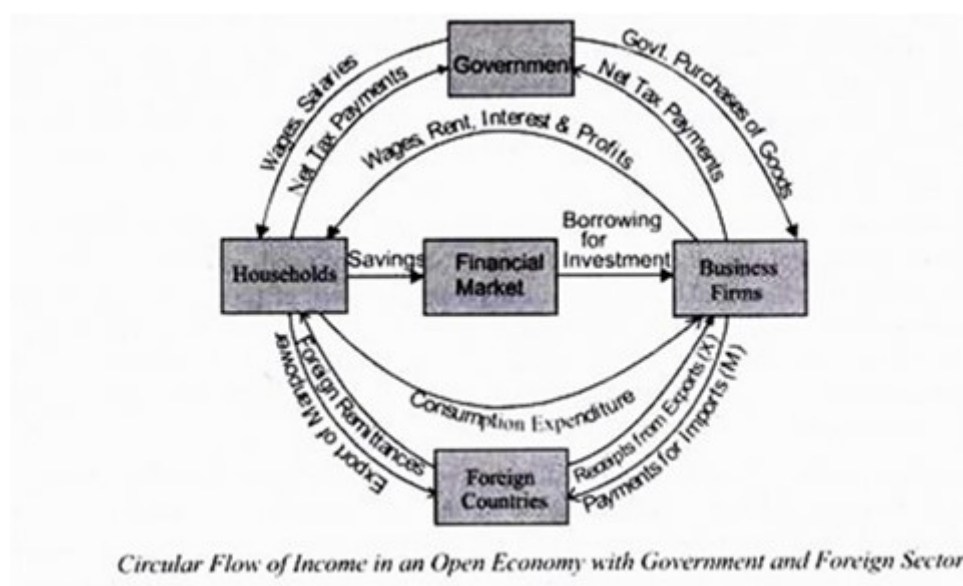
3.3 Per Capita Income:

Per capita income is the average income of an individual in a country. It is calculated by dividing national income the by population of the country.

$$\text{Per capita income} = \frac{\text{National Income}}{\text{Population}}$$

3.4 Circular Flow of Money:

Circular flow of income and expenditure refers to the process whereby the national income and expenditure of an economy flow in a circular manner continuously through time. The various components of national income and expenditure such as saving, investment, taxation, government expenditure, exports and imports are including in national income.



Circular flow of Money in a Two Sector Economy:

In this economy there is two sectors namely, household and firm sector. The economy is closed one having no exports and imports.

- The resources such as land, capital and entrepreneurial ability flow from households to business firms.
- Money flows from the households to firms as consumption expenditure made by the households on the goods and services produced by firms.
- Money flow form business firms to the households as factor payments such as wage, rent, interest and profits.

Circular flow of Money in a Three Sector Economy:

In this economy introducing government sector which purchase goods from firms and factor services from households.

- Between household and government money flows from government to the household when the government makes transfer payments like old age pension, scholarship and factor payments. Money flows back to the government when it collects direct taxes from the households.
- There are flows of money between the government sector to the firms when government realizes corporate taxes from the firms grant them the subsidies and makes payment for goods purchased by it.
- Government expenditure takes many forms including spending on capital goods and infrastructure like highways, power, communication, defence, education and public health etc.,

Circular flow of Money in a Four Sector Economy:

Our economy will remain incomplete without converting the closed economy into to open economy where imports and exports are made in four sector economy. One country exports are other country imports.

- In case of a country's imports money flow to the rest of the world. Where as in case of exports money flow from rest of the world.
- Money flows from rest of the world to home country in the form of investment made by foreigners, receipts, gifts, loans, aids from foreign countries. payments made by home country in the form interest for debt, loans etc,
- Money flows from home country to rest of the world in the form of investment in foreign countries, payments, gift, loans, aids to foreign countries etc,

3.5 Methods of Measuring National Income:

The National Income of a country can be measured by three alternative methods 1 Product Method 2. Income Method 3. Expenditure Method.

Product Method:

In Product method, national income is measured a flow of goods and services. Value of money for all final goods and services is produced in an economy during a year. Final goods are those goods which are directly consumed and not used in further production process. In our economy product approach benefits various sectors like forestry, agriculture, mining etc to estimate gross and net value.

Income Method:

In income method National Income is measured as a flow of factor incomes. Income received by basic factors like labour, capital, land and entrepreneurship are summed up. Labour gets wages and salaries, capital gets interest, land gets rent and entrepreneurship gets profits as their remuneration.

Expenditure Method:

This method is known as the final product method. In this method national income is measured as a flow of expenditure incurred by the society in a particular year. The expenditures are classified as personal consumption expenditure, net domestic investment, government expenditure on goods and services.

4.0 Economic Reforms:

From 1991 onwards India has witnessed wide ranging reforms in various sectors of the economy. The concept of economic reforms and the broad strategy adopted for their implementation in developing countries.

The term ‘economic reforms’ is probably one of the most widely used and popular in the field of economics today. It means an inclination towards neoliberal policies. Faced with the structural weaknesses on the domestic front and severe external shock a large number of developing countries have implemented economic reform during the past several decades especially since the decade of the 1980’s with a view to ensure a better allocation of resources and thereby improve economic performance through changes in economic policies. The process of economic reform has included macroeconomic stabilization and structural adjustment.

Popularly, economic reforms denote the process in which a government prescribes declining role for state and expanding role for the private sector in an economy. Until June 1991, India followed a very restrictive economic policy characterized by exclusion of private sector from many important industries. The economic and political conditions forced the government to implement New Economic Reforms in 1991.

4.1 Conditions that force the Government for reforms:’

Following conditions forced the Government to think about economic reforms at that time.

- ❖ Mounting fiscal deficit.
- ❖ Increase in adverse balance of payment.

- ❖ Gulf crisis and oil burden on the economy.
- ❖ Fall in foreign exchange reserves to its record low.
- ❖ Rise in prices and double-digit inflation rate.
- ❖ Poor performance of the public sector loses due to inefficiency.
- ❖ World Bank's force to implement reforms in return of its financial help.

The tools have included:

- Devaluation of overvalued exchange rates.
- Reduction of budget deficits, raising taxes, cutting expenditure, reforming tax system, etc.
- Restructuring of foreign debts.
- Financing government debts on capital markets instead of through monetary financing.
- Increasing interest rates (financial liberalization); increasing food prices; increasing prices of public services.
- Controlling wages.

4.2 Economic Reforms:

The Congress Government led by the Prime Minister Mr. P.V. Narasimha Rao and Finance Minister Dr. Manmohan Singh announced the New Economic Reforms and new industrial policy as its part on 24-07-1991. The process of reforms in India has to be completed via three other processes namely

1. Liberalization
2. Privatization and
3. Globalization, known popularly by their short form the - LPG. These three processes specify the characteristics of the reform process India initiated. Precisely seen, liberalization shows the direction of reform, privatization shows the path of reform and globalization shows the ultimate goal of the reform.

Liberalization: Economic liberalization is the lessening of government regulations and restriction in an economy in exchange for greater participation by private entities; the doctrine is associated with classical liberalism. Thus liberalization in short is the removal of controls in order to encourage economic development.

It refers to the relaxation of previous government restrictions usually in the areas of social and economic policies. Thus when Government liberalizes trade, it means it has removed the tariffs, subsidies and other restrictions on the flow of goods and services among the countries.

- i. As an important measure of liberalization of the government abolished licensing for all except 18 industries, gradually the number of industries requiring license has been now reduced to five
- ii. Another measure is removing the upper limit of asset in respect of firms covered by MRTP Act. (Monopolistic and Restrictive Trade Policies)
- iii. Broad banding licensing was introduced so that industrial units are not requiring to obtaining separate licenses for similar production processes.
- iv. FEMA (Foreign Exchange Management Act) it replace the FERA (Foreign Exchange Regulation Act) of 1973. It came into operation from June 1st 2000. It aims to consolidate and amend the law relating to foreign exchange with the objective of facilitating external trade and payments and for promoting the orderly development and maintains of foreign exchange markets.

Thus liberalization is relaxing Governmental control over private sector regarding production, location, investment, prices etc. it transform the private sector from a restricted regime into a free regime.

Privatization: The term Privatization connotes a wide range of ideas. Privatization is a process by which the government transfers the producing activity from the public sector to the private sector. It is the general process of involving the private sector the ownership or operation of a state-owned enterprise. Thus, the term refers to private purchase of all or part of a company. It covers contracting out, leases, franchise arrangement. Of course, disinvestment is an integral part of privatization. Disinvestment is the process through which privatization could take place.

Privatization is the process of transferring the ownership rights on production units either fully or partially to the private individuals or companies.

Privatization may be in three forms Ownership, Organizational and Operational measures. On ownership measure privatization means full transfer, partial increment of private ownership or even management buy-out (selling of assets to the employees). On organizational measure, privatization implies providing a sufficient degree of autonomy in decision making to private sector, leasing out public enterprise or even restructuring it. On operational measures, it means changing public sector enterprise to compete on par with private sector.

Rationalization of Privatization:

According to the supporters of privatization, the following advantages could be drawn from the privatization and disinvestment.

- a. **Improvement in efficiency and performance:** The private sector introduces the profit-oriented decision making process in the working of enterprise leading to improved efficiency and performance. Moreover, private ownership establishes a market for managers, which improves the quality of management.
- b. **Fixing responsibility is easier:** while personnel in the public enterprises cannot be held responsible for any lapse, even when responsibility is defined many pressures and forces operating to reduce its effective implementation. On the other side, responsibilities are clearly defined and the personnel are bound to follow them.
- c. **Capital market discipline:** private sector firms are subject to capital market discipline and scrutiny by financial experts. In fact, the ability to raise funds in the capital market is critically dependent on performance, but not so in the case of public enterprises. They have easy access to credit and budgetary support, irrespective of their performance.
- d. **Political interference:** according to Bimal Jalan, former Governor of RBI, political interference is unavoidable in public corporations and is a major cause of decline in operational efficiency. Political recommendations, interferences are common in public sectors. Most Governments also impose non-economic objectives on public enterprises.
- e. **Succession Planning:** many public sector enterprises remain, headless for long period. This causes confusion and delay in decision making as nobody is sure how the new incumbent will act on the policy decision. However, in case of private sector enterprises and the heir-apparent is identified early.
- f. **Response is quick in private sector:** Success of business requires spot decisions without having to worry too much and about not having consulted others. In fact, delayed decision-making is often to making no decision at all. In public sector, we can see the least or nil response time.
- g. **Remedial Measures are taken early in Private sector:** Private sector firms are more subject to liquidation threat of takeover and loss of assets for owners than public sector enterprises. When owners stand to lose control over assets, there is greater likelihood of remedial measures being taken earlier.

Critique of Privatization:

1. Privatization will encourage growth of monopoly power in the hands of big business houses.
2. Private enterprises may not show any interest in buying shares of loss-making and sick enterprises as their main objective is profit maximization.
3. Projects with long gestation period will not take up by private sector as they expect immediate return for their investment.
4. The private sector may not uphold the principle of social justice and public welfare.
5. Labour, employee interests will be neglected by private enterprises.
6. Huge and unhealthy competition among private units may lead to high mass production, wastage of resources and other environmental issues.

Globalization:

Globalization means integrating domestic economy with the world economy. It is a process which draws countries out of their isolated situation and makes them join rest of the world in order to establish a new world economic order. It is the process of integrating various economies of the world without creating any hindrances in the flow of goods and services, technology, labour etc.

Globalization is the process of integrating or synchronizing domestic economy with the world economy or in simple words, it is the process of opening up of domestic economy doors to the rest of the world.

Globalization therefore, implies unrestrictive conditions of international trade among countries in respect of

1. Goods and services
2. Capital in-flow and out-flow.
3. Free flow of technology and expertise.
4. International free movement of labour.
5. Free movement of gold among nations.
6. Unrestricted flow of capital goods(machinery, equipment) among countries etc.

Essential Conditions for Globalization:

There are some essential conditions to be satisfied on the part of the domestic economy as well as the firm for successful globalization of the business. They are

- a. **Business Freedom:** There should not be unnecessary Government restrictions which come in the way of globalization, like import restriction, restriction on sourcing finance, foreign investment etc. so liberalization is the pre-condition for globalization.
- b. **Infrastructural Facilities:** The extent to which an enterprise can develop globally from home country base depends on the infrastructural facilities like water, transport, electricity, finance etc.
- c. **Government Support:** Although unnecessary Government interference is a hindrance to globalization, Government support can encourage globalization. Government support may take the form of policy and procedural reforms, development of common facilities like infrastructural facilities.
- d. **Resources:** Resources often decide the ability of a firm to globalize. Resourceful companies may find it easier to thrust ahead in the global market. Resources include finance, technology, managerial expertise etc.
- e. **Competitiveness:** The competitive advantage of the company is an important determinant of success in global business. A firm may derive competitive advantage from any of the factors such as low costs and price, product quality, product differentiations, technological superiority etc.
- f. **Orientation:** a global orientation on the part of the business firms and suitable globalization strategies are essential for globalization.

Cases of Globalization:

1. It is argued that globalization of under developed countries will improve the allocative efficiency of resources, reduce the capita- output ratio and increase labour productivity and ultimately boost economic development.
2. Foreign capital will be attracted and with its entry, updated modern technology will also enter the nation.
3. Global competition makes the price reduce and production of qualitative goods by the firms.
4. Expansion of market took place as the market for domestic products now do not be restricted to the country's political boundary.
5. Due to wide production opportunities domestically, the employment opportunities also increase.
6. Wide range and variety of goods will be available to the consumer and consumer preference will be given utmost importance.

7. The efficiency of banking and financial sectors will improve, as there will be competition from foreign capital and foreign banks.

Cases against Globalization:

- a. Due to globalization tremendous redistribution of economic power at world level, ultimately translate into a redistribution of political power.
- b. One study reveals that globalization resulting in moving of countries away rather than coming closer to each other as is expected.
- c. It increases the pressure on economies for structural and conceptual readjustments.
- d. It is ridicules that government asking their public to go through the pains and uncertainties for the sake of uncertain benefits yet to come.
- e. Most of the developing nations particularly, India arguing continuously that globalization in practice benefiting advanced countries rather than developing, as all expect in general.

To conclude, the years after 1990-91 have witnessed some far reaching changes in the approach to and conduct of India's economic policy. The basic objective underlying the changes in policy has been to put the Indian economy on a sustainable path of high growth by freeing the economy from the state intervention either in the form of planning mechanism or various types of controls. The changes have fallen broadly under two categories: macroeconomic reforms and structural adjustments. The first group of measures has been directed at short term stabilization aiming at inflation control and wiping out of the balance of payments deficits. This is a short run facet of economic reforms focusing on demand management through reduction of fiscal deficits, rationalization of subsidies and cutting down of government expenditure. The second set of measures have dealt with structural reforms and directed towards long run improvements in the supply side of the economy. The programme has been more wide ranging and involved all vital sectors of the economy.

4.3 Single window system: Single window system is now very popular in India. States government and central government planning to introduce this system. Gujarat is first state to introduce single window clearance Act. This act introduced to reduce the time and efforts involved in various clearances and approvals of layouts/applications for the proposed investment, submitted by investors. The system thereby facilitating investors with expeditious and time-bound clearances

and approvals. In simple words system is where all facilities are available in one place.

The main value proposition for having a single window for a country or economy is to increase the efficiency through time and cost savings for traders in their dealings with government authorities for obtaining the relevant clearance and permit(s) for moving cargoes across national or economic borders. In a traditional pre-single-window environment, traders may have had to contend with visits and dealings with multiple government agencies in multiple locations to obtain the necessary papers, permits, and clearances to complete their import or export processes.

A common definition of the term "single window" is:

"A facility that allows parties involved in trade and transport to lodge standardized information and documents with a single entry point to full fill all import, export, and transit-related regulatory requirements. If information is electronic then individual data elements should only be submitted once."

4.4 Foreign Direct Investment (FDI): In the current economic environment, there are no isolated economies anymore. All countries now function on a global level. And hence we have a strong global economy, where there are very few barriers to the flow of goods and money. This opens up avenues for international investments as well. Let us learn a bit more about the FDI in India.

Foreign Direct Investment is a self-explanatory term. FDI is when an investor from another country (foreign country) makes an investment in a business situated in the country. Now such an investor can be an individual, firm, company etc. Generally, the investor will acquire assets of the business or establishes business operations to get a controlling interest in the business in a foreign country. This is distinctly separate than buying the equity of foreign companies, i.e. portfolio investment.

Now, there are mainly three types of Foreign Direct Investments – horizontal, vertical and conglomerate. A horizontal investment would entail opening up the same business in a foreign country. And a vertical investment is when a slightly differentiated business is established in a foreign country. And conglomerate is when the investment is made even if the business is unrelated to its existing business.

FDI in India: Post the economic reforms of 1991, the FDI route to India became easier. Also, for a developing country sometimes domestic sources may not be enough. Hence, foreign capital can help fill the gaps between domestic savings and investment requirements. FDI is one of the important tools of economic growth for a developing nation like India. So to boost the flow of foreign investment the process of liberalization is undertaken. However, liberalization of an economy always comes with regulations.

Routes for FDI: Basically, there are two routes for FDI in India. There is the Automatic Route, where no approval or authority is required by the private foreign investor. He can invest in any company it wishes with no need for government approval. And then there is the Government Route. In this route, there is no investment without the prior approval of the Government of India.

Foreign Direct Investment in India does not have a uniform rate. Some industries allow 100% FDI, i.e. the entire funds of the business can be from a foreign direct investment. The percentages vary from 6% to 49% to 51%. There are a few industries where FDI is strictly under any route. These industries are

- i. Atomic Energy Generation
- ii. Any Gambling or Betting businesses
- iii. Lotteries (online, private, government etc)
- iv. Investment in Chit Funds
- v. Nidhi Company
- vi. Agricultural or Plantation Activities (although there are many exceptions like horticulture, fisheries, tea plantations, Fishi culture, animal husbandry etc)
- vii. Housing and Real Estate (except townships, commercial projects etc)
- viii. Trading in TDR's
- ix. Cigars, Cigarettes, or any related tobacco industry

There has always been opposing views about FDI in some sensitive industries like defense, insurance, media etc. Because, the integrity of our democracy and the safety of our nation are at stake. So, for many such industries, the FDI limits are there. For example, defense industry allows only 49% FDI.

4.5 NITI AAYOG (NATIONAL INSTITUTION FOR TRANSFORMING INDIA):

The National Institution for Transforming India, also called NITI Aayog, was formed via a resolution of the Union Cabinet on January 1, 2015. NITI Aayog is the premier policy ‘Think Tank’ of the Government of India, providing both directional and policy inputs. While designing strategic and long term policies and programmes for the Government of India, NITI Aayog also provides relevant technical advice to the Centre and States.

The Government of India, in keeping with its reform agenda, constituted the NITI Aayog to replace the Planning Commission instituted in 1950. This was done in order to better serve the needs and aspirations of the people of India. An important evolutionary change from the past, NITI Aayog acts as the quintessential platform of the Government of India to bring States to act together in national interest, and thereby fosters Cooperative Federalism.

At the core of NITI Aayog’s creation are two hubs – Team India Hub and the Knowledge and Innovation Hub. The Team India Hub leads the engagement of states with the Central government, while the Knowledge and Innovation Hub builds NITI’s think-tank capabilities. These hubs reflect the two key tasks of the Aayog.

NITI Aayog is also developing itself as a State of the Art Resource Centre, with the necessary resources, knowledge and skills, that will enable it to act with speed, promote research and innovation, provide strategic policy vision for the government, and deal with contingent issues.

Functions of NITI AAYOG:**1. NITI Aayog (National Institution for Transforming India):**

- (i)** To evolve a shared vision of national development priorities sectors and strategies with the active involvement of States in the light of national objectives
- To foster cooperative federalism through structured support initiatives and mechanisms with the States on a continuous basis, recognizing that strong States make a strong nation
- To develop mechanisms to formulate credible plans at the village level and aggregate these progressively at higher levels of government

- To ensure, on areas that are specifically referred to it, that the interests of national security are incorporated in economic strategy and policy
 - To pay special attention to the sections of our society that may be at risk of not benefiting adequately from economic progress
 - To design strategic and long term policy and programme frameworks and initiatives, and monitor their progress and their efficacy. The lessons learnt through monitoring and feedback will be used for making innovative improvements, including necessary mid-course corrections
 - To provide advice and encourage partnerships between key stakeholders and national and international like-minded Think tanks, as well as educational and policy research institutions.
 - To create a knowledge, innovation and entrepreneurial support system through a collaborative community of national and international experts, practitioners and other partners.
 - To offer a platform for resolution of inter-sectoral and inter departmental issues in order to accelerate the implementation of the development agenda.
 - To maintain a state-of-the-art Resource Centre, be a repository of research on good governance and best practices in sustainable and equitable development as well as help their dissemination to stake-holders
 - To actively monitor and evaluate the implementation of programmes and initiatives, including the identification of the needed resources so as to strengthen the probability of success and scope of delivery
 - To focus on technology upgradation and capacity building for implementation of programmes and initiatives
 - To undertake other activities as may be necessary in order to further the execution of the national development agenda, and the objectives mentioned above
- (ii) National Institute of Labour Economics Research and Development (NILERD)**

2. The NITI Aayog is the successor in interest to the Planning Commission.

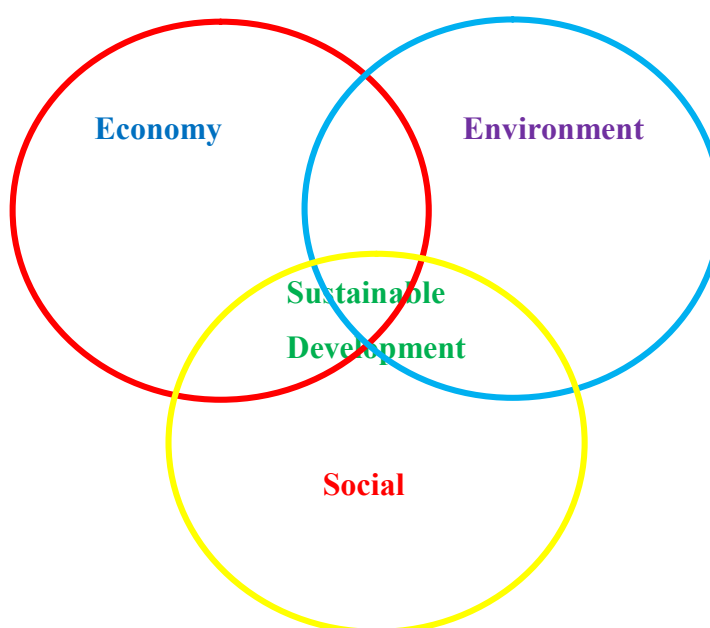
5.0 Sustainable Development:

Sustainable development is the organizing principle for meeting human development goals while at the same time sustaining the ability of natural systems to provide the natural resources and ecosystem services upon which the economy and society depend. The desired result is a state of society where living conditions and resource use continue to meet human needs without undermining the integrity and stability of the natural system.

Sustainable development: development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

Sustainable development is a concept that appeared for the first time 1987 with the publication of the Brundtland Report, warning of the negative environmental consequences of economic growth and globalization, which tried to find possible solutions to the problems caused by industrialization and population growth.

5.1 Pillars of Sustainable Development:



Environmental Sustainability: At the environmental level, sustainability prevents nature from being used as an inexhaustible source of resources and ensures its protection and rational use.

Aspects such as environmental conservation, investment in renewable energies, saving water, supporting sustainable mobility and innovation in sustainable construction and architecture, contribute to achieving this environmental sustainability on several fronts.

Social Sustainability: At the social level, sustainability can foster the development of people, communities and cultures to help achieve reasonable and fairly- distributed quality of life, healthcare and education across the globe. The fight for gender equality, especially in developing countries is another aspect, which in coming years will form the basis of social sustainability.

Economic Sustainability: Sustainability focusses on equal economic growth that generates wealth for all without harming the environment. Investment and an equal distribution of the economic resources will strengthen the other pillars of sustainability for a complete development.

5.2 Sustainable Development Goals:

As part of a new sustainable development roadmap the United Nations approved the 2030 agenda, which contain the Sustainable Development Goals, a call to action to end poverty, protect the planet and guarantee the global wellbeing of people.

Goal 1. End poverty in all its forms everywhere.

- One in four children under age five in the world has inadequate height for his or her age.
- The all India Poverty Head Count Ratio (PHCR) has been brought down from 47% in 1990 to 21% in 2011-2012, nearly halved.

Goal 2. End hunger, achieve food security and improved nutrition and promote sustainable agriculture.

- In the past 20 years, hunger has dropped by almost half.
- In 1990, 53% of all Indian children were malnourished. In 2015, malnourishment declined to 40%.

Goal 3. Ensure healthy lives and promote well-being for all at all ages

- India's Under Five Mortality (U5MR) declined from 125 per 1,000 live births in 1990 to 49 per 1,000 live births in 2013.

- From a Maternal Mortality Rate (MMR) of 437 per 100,000 live births in 1990-91, India came down to 167 in 2009. Delivery in institutional facilities has risen from 26% in 1992-93 to 72% in 2009.
- India has made significant strides in reducing the prevalence of HIV and AIDS across different types of high-risk categories. Adult prevalence has come down from 0.45 percent in 2002 to 0.27 in 2011.

Goal 4. Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all

- Among youth aged 15 to 24, the literacy rate has improved globally from 83 per cent to 91 per cent between 1990 and 2015.
- India has made significant progress in universalizing primary education. Enrolment and completion rates of girls in primary school have improved as are elementary completion rates. The net enrolment ratio in primary education (for both sexes) is 88%(2013-14). At the national level, male and female youth literacy rate is 94% and 92%.

Goal 5. Achieve gender equality and empower all women and girls

- India is on track to achieve gender parity at all education levels, having already achieved it at the primary level. The ratio of female literacy to male literacy for 15-24 year olds is 0.91.
- As of August 2015, in India the proportion of seats in National Parliament held by women is only 12% against the target of 50%.

Goal 6. Ensure availability and sustainable management of water and sanitation for all

- The overall proportion of households in India having access to improved water sources increased from 68% in 1992-93 to 90.6 percent in 2011-12.
- In 2012, 59% households in rural areas and 8% in urban India did not have access to improved sanitation facilities. Almost 600 million people in India defecate in the open, the highest number in the world.

Goal 7 Ensure access to affordable, reliable, sustainable and modern energy for all

- The total installed capacity for electricity generation in India has registered a compound annual growth rate of 7% (2013-14).
- The total installed capacity of grid interactive renewable power has been showing a growth rate of over 12% (2013-14).

Goal 8. Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all

- The unemployment rate in India is estimated to be approximately 5% at All India level (2013-14). India's labour force is set to grow by more than 8 million per year.
- 470 million jobs are needed globally for new entrants to the labour market between 2016 and 2030.

Goal 9. Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation

- India's growth rate averaged at 7.25% in the last 5 years.
- India's CO₂ emissions per capita are 1.67 (metric tons), one of the lowest in the world, the global average being around 4-5(metric tons). In 2010, per capita annual electricity consumption was 626 kWh compared to the global average of 2977 kWh.

Goal 10. Reduce inequality within and among countries

- Children in the poorest 20% of the population are still up to three times more likely to die before their fifth birthday than children in the richest quintiles.
- Social protection has been significantly extended globally, yet persons with disabilities are up to five times more likely than average to incur catastrophic health expenditures.

Goal 11. Make cities and human settlements inclusive, safe, resilient and sustainable

- 68% of India's total population lives in rural areas (2013-14).
- By 2030, India is expected to be home to 6 mega-cities with populations above 10 million. Currently 17% of India's urban population lives in slums.

Goal 12. Ensure sustainable consumption and production patterns

- More than 1 billion people still do not have access to fresh water.
- India is the fourth largest GHG emitter, responsible for 5.3% of global emissions. India has committed to reduce the emissions intensity of its GDP by 20 to 25% by 2020.

Goal 13. Take urgent action to combat climate change and its impacts

- It is still possible, using an array of technological measures and changes in behaviour, to limit the increase in global mean temperature to two degrees Celsius above pre-industrial levels.

- India has committed to reduce the emissions intensity of its GDP by 20 to 25% by 2020.

Goal 14. Conserve and sustainably use the oceans, seas and marine resources for sustainable development

- As much as 40% of world oceans are heavily affected by human activities, including pollution, depleted fisheries, and loss of coastal habitats.
- There are some 120 species of marine mammal to be found in the world, and a fourth of these may be found in India and adjacent countries. More than 1 million people in 3651 villages of India situated along the coast are employed in marine capture fisheries.

Goal 15. Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss

- Forest cover in India has increased to 21.23% - an increase of 5871 sq. km, and protected areas cover to about 4.8% of the country's total land area.
- India is among the early movers on the Nagoya protocol and is committed to the Aichi targets on conserving biodiversity.
- India has 8% of the world's biodiversity with many species that are not found anywhere else in the world.

Goal 16. Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels

- The rate of children leaving primary school in conflict-affected countries reached 50% in 2011, which amounts to 28.5 million children.
- In India, more than 20% of all pupils and one-third of all Scheduled Tribe students drop out before finishing primary education.

Goal 17. Strengthen the means of implementation and revitalize the Global Partnership for Sustainable Development.

- As of 2015, 95% of the world's population is covered by a mobile-cellular signal.
- But more than four billion people do not use the Internet, and 90% of them are from the developing world.
- India has the second highest number of Internet users in the world however, Internet penetration in the country is under 20%.

Short Answer Questions

1. What is Population Exploitation?
2. Define National Income?
3. Define Per Capita Income?
4. Write about NITI Aayog?
5. Define Sustainable Development?
6. Define Liberalisation?
7. Define Privatisation?
8. Define Globalisation?
9. Write about FDI?
10. Write about Single Window System?

Long Answer Questions

1. Explain the Causes of over Population in India?
2. Discuss the Role of Education and Health in Economic Development?
3. Write about Circular Flow of Income?
4. Briefly explain the Concepts of National Income?
5. Write about Economic Reforms in India?
6. Discuss about NITI Aayog?
7. Write about Sustainable Development?

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UNIT - IV

Managerial Skills

1. Entrepreneurship (Definition, Characteristics and Leadership Qualities)
2. Planning for a Small Enterprise (Types of Business organization)
3. Business Management (Function of Management, SWOT Analysis)
4. Indian Tax System (Direct, Indirect taxes and GST), Inflation
5. Social Responsibility of a Business

1.0 Entrepreneur

Entrepreneur is a very famous word amongst the business community life. But there are many common people still cannot get the definition and the meaning for who is the entrepreneur. “One who undertakes an endeavour” is the meaning of the French word entrepreneur. There is no one definitive profile. Successful entrepreneurs come in various ages, income levels, gender and race. They differ in education and experience. But research indicates that most successful entrepreneurs share certain personal attributes including creativity, dedication, determination, flexibility, leadership, passion, self-confidence and smarts.

Definition: Entrepreneur is nothing but an individual who undertakes the risk associated with creating, organizing and owning a business.

1.1 Characteristics of an Entrepreneur

1. **Risk Tolerance:** Launching any entrepreneurial venture is risky. Are you willing to assume that risk? You can reduce your risk by thoroughly researching your business concept, industry and market. You can also test your concept on a small scale. Can you get a letter of intent from prospective customers to purchase? If so, do you think customers would actually go through with their transaction?
2. **Vision:** One of your responsibilities as founder and head of your company is deciding where your business should go. That requires vision. Without it, your boat will be lost at sea. Are you the type of person who looks ahead and can see the big picture?
3. **Versatility:** Company workers can usually rely on a staff or colleagues to provide service or support. As an entrepreneur, you’ll typically start out as a “solopreneur,” meaning you will be on your own for a while. You may not have the luxury of hiring a support staff initially. Therefore, you will end up wearing several different hats, including secretary, bookkeeper and so on. You need to be mentally prepared to take on all these tasks at the beginning. Can you do that?
4. **Creativity and Persuasiveness:** Successful entrepreneurs have the creative capacity to recognize and pursue opportunities. They possess strong selling skills and are both persuasive and persistent. Are you willing to promote your business tirelessly and look for new ways to get the word out about your product or service?

5. **Networking Abilities:** How do you tap your network for solutions? Many people seek comfort in commiseration: friends, colleagues and neighbours are happy to complain with you about "the global slowdown," poor demand, or unfair competition; but that won't improve the bottom line. What do successful entrepreneurs do? They reach out to mentors with more experience and extensive networks to seek valuable advice.
6. **Passion:** Talk to successful entrepreneurs and you'll nearly always hear the word passion when they describe what they do. Following your passion is one of the best predictor of success.
7. **Self-confidence:** This is not to say entrepreneurs never have self-doubt, but they're able to overcome it and believe they can achieve their goal.
8. **Ethical:** Entrepreneurs often answer only to themselves and must therefore possess a "strong sense of basic ethics and integrity," Bowser states. Although some new business owners may experience immediate success through cheating or lying, in the long run, clients and investors will lose interest in doing business with an entrepreneur who lacks credibility.

1.2 Entrepreneurship

Entrepreneurship is the character practice and skill that combines innovativeness, readiness to take risk, sensing opportunities, heightening initiative perceiving and mobilising potential resources, concern for standard of excellence, persistence for achieving the goal, positive orientation towards problem solving and constant strive for growth and excellence. When all such attributes are developed in one person, the person becomes an entrepreneur. Such entrepreneurs can be found in many fields – may it be industry, business, services, education, public or professional bodies. But one thing is certain that wherever they go, they create a landmark, turn the direction and attain heights.

In economic world, entrepreneurship refers to identifying/innovating ideas, products and services; perceiving and mobilising resources; organising production of products/ services and finally marketing them covering the risk with constant strive for excellence. There are enough historical evidences to suggest that whenever the number of such person has grown in a society or a country, that

society or country has attained greater prosperity at that point of time. Every country therefore, needs a large number of entrepreneurs who can set up industries, business and services of various types for attaining greater national prosperity.

1.3 Meaning of Entrepreneurship

Definition: An entrepreneur is an individual who, rather than working as an employee, runs a small business and assumes all the risks and rewards of a given business venture, idea, or good or service offered for sale.

The function that is specified to entrepreneurs is the ability to take the factors of production – Land, Labour and Capital and use them to produce new goods or services. An entrepreneur's abilities to experiment with new ideas facing uncertainty involves imagination, intuition and risk taking.

No entrepreneurial activity seems to be possible without being innovative either in terms of activity, location or ideas. And the same time no entrepreneurial activity can be conceived without risk. Accordingly, entrepreneurship essentially means doing things that are not generally done in ordinary courses of routine work. An entrepreneur is an “ideas man” and a man of action who possesses the ability to inspire others and who does not accept the boundaries of structures and situation. He is a catalyst of change, able to carry out new combinations, instrumental in discovering new opportunities which is the uniqueness of entrepreneurial functions.

On the other hand, the self-employment contributes towards Gross National Production (GNP) by way of producing consumer items, import substitutes. Characteristics of self-employment activity offers employment to others. Moreover, an enterprise being an economic activity, leads to the emergence of other economic activities such as transport, marketing, communication, etc. This initiates a chain of activities that creates unending opportunities for employment. Indian experiences have further proved that employment generated through self-employment in small industry/ business is much cheaper as compared to that obtained through wage-employment in offices or even in large industrial establishments. Also, small

enterprises provide learning ground for manufacturing, managerial, technical and problem solving skills. Most of these are generally lacking in masses but are essential for economic progress. Further, small enterprises activate small size of savings of middle class individuals for investment in entrepreneurial venture. They also provide an outlet for creative urge among individuals to attain excellence in product design and related innovations. In the ultimate analysis, the lasting solution of the acute problem of unemployment lies in the self-employment (not in the wage-employment) through Entrepreneurization of the society.

1.4 Leadership

Leadership has been described as “a process of social influence in which one person can enlist the aid and support of others in the accomplishment of a common task”

Leadership is “organizing a group of people to achieve a common goal”. The leader may or may not have any formal authority. Studies of leadership have produced theories involving traits, situational interaction, function, behaviour, power, vision and values, charisma and intelligence among others.

Qualities of Leadership

There are some clear qualities that are found in good leaders. These qualities can be developed or may be naturally part of their personality.

1. **Exemplary character:** a good leader has an exemplary character. It is of utmost importance that a leader is trustworthy to lead others. A leader needs to be trusted and be known to live their life with honest integrity. A good leader “walks the talk” and in doing so earns the right to have responsibility for others. True authority is born from respect for the good character and trustworthiness of the person who leads.
2. **Enthusiastic:** a good leader is enthusiastic about their work or cause and also about their role as leader. People will respond more openly to a person of passion and dedication. Leaders need to be able to be a source of inspiration and be a motivator towards the required action or cause. Although the responsibilities and

roles of a leader may be different. The leader needs to be seen to be part of the team working towards the goal. This kind of leader will not be afraid to roll up their sleeves and get dirty.

3. **Confident:** A good leader is confident. In order to lead and set direction a leader needs to appear confident as a person and in the leadership role. Such a person inspires confidence in others and draws out the trust and best efforts of the team to complete the task well. A leader who conveys confidence towards the proposed objective inspired the best effort from team members.
4. **Purposeful Manner:** a leader also needs to function in an orderly and purposeful manner in situations of uncertainty. People look to the leader during times of uncertainty and unfamiliarity and find reassurance and security when the leader portrays confidence and a positive manner.
5. **Ambiguity:** good leaders are tolerant of ambiguity and remain calm, composed and steadfast to the main purpose. Storms, emotions, and crises come and go and a good leader takes these as part of the journey and keeps a cool head.
6. **Analytical Thinking:** a good leader as well as keeping the main goal in focus is able to think analytically. Not only does a good leader view a situation as a whole, but is able to break it down into sub parts for close inspection. Not only is the goal in view but a good leader can break it down into manageable steps and make progress towards it.
7. **Excellence:** a good leader is committed to excellence. Second best does not lead to success. The good leader not only maintains high standards, but also is proactive in raising the bar in order to achieve excellence in all areas.

2.0 Planning for a Small Enterprise

Now-a-days, small scale sector has been recognised as the most powerful sectors of country's economy. It has the potential to provide employment opportunity per unit of investment and therefore, to provide employment to youths. Government is given more importance to employment generating industries.

Planning is an essential business function that requires a dedicated effort from the company's management team in order to fully realize the benefits. Companies often have an annual planning process whereby the strategies and

budget for the upcoming year are determined, but ideally, planning should be a part of everyday management thinking. It is a mind-set of continually looking for ways to make the enterprise more competitive.

The process of establishing a new business enterprise after sensing the business opportunity starts with analysing the opportunity and conducts a detailed market survey to know the feasibility of the project. The entrepreneur will prepare a project report in which the estimates of cost and income, possible risk factors, the competitive situation in the market, the present tastes and preferences of the consumer, opinions of experts etc., are put together. All the activities relating to planning for a small enterprise were discussed in detail in the first year.

After planning the entrepreneur has to decide the form of ownership for his business. The form of organisation used determines the authority and responsibility of an entrepreneur. Size of the firm capital requirements, managerial skills requirement, limit of liability, tax liability and legal formalities etc., are the important factors the selection of form of organisation. Before selecting a suitable form of organisation, the entrepreneur should know the pros and cons of each form of business organisation.

Business organisations may be classified on the basis of size, nature of activities and ownership. On the basis of size we can identify small, medium and large scale enterprises. According to the nature of activities we may distinguish between manufacturing, trading and service enterprises. On the basis of ownership, business organisations may be classified as private sector, public sector and joint sector enterprises. For the purpose of establishing a small enterprise we may limit our discussion to private sector enterprises only.

Private Sector enterprises may be classified into the followings categories 1) Sole Proprietorship 2) Partnership 3) Joint Hindu Family Business 4) Joint Stock Company and 5) Cooperative Society Business

2.1 Sole Proprietorship

We go to the market to buy items of our daily needs. In the market we find a variety of shops- some of them small and some of them big. We may find some

persons selling vegetables, peanuts, newspapers etc. on the roadside. We may also find cobbler repairing shoes on the footpath. Every day you come across such types of shops in your locality. But have you ever tried to know how these businesses are run? Who are the owners of these businesses? What exactly does an owner do for any business? You may say, the owner invests capital to start the business, takes all decisions relating to business, looks after the day to day functioning of the business and finally, is responsible for the profit or loss. Yes, you are right. The owner does exactly all these things. If you go a bit further, you will find that in some businesses a single individual and in some businesses a group of individuals perform all these activities. In this lesson let us find out more about the business in which a single individual takes all initiatives to start and run the business.

'Sole' means single and 'proprietorship' means ownership. It means only one person or an individual becomes the owner of the business. Thus, the business organisation in which a single person owns, manages and controls all the activities of the business is known as sole proprietorship form of business organisation. The individual who owns and runs the sole proprietorship business is called a 'sole proprietor' or 'sole trader'. A sole proprietor pools and organises the resources in a systematic way and controls the activities with the sole objective of earning profit. Is there any such shop near your locality where a single person is the owner? Small shops like vegetable shops, grocery shops, telephone booths, chemist shops, etc. are some of the commonly found sole proprietorship form of business organisation. Apart from trading business, small manufacturing units, fabrication units, garages, beauty parlours, etc., can also be run by a sole proprietor. This form of business is the oldest and most common form of business organisation.

Definition: A business enterprise exclusively owned, managed and controlled by a single person with all authority, responsibility and risk.

2.2 Characteristics of Sole Proprietorship:

Now we shall discuss each of the characteristics in details.

1. **Single Ownership:** A single individual always owns sole proprietorship form of business organization. That individual owns all assets and properties of the business. Consequently, he alone bears all the risk of the business. Thus, the

business of the sole proprietor comes to an end at the will of the owner or upon his death.

2. **No sharing of Profit and Loss:** The entire profit arising out of sole proprietorship business goes to the sole proprietor. If there is any loss it is also to be borne by the sole proprietor alone. Nobody else shares the profit and loss of the business with the sole proprietor.
3. **One man's Capital:** The capital required by a sole proprietorship form of business organisation is totally arranged by the sole proprietor. He provides it either from his personal resources or by borrowing from friends, relatives, banks or other financial institutions.
4. **One-man Control:** The controlling power in a sole proprietorship business always remains with the owner. The owner or proprietor alone takes all the decisions to run the business. Of course, he is free to consult anybody as per his liking.
5. **Unlimited Liability:** The liability of the sole proprietor is unlimited. This implies that, in case of loss the business assets along with the personal properties of the proprietor shall be used to pay the business liabilities.
6. **Less Legal Formalities:** The formation and operation of a sole proprietorship form of business organisation requires almost no legal formalities. It also does not require to be registered. However, for the purpose of the business and depending on the nature of the business, the sole proprietorship has to have a seal. He may be required to obtain a licence from the local administration or from the health department of the government, whenever necessary.

2.3 Advantages of Sole Proprietorship:

The sole proprietorship form of business is the most simple and common in our country. It has the following advantages:

1. **Easy to Form and Wind up:** A sole proprietorship form of business is very easy to form. With a very small amount of capital you can start the business. There is no need to comply with any legal formalities except for those businesses which required licence from local authorities or health department of government. Just like formation it is also very easy to wind up the business. It is your sole discretion to form or wind up the business at any time.
2. **Direct Motivation:** The profits earned belong to the sole proprietor alone and he bears the risk of losses as well. Thus, there is a direct link between effort and reward. If he works hard, then there is a possibility of getting more profit and of

course, he will be the sole beneficiary of this profit. Nobody will share this reward with him. This provides strong motivation for the sole proprietor to work hard.

3. **Quick Decision and Prompt Action:** In a sole proprietorship business the sole proprietor alone is responsible for all decisions. Of course, he can consult others. But he is free to take any decision on his own. Since no one else is involved in decision making it becomes quick and prompt action can be taken on the basis of this decision.
4. **Better Control:** In sole proprietorship business the proprietor has full control over each and every activity of the business. He is the planner as well as the organiser, who co-ordinates every activity in an efficient manner. Since the proprietor has all authority with him, it is possible to exercise better control over business.
5. **Maintenance of Business Secrets:** Business secrecy is an important factor for every business. It refers to keeping the future plans, technical competencies, business strategies, etc., secret from outsiders or competitors. In the case of sole proprietorship business, the proprietor is in a very good position to keep his plans to himself since management and control are in his hands. There is no need to disclose any information to others.
6. **Close Personal Relation:** The sole proprietor is always in a position to maintain good personal contact with the customers and employees. Direct contact enables the sole proprietor to know the individual likes, dislikes and tastes of the customers. Also, it helps in maintaining close and friendly relations with the employees and thus, business runs smoothly.
7. **Flexibility in Operation:** The sole proprietor is free to change the nature and scope of business operations as and when required as per his decision. A sole proprietor can expand or curtail his business according to the requirement. Suppose, as the owner of a bookshop, you have been selling books for school students. If you want to expand your business you can decide to sell stationery items like pen, pencil, register, etc. If you are running an STD booth, you can expand your business by installing a fax machine in your booth.
8. **Encourages Self-employment:** Sole proprietorship form of business organisation leads to creation of employment opportunities for people. Not only is the owner self-employed, sometimes he also creates job opportunities for others. You must have observed in different shops that there are a number of employees assisting the

owner in selling goods to the customers. Thus, it helps in reducing poverty and unemployment in the country.

2.4 Disadvantages of Sole Proprietorship

One-man business is the best form of business organisation because of the above-discussed advantages. Still there are certain disadvantages too. Let us learn those limitations.

1. **Limited Capital:** In sole proprietorship business, it is the owner who arranges the required capital of the business. It is often difficult for a single individual to raise a huge amount of capital. The owner's own funds as well as borrowed funds sometimes become insufficient to meet the requirement of the business for its growth and expansion.
2. **Unlimited Liability:** In case the sole proprietor fails to pay the business obligations and debts arising out of business activities, his personal properties may have to be used to meet those liabilities. This restricts the sole proprietor from taking risks and he thinks cautiously while deciding to start or expand the business activities.
3. **Lack of Continuity:** The existence of sole proprietorship business is linked to the life of the proprietor. Illness, death or insolvency of the owner brings an end to the business. The continuity of business operation is therefore uncertain.
4. **Limited Size:** In sole proprietorship form of business organisation there is a limit beyond which it becomes difficult to expand its activities. It is not always possible for a single person to supervise and manage the affairs of the business if it grows beyond a certain limit.
5. **Lack of Managerial Expertise:** A sole proprietor may not be an expert in every aspect of management. He/she may be an expert in administration, planning, etc., but may be poor in marketing. Again, because of limited financial resources it is also not possible to employ a professional manager. Thus, the business lacks benefits of professional management.

2.5 Partnership

Suppose you want to open a restaurant in your locality. You will need to gather together a lot of things. You may find that it is not possible to arrange the money required to start and run the business alone. You may then talk to your friends and all of you agree to run the restaurant by contributing a certain amount of money

and the other things required. So all of you join hands together to become the owners and share the profits and losses. This is another form of business organisation. It is different from what you have learnt in the previous lesson. In this lesson let us learn more about it.

You have studied that sole proprietorship form of business organisation has certain limitations. Its financial and managerial resources are limited. It is also not possible to expand the business activities beyond a certain limit. In order to overcome these drawbacks, another form, i.e., partnership form of business has come into existence.

Definition: A partnership firm is governed by the provisions of the Indian Partnership Act, 1932. Section 4 of the Indian Partnership Act, 1932, defines partnership as “a relation between persons who have agreed to share the profits of a business carried on by all or any of them acting for all”.

2.6 Characteristics of Partnership:

After having a brief idea about partnership, let us identify the various features of this form of business organisation.

- i. **Two or more Members** - You know that the members of the partnership firm are called partners. But do you know how many persons are required to form a partnership firm? At least two members are required to start a partnership business. But the number of members should not exceed 10 in case of banking business and 20 in case of other business. If the number of members exceeds this maximum limit then that business cannot be termed as partnership business. A new form of business will be formed, the details of which you will learn in your next lesson.
- ii. **Agreement:** Whenever you think of joining hands with others to start a partnership business, first of all, there must be an agreement between all of you. This agreement contains the amount of capital contributed by each partner;
 - profit or loss sharing ratio
 - salary or commission payable to the partner, if any
 - duration of business, if any
 - name and address of the partners and the firm
 - duties and powers of each partner;
 - nature and place of business; and
 - Any other terms and conditions to run the business.

- iii. **Lawful Business** - The partners should always join hands to carry on any kind of lawful business. To indulge in smuggling, black marketing, etc., cannot be called partnership business in the eye of the law. Again, doing social or philanthropic work is not termed as partnership business.
- iv. **Competence of Partners** - Since individuals join hands to become the partners, it is necessary that they must be competent to enter into a partnership contract. Thus, minors, lunatics and insolvent persons are not eligible to become the partners. However, a minor can be admitted to the benefits of partnership i.e., he can have a share in the profits only.
- v. **Sharing of Profit** - The main objective of every partnership firm is sharing of profits of the business amongst the partners in the agreed proportion. In the absence of any agreement for the profit sharing, it should be shared equally among the partners. Suppose, there are two partners in the business and they earn a profit of ₹. 20,000. They may share the profits equally i.e., ₹ 10,000 each or in any other agreed proportion, say one forth and three fourth i.e. ₹ 5,000/- and ₹. 15000/-.
- vi. **Unlimited Liability** - Just like the sole proprietor the liability of partners is also unlimited. That means, if the assets of the firm are insufficient to meet the liabilities, the personal properties of the partners, if any, can also be utilised to meet the business liabilities. Suppose, the firm has to make payment of ₹ 25,000/- to the suppliers of goods. The partners are able to arrange only ₹ 19,000/- from the business. The balance amount of ₹ 6,000/- will have to be arranged from the personal properties of the partners.
- vii. **Voluntary Registration** - It is not compulsory that you register your partnership firm. However, if you don't get your firm registered, you will be deprived of certain benefits, therefore it is desirable. The effects of non-registration are:
 - Your firm cannot take any action in a court of law against any other parties for settlement of claims.
 - In case there is any dispute among partners, it is not possible to settle the disputes through a court of law.
 - Your firm cannot claim adjustments for amount payable to or receivable from any other parties.
- viii. **No Separate Legal Existence** - Just like sole proprietorship, partnership firm also has no separate legal existence from that of its owners. Partnership firm is just a

name for the business as a whole. The firm means the partners and the partners collectively mean the firm.

- ix. **Principal Agent Relationship** - All the partners of the firm are the joint owners of the business. They all have an equal right to actively participate in its management. Every partner has a right to act on behalf of the firm. When a partner deals with other parties in business transactions, he/she acts as an agent of the others and at the same time the others become the principal. So there always exists a principal agent relationship in every partnership firm.
- x. **Restriction on Transfer of Interest** - No partner can sell or transfer his interest to any one without the consent of other partners. For example - A, B, and C are three partners. A wants to sell his share to D as his health does not permit him to work anymore. He cannot do so until B and C both agree.
- xi. **Continuity of Business** - A partnership firm comes to an end in the event of death, lunacy or bankruptcy of any partner. Even otherwise, it can discontinue its business at the will of the partners. At any time, they may take a decision to end their relationship.

2.7 Advantages of Partnership

Partnership form of business organisation has certain advantages, which are as follows –

- i. **Easy to form:** Like sole proprietorship, the partnership business can be formed easily without any legal formalities. It is not necessary to get the firm registered. A simple agreement, either oral or in writing, is sufficient to create a partnership firm.
- ii. **Availability of large resources** - Since two or more partners join hand to start partnership business it may be possible to pool more resources as compared to sole proprietorship. The partners can contribute more capital, more effort and also more time for the business.
- iii. **Better decisions** - The partners are the owners of the business. Each of them has equal right to participate in the management of the business. In case of any conflict they can sit together to solve the problems. Since all partners participate in decision-making, there is less scope for reckless and hasty decisions.
- iv. **Flexibility in operations** - The partnership firm is a flexible organisation. At any time the partners can decide to change the size or nature of business or area of its

operation. There is no need to follow any legal procedure. Only the consent of all the partners is required.

- v. **Sharing risks** - In a partnership firm the entire partners share the business risks. For example, if there are three partners and the firm suffers a loss of ₹ 12,000 in a particular period, then all partners may share it and the individual burden will be ₹ 4,000 only.
- vi. **Protection of interest of each partner** - In a partnership firm every partner has an equal say in decision making. If any decision goes against the interest of any partner he can prevent the decision from being taken. In extreme cases a dissenting partner may withdraw himself from the business and can dissolve it.
- vii. **Benefits of specialization** - Since all the partners are owners of the business they can actively participate in every aspect of business as per their specialisation and Business Studies 76 knowledge. If you want to start a firm to provide legal consultancy to people, then one partner may deal with civil cases, one in criminal cases, another in labour cases and so on as per their specialization. Similarly two or more doctors of different specialization may start a clinic in partnership

2.8 Disadvantages of Partnership:

Limitations of Partnership form of Business Organisation In spite of all these advantages as discussed above, a partnership firm also suffers from certain limitations. Let us discuss all these limitations.

- i. **Unlimited Liability:** All the partners are jointly as well as separately liable for the debt of the firm to an unlimited extent. Thus, they can share the liability among themselves or any one can be asked to pay all the debts even from his personal properties.
- ii. **Uncertain Life:** The partnership firm has no legal entity separate from its partners. It comes to an end with the death, insolvency, incapacity or the retirement of any partner. Further, any dissenting member can also give notice at any time for dissolution of partnership.
- iii. **Lack of Harmony:** You know that in partnership firm every partner has an equal right to participate in the management. Also every partner can place his or her opinion or viewpoint before the management regarding any matter at any time. Because of this sometimes there is a possibility of friction and quarrel among the

partners. Difference of opinion may lead to closure of the business on many occasions.

- iv. **Limited Capital:** Since the total number of partners cannot exceed 20, the capital to be raised is always limited. It may not be possible to start a very large business in partnership form.
- v. **No transferability of share:** If you are a partner in any firm, you cannot transfer your share of interest to outsiders without the consent of other partners. This creates inconvenience for the partner who wants to leave the firm or sell part of his share to others.

2.9 Joint Stock Company

You must have heard about Reliance Industries Limited (RIL), Tata Iron and Steel Company Limited (TISCO), Steel Authority of India Limited (SAIL), Maruti Udyog Limited (MUL), etc. Have you ever thought who owns them? What is the volume of financial transactions of these companies? If you think about it, you will find that these organisations are quite large in size and their activities are spread all over the country. Thus, it is not possible for these organisations to be formed as sole proprietorship or partnership form of business. Then, how are they formed and managed? Actually, they are a different form of business organisation and require much more capital and manpower than sole proprietorship and partnership form of business organisation. Let us now learn about this form of business organisation in detail.

In a partnership firm we know that the number of partners cannot exceed 20. So there is a limit to the contribution of capital. Secondly, even if the partners could contribute a large Business Studies 82 amount of capital, they would hesitate to do so considering the risk involved in business and their unlimited liability. Mainly to take care of these two problems, a company form of business organisation came into existence. A company form of business organisation is known as a Joint Stock Company. It is a voluntary association of persons who generally contribute capital to carry on a particular type of business, which is established by law and can be dissolved only by law. Persons who contribute capital become members of the company. This form of business has a legal existence separate from its members, which means even if its members die, the

company remains in existence. This form of business organisations generally requires huge capital investment, which is contributed by its members. The total capital of a joint stock company is called share capital and it is divided into a number of units called shares. Thus, every member has some shares in the business depending upon the amount of capital contributed by him. Hence, members are also called shareholders.

Definition: The companies in India are governed by the Indian Companies Act, 1956. The Act defines a company as an artificial person created by law, having a separate legal entity, with perpetual succession and a common seal.

2.10 Characteristics of Joint Stock Company

You are now familiar with the concept of company as a form of business organisation. Let us now study its characteristics.

1. **Legal formation:** No single individual or a group of individuals can start a business and call it a joint stock company. A joint stock company comes into existence only when it has been registered after completion of all formalities required by the Indian Companies Act, 1956.
2. **Artificial person:** Just like an individual, who takes birth, grows, enters into relationships and dies, a joint stock company takes birth, grows, enters into relationships and dies. However, it is called an artificial person as its birth, existence and death are regulated by law and it does not possess physical attributes like that of a normal person.
3. **Separate legal entity:** Being an artificial person, a joint stock company has its own separate existence independent of its members. It means that a joint stock company can own property, enter into contracts and conduct any lawful business in its own name. It can sue and can be sued by others in the court of law. The shareholders are not the owners of the property owned by the company. Also, the shareholders cannot be held responsible for the acts of the company.
4. **Common seal:** A joint stock company has a seal, which is used while dealing with others or entering into contracts with outsiders. It is called a common seal as it can be used by any officer at any level of the organisation working on behalf of the company. Any document, on which the company's seal is put and is duly signed by any official of the company, become binding on the company. For example, a purchase manager may enter into a contract for buying raw materials from a supplier. Once the contract paper is sealed and signed by the purchase manager, it

becomes valid. The purchase manager may leave the company thereafter or may be removed from the job or may have taken a wrong decision, yet for all purposes the contract is valid till a new contract is made or the existing contract expires.

5. **Perpetual existence:** A joint stock company continues to exist as long as it fulfils the requirements of law. It is not affected by the death, lunacy, insolvency or retirement of any of its members. For example, in case of a private limited company having four members, if all of them die in an accident the company will not be closed. It will continue to exist. The shares of the company will be transferred to the legal heirs of the deceased members.
6. **Limited liability:** In a joint stock company, the liability of a member is limited to the extent of the value of shares held by him. While repaying debts, for example, if a person owns 1000 shares of ₹ 10 each, then he is liable only up to ₹ 10,000 towards payment of debts. That is, even if there is liquidation of the company, the personal property of the shareholder cannot be attached and he will lose only his shares worth ₹. 10,000.
7. **Democratic management:** Joint stock companies have democratic management and control. That is, even though the shareholders are owners of the company, all of them cannot participate in the management of the company. Normally, the shareholders elect representatives from among themselves known as 'Directors' to manage the affairs of the company.

2.11 Types of Companies

We find a variety of companies in our country. The formations, liability, management and ownership of all companies differ from each other. Let us classify the different types of companies on the basis of their ownership and nationality. Accordingly, we have three types of companies - Private Limited, Public Limited and Government companies on the basis of ownership and two types of companies

On the basis of nationality: Indian Company and Foreign Company

On the basis of Ownership: i. Private Limited ii. Public Limited and iii. Government

Private Limited Company: These companies can be formed by at least two individuals having minimum paid-up capital of not less than Rupees one lakh. As per the Companies Act, 1956 the total membership of these companies cannot exceed 50. The shares allotted to its members are also not freely transferable

between them. These companies are not allowed to raise money from the public through open invitation. They are required to use “Private Limited” after their names. The examples of such companies are Combined Marketing Services Private Limited, Indian Publishers and Distributors Private Limited, Oricom Systems Private Limited, etc.

Public Limited Company: A minimum of seven members are required to form a public limited company. It must have minimum paid-up capital of ₹ 5 lakhs. There is no restriction on maximum number of members. The shares allotted to the members are freely transferable. These companies can raise funds from general public through open invitations by selling its shares or accepting fixed deposits. These companies are required to write either ‘public limited’ or ‘limited’ after their names. Examples of such companies are Hyundai Motors India Limited, Steel Authority of India Limited, Jhandu Pharmaceuticals Limited etc.

Difference between Private Company and Public Company

Basis	Private Limited Company	Public Limited Company
Membership	Minimum 2, Maximum 50	Minimum 7 Maximum unlimited
Identification	Use a Suffix “Private Limited” After its name	Use a suffix “ Limited” after its name
Public Subscription	No public offer of shares and debenture	Public offer of shares and debentures allowed
Transferability of Shares	Restricted	Free transfer of shares allowed
Prospectors	Not required	Required to issue prospectus or statement in lies of prospectus
Directors	Minimum 3	Minimum 3
Rising of Funds	Cannot give open invitation to the public to subscribe the shares	Can rise as much money as required from public
Legal Formalities	Exempt from legal formalities	Not exempt from legal formalities

2.12 Advantages of Joint Stock Company

You must be keen to know why we should form a company for carrying out business. Obviously, this is because there are many advantages which the company form of business organisation enjoys over other forms of business organisation. Let us read about those advantages. The main advantages of Joint Stock Company are –

1. **Large financial resources:** A joint stock company is able to collect a large amount of capital through small contributions from a large number of people. In public limited company shares can be offered to the general public to raise capital. They can also accept deposits from the public and issue debentures to raise funds.
2. **Limited Liability:** In case of a company, the liability of its members is limited to the extent of the value of shares held by them. Private property of members cannot be attached for debts of the company. This advantage attracts many people to invest their savings in the company and it encourages the owners to take more risk.
3. **Professional management:** Management of a company is vested in the hands of directors, who are elected democratically by the members or shareholders. These directors as a group known as Board of Directors (or simply Board) manage the affairs of the company and are accountable to all the members. So members elect capable persons having sound financial, legal and business knowledge to the board so that they can manage the company efficiently.
4. **Large-scale production:** Due to the availability of large financial resources and technical expertise it is possible for the companies to have large-scale production. It enables the company to produce more efficiently and at lower cost.
5. **Contribution to society:** A joint stock company offers employment to a large number of people. It facilitates promotion of various ancillary industries, trade and auxiliaries to trade. Sometimes it also donates money towards education, health and community services.
6. **Research and Development:** Only in company form of business it is possible to invest a lot of money on research and development for improved processes of production, new design, better quality products, etc. It also takes care of training and development of its employees.

2.13 Limitations of Joint Stock Company

In spite of many advantages of the company form of business organisation, it also suffers from some limitations. Let us note the limitations of Joint Stock Companies.

1. **Difficult to form:** The formation or registration of joint stock company involves a complicated procedure. A number of legal documents and formalities have to be completed before a company can start its business. It requires the services of specialists such as Chartered Accountants, Company Secretaries, etc. Therefore, cost of formation of a company is very high. Joint Stock Company 87
2. **Excessive government control:** Joint stock companies are regulated by government through Companies Act and other economic legislations. Particularly, public limited companies are required to adhere to various legal formalities as provided in the Companies Act and other legislations. Non-compliance with these invites heavy penalty. This affects the smooth functioning of the companies.
3. **Delay in policy decisions:** Generally policy decisions are taken at the Board meetings of the company. Further the company has to fulfil certain procedural formalities. These procedures are time consuming and therefore, may delay action on the decisions.
4. **Concentration of economic power and wealth in few hands:** A joint stock company is a large-scale business organisation having huge resources. This gives a lot of economic and other power to the persons who manage the company. Any misuse of such power creates unhealthy conditions in the society, e.g., having monopoly over a particular business or industry or product; exploitation of workers,
5. **Formation of Monopolies:** a company may acquire monopoly position because of its size and scope for growth the company has a tendency to grow into a monopoly so as to eliminate competition control the market and change heavy prices to maximise profits. Monopolies result in exploitation of the workers on the one hand and consumers on the others.
6. **Lack Secrecy:** The companies act required disclosure of variety of information on the part of the company. The business secrets of the company may not be secure in the hands of the paid official of the company. So the business secrets of the company may always be in danger of security.

2.14 Co- operative Business

The formation of business organisations discussed so far are basically run with a view to make a profit. The co-operative form of organisations, on the other hand, is set up with the main objective of rendering service to its members. The co-operative movement has been originated to protect the interests of the needed sections of the society. The primary objective of this movement is to serve its members to achieve their common goal. Co- operative societies are voluntary organisations started with the aim of service to its members whereas in all other forms of business organisations the primary motive is to increase profits. The co-operative form of organisation is a democratic set up run by its members for serving the interests of themselves. The philosophy behind co-operative movement is “All for each and each for all”.

Definition: A **cooperative** is "an autonomous association of persons united voluntarily to meet their common economic, social, and cultural needs and aspirations through a jointly-owned and democratically-controlled enterprise".

2.15 Characteristics of Co-Operative Business:

1. **Voluntary association:** Co-operative organization is established for the common purpose. All the members co-operate for each other's benefit. There is no individual interest of the member in co-operation.
2. **Open membership:** The membership of co-operative is open to all who have similar interests. Minimum amount is required for membership, There is no restriction on membership on the basis of gender, race, caste, religion, nationality etc.
3. **Mutual relation:** Co-operatives are formed on the belief of unity is strength. The relationship between members is mutually beneficial. They are closely related and help each other in their problem.
4. **Service motive:** The activities of co-operatives are carried on with the motive of service, not for profit. Co-operative organization purchase goods and product and provide to their members by adding the minimum amount of profit which is needed for management of an organization.
5. **Cash transaction:** The co-operative organization gives importance to the cash transaction. They do not provide their product and service in credit. The transaction is carried in cash to avoid the problems of bad debt, a difficulty of collection and other expenses.

6. **Democratic management:** In a co-operative organization, all the member have equal chance to get involved in the management of the business. The board of directors are elected at the general meeting of shareholders. All the member can represent themselves in the board of director's election if they meet the minimum criteria.
7. **Separate legal status:** The co-operative organization is a separate legal entity. It will have separate existence after registration. It can purchase and sell asset in its own name. The shareholders and co-operative organization are two different component.
8. **Distribution of profit:** All the co-operative organization will distribute their profit to shareholders in the form of dividend. A co-operative organization is required to create a reserve fund from 1/4 of its profit. After the end of each financial year, they distribute their profit to their member.
9. **Equality:** All the co-operative organization provide equal respect to their members. They do not discriminate any member on the basis of gender, caste, religion, richness and poorness etc. Membership is open to all. Each member has equal (single) voting rights.
10. **Fulfilment of common needs:** Co-operative are formed to solve the common problem or needs of the members. Its main objective is to help the member in difficulty. E.g: Agriculture co-operative help to solve common needs of farmers like quality seeds, fertilizers equipment, technological needs of the farmer.

2.16 Advantages of Co-operative Society:

1. **Easy Formation:** Compared to the formation of a company, formation of a cooperative society is easy. Any ten adult persons can voluntarily form themselves into an association and get it registered with the Registrar of Co-operatives. Formation of a cooperative society also does not involve long and complicated legal formalities.
2. **Limited Liability:** Like company form of ownership, the liability of members is limited to the extent of their capital in the cooperative societies.
3. **Perpetual Existence:** A cooperative society has a separate legal entity. Hence, the death, insolvency, retirement, lunacy, etc., of the members do not affect the perpetual existence of a cooperative society.

4. **Social Service:** The basic philosophy of cooperatives is self-help and mutual help. Thus, cooperatives foster fellow feeling among their members and inculcate moral values in them for a better living.
5. **Open Membership:** The membership of cooperative societies is open to all irrespective of caste, colour, creed and economic status. There is no limit on maximum members.
6. **Tax Advantage:** Unlike other three forms of business ownership, a cooperative society is exempted from income-tax and surcharge on its earnings up to a certain limit. Besides, it is also exempted from stamp duty and registration fee.
7. **State Assistance:** Government has adopted cooperatives as an effective instrument of socio-economic change. Hence, the Government offers a number of grants, loans and financial assistance to the cooperative societies – to make their working more effective.
8. **Democratic Management:** The management of cooperative society is entrusted to the managing committee duly elected by the members on the basis of ‘one-member one -vote’ irrespective of the number of shares held by them. The proxy is not allowed in cooperative societies. Thus, the management in cooperatives is democratic.

2.17 Disadvantages of Co-Operative Business:

In spite of its numerous advantages, the cooperative also has some disadvantages which must be seriously considered before opting for this form of business ownership.

1. **Lack of Secrecy:** A cooperative society has to submit its annual reports and accounts with the Registrar of Cooperative Societies. Hence, it becomes quite difficult for it to maintain secrecy of its business affairs.
2. **Lack of Business Acumen:** The member of cooperative societies generally lack business acumen. When such members become the members of the Board of Directors, the affairs of the society are expectedly not conducted efficiently. These also cannot employ the professional managers because it is neither compatible with their avowed ends nor the limited resources allow for the same.
3. **Lack of Interest:** The paid office-bearers of cooperative societies do not take interest in the functioning of societies due to the absence of profit motive. Business success requires sustained efforts over a period of time which, however, does not

exist in many cooperatives. As a result, the cooperatives become inactive and come to a grinding halt.

4. **Corruption:** In a way, lack of profit motive breeds fraud and corruption in management. This is reflected in misappropriations of funds by the officials for their personal gains.
5. **Lack of Mutual Interest:** The success of a cooperative society depends upon its members' utmost trust to each other. However, all members are not found imbued with a spirit of co-operation. Absence of such spirit breeds mutual rivalries among the members. Influential members tend to dominate in the society's affairs.

3.0 Management:

Management is essential in all organized entities as well as at all levels of organisation in an enterprise. In every organisation, either big or small, there is an interaction of various resources i.e., man, material, money, technology etc., to achieve its objectives. In optimising the use of these resources, there is a need for a co-ordinator, controller, organizer and motivator. The person who performs all these functions is called manager. The activities, which are performed by a manager, are collectively known as management. Thus, wherever there are resources with certain goals to achieve, there we can find management. Management is common to all type of organisations involving efficient use of the available resources, irrespective of size, nature of activity or ownership.

Definition: According to George R. Teery "Management is distinct process performed to determine and accomplish stated objectives by the use of human beings and other resources."

3.1 Functions of Management

The tasks which are taken to achieve organizational goal is called management. But what are in management functions we need to know. L. A. Allen said that, "Management is what a manager does." But what functions are operated by a manager?

Luther Gulick popularised approach of management as functions, and thus he coined a new word as POSDCORB. The acronym stands for P - Planning, O - Organizing, S - Staffing, D - Directing, Co – Coordinating, R - Reporting, B- Budgeting.

Generally, the tasks such as planning, organizing, leading, controlling are done by a manager. So, we've got some tasks list which is done by a manager which is called as management functions. To know well about management we need to know well about managerial functions.

Mainly, there are four functions in management. But, we can elaborate the functions into more sections. A manager needs to operate various functions to acquire organizational goal. Below, we'll discuss all of functions of management.

1. **Planning:** Planning is a management process. It is the first step of management function. Planning is how to do a work, when have to do this work, which will do this work and by whom will do this work. Planning means the process of achieving goals, development and establishment. Planning means deciding how best to achieve goals, profit and applying best strategies.
2. **Organizing:** Organizing is the second function of management. It follows the planning. Organizing is a management process that refers to the relationship between people, work and resources that is used to achieve goals. In organizing system top management first fixes the common objective, way and resources. In organizing the manager make different kind of department and mixed the entire department for better work.
3. **Staffing:** After the organizing, the function of management is staffing. Employees are the most important resource of any organization. The right staffs are very important for a company because he can change and ensure the organization future success. Staffing is like a function or term that refers recruitment, selection, acquiring, training, appraising employees.
4. **Directing:** Directing is a process in which the managers instruct, guide and overview the performance of the workers of a company to achieve goals. Directing is a very hard and heart task of management process. it the function of Staffing. Planning, organizing, staffing has not any place if direction function does not play its role properly. Directing is continuous processes that run its function at top level and flows to the bottom with organizational hierarchy.
5. **Motivating:** Planning has been established and organization has begun now the motivation is necessary to carry out the whole work. In management motivation refers ways in which managers promote the productivity in their employees. Motivating is a manager's job to motivate employees to do their jobs well and fell to perform well with happiness.

6. **Co-ordination:** In organization, different types of work are performed by various departments and no single department or group cannot achieve the goals if they doesn't work as a whole. Co-ordination is ensures the unity of action among individuals, department and groups in carrying out the different tasks as to achieve the organizational goals properly. The coordinating is only applies to groups efforts but there is no need it when only individual is working.
7. **Controlling:** Controlling is the last step in the management functions process. This process is simply steps of manager to determine whether organizational goals have been met. Controlling is a continuous and forward looking process which is the standard of measurement of a company or organization. There is a close link in planning and controlling in management function process.

A manager requires doing prediction, taking decision, determining controlling area etc. various type of functions along with regular functions which are discussed above. In one word, all the tasks are completed by the manager to achieve goal are the functions of management.

3.2 Decision Making:

Decision making is primary task of the manager. It is a process of selecting the best alternative from a number of possible alternatives for doing a work. Decision making process involves establishing goals, defining tasks, searching for alternatives and developing plans in order to find the best answer to the decision problem. In simple words, it is a course of action chosen to achieve a desired result. According to many management thinkers a manager is a professional decision maker and management is always a decision making process. Thus, decision making is the heart and core of management activity. The very success of any business depends on the decision making ability of the management. In case of a small business enterprise, the entrepreneur, who also acts as its manager, is the decision maker. He, therefore, should know the systematic process of decision making for taking effective decisions.

3.3 Process of Decision Making:

The process of decision making in the business has the following stages.

1. **Defining the Problem:** It is very essential for a decision maker to find and define the problem before he takes any decision. A clear understanding of the actual problem that is causing trouble is the most important task in the process of decision making. The manger should consider many factors in defining a problem according

to the problem situation. Then only a clear definition of the problem is very important as the right answer can be found only for a right question.

2. **Analysing the Problem:** After defining a problem, the manager has to analyse it thoroughly. A lot of information is required to analyse the problem while gathering information, the manager should keep in mind the facts that relate to alternative courses of action. The problem should be divided into sub problems and each element of the problem must be investigated thoroughly and systematically. A decision is good as the information on which it is based. The problem should be analysed keeping in view the nature of the problem, the impact of the decision the periodicity and futurity of the decision and limiting factor t the decision.
3. **Developing Alternative Solutions:** After analysing the problem systematically with relevant information,, the manager should formulate available alternative solutions for the problem. If the decision maker assumes only one way of doing a thing he may be caught in a wrong decision. There is hardly any problem in the world which has no alternatives to develop. To justify this, taking no decision is also considered as a decision in organisational matters. Thus, the development of alternative solutions for a problem is imperative and it helps the manger to take a right decision among alternatives.
4. **Selecting the Best Solution:** After developing various alternative solutions the next step is the selection of the best solution. Tin order to arrive at the final decision each alternative has to be evaluated thoroughly and weigh the consequences of one against those of the other. The manager, while selection the best, keeps in mind the risk involved in each decision, limitation of resources and economy of effort and time to implement the decision etc. the manager may use several approaches in selecting the best decision. He may use his intuition, past experience or he may select the best alternative by experimentation technique.
5. **Implementing the Decision:** After taking a final decision, the next step is to implement it. The manager should gain the acceptance of those who are directly influenced by the decision. With effective motivation, communication and control the decision is to be implemented in the organisation.
6. **Feed Back:** The last stage in the decision making process is to follow up the decision. The management should receive continuous information and evaluate it regarding the effect of his implemented decision. The feedback may be in two ways. First, it is negative feedback which tells us that the decision was right and

should be continued and the second, positive feedback which warns us that the decision was wrong and should be changed accordingly.

3.4 Managerial Skills:

Skills management is the practice of understanding, developing and deploying people and their skills. Well implemented skills management should identify the skills that job roles require the skills of individual employees and any gap between the two.

Management is a challenging job. It requires certain skills to accomplish such a challenge. Thus, essential skills which every manager needs for doing a better management are called as Managerial Skills.

According to Professor Daniel Katz, there are three managerial skills, viz.,

1. Conceptual Skills.
2. Human Relation Skills and
3. Technical Skills.

According to Prof. Daniel Katz all managers require above three managerial skills. However, the degree of these skills required varies from levels of management and from an organisation to organisation.

Managerial Skills:

1. **Conceptual Skills:** Conceptual skill is the ability to visualise the organisation as a whole. It includes Analytical, Creative and Initiative skills. It helps the manager to identify the causes of the problems and not the symptoms. It helps him to solve the problems for the benefit of the entire organisation. It helps the manager to fix goals for the goals for the whole organisation and to plan for every situation. According to Prof. Daniel Katz, conceptual skills are mostly required by the top-level management because they spend more time in planning, organising and problem solving.
2. **Human Relation Skills:** Human relation skills are called interpersonal skills. It is an ability to work with people. It helps the managers to understand communicate and work with others. It also helps the managers to lead, motivate and develop team spirit. Human relations skills are required by all managers at all levels of management. This is so since all managers have to interact and work with people.
3. **Technical Skills:** A technical skills is the ability to perform the given job. Technical skills help the managers to use different machine and tools. It also helps

them to use various procedures and techniques. The low-level managers require more technical skills. This is because they are in charge of the actual operations.

4. **Communication Skills:** Communication skills are required equally at all three levels of management. A manager must be able to communicate the plans and policies to the workers. Similarly, he must listen and solve the problems of the workers. He must encourage a free-flow of communication in the organisation.
5. **Administrative Skill:** Administrative skills are required at the top-level management. The top-level managers should know how to make plans and policies. They should also know how to get the work done. They should be able to co-ordinate different activities of the organisation. They should also control the full organisation.
6. **Leadership Skills:** Leadership skill is the ability to influence human behaviour. A manager requires leadership skills to motivate the workers. These skills help the manager to get the work done through the workers.
7. **Problem Solving Skills:** Problem solving skills are also called as Design skills. A manager should know how to identify a problem. He should also possess an ability to find a best solution for solving any specific problem. This requires intelligence, experience and up-to-date knowledge of the latest developments.
8. **Decision Making Skills:** Decision making skills are required at all levels of management. However, it is required more at the top level of management. A manager must be able to take quick and correct decisions. He must also be able to implement his decision wisely. The success or failure of a manager depends upon the correctness of his decisions.

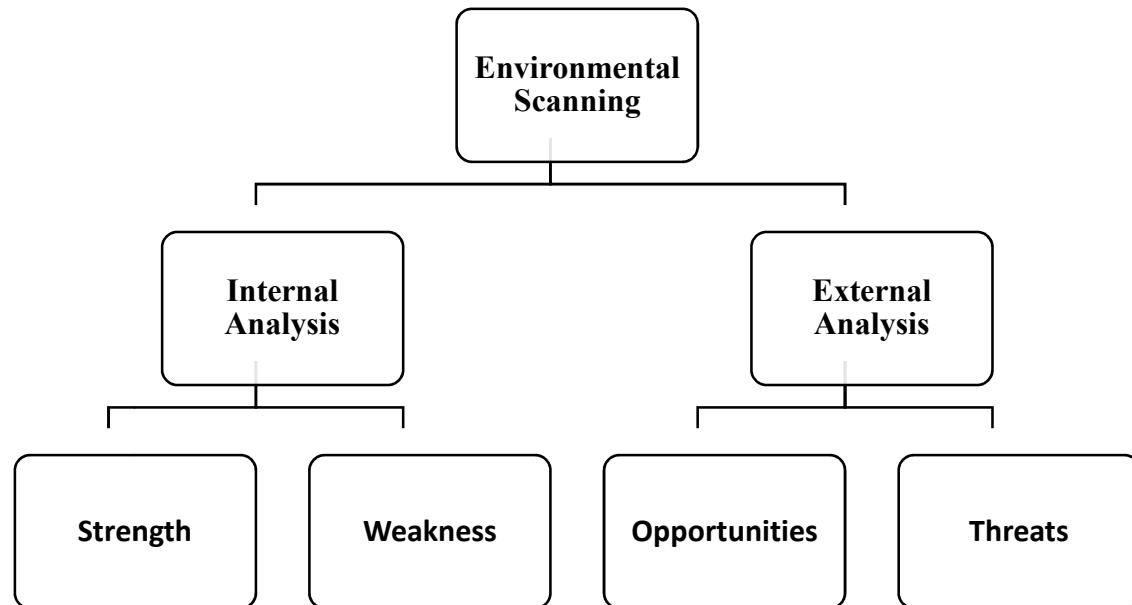
3.5 SWOT Analysis

SWOT Analysis is the most renowned tool for audit and analysis of the overall strategic position of the business and its environment. Its key purpose is to identify the strategies that will create a firm specific business model that will best align an organization's resources and capabilities to the requirements of the environment in which the firm operates.

In other words, it is the foundation for evaluating the internal potential and limitations and the probable/likely opportunities and threats from the external environment. It views all positive and negative factors inside and outside the firm that affect the success. A consistent study of the environment in which the firm

operates helps in forecasting/predicting the changing trends and also helps in including them in the decision-making process of the organization.

3.6 SWOT ANALYSIS FRAMEWORK



SWOT is an acronym for Strengths, Weaknesses, Opportunities and Threats.

By definition, Strengths (S) and Weaknesses (W) are considered to be internal factors over which you have some measure of control. Also, by definition, Opportunities (O) and Threats (T) are considered to be external factors over which you have essentially no control. An overview of the four factors (Strengths, Weaknesses, Opportunities and Threats) is given below-

1. **Strengths** - Strengths are the qualities that enable us to accomplish the organization's mission. These are the basis on which continued success can be made and continued/sustained. Strengths can be either tangible or intangible. These are what you are well-versed in or what you have expertise in, the traits and qualities your employees possess (individually and as a team) and the distinct features that give your organization its consistency. Strengths are the beneficial aspects of the organization or the capabilities of an organization, which includes human competencies, process capabilities, financial resources, products and services, customer goodwill and brand loyalty. Examples of organizational strengths are huge financial resources, broad product line, no debt, committed employees, etc.

- Patents
 - Good reputation among customers.
 - Using new technology
 - Favourable access to distribution networks
2. **Weaknesses** - Weaknesses are the qualities that prevent us from accomplishing our mission and achieving our full potential. These weaknesses deteriorate influences on the organizational success and growth. Weaknesses are the factors which do not meet the standards we feel they should meet. Weaknesses in an organization may be depreciating machinery, insufficient research and development facilities, narrow product range, poor decision-making, etc. Weaknesses are controllable. They must be minimized and eliminated. For instance - to overcome obsolete machinery, new machinery can be purchased. Other examples of organizational weaknesses are huge debts, high employee turnover, complex decision making process, narrow product range, large wastage of raw materials, etc.
- Lack of patent among customers.
 - Weak brand name.
 - Weak brand name.
 - High cost of raw material.
 - Lack of access to key distribution channel.
3. **Opportunities** - Opportunities are presented by the environment within which our organization operates. These arise when an organization can take benefit of conditions in its environment to plan and execute strategies that enable it to become more profitable. Organizations can gain competitive advantage by making use of opportunities. Organization should be careful and recognize the opportunities and grasp them whenever they arise. Selecting the targets that will best serve the clients while getting desired results is a difficult task. Opportunities may arise from market, competition, industry/government and technology. Increasing demand for telecommunications accompanied by deregulation is a great opportunity for new firms to enter telecom sector and compete with existing firms for revenue.
- Better technology
 - Identification of new market segments.
 - Acquisition and merger.
 - Collaboration

- Loosening of regulation.
- Removal of international trade barriers.
- 4. **Threats** - Threats arise when conditions in external environment jeopardize the reliability and profitability of the organization's business. They compound the vulnerability when they relate to the weaknesses. Threats are uncontrollable. When a threat comes, the stability and survival can be at stake. Examples of threats are - unrest among employees; ever changing technology; increasing competition leading to excess capacity, price wars and reducing industry profits; etc.
- Natural disasters reducing supplies
- Increased completion for supply materials
- New regulations.
- Changes in the taste or needs of your markets.
- Increased trade barriers.

3.7 Advantages of SWOT Analysis

SWOT Analysis is instrumental in strategy formulation and selection. It is a strong tool, but it involves a great subjective element. It is best when used as a guide, and not as a prescription. Successful businesses build on their strengths, correct their weakness and protect against internal weaknesses and external threats. They also keep a watch on their overall business environment and recognize and exploit new opportunities faster than its competitors.

SWOT Analysis helps in strategic planning in following manner-

- a. It is a source of information for strategic planning.
- b. Builds organization's strengths.
- c. Reverse its weaknesses.
- d. Maximize its response to opportunities.
- e. Overcome organization's threats.
- f. It helps in identifying core competencies of the firm.
- g. It helps in setting of objectives for strategic planning.
- h. It helps in knowing past, present and future so that by using past and current data, future plans can be chalked out.

SWOT Analysis provide information that helps in synchronizing the firm's resources and capabilities with the competitive environment in which the firm operates.

3.8 Limitations of SWOT Analysis

SWOT Analysis is not free from its limitations. It may cause organizations to view circumstances as very simple because of which the organizations might overlook certain key strategic contact which may occur. Moreover, categorizing aspects as strengths, weaknesses, opportunities and threats might be very subjective as there is great degree of uncertainty in market. SWOT Analysis does stress upon the significance of these four aspects, but it does not tell how an organization can identify these aspects for itself.

There are certain limitations of SWOT Analysis which are not in control of management. These include-

- a. Price increase;
- b. Inputs/raw materials;
- c. Government legislation;
- d. Economic environment;
- e. Searching a new market for the product which is not having overseas market due to import restrictions; etc.

Internal limitations may include-

- a. Insufficient research and development facilities;
- b. Faulty products due to poor quality control;
- c. Poor industrial relations;
- d. Lack of skilled and efficient labour etc.

4.0 Indian Tax System

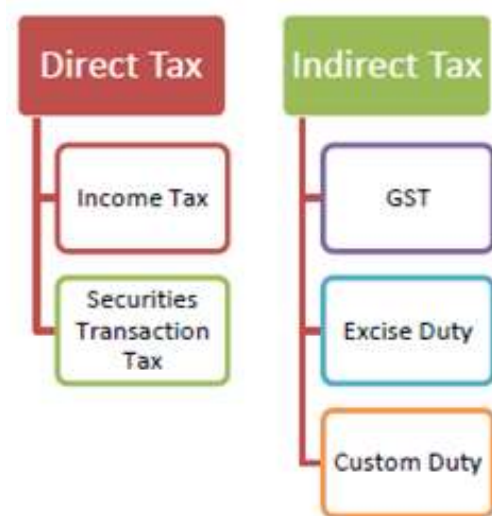
Taxes are levied by governments on their citizens to generate income for undertaking projects to boost the economy of the country and to raise the standard of living of its citizens. The authority of the government to levy tax in India is derived from the Constitution of India, which allocates the power to levy taxes to the Central and State governments. All taxes levied within India need to be backed by an accompanying law passed by the Parliament or the State Legislature.

4.1 Types of Taxes:

Taxes are of two distinct types, direct and indirect taxes. The difference comes in the way these taxes are implemented. Some are paid directly by you, such as the dreaded income tax, wealth tax, corporate tax etc. while others are indirect taxes, such as the value added tax, service tax, sales tax, etc.

1. Direct Taxes
2. Indirect Taxes.

But, besides these two conventional taxes, there are also **other taxes** that have been brought into effect by the Central Government to serve a particular agenda. 'Other taxes' are levied on both direct and indirect taxes such as the recently introduced Swachh Bharat Cess tax, Krishi Kalyan Cess tax, and infrastructure Cess tax among others.



4.2 Taxation System in India

- India has a well developed tax structure with clearly demarcated authority between Central and State Governments and local bodies.
- Central Government levies taxes on income (except tax on agricultural income, which the State Governments can levy), customs duties, Central Goods & Services tax (CGST) & Integrated Goods & Services Tax (IGST).
- State Good & Services Tax (SGST), stamp duty, state excise, land revenue and profession tax are levied by the State Governments.
- Local bodies are empowered to levy tax on properties, duty and for utilities like water supply, drainage etc.

4.3 DIRECT TAXES In case of direct taxes (income tax, securities transaction tax, etc.), the burden directly falls on the taxpayer.

Income Tax: According to Income Tax Act 1961, every person, who is an assessee and whose total income exceeds the maximum exemption limit, shall be chargeable to the income tax at the rate or rates prescribed in the Finance Act. Such income tax shall be paid on the total income of the previous year in the relevant assessment year.

Assessee means a person by whom (any tax) or any other sum of money is payable under the Income Tax Act, and includes –

- a) Every person in respect of whom any proceeding under the Income Tax Act has been taken for the assessment of his income or of the income of any other person

in respect of which he is assessable, or of the loss sustained by him or by such other person, or of the amount of refund due to him or to such other person;

b) Every person who is deemed to be an assessee under any provisions of the Income Tax Act;

c) Every person who is deemed to be an assessee in default under any provision of the Income Tax Act.

Securities Transaction Tax:(STT) Securities Transaction Tax or turnover tax, as is generally known, is a tax that is leviable on taxable securities transaction. STT is leviable on the taxable securities transactions with effect from 1st October, 2004 as per the notification issued by the Central Government. The surcharge is not leviable on the STT.

What is PAN?: PAN stands for Permanent Account Number. PAN is a ten-digit unique alphanumeric number issued by the Indian Income Tax Department to all tax payers and act as unique identification number for all tax payers in the country. Its format is like ALWP-C-5809-L

What is TAN? : Tax Deduction Account Number or Tax Collection Account Number is a 10-digit alphanumeric number issued by the Income-tax Department (we will refer to it as TAN). TAN is to be obtained by all persons who are responsible for deducting withholding taxes (TDS) or who are required to collect tax at source (TCS)

4.4 INDIRECT TAX

Goods and Service Tax (GST)

Indian taxation system has undergone tremendous reforms during 2017. The multiple indirect taxes have been subsumed in the new Good & Services Tax which was implemented from 1st July 2017. With the implementation of GST almost 17 types of indirect taxes have been abolished making the indirect tax compliance much easier and free from bureaucracy. The government introduced Goods and Services Tax (GST) in 2017 which is the most important tax reform in independent India till date. Earlier, governments levied various state and central taxes for availing various services or buying different goods. The taxation was complex and contradicting rules enabled some people to evade taxes through loopholes in the system. After the introduction of GST, higher percentage of

assesses was brought in the taxation umbrella and it made tougher for evaders to escape from paying taxes. Also tax rates have been rationalized and tax laws have been simplified in recent years, resulting in better compliance, ease of tax payment and better enforcement. The process of rationalization of tax administration is ongoing in India.

GST is a value-added tax levied at all points in the supply chain with credit allowed for any tax paid on input acquired for use in making the supply. It would apply to both goods and services in a comprehensive manner, with exemptions restricted to a minimum.

In keeping with the federal structure of India, GST in India has been levied concurrently by the Centre (CGST) and the states (SGST). Even though both Central & State Government are levying the base and other essential design features are common between CGST and SGST across SGSTs for individual states. Both CGST and SGST are levied on the basis of the destination principle. Thus, exports are zero-rated, and imports attract tax in the same manner as domestic goods and services. Inter-state supplies within India would attract an Integrated GST (aggregate of CGST and the SGST of the Destination State).

Advantages of GST: The GST, Goods and Service Tax subsume many of indirect taxes which centre and state were imposing such as excise, VAT and service tax. GST is levied on both goods and Services that are sold in the country.

The following are the advantages of GST

1. Composition scheme for small business
2. Eliminates the cascading effect of tax
3. Simple and easy online procedure
4. Saving more money
5. Unorganized sector is regulated under GST
6. Easier to do business
7. Reduction in logistics cost and time taken across states
8. Higher exemptions to new business
9. Financial Inclusion
10. Increase revenue
11. Easy tax filing and documentation

12. More competitive product
13. Increase GDP
14. Creates employment opportunities
15. Decreases in Tax avoidance

Disadvantages of GST:

1. GST increases operational costs
2. Difficult to cope with online taxation system
3. SMEs will have a higher tax burden
4. Negative impact of real estate market
5. Simply new name for VAT, excise duty, customs duty etc
6. It cannot completely eliminate black money and tax evasion

Goods and Service Tax, with end-to-end IT enabled tax mechanism, is likely to bring good amount of revenue to government. It is expected that the nasty activity of tax theft will be drastically reduce under GST regime in order to benefit both governments and the consumers. In reality, that extra revenue that the government is expecting to generate would come from the reduction of tax theft instead from the consumer's pocket.

Though the structure of GST might not be a perfect one but once it is placed, this tax structure will make India a better economy advantageous for foreign investments. GST avoid with multiple tax rates by central and states.

GST has replaced most indirect taxes such as:

- ☐ Central Excise duty
- ☐ Duties of Excise (Medicinal and Toilet Preparations)
- ☐ Additional Duties of Excise (Goods of Special Importance)
- ☐ Additional Duties of Excise (Textiles and Textile Products)
- ☐ Additional Duties of Customs (commonly known as CVD)
- ☐ Special Additional Duty of Customs (SAD)
- ☐ Service Tax
- ☐ Central Surcharges and Cess so far as they relate to supply of goods and services
- ☐ State VAT
- ☐ Central Sales Tax
- ☐ Luxury Tax
- ☐ Entry Tax (all forms)

- ☐ Entertainment and Amusement Tax (except when levied by the local bodies)
- ☐ Taxes on advertisements
- ☐ Purchase Tax
- ☐ Taxes on lotteries, betting and gambling
- ☐ State Surcharges and Cesses so far as they relate to supply of goods and services

Tax Rates under GST

TYPES OF GOODS/SERVICES	RATE OF TAX
All essential commodities	5%
General rate of Tax for other goods	12%
Services	18%
Demerit Goods / Luxurious Goods	28%

Value Added Tax (VAT) VAT was a multi-stage tax on goods that was levied across various stages of production and supply with credit given for tax paid at each stage of Value addition. 1st July 2017 State level VAT is limited to be imposed on liquor for human consumption.

Excise Duty: Central Excise duty is an indirect tax levied on goods manufactured in India. Excisable goods have been defined as those, which have been specified in the Central Excise Tariff Act as being subjected to the duty of excise. With the implementation of GST from 1st July 2017, scope of excise duty is limited to very few products which are not under the purview of GST, viz, High Speed Diesel, Petroleum products.

There are three types of Central Excise duties collected in India namely:

Basic Excise Duty: This is the duty charged under section 3 of the Central Excises and Salt Act, 1944 on all excisable goods other than salt which are produced or manufactured in India at the rates set forth in the schedule to the Central Excise tariff Act, 1985.

Additional Duty of Excise: Section 3 of the Additional duties of Excise (goods of special importance) Act, 1957 authorizes the levy and collection in respect of the goods described in the Schedule to this Act. This is levied in lieu of sales Tax and shared between Central and State Governments. These are levied under different enactments like medicinal and toilet preparations, sugar etc. and other industries development etc.

Special Excise Duty: As per the Section 37 of the Finance Act, 1978 Special excise Duty was attracted on all excisable goods on which there is a levy of Basic excise Duty under the Central Excises and Salt Act, 1944. Since then each year the relevant provisions of the Finance Act specifies that the Special Excise Duty shall be or shall not be levied and collected during the relevant financial year.

Customs Duty: Custom or import duties are levied by the Central Government of India on the goods imported into India. The rate at which customs duty is leviable on the goods depends on the classification of the goods determined under the Customs Tariff. The Customs Tariff is generally aligned with the Harmonised System of Nomenclature (HSN).

In line with aligning the customs duty and bringing it at par with the ASEAN level, government has reduced the peak customs duty from 12.5 per cent to 10 per cent for all goods other than agriculture products. However, the Central Government has the power to generally exempt goods of any specified description from the whole or any part of duties of customs leviable thereon. In addition, preferential/concessional rates of duty are also available under the various Trade Agreements.

4.5 Inflation:

Inflation is the rate at which the general level of prices for goods and services is rising and, consequently, the purchasing power of currency is falling.

Measures of Inflation: There are four measures of inflation

1. Consumer Price Index (CPI)
2. Whole Price Index (WPI)
3. The GNP Implicit Price Deflator
4. The PCE Implicit Price Deflator

Types of Inflation: we can divide different types of inflation based on the rate of inflation and the degree of control.

On the basis of the Rate, there are four types of Inflation.

- a. **Creeping Inflation:** it is known as mild inflation. Creeping inflation, according to some economists, is not of much consequence especially in an economy where national income is rising.
- b. **Walking or Trotting Inflation:** when prices rise moderately and the annual inflation rate is a single digit. In other words, the rate of rise in prices is in the intermediate range of 3 to 7 per cent per annum or less than 10 per cent. Inflation at this rate is a warning signal for the government to control it before it turns into running inflation.
- c. **Galloping Inflation:** If mild inflation is not checked and if it is allowed to go uncontrolled it may assume the character of the galloping inflation. It may have adverse effect on the saving and thus may affect the long term investment projections in the economy.
- d. **Hyper Inflation:** A final stage of inflation is hyper inflation. It occurs when the price line goes out of control and the monetary authorities find it beyond their resources to impose any check on it.

Causes of Inflation:

1. Population explosion
2. Political instability
3. Imported goods
4. Increase in wages and salaries
5. Corruption
6. Slow agricultural Development
7. Slow industrial growth

Effects of Inflation:

1. Unemployment
2. Decreasing the purchasing power
3. Breakdown of monetary system
4. Exports decline.
5. Investment fall.
6. Decreasing Stock.

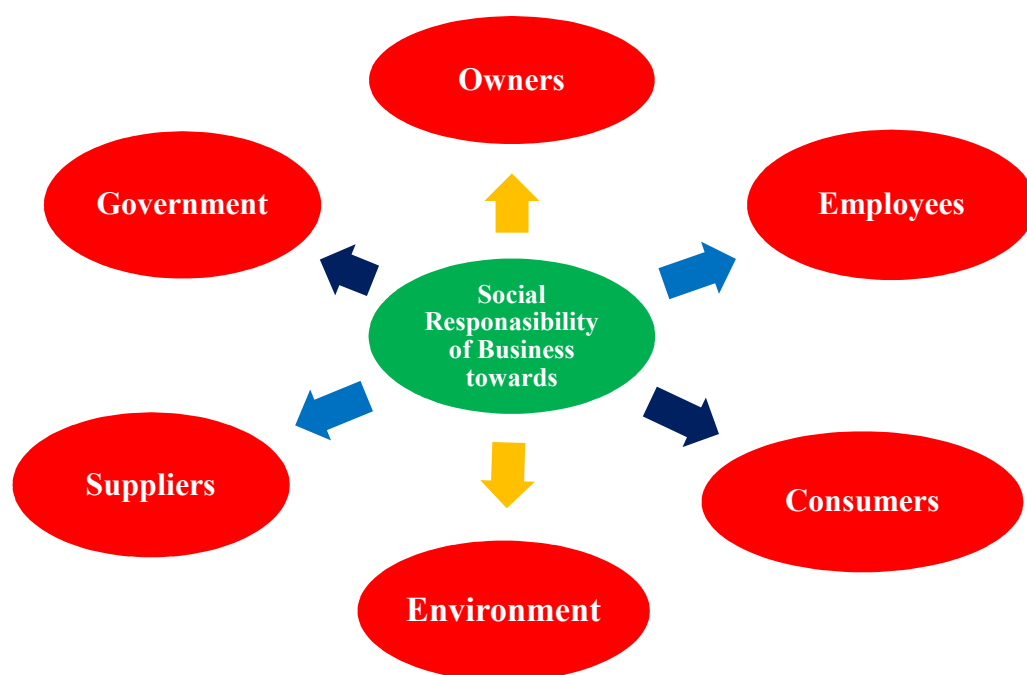
Controlling Measures:

- a. Increasing the supply of essential items.
- b. Tight monetary policy
- c. Reduce Government Expenditure.
- d. Control Population growth.
- e. To increase production.
- f. Increase direct and indirect taxes.

5.0 SOCIAL RESPONSIBILITY OF BUSINESS:

A business enterprise should do business and earn money in ways that fulfil the expectations of the society. Every individual living in society has certain obligations towards society. He has to respect social values and norms of behaviour. A business enterprise is permitted by society to carry on industrial or commercial activities and thereby earn profits. But it is obligatory on part of the business enterprise not to do anything that is undesirable from society's point of view. Manufacture and sale of adulterated goods, making deceptive advertisements, not paying taxes which are due, polluting the environment and exploiting workers are some examples of socially undesirable practices which may increase the profit of enterprises but which have adverse effect on society at large. On the other hand, supplying good quality goods, creating healthy working conditions, honestly paying taxes prevention/installing pollution devices in the factory, and sincerely attending to customer complaints are examples of socially desirable practices which improve the image of enterprises and also make them profitable. In fact, it is through socially responsible and ethically upright behaviour that business enterprises can get durable success.

Definition: 'Social Responsibility' is the idea that businesses should balance profit-making activities with activities that benefit society; it involves developing businesses with a positive relationship to the society in which they operate.



5.1 Social Responsibility towards Different Interest Groups: Once the social objective of business is recognised, it is important to know to whom and for what the business and its management are responsible. Obviously, a business unit has to decide in which areas it should carry out social goals. Some of the specific responsibilities and enterprise may be outlined as under:

- (i) **Responsibility towards the shareholders or owners:** A business enterprise has the responsibility to provide a fair return to the shareholders or owners on their capital investment and to ensure the safety of such investment. The corporate enterprise on a company form of organisation must also provide the shareholders with regular, accurate and full information about its working as well as schemes of future growth.
- (ii) **Responsibility towards the workers:** Management of an enterprise is also responsible for providing opportunities to the workers for meaningful work. It should try to create the right kind of working conditions so that it can win the cooperation of workers. The enterprise must respect the democratic rights of the workers to form unions. The worker must also be ensured of a fair wage and a fair deal from the management.
- (iii) **Responsibility towards the consumers:** Supply of right quality and quantity of goods and services to consumers at reasonable prices constitutes the responsibility

of an enterprise toward its customers. The enterprise must take proper precaution against adulteration, poor quality, lack of desired service and courtesy to customers, misleading and dishonest advertising, and so on. They must also have the right of information about the product, the company and other matters having a bearing on their purchasing decision.

- (iv) **Responsibility towards the government and community:** An enterprise must respect the laws of the country and pay taxes regularly and honestly. It must behave as a good citizen and act according to the well accepted values of the society. It must protect the natural environment and should avoid bad, effluent, smoky chimneys, ugly buildings dirty working conditions. It must also develop a proper image in society through continuous interaction with various groups of people.
- (v) **Responsibility towards Society:** Management should deal with the suppliers of material judiciously. It should try for fair terms and conditions regarding prices, quality, and delivery of goods and payment of prices. Their dealings with the suppliers should be based on integrity and courtesy in the absence of which the suppliers will not supply them goods on credit. In short, management must create healthy relations with the suppliers in order to get timely and regular supply of new materials and other items.
- (vi) **Social Responsibility towards Environment:** Scarce natural resources should be used very carefully as these are depleting at a very fast rate. The alternative sources can also be found out to save natural resources like to save forests alternative to wood and pulp can be found, the use of coal can be reduced by alternative source of energy. Appropriate steps should be taken to prevent environmental pollution and to preserve ecological balance. The industrial waste should be disposed off carefully or if possible can be recycled to minimise pollution. The toxic wastes, excessive noise, chemical pesticides, automobile exhaust etc. need to be checked from time to time.

5.2 Corporate Social Responsibility (CSR)

Social responsibility in business, also known as corporate social responsibility (CSR), pertains to people and organizations behaving and conducting business ethically and with sensitivity towards social, cultural, economic, and environmental issues.

The Companies Act, 2013 has introduced the idea of CSR to the forefront and through its disclose-or-explain mandate, is promoting greater transparency and disclosure. Schedule VII of the Act, which lists out the CSR activities, suggests communities to be the focal point.

In India, the concept of CSR is governed by clause 135 of the Companies Act, 2013, which was passed by both Houses of the Parliament, and had received the assent of the President of India on 29 August 2013. The CSR provisions within the Act is applicable to companies with an annual turnover of 1,000 crore INR and more, or a net worth of 500 crore INR and more, or a net profit of five crore INR and more. The new rules, which will be applicable from the fiscal year 2014-15 onwards, also require companies to set-up a CSR committee consisting of their board members, including at least one independent director. The Act encourages companies to spend at least 2% of their average net profit in the previous three years on CSR activities. The ministry's draft rules, that have been put up for public comment, define net profit as the profit before tax as per the books of accounts, excluding profits arising from branches outside India.

As the business environment gets increasingly complex and stakeholders become vocal about their expectations, good CSR practices can only bring in greater benefits, some of which are as follows:

Communities provide the licence to operate: Apart from internal drivers such as values and ethos, some of the key stakeholders that influence corporate behaviour include governments (through laws and regulations), investors and customers. In India, a fourth and increasingly important stakeholder is the community, and many companies have started realising that the 'licence to operate' is no longer given by governments alone, but communities that are impacted by a company's business operations. Thus, a robust CSR programme that meets the aspirations of these communities not only provides them with the licence to operate, but also to maintain the licence, thereby precluding the 'trust deficit'.

Attracting and retaining employees: Several human resource studies have linked a company's ability to attract, retain and motivate employees with their CSR commitments. Interventions that encourage and enable employees to participate are shown to increase employee morale and a sense of belonging to the company.

Communities as suppliers: There are certain innovative CSR initiatives emerging, wherein companies have invested in enhancing community livelihood by incorporating them into their supply chain. This has benefitted communities and increased their income levels, while providing these companies with an additional and secure supply chain.

Enhancing corporate reputation: The traditional benefit of generating goodwill, creating a positive image and branding benefits continue to exist for companies that operate effective CSR programmes. This allows companies to position themselves as responsible corporate citizens.

The Objectives of the Policy: This Policy shall be read in line with Section 135 of the Companies Act 2013, Companies (Corporate Social Responsibility Policy) Rules, 2014 and such other rules, regulations, circulars, and notifications (collectively referred hereinafter as ‘Regulations’) as may be applicable and as amended from time to time and will, inter-alia, provide for the following:

- Establishing a guideline for compliance with the provisions of Regulations to dedicate a percentage of Company’s profits for social projects.
- Ensuring the implementation of CSR initiatives in letter and spirit through appropriate procedures and reporting.
- Creating opportunities for employees to participate in socially responsible initiatives.

5.3 CSR Activities: The Policy recognizes that corporate social responsibility is not merely compliance; it is a commitment to support initiatives that measurably improve the lives of underprivileged by one or more of the following focus areas as notified under Section 135 of the Companies Act 2013 and Companies (Corporate Social Responsibility Policy) Rules 2014:

- i. Eradicating hunger, poverty & malnutrition, promoting preventive health care & sanitation & making available safe drinking water;
- ii. Promoting education, including special education & employment enhancing vocation skills especially among children, women, elderly & the differently unable & livelihood enhancement projects;

- iii.** Promoting gender equality, empowering women, setting up homes & hostels for women & orphans, setting up old age homes, day care centers & such other facilities for senior citizens & measures for reducing inequalities faced by socially & economically backward groups;
- iv.** Reducing child mortality and improving maternal health by providing good hospital facilities and low cost medicines;
- v.** Providing with hospital and dispensary facilities with more focus on clean and good sanitation so as to combat human immunodeficiency virus, acquired immune deficiency syndrome, malaria and other diseases;
- vi.** Ensuring environmental sustainability, ecological balance, protection of flora & fauna, animal welfare, agro forestry, conservation of natural resources & maintaining quality of soil, air & water;
- vii.** Employment enhancing vocational skills
- viii.** Protection of national heritage, art & culture including restoration of buildings & sites of historical importance & works of art; setting up public libraries; promotion & development of traditional arts & handicrafts;
- ix.** Measures for the benefit of armed forces veterans, war widows & their dependents;
- x.** Training to promote rural sports, nationally recognized sports, sports & Olympic sports;
- xi.** Contribution to the Prime Minister's National Relief Fund or any other fund set up by the Central Government for socio-economic development & relief & welfare of the Scheduled Castes, the Scheduled Tribes, other backward classes, minorities & women;
- xii.** Contributions or funds provided to technology incubators located within academic institutions, which are approved by the Central Government;
- xiii.** Rural development projects, etc
- xiv.** Slum area development.

Short Answer Questions

1. Define Self - Employment?
2. Who is an Entrepreneur?
3. Define Entrepreneurship?
4. Define Company?
5. Define Leadership?
6. What is Direct Tax?
7. Define Partnership?
8. What is Inflation?
9. Define Social Responsibility?
10. Write about GST?

Long Answer Questions

1. Explain the Characteristic of Entrepreneur?
2. Explain the Qualities of Leadership?
3. Write about characteristics of Sole Proprietorship?
4. Briefly explain the characteristics of Partnership?
5. Discuss briefly about function of Management?
6. Write about SWOT Analysis?
7. Write about Social Responsibility of a Business?

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GENERAL FOUNDATION COURSE -II

SECOND YEAR Model Question Paper

SECTION – A

Time: 3 Hours

Max.Marks:50

Note: *1. Answer all questions*
2. Each question carries two marks

10 X 2 = 20 Marks

1. Define Youth Empowerment?
2. Define Drug Abuse?
3. Define Cyber Crime?
4. Define Green House Effect?
5. Define Bio Diversity?
6. What is E – Waste?
7. Define National Income?
8. Write about Single Window System?
9. Who is an Entrepreneur?
10. Write about GST?

SECTION – B

Note: *1. Answer any five questions*
2. Each question carries six marks

5 X 6 = 30 Marks

11. Briefly explain about Life Skills?
12. Discuss briefly about Women Empowerment?
13. Explain briefly about Disaster Management?
14. Briefly explain Concepts of Environment?
15. Explain the Causes of over Population in India?
16. Discuss about NITI Aayog?
17. Explain the Qualities of Leadership?
18. Discuss briefly about function of Management?

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