COMPILATION OF SUMMARY

COMMON SUBJECTS (SD/SW)

Dear Cadets,

1. This is a compilation of all the summaries given after the chapters in SD/SW Cadet's Hand Book for Common Subjects. The aim of compiling this summary is to provide the cadets, an opportunity for quick revision of important aspects of every chapter in a brief and to the point form.

2. The colour code used for highlighting syllabus which is meant only for 'C' Cert Examination is as given below: -

a) Syllabus applicable only for 'C' Cert Exam, not for 'B' Cert Exam: **TURQUOISE BLUE**

3. In addition to the above, the marks distribution for both 'B' and 'C' cert exams as given in SNCCO 2022 are also given for cadets to plan their preparations for the exams.

18 Jan 2023

Sd/xxxxxxxxxxxxx
(Manish Chowdhary)
Colonel
Commanding Officer
The Young Cavaliers

THE ARMD SQN NCC

MARKS DISTRIBUTION FOR 'B' CERTIFICATE EXAMINATION

AS PER SNCCO 2022

S No	Subject	Maximum Marks		
		Theory	Practical	Total
(a)	(b)	(c)	(d)	(e)
Paper – I (DRILL)				
1	Drill	**10**	**80**	**90**
Paper – II (WT)				
2	Weapon Training	**35**	**25**	**60**
Paper-III (MISC)				
1	The NCC	**05**	**--**	**05**
2	National Integration	**30**	**--**	**30**
3	Personality development	**65**	**--**	**65**
4	Leadership	**08**	**--**	**08**
5	Disaster Management	**15**	**--**	**15**
6	Social Awareness & Community Development	**30**	**--**	**30**
7	Health & Hygiene	**25**	**--**	**25**
8	Adventure Training	**15**	**--**	**15**
9	Environment Awareness & Conservation	**00**	**--**	**00**
10	Obstacle training	**07**	**--**	**07**
11	General Awareness	**00**	**--**	**00**
	Total (Paper III)	**200**	**--**	**200**
Paper – IV (SPECIALISED SUBJECTS: ARMY)				
1	Armed Forces	**20**	**--**	**20**
2	Map Reading	**25**	**15**	**40**
3	Field craft & Battle craft	**25**	**15**	**40**
4	Intro to Inf Wpns & Eqpt	**15**	**--**	**15**
5	Military History	**15**	**--**	**15**
6	Communication	**10**	**10**	**20**
	Total (Paper IV)	**110**	**40**	**150**
Grand Total		**355**	**145**	**500**

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MARKS DISTRIBUTION FOR 'C' CERTIFICATE EXAMINATION AS PER SNCCO 2022

S No	Subject	Maximum Marks		
		Theory	Practical	Total
(a)	(b)	(c)	(d)	(e)
Paper – I (DRILL)				
1	Drill	**10**	**50**	**60**
Paper – II (WT)				
2	Weapon Training	**10**	**55**	**65**
Paper-III (MISC)				
1	The NCC	**00**	--	**00**
2	National Integration	**00**	--	**00**
3	Personality development	**75**	--	**75**
4	Leadership	**10**	--	**10**
5	Disaster Management	**20**	--	**20**
6	Social Awareness & Community Development	**35**	--	**35**
7	Health & Hygiene	**35**	--	**35**
8	Adventure Training	**00**	--	**00**
9	Environment Awareness & Conservation	**20**		**20**
10	Obstacle training	**15**	--	**15**
11	General Awareness	**15**		**15**
	Total (Paper III)	**225**	**--**	**225**
Paper – IV (SPECIALISED SUBJECTS: ARMY)				
1	Armed Forces	**10**	**--**	**10**
2	Map Reading	**30**	**15**	**45**
3	Field craft & Battle craft	**30**	**15**	**45**
4	Intro to Inf Wpns & Eqpt	**15**	**--**	**15**
5	Military History	**20**	**--**	**20**
6	Communication	**05**	**10**	**15**
	Total (Paper IV)	**110**	**40**	**150**
Grand Total		**355**	**145**	**500**

THE ARMD SQN NCC

COMMON SUBJECTS

CHAPTER NCC- I

AIMS, OBJECTIVES AND ORG OF NCC

SUMMARY

Aims of NCC

1. **The aims of NCC are**: -

(a) To develop qualities of Character, Comradeship, Discipline, Secular Outlook, Spirit of Adventure and Ideals of selfless service in the cadets.

(b) To create a human resource of organised, trained and motivated youth, to provide leadership in all walks of life who will serve the nation regardless of which career they choose.

(c) To provide an environment conducive to motivating young Indians to choose the Armed Forces as a career.

Organisation of NCC

2. The NCC Headquarters is situated in New Delhi and there are 17 Directorates located in the state capitals. Directorates have up to 14 Group Headquarters and each NCC Group Headquarters controls 5-7 NCC units / battalions. There are two training academies namely Officers Training Academy, Kamptee for men and Officers Training Academy, Gwalior for ladies.

3. NCC is staffed by Regular officers, Permanent Instructional (PI) Staff, Associate NCC officers (ANOs), Girl Cadet Instructors (GCI), Whole Time Lady Officers (WTLO), SMIs and Civilian Staff.

4. Training activities of NCC are Institutional Training, Camp Training, Attachment Training, Remount & Veterinary Activity, Air Wing Activities and Naval Wing Activities.

5. NCC has 837 units which include 700 Army units (including 108 Girls unit), 73 Navy units and 64 Air Force units.

CHAPTER NCC-II

INCENTIVES TO CADETS

SUMMARY

1. Specific vacancies in the Army, Air Force and Navy are allotted for **NCC 'C'** certificate holders. The following vacancies are reserved by each service as officers: -

(a) Army. 100 seats per year at OTA for Men and 10% for Women.
(b) Navy. 06 seats per course.
(c) Air Force.10% vacancies in all courses.

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2. Financial aid and relief to cadets is provided by Cadet Welfare Society (CWS) to the cadet in case of any injury or, to the NOK in case of any fatality during NCC related activities.

3. Preference is given by various state governments to the NCC 'B'/ 'C' certificate holders for Recruitment in following departments: -

(a) Police Service.
(b) Transport Department.
(c) Forest Department.
(d) Excise Department.
(e) Preference to the Girl Cadets as nurses, receptionists and telephone operators.

4. Many educational institutes have allotted special quota to the certificate holders from NCC. Preference is given in following fields:-

(a) Degree and diploma courses.
(b) LLB courses.
(c) Govt. Polytechnics and Engineering Colleges.
(d) Medical Courses.

CHAPTER NCC-III

DUTIES OF NCC CADETS

SUMMARY

1. The term Cadet stands for "trainee". It is generally used as a military term. Cadets are the integral part of NCC and they are divided into two divisions i.e. SD/SW and JD/JW. SD/SW represents cadets from colleges and universities whereas JD/JW represents only schools.

2. An NCC cadet once enrolled has certain duties and responsibilities unlike his/her peers in the institution. The duties and responsibilities are **towards nation**, **society at large**, **his institution**, **NCC organisation** and **to his fellow cadets** too.

3. **Cadets Commandments**. Director General, NCC has given out a list of 'Cadets Commandments' for all NCC cadets to follow in their life. They are given below:-

(a) I will ensure construction of toilet in my house and motivate at least 10 persons for the same.
(b) I will be an 'Aadhar' Indian and would motivate 10 more persons to be one.
(c) I will donate blood at least once every year.
(d) I will make only digital transactions wherever possible and motivate others for the same.
(e) I will plant minimum two trees in a year and care for the same.
(f) I will obtain my voter and PAN Card once I have crossed 18 years of age.
(g) I will ensure garbage segregation in my house and within 100 m of my neighbourhood.
(h) I will undertake 100 hours of shramdaan for social service.

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(i) I will help physically-challenged persons to live their dreams.
(j) I will be a role model for gender sensitivity, secular outlook and spirit of nationalism without any regional bias.
(k) I will rush to help any accident victim.
(l) I will always uphold motto of NCC - 'Unity and Discipline'. I will be equally disciplined when not under observation.

CHAPTER –NCC- IV

NCC CAMPS: TYPES AND CONDUCT

SUMMARY

1. The aim of Camps is to impart collective training to the cadets with special emphasis on the development of qualities of leadership. **NCC conducts the following types of Camps**: -

(a) Annual Training Camps/Combined Annual Training Camps (ATCs/ CATCs).
(b) Centrally Organised Camps (COC).
(i) Leadership Camps.
(ii) Thal Sainik Camp.
(iii) Nau Sainik Camp.
(iv) Vayu Sainik Camp.
(v) Republic Day Camp (RDC).
(vi) Ek Bharat Shresth Bharat Camp.
(vii) SSB Screening Camp.
(viii) Rock Climbing Camp
(ix) All India Treks
(c) Military Attachment Camp.
(d) Attachment Training IMA/OTA.

2. **The following types of training activities are carried out in camps**: -

(a) PT/Yoga.
(b) Drill.
(c) Games.
(d) Guest Lectures.
(e) Line Area maintenance.
(f) Map Reading.
(g) Night Navigation.
(h) Obstacle Training.
(j) Firing.
(k) Social Service Work/Rally.
(l) Visit to places of Historical interest.
(m) Cultural activities.
(n) Organizing sports and other competitions.

3. All India Annual NCC Republic Day Camp held in January every year is an event ofNational importance and National integration.The aim of the Republic Day Camp is to enhance the self- confidence of cadets, deepen their value systems and provide an exposure to the rich culture and traditions of our nation and the important events that take place at the National Capital during the Republic Day.

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4. Ek Bharat Shresth Bharat (EBSB) Camps are conducted to make cadets understand and value the rich heritage of cultures that forge unity despite the diverse languages, traditions and religions of our country. These camps are conducted on an all India basis and help bridge the cultural gap among various states of India. EBSB aims to propagate national integration among cadets and society. 35 EBSB are conducted every year in different parts of the country. In addition, six Special NICs are conducted regularly at Leh/Srinagar, Dimapur/ Kohima, Jaisalmer, Kakinada, Lakshdweep and Port Blair.

CHAPTER NI - I

NATIONAL INTEGRATION: IMPORTANCE AND NECESSITY

SUMMARY

1. National integration means a feeling of togetherness and unity among the people of a country. It also means an atmosphere in which all citizens, irrespective of their caste, religion and region live together peacefully.NCC, one of the prime organisations of the country training the youth, the future of this great nation, makes the ideal ground to start with. National integration has been made part and parcel of NCC training. Lot of emphasis is laid on national integration by conducting national level camps and number of other activities where cadets from all over the country participate.

2. **National Integration includes the following**: -
   - (a) Cultural Integration.
   - (b) Economic Integration.
     - (i) Unemployment / Underemployment of People.
     - (ii) Inflation.
     - (iii) Farmer Distress.
   - (c) Political Integration.
   - (d) Religious Integration.
   - (e) Social Integration.

3. **National integration is survival of any nation through the following means**:-
   - (a) Maintenance of Peace and Harmony.
   - (b) Growth and Development of the Nation.
   - (c) Law and Order.
   - (d) Culture and Religious Development.
   - (e) Dignity and Self-Respect.
   - (f) Welfare and well-being of the People

CHAPTER NI - II

FACTORS AFFECTING NATIONAL INTEGRATION

SUMMARY

1. In India, various issues/ factors are obstructing the growth of national feeling, viz. casteism, communalism, linguistic fanaticism, social disparity, economic inequalities and immorality, regionalism etc. In spite of all these limitations, India has developed into one nation by the influence of common territory, common history and common fight for freedom against the foreign rule.**Some of the factors**

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chiefly responsible for weakening the National Integration are as follows: -

(a) Cultural Aspects.
(b) Political Motives
(c) Lack of Education.
(d) Communalism.
(e) Casteism
(f) Regionalism
(g) Linguistic Fanaticism.
(h) Social Disparity.
(j) Economic Inequalities
(k) Ethnic Conflicts.
(l) Tribal Identity
(m) Corruption and Lack of Character.

2. **Measures to Achieve National Integration.** Some measures to achieve National Integration are listed below: -

(a) Philosophy of Integration
(b) Culture as a Unifying Factor.
(c) Promotion of Secularism.
(d) Role of Politics.
(e) Economic Unity.
(f) Dignity of Individuals
(g) Socio-Economic Reforms
(h) Education.
(j) Emotional Unity.
(k) National Language.
(l) Nationalism and Patriotism.
(m) Proper Use of Media.
(n) Political and Administrative Measures.

CHAPTER NI - III

UNITY IN DIVERSITY

SUMMARY

1. **Fundamentals of Unity in Diversity.** The fundamentals of Unity in Diversity have been listed below: -

(a) Geographical Unity
(b) Spirit of Religious Unity. (c) Indian Philosophy.
(d) Ethnic Coexistence (e) Cultural Unity.
(f) Social Unity.
(g) Political Unity
(h) Emotional Unity

2. The nation is proud of National Cadet Corps and its activities in facilitating and moulding the character of the youth and contribution towards nation building. NCC has nurtured millions of young boys and girls as responsible, disciplined and motivated citizens of our country. NCC is an image of secularism and national

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integration and also espouses the ethos of nationalism thus strengthening the basic fibre of a strong India.

3. **Every NCC Cadet as an individual can contribute substantially in the process of nation building by adopting the following measures**: -

(a) Contributing to Adult Education.

(b) Social Service Activities.

(i) Tree plantation drives to ensure climatic balance.

(ii) Blood donation camps aimed at collecting blood to help out those in urgent need.

(iii) Campaigning against the Dowry in the form of different Rallies.

(iv) Pledge against Female Foeticide.

(v) Anti-Leprosy Drive to educate people about the disease and also giving information about cure

(vi) AIDS Awareness Rally to spread information about this disease and also giving information about some prevention tips.

(vii) Visits to Old Age Homes and spending some quality time there with senior citizens providing help in slum clearance.

(vii) Disaster Management & Relief at the time of occurrence.

(c) Promoting the National language

(d) Treating All Human Beings as Equal.

(e) Respecting All Religious Institutes.

CHAPTER NI - IV

THREATS TO NATIONAL SECURITY

SUMMARY

1. National security is the security of a country within its borders. This basically implies maintenance of peace and law and order, and upholding sovereignty of the country within its territory.

2. India's national security threat perceptions are a mix of all two shades of threats given below:

(a) Internal.

(i) Poverty

(ii) Unemployment

(iii) Inequitable growth

(iv) Widening gap between haves and have nots

(v) Failure on administrative front or Governance deficit

(vi) Increasing communal divide

(vii) Increasing caste awareness and caste tensions

(viii) Rise of contentious politics based on sectarian, ethnic, linguistic or other divisive criteria

(ix) Porous borders

(x) Poor criminal justice system and large-scale corruption leading to nexus between criminals, police and politicians with the result that organised crime goes on unabated.

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(b) External.

(i) Cross-border threats
(ii) Jihadi Terrorism.

3. **The main attributes of National security are**: -

(a) Secure territorial integrity and protect internal sovereignty
(b) Maintain domestic peace
(c) Prevalence of law and order
(d) Rule of law and equality before law—law of the land should protect everyone irrespective of status
(e) Absence of fear from the feared implying individual freedom for people as guaranteed by the Constitution
(f) Peaceful co-existence and communal harmony.

4. **National security doctrine includes the following key elements**: -

(a) Political
(b) Socio-economic
(c) Governance
(d) Police & Security Forces
(e) Centre-State Coordination
(f) Intelligence
(g) Border Management
(h) Cyber Security

CHAPTER FD – I TO CD - II

DRILL

SUMMARY

Foot Drill

1. Drill hume Discipline shikhati hai aur humare bearing, smartness,appearance aur turnout mein sudhar lati hai. Saath hi self-confidence ko badane mein madad karti hai. Drill hume order manna sikhati hai.

2. Word of command ki loudness is baat pe nirbhar karta hai ki word ofCommand kitne logon ko diya jar aha hai ya unki duri kitni hai. Word of Command clarity (Safai), Pitch and Timing par nirbhar karta hai. Ek acha command sabhi ko achi tarah se samaj aana chahiye.

3. Savdhan, Vishram, Aram se ya Khade khade mudhna drill ke sabse mehtavpuran movements hain.

4. ***Khuli line*** - VIP ko nirikshan karana ho toh Khuli line karyawahi ki Jaati hai.

5. ***Nikat Line*** – Jab nirikshan ho jata hai toh march karne se pehle ‘Nikat Line’ ki karyawahi ki jaati hai.

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6. ***Khade Khade Salute*** – Humare samne se koi bhi salute lene wale adhikari gujren toh unhen izzat dene ke liye khade-khade salute ki karyawahi ki jaati hai.

7. Discipline ko kayam rakhte hue ek jagah se dusri jagah jane ke liye 'Tej Chal kiya jata hain. Dhire Chal parade ke nirikshan ke liye VIP ke aage jo pilot chalte hai who dhire chal se chalte hain.

8. Jaise ki 'Ginti se Salute-dahine salute ek', 'Squad Do' (Squad two), 'Squad Chhe' (Squad six), 'Squad Saat' (Squad seven), yeh bahut hi mahatvapurn movements hai aur sabhi cadets ko iski jankari honi chahiye.

Arms Drill

9. ***Rifle ke Saath Savdhan*** - savdhan khali haath ki tarah, rifle ki position heel butt par dahine haath ki taraf point karta hua. Kalai rifle ke pichhe cover kiya hua.

10. ***Rifle ke Saath Vishraam aur Aaram Se*** – Baen paon ki position jaise khali haath mein seekh chuke hain. Dahine haath se rifle pura aage dhakela hua, Dahini kohni ka kham nikala hua. Bayan baju savdhan position mein.

11. Word of command milta hai "aaram se", to sikhe hue tarike se karyawahi karen. Is position me dekhne ki baten, jaise khali haath mein seekh chuke hain.

12. ***Rifle ke saath Visarjan*** - Jab savdhan position se word of command milta hai "squad / platoon visarjan" toh dahine mud karen, bagal shastra karen, salute karen aur, teen kadam aage lekar tham karen aur, sidhe aage nikal jayen.

13. ***Bhumi Shastra*** - Jab rifle ko savdhan position se zamin pe rakhna ho to 'Bhumi Shastra' ki karyawahi ki jati hai.

14. ***Uthao Shastra*** - Jab rifle ko savdhan position se zamin se uthana ho toh 'Uthao Shastra' ki karyawahi ki jati hai.

15. ***Bagal Shastra***:-

(a) Rifle ke saath ek jagah se dusri jagah jana ho toh bagal shastra se march karke jaate hain.

(b) Badi parades mein regiment / unit contingent, bagal shastra se march past karte hain.

(c) Quarter guard mein khada sentry Nb/Sub se Captain tak ko, bagal shastra se salute karta hai.

16. Bagal Shastra se rifle ko niche lane ke liye Baju Shastra ki karyawahi ki jati hai. Parade samapti hone ke bad bhi Bagal Shastra se Baju Shastra ki karyawahi karte hain.

17. ***Rifle ke saath salami shastra*** - unche darje ka salute hai. Badi parades mein ya guard of honour mein VIP ko izzat dene ke liye aur quarter guard mein khara sentry, Major se upar wale Officer ko izzat dene ke liye Salami Shastra ki karyawahi karta hai.

18. ***Baju Shastra*** - Salami Shastra se rifle ko niche lane ke liye Baju Shastra ki karyawahi ki jaati hai.

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Ceremonial Drill

19. Guard mounting aam taur pe Quarter Guard ya kisi bhi authorized adhikari (General Officer) ke awaas pe ya visit ke dauran ki jaati hai.

20. **Guard ki Nafri**.Guard of Honour ki nafri is prakar se hogi: -

(a) ***For President***. 150 rank and file, 3 divisions mein.
(b) ***For Vice President and Prime Minister***. 100 rank and file, 2 division mein.

21. **Salutes.**

(a) ***Rashtriya Salute***.Kewal Rashtrapati ya Governors ko apne rajya mein.
(b) ***General Salute***. Major General aur uske upar ke rank ke adhikari
(c) ***Salami Shastra***. To all VIPs

CHAPTER WT – I TO WT – IV

WEAPON TRAINING

SUMMARY

1. Range mein firing karne se ek cadet weapon training ke kala mein maharat hasil karne mein madat karta hain aur saath hi hathiyar ko self-protection mein istemal karna seekh ta hain.

2. Rifle .22 No MK-II, MK IV and Deluxe BA kialag-alag visheshtaen hain jaise ki; wazan, lambai, magazine ki capacity, velocity, range, calibre, ammunition and rate of fire.

3. Rifle ko kholte aur jodhte waqt dhayn rakhna chahiye ki rifle ke hisse purje mix na ho jaye. Saath hi Sight setting ka bhi dhyan rakhna chahiye.

4. Rifle ki efficiency uske saaf safai aur dekh bhal par nirbhar karti hai aur saath firer ki skill par bhi nirbhar karti hai.

5. Ladai ke samay mein ek soldier ko jald se jald rifle ko load karna aur accurate fire karna aana chahiye. Lying position firing ke liye sabse achi position hoti hain. Firing ke teen basic usul hai, Majboot pakad, Sahi aiming aur durust trigger operation.

6. Firing ko safe aur sahi tariqe se karane ke liyes ahi range procedure follow karna bahut zaruri hain. Firing ki taiyari bahut hi detail mein karni chahiye aur teen bhago mein baant na chahiye; before firing, during firing and after firing. Sabhi orders aur instructions ko follow karke hi firing ko suru karna chahiye.

7. Short range firing 25 yardse figure 1’x1’ target par karayi jaati hain.

8. Sight alteration ya zeroing bullets ko Point of Aim mein lane ke liye karai jaati hain. Sight alteration back sight ko adjust karke kiya jaata hain.

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CHAPTER PD - I

PERSONALITY DEVELOPMENT CAPSULE

SUMMARY

1. **There are ten core Life skills which help in enhancing the personality of an individual. They are as follows**: -

(a) Self Awareness.
(b) Empathy.
(c) Critical Thinking.
(d) Creative Thinking.
(e) Problem Solving Skills.
(f) Decision Making.
(g) Interpersonal Relationship.
(h) Effective Communication.
(j) Coping with Emotions.
(k) Coping with Stress

2. **Factors Influencing / Shaping Personality.** The following factors influence/ shape personality:

(a) Hereditary.
(b) Self-Development.
(c) Environment.
(d) Education.
(e) Life-situations.
(f) Past Experiences.
(g) Dreams and Ambitions.
(h) Self-Image.
(j) Values.

3. **Empathy** is the ability to imagine what life is like for another person. **Empathy has the following components**: -

(a) Putting oneself in the other's shoes.
(b) To see things from the other's point of view.
(c) Understanding and feel the other person' feelings.
(d) Being able to communicate this understanding to the person, in action or by words.
(e) Being non-judgmental and not agreeing or disagreeing with the person, but accepting the person and their behaviour.
(f) Not taking the issue on one's own shoulders.

4. **Critical Thinking** is the process of determining the authenticity, accuracy or value of something; Critical thinking involves logical thinking and reasoning.**Critical thinking requires skills in**: -

(a) Analyzing the information and examining it in detail.

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(b) Thinking about different perspectives and possibilities

(c) Problem solving - considering available information before making an appropriate decision.

(d) Reasoning - thinking logically; making links between ideas and information.

(e) Evaluating - examining information, to assess whether it is useful, relevant, and reliable.

5. **Characteristics of the Creative Person**. A creative person has the following characteristics:

(a) Curious.
(b) Seeks problems.
(c) Enjoys challenge.
(d) Optimistic.
(e) Able to suspend judgment.
(f) Comfortable with imagination.
(g) Sees problems as opportunities.
(h) Sees problems as interesting.
(i) Problems are emotionally acceptable.
(j) Challenges assumptions.
(k) Doesn't give up easily: perseveres, works hard.

6. **Decision Making**. Decision making is a complex process. Good decision making depends on understanding the situation well, being aware of our choices and, above all visualising the consequences of our choices.Some of the major steps to be followed while making a decision are – define the problem, gather and analyse the relevant data, postulate solutions to the problem, analyse the implications of each alternative, select and act on the best alternative, follow-up and modify the approach if necessary.

7. **Problem Solving.** Problems are often opportunities in disguise. When we escape from problems, we give up the opportunity to develop our skills and potentials. Once we resolve our problems, we will find ourselves happier, more fulfilled, and more ready to confront new issues. Tackling problems involves the use of our mind. The process enhances our capacity to solve greater problems.

CHAPTER PD - II
COMMUNICATION SKILLS

SUMMARY

1. Communication is sharing ideas, opinions, thoughts, feeling and understanding through speech, writing, gestures or symbols between two or more persons. We are communicating all the time with others.Communication is conveying a message – verbally, written or through the use of signs. If we do not talk with others, then they will not know what we are thinking and they will not be able to understand us. One will feel terribly lonely this way.

2. **There are three ways of communication as under**: -

(a) Aggressive.
(b) Passive.
(c) Assertive.

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3. **Effective Communication involves**: -

(a) Verbal Communication.

(b) Non-Verbal Communication.

(c) Listening.

4. **Reducing the Communication Gap**. The following steps will help in reducing the communication gap: -

(a) Plan ahead.
(b) Involve others to contribute to planning.
(c) Listen to the suggestions made by others.
(d) Speak with purpose and be specific.
(e) Justify your stand without upsetting others.
(f) Have sense of humour.
(g) Have empathy.
(h) Do not be judgmental.
(j) Do not underestimate the ability of others to contribute.
(k) Observe the body language or the non-verbal communication of others.
(l) Be transparent to inform others of the planned activities and get feedback.
(m) Make modification in the plan to suit the need.
(n) The words 'yes' and 'no' are very powerful. Learn to use them appropriately.

CHAPTER PD - III

GROUP DISCUSSIONS

SUMMARY

1. While under stress we may experience the following feelings, thoughts, behaviours or physical symptoms: -

(a) **Feelings.** Anxiety, irritability, fear, moodiness, embarrassment.

(b) **Thoughts.** Self-criticism, difficult in concentrating or making decisions, forgetfulness, pre-occupation with the future, repetitive thoughts, fear of failure.

(c) **Behaviour.** Stuttering, difficulty in speaking, crying, acting impulsive, do not feel like talking to anyone, nervous laughter, yelling at friends and family, grinding teeth, jaw clenching, increased smoking, alcohol or drug use, increased or decreased appetite.

(d) **Physical Symptoms.** Tight muscles, cold or sweaty hand, headache, back or neck problems, sleep disturbance, abdominal pain, more colds and infections, fatigue, rapid breathing, pounding heart, trembling, dry mouth.

2. Stress Management Techniques.

(a) Take Deep Breath.
(b) Talk It Out.
(c) Take A Break.
(d) Create A Quiet Place in Your Mind.
(e) Pay Attention to Physical Comfort.
(f) Move.
(g) Take Care of your Body.
(h) Laugh
(j) Manage your Time.
(k) Know your Limits.
(l) Do you have to be Right Always?
(m) Have a Good Cry.
(n) Look for the Good Things around You.
(o) Talk Less, Listen More.

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3. How to Change Your Mindset.

(a) Get the Best Information Only.
(b) Role Model the Best People.
(c) Examine Your Current Beliefs.
(d) Shape Your Mindset with Vision and Goals.
(e) Find Your Voice.
(f) Protect Your Mindset.
(g) Let Go of Comparisons.
(h) Put an End to Perfectionism.
(j) Look at the Evidence.
(k) Redefine What Failure Means.
(l) Stop Worrying about What "People" Think.

4. **Time management helps you to**: -

(a) Reduce or eliminate wasted time and effort so you'll have more productive time each day.
(b) Improve your productivity so you can accomplish more with less effort.
(c) Focus your time and energy on what is most important and make time for the things you want and value. Thus, help you find greater balance and fulfilment.
(d) Improve your performance while reducing stress.
(e) Set and achieve your long-term goals.

5. **There are some basic principles of time management which are as follows**: -

(a) Develop a Personal Sense of Time.
(b) Identify Long-Term Goals.
(c) Concentrate on High Return Activities.
(d) Weekly and Daily Planning.
(e) Make the Best Use of Your Best Time.
(f) Make Use of Committed Time.
(g) Manage Your Health.

6. **Need for Etiquette.**

(a) Etiquette makes you a cultured individual who leaves his mark wherever he goes.

(b) Etiquette teaches you the way to talk, walk and most importantly behave in the society.Etiquette is essential for an everlasting first impression. The way you interact with your superiors, parents, fellow workers, friends speak a lot about your personality and up-bringing.

(c) Etiquette enables the individuals to earn respect and appreciation in the society.

7. Having sound social skills is extremely important in the present times, given to the fact that interaction and conversation forms the basis for everything we do.Following are few tips on how to improve social skills.

(a) Be Yourself.
(b) Be Responsible.
(c) Be Open & Approachable.
(d) Be Attentive.
(e) Be Polite
(f) Be Aware

8. A group can be defined as any number of people who share goals, often communicate with one another over a period of time, and are few enough, so that each individual may communicate with all the others, person-to-person.

9. When two or more people who are interdependent, who share responsibility for

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outcomes, who see themselves and are seen by others as an intact social entity in a larger social system are called as “Teams”. When teams are formed, its member must have (or quickly develop) the right mix of complementary competencies to achieve the team’s goals.

CHAPTER PD - IV

CAREER COUNSELLING, SSB PROCEDURE AND INTERVIEW SKILLS

SUMMARY

1. Career counselling is counselling or mentoring/coaching on issues related to an individual’s career. Career counselling helps individuals make the right choice about their career paths, career development and career change. Career Counselling is a process that will help you to know and understand yourself and the world of work in order to make career, educational, and life decisions. The Benefits of Career Counselling are ;-

(a) Helps in Determining a Student’s True Potential.
(b) Clear Doubts.
(c) Support and Motivation.
(d) Guidance to Students.

SSB Procedure

2. The SSB Procedure is over a period of 05 days.

3. Stage-1 Testing.
(a) Screening.
(b) Verbal and Non-verbal Test.
(c) PPDT.
(d) Results of Screening.

4. Stage-2 Testing.
(a) Psychological Test
(b) Battery of Test.
(i) Thematic Appreciation Test [TAT]
(ii) Word Association Test [WAT}
(iii) Situation Reaction Test [SRT]
(iv) Self-Description Test [SD]

5. GTOTests.
(a) GD.
(b) GPE.
(c) PGT
(d) HGT.
(e) IOT
(f) Command Task
(g) Snake race/Group Obstacle Race.
(h) Individual Lecturette
(i) FGT.

6. **Interview Skills:** The interview is when you want to tell the employer or admissions representative about your strengths, skills, education, and work experience. Knowing yourself - positively selling your strong points - is what is going

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to get you the job or admission to the college. The interview is the final hurdle most people have to cross in getting a job. Some colleges and scholarship committees also require interviews. Being chosen for an interview means someone is interested in your skills, knowledge and experience.

CHAPTER PD - V
PUBLIC SPEAKING

SUMMARY

1. Public speaking skills are valuable both in your personal life and in your career. Even if you don'tregularly engage in public speaking, developing skills in this area will increase your confidence and reduce anxiety about situations in which you may be called upon to speak in public.**The following point should be kept in mind to improve public speaking skills**:-

   (a) Stage Presence.
   (b) Voice Control.
      (i) Tone (quality).
      (ii) Pitch (high or low).
      (iii) Volume of your voice.
   (c) Body Language.
   (d) Delivery.
      (i) Speak slowly and deliberately.
      (ii) Pause between ideas.
      (iii) Carefully articulate and pronounce your words.
      (iv) Avoid filler sounds like "Um" and "ah."
      (v) Vary the pitch and volume of your voice
   (e) Audience Relations.

CHAPTER L - I
LEADERSHIP CAPSULE

SUMMARY

1. **Traits that are of paramount importance to a leader are given below**: -
   (a) Alertness.
   (b) Bearing.
   (c) Courage.
   (d) Decisiveness.
   (e) Dependability
   (f) Endurance.
   (g) Enthusiasm.
   (h) Initiative.
   (j) Integrity
   (k) Judgment.
   (l) Justice.
   (m) Knowledge.
   (n) Loyalty.
   (o) Sense of Humour.

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2. Morale, team spirit, discipline and competence are the four indicators of leadership. All indicators of leadership contribute to the effectiveness of a group and are to some extent interdependent. The absence of one indicator could negatively affect or destroy the others.

3. **Motivation** is the commitment and urge within a member which makes him accomplish his task under all situations without thinking about the cost". A study of human history has given us **three factors which help motivate any person are**: -

(a) Material Factors.
(b) Intellectual Factors.
(c) Spiritual Factors.

4. **Moral values** consist of acts, well and honourably performed. Our habits, behaviour and conduct are reflections of our values. NCC cadet must conduct himself / herself such that his/her personal habits are not open to criticism. Tendencies toward selfishness and self-indulgence in luxuries are to be avoided strictly. **As per Greek philosopher, Plato, there are four cardinal virtues or human values.They are**: -

(a) Prudence - To make right decision.
(b) Courage - To stay course and resist temptation of all kind.
(c) Self-control - To subordinate passion, emotion and feelings to fulfill mission at hand.
(d) Justice - To give every individual his due.

5. **Character traits** are all the aspects of a person's behavior and attitude that makes up a person's personality. It is the proudest possession of any person. Character is not inborn, but developed over period of time. **Important character traits are listed below**: -

(a) Speak Truth.
(b) Be Honest.
(c) Keep Your Word.
(d) Own Up Your Mistake.
(e) Be Your Own Judge
(f) Do Not Seek Cheap Popularity.
(g) Resist Temptation.
(h) Set an Example.
(j) Sense of Responsibility.
(k) Self Sacrifice.
(l) Be Impartial.
(m) Discipline.

6. **Tenets of Honour Code are** -

(a) Good conduct to enhance your own self respect, honour and image of institution.
(b) Give priority to group interest over personal interest.
(c) Stand up for what is right and accept responsibility.
(d) Answer questions fully and truthfully to the honour code committee even if it results in action against you or your friends.
(e) Own up to the committee any breach of discipline or honour code, whether intentional or unintentional.
(f) Give all help and encouragement to fellow cadets who are weak.
(g) Participate in all competitions and sports in the true spirit of sportsmanship. Accept defeat with grace and victory with humility.

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(h) Treat all fellow cadets with love and affection.

(j) Be secular, truthful, honest and straight forward in your dealings.

CHAPTER DM - I

DISASTER MANAGEMENT CAPSULE

SUMMARY

1. Disasters can be classified as natural and manmade disasters which are explained below: -

(a) **Natural Disasters**. These are of the following types: -

(i) **Wind Related**. Storms, Cyclones, Tornadoes, Tidal Waves and Blizzards, etc.

(ii) **Water Related**. Floods/Flash Floods, Cloudburst, Excessive Rains, Drought, etc.

(iii) **Earth Related**. Earthquakes, Tsunamis, Avalanches, Landslides, Volcanic Eruptions, etc.

(b) **Man Made Disasters**. These can be classified as under: -

(i) **Accidents**. Road, rail, air, sea accidents or building collapse.

(ii) **Industrial Mishaps**. Gas leaks, explosion, sabotage and safety breaches.

(iii) **Fire**. In buildings, coal fields or oil or gas fields and oil or gas store depots.

(iv) **Forest Fires**. In tropical countries, forest fires are often man made.

(v) **Contamination/Poisoning**. Incidents of mass food poisoning, water contamination, illicit-liquor poisoning and epidemics.

(vi) **Terrorists Activities**. Serial Blasts / explosions in public transport or markets.

(vii) **Ecological**. Pollution of air, water, noise, soil degradation, loss of biodiversity, global warming, sea level rise, toxic wastes and nuclear accidents.

(viii) **Warfare**. Conventional, chemical, biological or nuclear.

2. **Essential services can be categorised as under**: -

(a) Postal, telegraph or telephone services.

(b) Transport Services like rail, road, air and sea.

(c) Running of air / sea ports.

(d) Provision of water, electricity and sanitation services.

(e) Medical services and essential supplies.

(f) Production and supply of essential commodities.

(g) Running of government mint and security press.

3. **The cadets of NCC could assist in maintaining the following essential services and important tasks in any and every part of the country in following ways**: -

(a) As operators in Telephone Exchange.

(b) As nurses in hospitals or as links between doctors, nurses, patients and hospital technicians. They could also help in maintaining hospital discipline and security.

(c) Assist in establishment and running of First Aid Centres.

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(d) Assist civil defence wardens in carrying out their duties.

(e) Carry out neighbourhood campaigns by motivating people to create self-assistance groups.

(f) Counteract gossip and rumours to restore the morale of the people.

(g) Assist the civil authorities whenever feasible and to the best of ability. Some of the areas where cadets can help are: -

(i) Search for and rescue trapped people.

(ii) Salvage destroyed structures and property.

(iii) Distribution of relief material to the affected population for their temporary sustenance.

(iv) Coordinate the flow of relief material from out-side and ensure maximum coverage of territory in provision of relief stores, food and water, avoiding wastage and duplication of work in the same area.

(v) Repair and restore essential services to enable rescue and relief work and for normalization of activities.

4. **Immediately on receiving any requisition for providing NCC assistance from the district authorities, the CO Unit / Group Commander will take following actions**: -

(a) Muster adequate number of SD/JD cadets along with the ANOs and PI Staff. All means of communication should be used for collection of cadets. The ANOs must ensure that their cadets are collected in the shortest possible time.

(b) Organize various action groups of strength 20-30 cadets under an ANO and a PI Staffs.

(c) Carryout proper briefing of the cadets about the impending task.

(d) Allocate and handover the action groups to the various agencies for providing assistance.

5. The following groups of NCC cadets need to be created for providing assistance:

(a) Traffic Control Group.
(b) Relief Group.
(c) Shelter Management Group.
(d) Evacuation and Rescue Groups.
(e) First Aid Medical Groups.
(f) Sanitation Groups.
(g) Carcass Disposal Groups.

6. The Civil Defence Corps has the following 12 services in which volunteers are trained: -

(a) Headquarters Service.
(b) Warden’s Service.
(c) Fire Fighting Service.
(d) Casualty Services.
(e) Communication Services.
(f) Rescue Services.

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(g) Welfare Services.
(h) Depot and Transport Services.
(i) Salvage Service.
(j) Corpse Disposal Service.
(k) Supply Service.
(l) Repair and Demolition Service.

CHAPTER DM - II

INITIATIVE TRG, ORGANISING SKILLS AND DO's AND DONT's

NATURAL DISASTERS

FLOODS

1. Before Floods

(a) Do not litter waste, plastic bags, plastic bottles in drains

(b) Try to be at home if high tide and heavy rains occur simultaneously

(c) Listen to weather forecast at All India Radio, Doordarshan. Also, messages by Municipal bodies from time to time and act accordingly.

(d) Evacuate low lying areas and shift to safer places.

(e) Make sure that each person has lantern, torch, some edibles, drinking water, dry clothes and necessary documents while evacuating or shifting.

(f) Make sure that each family member has identity card.

(g) Put all valuables at a higher place in the house.

2. In the Flood Situation.

(a) Obey orders by government and shift to a safer place.
(b) Be at safe place and they try to collect correct information.
(c) Switch of electrical supply and don't touch open wires.
(d) Don't get carried away by rumours and don not spread rumours.

3. DO's.

(a) Switch off electrical and gas appliances, and turn off services off at the mains.

(b) Carry your emergency kit and let your friends and family know where you are going.

(c) Avoid contact with flood water it may be contaminated with sewage,oil, chemicals or other substances.

(d) If you have to walk in standing water, use a pole or stick to ensure that you do not step into deep water, open manholes or ditches.

(e) Stay away from power lines electrical current can travel through water, Report power lines that are down to the power company.

(f) Look before you step-after a flood, the ground and floors are covered with

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debris, which may include broken bottles, sharp objects, nails etc. Floors and stairs covered with mud and debris can be slippery.

(g) Listen to the radio or television for updates and information.

(h) If the ceiling is wet shut off electricity. Place a bucket underneath the spot and poke a small hole into the ceiling to relieve the pressure.

(i) Use buckets, clean towels and mops to remove as much of the water from the afflicted rooms as possible.

(j) Place sheets of aluminium foil between furniture wet carpet.

4. Don’ts.

(a) Don't walk through flowing water - currents can be deceptive, and shallow, fast moving water can knock you off your feet.

(b) Don't swim through fast flowing water - you may get swept away or struck by an object in the water.

(c) Don't drive through a flooded area - You may not be able to see abrupt drop - offs and only half a meter of flood water can carry a car away. Driving through flood water can also cause additional damage to nearby property.

(d) Don't eat any food that has come into contact with flood water.

(e) Don't reconnect your power supply until a qualified engineer has checked it. Be alert for gas leaks - do not smoke or use candles, lanterns, or open flames.

(f) Don't scrub or brush mud and other deposits from materials, this may cause further damage.

(g) Never turn on ceiling fixtures if ceiling is wet. Stay away from ceilings those are sagging.

(h) Never use TVs, VCRS, CRT terminals or other electrical equipment while standing on wet floors, especially concrete.

(i) Don't attempt to remove standing water using your vacuum cleaner.

(j) Don't remove standing water in a basement too fast. If the pressure is relieved too quickly it may put undue stress on the walls.

TSUNAMI

5. **DO’s**.

(a) Remain calm.

(b) Protect yourself if it is accompanied by an earthquake.

(c) Immediately head inland and to higher ground (at least 60' above sea level) if you experience an earthquake that lasts a minute or more, you are on the beach and the tide suddenly goes way out, or you see a wall of water rushing toward you. If you can’t get inland and up, go up.

(d) Know whether you are in a tsunami hazard zone or not.

(e) Know where the nearest tsunami escape route is.

(f) Have already put together portable emergency survival kits for you and your family.

(g) Have an emergency radio that automatically turns on in the event ofa hazard warning.

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(h) Assemble your family and walk or bicycle to the nearest tsunami. Safety zone (unless someone with you is mobility impaired).

(i) Wait for an official announcement that the danger has passed before returning home or to the beach.

(j) Have emergency supplies set in at home, since it might take days or weeks for electricity, food, water, and protective services to be restored.

(k) You should find out if your home, school, workplace, or other frequently visited locations are in tsunami hazard areas along sea-shore.

(l) Know the height of your street above sea level and the distance of your street from the coast or other high-risk waters. (Local administration may put sign boards).

(m) Plan evacuation routes from your home, school, workplace, or any other place you could be where tsunamis present a risk.

(n) If your children's school is in an identified inundation zone, find out what the school evacuation plan is.

(o) Practice your evacuation routes.

(p) Use a Weather Radio or stay tuned to a local radio or television station to keep informed of local watches and warnings.

(q) Talk to your insurance agent. Homeowners' policies may not cover flooding from a tsunami. Ask the Insurance Agent about the benefits from Multi-Hazard Insurance Schemes.

(r) Discuss tsunamis with your family. Everyone should know what to do in a tsunami situation. Discussing tsunamis ahead of time will help reduce fear and save precious time in an emergency. Review flood safety and preparedness measures with your family.

6. **DON'T's**.

(a) Rush to the beach to see the big wave.

(b) Rush to the beach after the first wave to see what has washed up on shore. (A tsunami may include several waves arriving over a period of hours.)

(c) Hop in your car to get to higher ground. (Roads may be impassable, you'll just contribute to the traffic jam, and you may not get to safety. You'll also make it harder for emergency vehicles to get through.)

(d) Stop to pack your most cherished possessions to take with you. (You may not have time.)

(e) Wait for an official warning if you feel an earthquake that lasts a minute or more, are on the beach and the tide suddenly goes out, or you see a wall of water rushing toward you. (By the time a warning is issued, it may be too late.)

(f) Start to put together an emergency survival kit. (You should already have one prepared.)

(g) Go back because you don't remember whether you turned off the oven.

(h) Brush your teeth and put on your makeup before going out.

(i) Stop to put on clean underwear because you might have to go to the hospital.

(j) Live in a tsunami hazard zone.

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EARTHQUAKES

7. **What to Do Before an Earthquake**.

(a) Repair deep plaster cracks in ceilings and foundations. Get expert advice if there are signs of structural defects.

(b) Anchor overhead lighting fixtures to the ceiling.

(c) Follow BIS codes relevant to your area for building standards

(d) Fasten shelves securely to walls.

(e) Place large or heavy objects on lower shelves.

(f) Store breakable items such as bottled foods, glass, and china in low, closed cabinets with latches.

(g) Hang heavy items such as pictures and mirrors away from beds, settees, and anywhere that people sit.

(h) Brace overhead light and fan fixtures.

(i) Repair defective electrical wiring and leaky gas connections. These are potential fire risks.

(j) Secure water heaters, LPG cylinders etc., by strapping them to the walls or bolting to the floor.

(k) Store weed killers, pesticides, and flammable products securely in closed cabinets with latches and on bottom shelves.

(l) Identify safe places indoors and outdoors.

(i) Under strong dining table, bed

(ii) Against an inside wall

(iii) Away from where glass could shatter around windows, mirrors, pictures, or where heavy bookcases or other heavy furniture could fall over

(iv) In the open, away from buildings, trees, telephone and electrical lines, flyovers and bridges

(v) Know emergency telephone numbers (such as those of doctors, hospitals, the police, etc)

(vi) Educate yourself and family members

8. **Have a disaster emergency kit ready**.

(a) Battery operated torch with extra batteries
(b) Battery operated radio
(c) First aid kit and manual
(d) Emergency food (dry items) and water (packed and sealed)
(e) Candles and matches in a waterproof container
(f) Knife
(g) Chlorine tablets or powdered water purifiers
(h) Can opener.
(i) Essential medicines
(j) Cash and credit cards
(k) Thick ropes and cords
(l) Sturdy shoes

9. **What to Do During an Earthquake**. Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks and a larger

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earthquake might occur. Minimize your movements to a few steps that reach a nearby safe place and stay indoors until the shaking has stopped and you are sure exiting is safe.

10. If indoors.

(a) DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there is no a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.

(b) Protect yourself by staying under the lintel of an inner door, in the corner of a room, under a table or even under a bed.

(c) Stay away from glass, windows, outside doors and walls, and anything that could fall, (such as lighting fixtures or furniture).

(d) Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.

(e) Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway.

(f) Stay inside until the shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.

(g) Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.

11. If outdoors.

(a) Do not move from where you are. However, move away from buildings, trees, streetlights, and utility wires.
(b) If you are in open space, stay there until the shaking stops. The greatest danger exists directly outside buildings; at exits; and alongside exterior walls. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

12. If in a moving vehicle.

(a) Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
(b) Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

13. If trapped under debris.

(a) Do not light a match.
(b) Do not move about or kick up dust.
(c) Cover your mouth with a handkerchief or clothing.
(d) Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

THE ARMED SERVICES

MAN MADE DISASTERS

ACCIDENTS

1. Dos

(a) DO seek medical attention before doing anything else.
(b) DO call the police to the scene of the accident, in appropriate cases.
(c) DO cooperate with all law enforcement and emergency personnel who respond to the scene.
(d) DO get the license plate numbers of all other vehicles involved in car accidents and the drivers' names, addresses, telephone numbers, and insurance information.
(e) DO write down the names, addresses, and phone numbers of all potential witnesses to an accident before the witnesses leave the area where the accident occurred.
(f) DO take photographs of all of the following, as applicable, as soon as possible after the accident:
  (i) The scene of the accident, from all angles.
  (ii) The surrounding area.
  (iii) The product or animal that caused your injuries.
  (iv) Your injuries, including taking pictures over the time it takes your injuries to heal.
  (v) Any property damages.
(g) DO keep track of all work missed because of the accident and follow-up medical appointments, all medical treatment received, and how you felt physically and emotionally because of your injuries.
(h) DO get a property damage valuation from your insurance company or from two independent shops if you aren't satisfied with how your insurance company has valued the damage to your car.
(i) DO contact your attorney. If you don't have an attorney or your attorney is unable to take car accident cases, contact a qualified attorney in your area. For more on hiring a car accident attorney, read this article.

2. DON'Ts.

(a) DON'T move your vehicle after an automobile accident unless necessary for safety or required by law.
(b) DON'T put yourself at risk of being further injury by standing or waiting in an area with traffic or other safety hazards.
(c) DON'T leave the scene of an accident until the police tell you it's okay to do so.
(d) DON'T throw away any potential evidence in the case, such as defective products, torn or bloodstained clothing, or car parts that came off the car during the accident.
(e) DON'T remain in a burning car or building while calling for help. Leave the area of danger first, and then immediately call 911 from a safe place.
(f) DON'T engage in discussions about who was at fault in the accident with anyone, and make sure you don't apologize for anything - it can be considered evidence that you were legally at fault.
(g) DON'T agree to settlement terms without contacting your attorney and having him or her review the settlement offer.

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3. **Tips To Save Life**. Here are a few important things that you can do as a responsible citizen to save a precious life before the arrival of the ambulance:

(a) **Remain Calm** – Do not panic. It is important for you and the victim to remain calm as it will help you take rational decisions. Do not allow any person at the scene, be it the victim or bystander to panic.

(b) **Assess the Accident Spot** – Move closer to the accident area, to understand if the accident involves only a single person or there are more. Be careful and check for leaking CNG and petrol pipes, live wires or broken glass.

(c) **Call the Emergency Services** – Dial 102 for ambulance and 100 for police. Give the exact location of the accident, so that they do not waste time in reaching the accident spot.

(d) **Stop Cars and Ask for Help** – If there aren't too many people on the road, try and stop other cars or bikes for help. Request other bystanders to help you.

(e) **Call Family and Friends** – Check the last dialled number from the victim's mobile or check for frequently called numbers or names like Mom, Dad, Hubby, Wife etc.

(f) **Provide First Aid** – If you know or are trained to give CPR (Chest pressure for heart rate / Mouth to Mouth Oxygen transfer) do it if the victim is unconscious. If it involved a car accident, search for a first aid kit inside car or take help from the bystanders.

(g) **Check for Pulse** – Try and assess the condition of the victim. If the victim is unconscious and not responding, then you might have to immediately take the victim to the nearest hospital without waiting for the ambulance. Remember to take care of the neck and head portion. Lesser movements and road jerks will help if you have given a little head and neck support to the victim's body. However, avoid moving the victim, unless absolutely necessary or you are trained in it as you might be hurting the victim and causing further damage.

(h) **Help Keep the Traffic Moving** – Make space for ambulance to come, so keep the traffic moving. Some curious people simply slow down their vehicles to check out an accident. Just let them know it is nothing serious. You should also warn the oncoming traffic and let drivers know that there is an accident and they need to avoid the area.

(i) **Comfort the Victim** – The accident victim is scared and even hurt. Talk to the victim if he or she is conscious with comforting and encouraging words like 'ambulance is on the way' and nothing serious has happened.'

(j) **Accompany the Victim** – Do accompany the victim to the hospital till the arrival of the family members and provide all the support to the police to help them register a case.

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CHAPTER DM - III

FIRE SERVICES AND FIRE FIGHTING

SUMMARY

1. Fire is the outcome of either heating or over heating of a combustible substance to the required temperature or igniting an inflammable material. The **following three elements are essential for creation of fire and its continuation**: -

   (a) Oxygen.
   (b) Sufficient heat to raise the temperature of fuel to its burning point or ignition temperature.
   (c) Combustible or burnable material (Solid, Liquid or Gas).

2. **The fire can thus be extinguished by**:-

   (a) Starvation.
   (b) Cooling.
   (c) Smothering.

3. Fire Fighting Parties.

   (a) House Fire Parties.
   (b) Auxiliary Fire Services.

4. **Fire Fighting Equipment can be divided into the following four categories**: -

   (a) Fire Extinguishers.
   (b) Stirrup Pumps.
   (c) Buckets.
   (d) Fire Beaters and Hooks.

CHAPTER SS - I

SOCIAL SERVICE CAPSULE

SUMMARY

1. There are generally three accepted methods identified for conduct of social service which are as under:-

   (a) Social Case Work.
   (b) Social Group Work.
   (c) Community Organization.

2. **Types of Social Service Activities.** There can be many social service activities. Some of the social service activities which can be undertaken are as under:-

   (a) Education.
   (b) Family Welfare, Medical Care, Family Planning and Nutrition.
   (c) Provision of Water and Cooking Fuel, Roads, Electricity and Sanitation.
   (d) Old Age Support Systems.
   (e) Employment.
   (f) Social Assistance, Social Security and Care & Protection.
   (g) Housing and Rehabilitation.
   (h) Recreation, Sports and Social activities.

3. **Contribution of NCC Cadets**. NCC cadets individually or in a group can make significant contribution in this field:-

   (a) If a student helps a blind man cross a road it is a service done to

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humanity.

(b) A group of students can render service to people ravaged by flood, cyclone, famine and earthquake.

(c) Students are educated and they can remove superstition, blind faith, ignorance of the illiterate.

(d) They can help the nation in the removal of illiteracy.

(e) Students can teach them to take health care.

(f) They can take active part in the national scheme of afforestation.

(g) They can look to the sanitation of their own area.

(h) The students may have a role to play in awakening public opinion against social evils like drug addiction, casteism, dowry system, by taking out procession or organizing seminars.

(i) They can nurse the sick, donate blood, and hospitalize them in time of need. In any kind of accident students can render considerable help.

4. **Objectives of Rural Development.** Following are the primary objectives of rural development: -

(a) To improve the living standards by providing food, shelter, clothing, employment and education.

(b) To Increase productivity in rural areas and reduce poverty.

(c) To involve people in planning and development through their participation in decision making and through centralization of administration.

(d) To ensure distributive Justice and equalization of opportunities in the society.

5. Important Rural Development Programs.

(a) **MGNREGA**.

(b) Pradhan Mantri Gram Sadak Yojana **(PMGSY).**

(c) National Social Assistance Program **(NSAP).**

(d) Sansad Adarsh Gram Yojna.

(e) Pradhan Mantri Awas Yojna.

(f) Jeevan Jyoti Bima Yojna.

(g) Pradhan Mantri Krishi Sinchai Yojna **(PMKSY).**

6. Social Security Schemes of Government.

(a) Atal Pension Yojana **(APY).**

(b) Pradhan Mantri Jeevan Jyoti Yojana **(PMJJBY).**

(c) Pradhan Mantri Suraksha Bima Yojana **(PMSBY).**

7. An NGO is a non-profit group or association that acts outside of institutionalised political structures and pursue matters of interest to its members by lobbying, persuasion, or direct action.

8. This potential pool of youth power can be effectively motivated and channelised to contribute towards social welfare. There are several welfare activities in which they can voluntarily participate. There are various NGOs (non-government organizations) which provide base or a platform, where from and under which they can pursue the following **welfare activities: -**

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(a) Students can work in the hospitals to attend helpless patients on weekends or during free days in a week.

(b) They can provide solace to the old people in the old age homes.

(c) Teaching adult people and making people aware of spread of diseases,

hygienic conditions can prove to be a boon (blessing) for illiterate people.

(d) NCC units can be made compulsory in the colleges and universities. The students personally can go to the depressed and the deprived people and experience their afflictions. This experience is aimed at holistic concept of education.

(e) After getting training for first aid, they can be a blessing for the society where they can contribute their valuable services. Like in case of: Dog bite, an accident, fractures or other emergency condition.

CHAPTER SS - II

SWACHH BHARAT ABHIYAN

SUMMARY

1. The Swachh Bharat mission aims to involve each and every Indian from all walks of life in the mission of cleanliness. It is a mass movement that seeks to create a Clean India.The objectives of Swachh Bharat are to reduce or eliminate open defecation through the construction of individual, cluster and community toilets. The Swachh Bharat mission will also make an initiative of establishing an accountable mechanism of monitoring latrine use.

2. **Contribution of NCC towards Swachh Bharat Abhiyaan**. NCC, through its mass base in rural and urban areas, took up the task of Swachata during the Swachata Pakhwada. The National Cadet Corps has been a major part of the Swachh Bharat Mission initiative and the NCC Cadets have been carrying out these activities as part of social responsibility and community development.The activities carried out by the cadets were cleanliness drive at historical sites and a mass pledge by cadets. The NCC also held awareness rallies, street plays, lectures and seminars across the country. The cadets distributed public health material with the help of civil administration, cleaned statues of national leaders and made posters to spread awareness about swachata.

CHAPTER SS - III

SOCIAL SERVICE AND COMMUNITY DEVELOPEMENT ACTIVITIES

SUMMARY

1. **Social security is of three types**: -
   (a) Social Insurance.
   (b) Services.
   (c) Basic Security.

Female Foeticide

2. Causes of Female Foeticide.
   (a) Extreme Desire to Have a Male Child.
   (b) Unwanted Pregnancy.
   (c) Dowry System.
   (d) Poor Medical Ethics.

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(e) Inferior Status.

3. **Measures to Prevent Female Foeticide**.

(a) Cancellation / permanent ban of the doctor's license who reveal the gender of the child.
(b) Heavy penalty imposed on firms doing illegal sex determination.
(c) High fines / judicial actions against 'parents' who knowingly try to kill their unborn girl.
(d) High incentives for the girl child in education, employment etc.
(e) Equal rights for women in the property of the parents / husband.
(f) Awareness campaigns targeted specially on the youth.

Dowry

4. **Causes of Dowry System**.

(a) Economic factors.
(b) Social factors
(c) Religious Factors
(d) Economic Inequality.
(e) Increasing Unemployment of Males.
(f) Parental Compulsions.
(g) Divine Sanctions.

5. Prevention of Dowry

(a) Not to offer or accept any dowry.
(b) Educate the members of the family with law - that accepting or giving dowry is an offence.
(c) Educate the members of the family and the neighbours to respect a woman's rights and privileges.
(d) Encourage women to fight for their rights.
(e) Educate the girl child to become economically independent.
(f) Strict law enforcement on dowry.

Drug Abuse

6. Preventive Measures

(a) The Government must use all the media to propagate against the habit of drug-taking.
(b) Voluntary organizations should pay more attention to instruct addicts how to give up the vice to bring them to the main stream of public life without shame or sorrow.
(c) Physicians should teach them how to prevent and avoid the evil and how to lead a normal healthy life.
(d) Parents should pay more care, attention and love to their sons and daughters.
(e) Reading of moral and religious books is also helpful to addicts.
(f) The police must act fearlessly to act against the people involved drug traffic.

HIV / AIDS

7. How Does HIV/AIDS Spread.

(a) Sexual Transmission.
(b) Blood Transfusions.
(c) Sharing Needles and Syringes for Intravenous Drug Use
(d) Mother to Child Transmission.

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(e) Skin Piercing.

(f) Oral Route.

8. <u>Role of the Youth in Preventing HIV / AIDS.</u>

(a) Youth can assume responsibility in preventing HIV infections by avoiding behaviour that might lead to HIV infections.

(b) Youth may also share the right to refuse sex and assume responsibility for ensuring safe sex.

(c) People living with HIV/AIDS have the same right to education, employment, health, travel, marriage, recreation, privacy, social security, scientific benefits etc. Hence, all should share responsibilities for avoiding HIV infection / re-infection.

(d) The youth by creating a proper and positive peer pressure, can delay the age at first sex, avoid sex before marriage, practicing safer sex, and preventing alcohol and drug abuse. The stereotypical image of a "macho" male needs to be changed to depict responsible behaviours.

(e) The young can also play an important role in addressing gender imbalance, which is one of the important factors for underdevelopment and HIV transmission.

(f) **<u>Youth should also educate general public by spreading the information that HIV cannot be transmitted by the following actions</u>**:-

(i) Shaking Hands.
(ii) Sharing of Clothes.
(iii) Sharing of Food and Utensils.
(iv) Sharing of Toilets.
(v) Insect Bites.
(vi) Hugging or Kissing.
(vii) Working in the same office or travelling in the same vehicle.
(viii) Playing or swimming with the infected person.
(ix) Coughing, sneezing or in routine patient-care activities (bedmaking, feeding etc).

<u>Beti Bachao, Beti Padhao</u>

9. It is a campaign of the Government of India that aims to generate awareness and improve the efficiency of welfare services intended for girls in India. **<u>Strategies employed to successfully carry out the scheme are</u>**:

(a) Implement a sustained social mobilization and communication campaign to create equal value for the girl child and promote her education.

(b) Place the issue of decline in child sex ratio/sex ratio at birth in public discourse, improvement of which would be an indicator for good governance.

(c) Focus on gender critical districts and cities.

10. The Beti Bachao campaign is also supported by the Indian Medical Association.

<u>Mission Indradhanush</u>

11. Mission Indradhanush is a health mission of the government of India.The ultimate goal of Mission Indradhanush is to ensure full immunization with all available vaccines for children up to two years of age and pregnant women. Intensified Mission Indradhanush will cover low performing areas in the selected districts (high priority districts) and urban areas. Special attention will be given to unserved/low coverage pockets in sub-centre and urban slums with migratory population. The focus is also on the urban settlements and cities identified under ***<u>National Urban Health Mission (NUHM)</u>***.

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Digital India

12. Digital India is a campaign launched by the Government of Indiain order to ensure the Government's services are made available to citizens electronically by improved online infrastructure and by increasing Internet connectivity or by making the country digitally empowered in the field of technology. The initiative includes plans to connect rural areas with high-speed internet networks. Digital India consists of three core components: the development of secure and stable digital infrastructure, delivering government services digitally, and universal digital literacy.

Waste Management

13. Waste Management refers to the collection, transport, processing or disposal, managing and monitoring of waste materials. The term normally relates to all kinds of waste, whether generated during the extraction of raw materials, the processing of raw materials into intermediate and final products, the consumption of final products, or other human activities, including municipal (residential, institutional, commercial), agricultural, and social (health care, household hazardous waste, sewage sludge). Waste management is intended to reduce adverse effects of waste on health, the environment or aesthetics. All wastes materials, whether they are solid, liquid, gaseous or radioactive, fall within the scope of waste management. It also encompasses the legal and regulatory framework that relates to waste management encompassing guidance on recycling etc.

Women Health and Sanitation

14. Women's health in Indiacan be examined in terms of multiple indicators, which vary by geography, socio economic standing and culture. To adequately improve the health ofwomen in Indiamultiple dimensions ofwell-beingmust be analysed in relation to global health averages and also in comparison to men in India. Health is an important factor that contributes to human well-being and economic growth.

15. Currently, women in India face a multitude of health problems, which ultimately affect the aggregate economy's output. Addressing the gender, class or ethnic disparities that exist in healthcare and improving the health outcomes can contribute to economic gain through the creation of qualityhuman capitaland increased levels of savings and investment.

16. Gender is one of the mainsocial determinants of health—which include social, economic, and political factors—that play a major role in the health outcomes of women in India and access tohealthcare in India.

Tree Plantation

17. Tree-planting is the process of transplanting tree seedlings, generally for forestry, land reclamation, or landscaping purpose. Because trees remove carbon dioxide from the air as they grow, tree planting can be used as a geoengineering technique to remove CO_2 from the atmosphere.Tree Plantation drives combat many environmental issues like deforestation, erosion of soil, desertification in semi-arid areas, global warming and hence enhancing the beauty and balance of the environment.

Traffic Awareness

18. **Road traffic control** involves directing vehicular and pedestrian traffic around a construction zone, accident or other road disruption, thus ensuring the safety of emergency response teams, construction workersand the general public.

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19. Causes of Road Accidents

(a) Distracted Driving.
(b) Drunk Driving.
(c) Speeding.
(d) Rain.
(f) Running Red Lights.
(g) Night Driving.
(h) Tailgating.
(j) Wrong-Way Driving/ Improper Turns.
(k) Teenage Drivers.
(l) Drugs.

Pollution

20. The term "pollution" refers to any substance that negatively impacts the environment or organisms that live within the affected environment. The five major types of pollution include: air pollution, water pollution, soil pollution, light pollution, and noise pollution.

CHAPTER SS - IV

PROTECTION OF CHILDREN AND WOMEN SAFETY

SUMMARY

1. India is home to the largest child population in the world. Almost 42 per cent of its total population is under eighteen years of age. The health and security of the country's children is integral to any vision for its progress and development. One of the issues marring the vision for the country's children is the evil of child sexual abuse. The Protection of Children from Sexual Offences Act (POCSO) 2012 came into force in November 2012 to deal with the problem.

2. Child abuse constitutes all forms of physical and / or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity.**Child Abuse can be of following forms**:-

(a) Physical Abuse.
(b) Emotional Abuse.
(c) Sexual Abuse
(d) Child Neglect.

3. There is a list of safety laws for women in India working in the field to provide safety to the women from all type of crimes against women. Some safety laws are Child Marriage Restraint Act 1929, Special Marriage Act 1954, Hindu Marriage Act 1955, Hindu Widows Remarriage Act 1856, Indian Penal Code 1860, Dowry Prohibition Act 1961, Maternity Benefit Act 1861, Foreign Marriage Act 1969, Indian Divorce Act 1969, Medical Termination of Pregnancy Act 1971, Christian Marriage Act 1872, Code of Criminal Procedure 1973, Equal Remuneration Act 1976, Married Women's Property Act 1874, Births, Deaths & Marriages Registration Act 1886, Indecent Representation of Women (Prevention) Act 1986, Muslim women (protection of rights on divorce) Act 1986, Commission of Sati (Prevention) Act 1987, National Commission for Women Act 1990, Prohibition of Sex Selection Act 1994, Protection of Women from Domestic Violence Act 2005, Prevention of Children from Sexual Offences Act 2012, Sexual Harassment of Women at Work Place Act 2013, etc.

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CHAPTER SS - V
ROAD/RAIL TRAVEL SAFETY

SUMMARY

1. **Do's & Don'ts: For Road / Rail Safety.**

(a) Do's for Road Safety.

(i) Obey traffic rules.
(ii) Conduct or attend of road safetyseminars.
(iii) Educate general public on traffic rules.
(iv) Wear helmet and seat belts.
(v) Give pedestrians the right-of-way in crosswalks

(b) Don'ts for Road Safety.

(i) Do not drink and **drive.**
(ii) Do not over **speed.**
(iii) Do not cross **the road during the red signal.**
(iv) Do not use **mobile phones while driving.**
(v) Do not engage in other activities, while driving.

(c) Do's for Rail Safety.

(i) Carry own Identification Card while travelling.
(ii) Always use over bridge to cross the track.
(iii) Stop vehicles when the gate is closed at the crossing.
(iv) Pull the chain, only in emergency if required to stop the train.
(v) Report to the railway police regarding unidentified objects or suspected persons

(d) Don'ts for Rail Safety.

(i) Do not be careless while crossing train tracks.
(ii) Do not try to get in/ get down while train is moving.
(iii) Do not ignore the signal at railway crossing.
(iv) Do not sit on the footsteps/foot board while travelling.
(v) Do not use fire while travelling.
(vi) Do not consume alcohol during journey.
(vii) Do not accept any eatables from unknown persons.
(viii) Do not quarrel with railway staff and fellow passengers.
(ix) Do not travel on footboards of moving train.
(x) Do not bunch up to present a large target at railway platforms.

CHAPTER SS - VI
NEW INITIATIVES

SUMMARY

1. **Few of the Government Initiatives are as under**: -
(a) **Aadhar**. For unique identity of citizens and its connectivity digitally.
(b) **BHIM App**. For fast, safe and trustworthy payments.
(c) **Make in India**. To encourage manufacturing in India.
(d) **Startup India**. For encouraging new businessmen.
(e) **Skill India**. For skill training schemes.
(f) **Mudra Bank.**Loan for entrepreneurs.

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2. Aadhar is a Unique Identification Number issued by UIDAI to individuals for the purpose of establishing unique identification of every single person. Aadhar is actually a 12-digit number and not a card. The Unique Identification Authority of India (UIDAI) is the regulatory body for this.Aadhar is meant for individuals of any age (including children) for the purpose of establishing identities. Since Aadhar is for only individuals, it is different for all the members of a family. For deciding uniqueness of every individual, the demographic details (residence address information) of the person and his/her biometric information (photograph, iris-scan, fingerprints) is collected which is stored in a centralized database.

3. **BHIM** is a biometric payment system app usingAadhar platform, and is based on Unified Payment Interface (UPI) to facilitatee-payments directly through bank. It stresses on the importance of technology and digital transactions.It can be used on all mobile devices, be it a Smartphone or a feature phone with or without internet connection. The payments through the new system (BHIMApp) can be made by just a thumb impression after thebankaccount is linked with Aadhar gateway.

4. **Make in India** scheme is a Government initiative to facilitate and augment the manufacturing industry in India. In other words, it can also be said that this program is intended to increase the GDP of the Indian economy. Besides promoting manufacturing and employment sector in the country it has set wide array of targets which are meant to change the entire economy of the country positively.

5. **Start-up India** Campaign of Government of India intends to promote bank financing for start-up ventures, to increase entrepreneurship and encourage start-ups with jobs creation. It will restrict the role of States in policy domain and to get rid of "license raj" and interruptions like land permissions, foreign investment proposal, environmental clearances etc.The **Stand-up India** Initiative is also planned and run concurrently with Start-up India intended to encourage entrepreneurship among **SCs/STs and women** communities.Start-up India will be a flagship initiative of the Government of India to develop a strong eco- system for fostering innovation and Start-ups in the country that will drive sustainable economic progress and generate huge employment opportunities.

6. **Skill India** is a campaign launched bythe Governmenton 15 July 2015 which aims to train over 40 crore (400 million) people in India in different skills by 2022. The main goal is to create opportunities, space and scope for the development of the talents of the Indian youth and to develop more of those sectors which have already been put under skill development for the last so many years and also to identify new sectors for skill development. The new programme aims at providing training and skill development to 500 million youth of our country by the year 2020, covering each and every village.

7. **Micro Units Development and Refinance Agency Bank (MUDRA Bank)** is a public sector financial institution in India. It provides loans at low rates to micro-finance institutions and non-bankingfinancial institutions which then provide credit to MSMEs - Micro, Small and Medium Enterprises.

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CHAPTER SS - VII

CYBER AND MOBILE SECURITY

CYBER SECURITY

SUMMARY

1. Cyber security refers to the body of technologies, processes, and practices designed to protect networks, devices, programs, and data from attack, damage, or unauthorized access. Cyber security may also be referred to as information technology security. Cyber Security is all about protecting your devices and network from unauthorised access or modification.

2. **There are many different types of cybersecurity threats, some of the most common types of threats are listed below**: -

(a) Viruses
(b) Password Attacks.
(b) Spyware and Keyloggers.
(c) Adware.
(d) Trojans.
(e) Ransomware.

3. **There are three prime targets for attackers for mobile devices**: -

(a) Data.
(b) Identity.
(c) Availability.

4. **Here are some practical steps that will help you minimize the exposure of your mobile device to digital threats**: -

(a) Use strong passwords/biometrics.
(b) Ensure public or free Wi-Fi is protected.
(c) Utilize VPN
(d) Encrypt your device
(e) Install an Antivirus application.
(f) Update to the latest software.
(g) Avoid turning on autofill.
(h) Log out.
(i) Use only trusted stores.

CHAPTER HH – I

PERSONAL AND CAMP HYGIENE

SUMMARY

1. Personal hygiene involves those practices performed by an individual to care for one's bodily health and well-being, through cleanliness. Maintenance of personal hygiene is very important in preventing disease. It deals with the practices that help in the maintenance and promotion of a person's health.

2. Food hygiene is the condition and measures necessary to ensure the safety of food from production to consumption. Food can become contaminated at any point duringlaughtering or harvesting, processing, storage, distribution, transportation andpreparation. Lack of adequate food hygiene can lead to foodborne diseases and death of consumer. **The five keys to safer food are listed below**: -

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(a) Keep clean.
(b) Separate raw and cooked items.
(c) Cook thoroughly.
(d) Keep food at safe temperatures.
(e) Use safe water and raw materials.

3. Sanitation means keeping the living area and its surroundings neat and clean. This involves removal of waste products and refuse.

4. DTLs of proper specifications will be constructed and covered by proper latrine frames. Latrines will be smoked every morning. The wooden frames will also be washed twice a day and treated with lime. Partition screens will be erected for each latrine seat.

CHAPTER HH -II

FIRST AID IN COMMON MEDICAL EMERGENCIES AND TREATMENT OF WOUNDS

SUMMARY

1. First aid is the assistance given to any person suffering a sudden illness or injury, with care provided to preserve life, prevent the condition from worsening, and/or promote recovery. At its most basic, first aid is the initial assistance given to a victim of injury or illness. Comprised of relatively simple techniques that can be performed with rudimentary equipment, first aid is usually carried out by a lay person until professional medical assistance arrives.

2. **The following symptoms are observed in case of internal injuries**: -
(a) Cold clammy skin.
(b) Weak or rapid pulse.
(c) Shallow sighing and breathing.
(d) Face pinched and pale.
(e) Eyes deeply sunken with dark rings around them.
(f) Patient usually restless and anxious and may lose consciousness.

3. **Burns and Scalds. First aid Treatment**.

(a) If the burn is chemical, let water from a pipe or hose flow freely on the burn so that the chemical flows off.
(b) Protect the burnt area by applying bandage or cover exposed part with clean towel or cloth.
(c) Give complete rest and plenty of fluids to the patient.
(d) Re-assure the patient.
(e) Evacuate patient to the nearest hospital or dispensary.

4. **Snake Bite.First Aid Treatment.** All cases of snake bite should be treated as being bitten by poisonous snakes. The First Aid treatment will be as follows:-

(a) Make the victim lie down comfortably.
(b) Give convincing reassurance against fear of death.
(c) Apply a light constricting tourniquet with hand kerchief, bandage or shoe lace above the knee for a bite on the leg and above elbow for a bite on the arm. So that the poison does not flows to all parts of the body.
(d) Wash with soap and water. Use water freely.
(e) Evacuate the patient quickly to the nearest dispensary or hospital.
(f) If breathing fails, start artificial respiration.

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5. Rabid Dog Bite First Aid Treatment.

(a) Immediately wash the bite area with lots of water and soap.
(b) Wound should be cleaned with available antiseptic.
(c) Patient should be sent to hospital for an anti-rabies injection course.
(d) Dog and the patient should be kept under observation for at least 10 days.

6. **Foreign Body in Eye First Aid Treatment.**

(a) Ask the patient not to rub the eyes.
(b) Wash the eye with water repeatedly for a minute or two.
(c) Search for the foreign body by lifting the upper eyelid and parting the lower eyelid down. The patient should face the light. If the foreign body is seen, it can be wiped off with the moistened corner of hand kerchief, cloth or cotton swab.
(d) If foreign body is fixed to the eye-ball, patient should be sent to the hospital with alight eye bandage.

7. **Foreign Body in Nose First Aid Treatment**.

(a) Blowing the nose and sneezing may expel the foreign body.
(b) Make the casualty breathe through the mouth.
(c) Do not try to remove the foreign body.
(d) Send the patient to the nearest hospital.

8. **The main causes of Asphyxia are**: -
(a) Drowning – due to water entering the air passage.
(b) Hanging and Strangulation – due to obstruction to entry of air.
(c) **Suffocation**.
  (i) Due to obstruction to entry of air through the air passage.
  (ii) Foreign body obstruction in air passage.
  (iii) Inhalation of poisonous gases e.g. carbon monoxide.
(d) Over dosage of drugs such as sleeping pills, morphine, pethedine.
(e) Electric Shock.
(f) Diseases e.g. tetanus, epilepsy, rabies.

9. **Signs and Symptoms of Asphyxia**: -
(a) Dizziness and weakness.
(b) Shortness of breath rate or breathing increase.
(c) Rapid pulse.
(d) Partial loss of consciousness.
(e) Swelling of the veins of the neck.
(f) Face, lips, nails, fingers and toes turn blue.

10. **General Rules for Treatment of Asphyxia**.
(a) Remove the cause if possible or the casualty from the cause.
(b) Ensure that there is a free passage for air.
(c) Lay the individual on his back. Press the head back-wards supporting the neck on your palm. Lift the tongue clear of the airway. Give mouth to mouth breathing.

11. First Aid in Case of Electric Shocks.

(a) Switch off or break the current, if possible.
(b) Remove the casualty from contact with the current, if possible. Stand on some insulating material such as rubber soled shoes or boots or piles of newspapers.
(c) Give artificial respiration.

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(d) Treat for shock and burns.

12. <u>General Rules of First Aid in Casualties of Unconsciousness.</u>

(a) Make the patient lie down with head turned to one side. Pull out his tongue.
(b) Loosen the clothing, ensure fresh air.
(c) If breathing has stopped or is irregular, start artificial respiration.
(d) Keep the air passage clear.
(e) Nothing should be given by mouth. Remove false teeth, if any.

13. **<u>Artificial Respiration.</u>** If there is any irregularity in breathing or a cardiac arrest, artificial respiration is given. If it is given correctly and in time, the patient's life can be saved. There are three methods for providing artificial respiration, but we will tell you only about the most common one.

14. **<u>Mouth to Mouth Respiration</u>**. This is the most common and simple method and is given immediately. If given timely, it can save many lives. This can be given by following way:-

(a) Casualty should be in supine position.
(b) Clean the mouth and throat to maintain clear air passage.
(c) Extend the neck to straighten the air passages.
(d) Cover the patient's mouth with clean gauze and blow directly and slowly into it. (10 – 12 times per minutes).

15. Wounds can be defined as a break in continuity of the skin or muscles membrane. It is caused by violence.According to level of contamination, **<u>a wound can be classified as under</u>**:-

(a) Inside Wound.
(c) Lacerated Wound.
(c) Open Wound/ Punctured Wound.
(d) Closed Wound/ Contusion.

16. **<u>First Aid for Wounds</u>**. The method for giving first aid for different types of wounds are:-

(a) Place the patient in a comfortable position.
(b) Stop the bleeding, if any.
(c) Remove any foreign body, if it is easily visible and can be easily removed.
(d) Prevent the entry of germs by applying sterilized dressing like first field or shell dressing.
(e) Give rest to the injured part by sling.
(f) Immobilize the part, if wound is large or complicated by fracture.
(g) Treat the patient for shock.
(h) Send the patient to nearest hospital.

17. **<u>Procedure for Dressing of Wounds</u>**. The following procedure is to be adopted while dressing of wounds: -

(a) Reassure the patient and place him in comfortable position.
(b) Stop the bleeding, remove foreign body and clean the wound with A/S lotion and cotton.
(c) Apply A/S ointment or powder and cover it with gauze. Select suitable bandage, start bandaging clock wise from outer aspect to inner aspect by covering 1/3 of previous lining.
(d) Put the knot away from the wound.
(e) Bandaging should not be either too tight or loose.

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CHAPTER HH -III
INTRODUCTION TO YOGA

SUMMARY

1. Yoga is a commonly known activity for physical, mental, and spiritual disciplines which originated in ancient India. One of the most detailed and thorough expositions on the subject are the Yog Sutras of Patanjali. The concepts and practices of Yoga originated in India about several thousand years ago. Its founders were great Saints and Sages. The great Yogis presented rational interpretation of their experiences of Yoga and brought about a practical and scientifically sound method within everyone's reach.

2. **The characteristics of Yoga are given below**:-

(a) The Yogic system of health involves the exercise of skeletal as well as the deep-seated smooth muscles of the body.

(b) The intra-thoracic and intra-abdominal pressure may be mentioned as special characteristics of the yoga system of health.

(c) Little expenditure of energy and money is involved in the Yoga practices.

(d) The rich as well as poor, and men and women of all ages can practice Yogic practices.

(e) Every school of Yoga emphasized specific practices, but their aim always remained the same; but the highest level of integration through the control of the modification of mind.

(f) The nature of Yogic practices is psycho-neurophysical.

(g) All yogic practices are complementary.

CHAPTER A - I
ADVENTURE ACTIVITIES

SUMMARY

1. **Parasailing** is also known as Parascending or Parakiting. It is a recreational kiting activity where a person is towed behind a vehicle or a boat while attached to a specially designed canopy wing that reminds one of a parachute, known as parasail wing. On land or over water the manned kite's moving anchor may be a car, truck or a boat.

2. The **Parasailing Equipment** mainly consist of a Glider, which in its inflated firm offers resistance to the wind and the air, then there is a harness which is attached to the paraglide and the pilot for safety purpose. A helmet and an extra parachute are there for the safety and the emergency landing of the pilot VARIOMETER is the main instrument for gauging the ascent and the descent of the pilot.

3. The literal definition of the word **slithering** is to slide or glide, like a reptile. This can be better explained as descending from a height, most of the times a bridge, slowly at a controlled pace and touch the surface underneath. The thrill in this sport is to see the ground coming closer and closer as you descend down and feel the wind in your hair and with no support besides a rope, which one is tied with.It is also known as fast roping.

4. **Rock climbing** is an activity in which participants climb up, down or across natural rock formations or artificial rock walls. The goal is to reach the summit of a formation or the endpoint of a pre- defined route without falling. Rock climbing competitions have objectives of completing the route in the quickest possible time or the farthest along an increasingly difficult route.Use the following 10 tips to keep safe when you're out rock climbing:-

(a) Always Check Harnesses.

(b) Always Check Knots.

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(c) Always Wear a Helmet.
(d) Always Check the Rope and Belay Device.
(e) Always Use a Long Rope.
(f) Always Bring Enough Gear.
(g) Always Climb with the Rope Over Your Leg.
(h) Always Properly Clip the Rope.
(j) Always Use Safe Anchors.

5. **Cycling expedition** refers to cycling over long distances prioritizing pleasure and endurance over utility or speed. Cycling can range from a single day ride to multi-day trips.

6. **Trekking** is walking for a number of days, usually on uncharted paths, in challenging environments which are likely to be hilly, mountainous or jungle. The Himalayan routes are famous for attracting a large number of trekkers. Tours may be planned and organized by the Cadets for themselves and also for organizing rallies for various social activities to spread awareness as well as to convey a message to people in remote and far flung areas.

7. **Useful Tips for Trekking.** Before setting out for a trek, following hints and tips are required to be considered during the planning phase carefully: -

(a) Keep toilet items handy. This will ensure that no germs/infection enters the body through consumption of water or food.
(b) Carry all possible essentials in the ruck sack with the expedition. Heavy items could be ferried by road.
(c) Carry sleeping mattress or durries for `night halts.
(d) Carry adequate woollens for the period of the trek.
(e) Take off your shoes at drink and lunch halts. This will give relaxation to your feet.
(f) Take small steps when ascending up slope.
(g) Ensure good consumption of water at regular intervals.
(h) Carry essential medicines to cater for minor injuries or disorders.
(j) Acclimatization is a must for high altitude marches.

CHAPTER EA - I

WATER AND ENERGY CONSERVATION

SUMMARY

1. Water is a very important and precious resource for life. **Water Conservation** covers policies, strategies and activities to manage fresh water as a sustainable resource, to protect the water environment and to meet current and future human demands. No other natural resource has had such an overwhelming response on the history of mankind as much as Water. Water conservation should not be considered an option any longer but is an inescapable necessity. Current circumstances require our full attention, if we hope to thrive as a civilization.

2. **Ways to Conserve Water Indoors**. The best place to start Water Conservation is one's own house. Certain measures which can be adopted at home are:-

(a) Ensure that there are no leaks in your house, in the pipelines, taps and toilets.
(b) Use water efficient flushes and if possible, toilets with dual flushing systems.

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(c) Close taps while brushing your teeth, shaving or soaping your face.
(d) Use water from washing of clothes for cleaning floors.
(e) Use appropriate amount of detergent for washing clothes.
(f) Close the shower tap while soaping your body.
(g) While washing the dishes by hand, don't let the water run while rinsing. Fill one sink with wash water and the other with rinse water.
(h) Monitor your water bill for unusually high use. Your bill and water meter are tools that can help you discover leaks.
(i) Water your lawn and garden in the morning or evening when temperature is cooler to minimize evaporation
(j) Never throw the water unnecessary on roads which can be used for gardening and cleaning.
(k) Avoid unnecessary flushing the toilets. Dispose off the tissues, cigarettes and other waste into the bin instead of toilets.
(l) Use minimum amount of water to bath.
(m) Do not leave the tap running while washing the dishes in the kitchen.
(n) Install small shower heads to reduce the flow of water.

3. **Rainwater harvesting** means capturing the runoff of the rainwater in our own house, village, town or city. It basically means accumulation and storage of rainwater for reuse, before it reaches the aquifer. Utilization includes water for garden, livestock, irrigation, etc. In many places, the water collected is just redirected to a deep pit with percolation. The harvested water can be used for drinking water also, if the storage is a tank that can be accessed and cleaned when needed.

4. **Why Harvest Rain water**.

(a) To arrest ground water decline and augment ground water table
(b) To beneficiate water quality in aquifers
(c) To conserve surface water runoff during monsoon
(d) To reduce soil erosion
(e) To inculcate a culture of water conservation

5. **"ENERGY**" means any form of energy derived from fossil fuels, nuclear substances or materials, hydro-electricity and includes electrical energy or electricity generated from renewable sources of energy or bio-mass connected to the grid. **Energy conservation** refers to various ways and methods of reducing energy consumption by economizing on the use of a particular source of energy.Energy conservation is the management of processes and policies, designed to reduce energy usage.Energy conservation can be achieved only by reducing consumption of energy by, either preventing wasteful use of energy or by using energy efficient products.

6. **Energy Conservation Measures**.

(a) Energy Saving Building Designs.
(b) Use of Energy Efficient Equipment / Implements.
(c) Public Lighting.
(d) Usage Habits.
(e) Public Transport System.
(f) Energy Efficient Infrastructure.
(g) Preventing Pilferage.

(h) Use of Non-Conventional Sources of Energy:-
(i) Solar Energy.
(ii) Wind Energy.
(iii) Biogas.

CHAPTER OT - I
OBSTACLE TRAINING

SUMMARY

1. The trainng in NCC is comprehensive. The basic training of regular Defence services (Army, Navy and Air Force) is given to the students. The cadets receive training throughout the NCC tenure. Obstacle course is one such training activity conducted for making the NCC cadets physically fit and mentally strong.Obstacle training develops courage, patience and makes them physically fit.

2. **Obstacle Course.** It consists of the following obstacles.

(a) Straight Balance
(b) Clear Jump
(c) Gate Vault
(d) Zig-Zag Balance
(e) High Wall
(f) Double Ditch
(g) Right Hand Vault
(h) Left Hand Vault
(j) Ramp
(k) Straight Balance

CHAPTER GA - I
GENERAL AWARENESS

1. The important topics relevant to NCC Cadets are given below: -

(a) **Country and States General**. Basic facts (Histrocal , Geographical and Economy), India'sposition in the world, national symbols, population facts, languages, languages in the 8th Schedule, Courts and Tribunals, Formation of states, important information, population, MPs & MLAs, Tribes of India and States and other Facts.

(b) **Defence Section**. Military Organisations, Chiefs of Armed Forces, Formations, Mottos of State Police Organisations, Defence Training Institutes, Defence Manufacturing Units, Commands of Army, Air Force & Navy, Air Force & Naval Training Establishments, Aircraft & Submarines of Indian Navy, Aircrafts of the Indian Air Force, Equivalent Ranks in Armed Forces, Important Military Operations and Joint Military Exercises.

(c) **Rivers Section**. Facts about Indian Rivers, Rivers and their Origins, Rivers and Cities of India, Rivers and Dams in India, Indian Rivers and Tributaries, Ancient Names of Rivers, Rivers and places of confluence, Facts about World Rivers, Cities and Rivers of the World, Mouths of Rivers of the World, Terminology related to Rivers.

(d) **Constitution Section**. Facts about Constituent Assembly, Committees of Constituent Assembly, Parts, Articles, Age Limits, Time Periods, Oaths, Resignations, Important Amendments,Important Parliamentary Terms, Finance

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Related Parliamentary Terms, questions and motions in Parliament.

(e) **Banking Section**. Reserve Bank of India, Facts on Coins and Currency, Coins and Currency,Mintsof India, Nationalised banks, Slogans, Top Banks, State Bank of India, RRBs under State Bank of India, Taglines of Insurance companies, Central Banks of important countries, International Banks & Headquarters, World Bank and Internation Monetary Fund,International Financial Institutions, Bank Rates and Ratiosand Banking Terminologies,

(f) **Places of Interest Section of India**. Museums, Gardens, World Heritage Sites, Archaeological Sites, Temples, Forts and Palaces, Mosques and Tombs, Zoos, Jails and Libraries, Caves, Gates and Towers, Commemorative Monuments, Bridges, Statues and Stupas, Old and New Names of Cities, Important Industrial Towns, Cities and their Founders.

(g) **Minerals Section**. India's Position in Mineral Wealth, First Ranked States in Mineral Production, Oil Refineries and Oil Fields of India and the World, Steel Plants of India.

(h) **Inventions & Discoveries Section**. Discoverers of Elements, Inventors of Home Appliances, Inventors in Aviation Field, Inventors of Vehicles, Inventors of Weapons, Medical Discoveries, Founders of Indian Companies, Founders of Universities and Institutions.

(j) **Information Technology Section**. Creators/Founders on the Net, Software Developers, Types of Application Software, Types of Computer Network.

(k) **Books and Authors Section**. Books by President, Prime Ministers, Indian Nobel Laureates, Indian Authors, Famous Scientists, Sportspersons, Famous Children Classics, Famous World Classics, Creators of Fictional Characters, Famous Books of 20th Century, Books by Women Authors, Books by Famous Economists, Indian Writers and Languages, Latest Books and Authors, Latest Books in News.

(l) **Sanctuaries and Animals Section**. Sanctuaries in India, Sanctuaries and Animals, Biosphere Reserves in India, Forest Cover in India, Largest, Smallest, Fastest Animals, Endemic Animals around the World, Members of Cat Family, Breeds of Domestic Animals, Scientific Names of Common Animals, Differences between Similar Animals.

(m) **Geographical Features Section.** Geographical Features of the World, Deserts of the World, Lakes of India and the World, Waterfalls of India and the World, Islands of India, Wetlands of India, Weather Instruments and Climatic Lines, Atmospheric Layers, Facts about the Earth, Important Latitudes and Longitudes, Facts about the Moon, Facts about the Solar System, Straits and Canals.

(n) **Miscellaneous Section**. Rocket Launching Stations, Maharatna and Navratna PSUs, PSUs and Ministries, Nuclear Power Plants in India, Utility and Demand, Production in Economics, Competition in Economics, Major Brands of Indian Companies.

(o) **Diseases Section**. Types of Diseases, Organisms causing Diseases, Deficiency Diseases, Common Names of Diseases, Diseases and Body Parts Affected, Poisoning Diseases, Diseases transmitted by animals, Rare Diseases and Disorders, Doctors and Specialisations, Types of Medicines, Commonly used Medicines, Names of Vitamins, Standards of Health.

(p) **Great Personalities Section**. Great Leaders of India, Indian Leaders - Years of Birth, Real Names of Prominent People, Nicknames of Important Personalities.

(q) **Art and Culture Section**. Classical and Folk Dances of India, Dance Forms and Associated Persons, Famous Painter, Sculptors, Architects etc., Famous Painters and their Paintings, Musical Instruments and Associated Persons, Fairs of India, Intangible Cultural Heritage List – UNESCO, Important Facts about Films.

(r) **Railways Section**. Important Facts about Indian Railways, Railway Zones and Headquarters, Railway Training & Manufacturing Units.

(s) **Agriculture Section**. Important Facts about Soils, Distribution of Soils in India, Facts about Crops in India, Top Crop Producing States in India, Top Crop Producing Countries, Types of Farming, Types of Irrigation.

(t) **History Section**. Ancient Texts and Authors, Importance of Ancient Indian Texts, Important Battles in Indian History, Foreign Invaders of India, Visitors to India, Court Poets in Indian History, Dynasties – Capitals, Founders and Temples, Famous Women in Indian History, Delhi Sultanatte – Important Facts, Rulers and Women of Mughal Empire, Battles during Mughal Rule, Nine Gems of Akbar"s Court, Monuments and Books of Mughal Period, Important Treaties in Indian History.

(u) **Sports Section**. Major Sports Events, Facts about Olympic Games, Indian Olympic Medallists, First in Sports in India, First in Sports in the World, League Sports and Teams in India, Stadiums in India, Cricket Stadiums of the World, Sports Awards in India, Facts about Open Era Tennis, Grand Slam Tennis Records, Highest Runs in Cricket.

(v) **Awards Section**. First in Nobel Prizes, Presidents, PMs – Winners of Nobel Prizes, Nobel Prize Winners from India, Nobel Prize Winners from China, Pakistan, Bangladesh etc., Important International Awards, International Awards - Films, Music and TV, International Awards for Literature, First Winners of Jnanpith Awards in Various Languages, First Winners of Rajiv Gandhi Khel Ratna Award in Various Sports, First Winners of Arjuna Award in Various Sports, Awards by Home Ministry – Govt of India, Sports Awards by Govt of India, Awards by Various Ministries – Govt of India, Awards by Autonomous Organisations in India, Gallantry Awards by Govt of India

(w) **International Organisations Section**. HQs of International Organisations, Mottos of International Organisations, Facts about U.N.O., SAARC, OPEC, ASEAN Member Countries, Member Countries of European Union, Member Countries – G–8 and G-20.

(x) **Hills and Mountains Section**. Mountains & Hills of India, Hill Stations of India, Highest Mountains of Indian States, Highest Mountains of the World,

Mountain Ranges of the World, First Everest Climbers.

(y) **Religions Section**. Sacred Hindu Texts, Important Pilgrimages of Hinduism, Important Facts about Islam, Important Facts about Christianity, Important Facts about Buddhism, Important Facts about Jainism, Important Facts about Sikhism, Judaism, Zoroastrianism & Confucianism.

(z) **Anatomy Section**. Important Facts about Human Anatomy, Important Facts about Blood, Blood Vessels and Functions, Blood Components and Functions, Disorders of the Blood, Disorders of the Eye, Facts about Bones, Number of Bones in Human Body, Types of Bones and Joints, Functions of Enzymes, Functions of Minerals in Human Body, Functions of Hormones in Human Body.

(aa) **Plants Section**. Facts about Plants, Plant Products and Parts, Propagation of Plants, Plant Nutrients and Studies, Scientific Names of Common Plants.

(ab) **"Firsts" Section.** First Appointees in India, First Events in India, First Chief Ministers of Indian States, First Women Chief Ministers and Governors, First in India – Women, First Award Recipients in India, First Indian Recipients of International Awards, First in the World, First in the World – Women, First Men in Space, First Satellites of Countries, First Spacecraft in Space.

(ac) **Abbreviations Section**. Abbreviations - Government Related, Banking related Abbreviations, Commerce related Abbreviations, Technology related Abbreviations, Medical related Abbreviations.

(ad) **Freedom Struggle Section**. Indian National Army, Important Places during Freedom Struggle, Important Freedom Fighters of India, Revolutionary Freedom Fighters of India, Important Facts about Mahatma Gandhi, Important Quotes by Mahatma Gandhi, What others said about Mahatma Gandhi,

(ae) **Countries and Capitals Section**. Capitals of African Countries, Capitals of landlocked African countries, Capitals of Asian Countries, Capitals of Middle East Countries,

Capitals of European Countries, Capitals of North and South American Countries, Capitals of Oceania and Australia.

(af) **Physical Sciences Section**. Facts about Gases, Facts about Metals, Metals, Ores and Alloys, Processes related to Metals, Important Scientific Laws, Units of Measurements, Conversion of Measurement Units, Measuring Instruments, Facts about Light, Facts about Sound, Images by Lenses, Images by Mirrors, Electrical & Electronic Components.

CURRENT AFFAIRS

2. The following topics in general can be covered in general knowledge: -

(a) Indian Polity.

(b) **Constitution of India**. Features borrowed from foreign Constitutions, Important Articles, Important Ammendments, Fundamental Rights, Legal Rights.

(c) **President of India**. Executive & Judicial Powers of President, Election

of President,Removal (Impeachment) etc.

(d) **Judiciary.** Supreme court of India (Its power and Area of jurisdiction), High Courts of India (Their power and Area of Jurisdiction), Lokpal and Lokayukt, Lok Adalat, PIL (Public Interest Litigation), CAT (Central Administrative Turbunal), E-Courts.

(e) **Indian Geography**. Ores & Minerals, Oil Mills, Lakes of India, Rivers, Tributaries and their directions, Clouds, Longitude and Lattitude, Islands of India, States Comparisions by Population and Area

(f) **Indian History**. Ancient Indian History, Middle Indian History and Modern Indian History (Struggle for Freedom).

(g) **Military Knowledge**. Basic knowledge of Indian armed forces, Ranks and Their Equivalent counterparts in Other Force, Commands of Indian Army, Navy, Airforce (with Tri Service Theatre Command) and Regiments.

(h) **Awards**. Books (Noble Prize, Man Booker Prize and Pulitzer prize etc.), Indian Padma Awards (Padma Bhushan, Vibhushan, Shri), Achievements of Indian Sports Players.

(j) Government Welfare Schemes.

(k) International Trades of India (Bilateral, Trilateral) and FDI.

(l) Indo US Ties.

(m) Indo China Ties.

(n) SAARC Countries.

(o) G 7 Nations.

(p) OPEC Countries.

(q) EU.

(r) India Space Programme.

SUMMARY

1. General Awareness has been defined in differential psychology as "culturally valued knowledge communicated by a range of non-specialist media" and encompassing a wide subject range.This definition excludes highly specialized learning that can only be obtained with extensive training and information confined to a single medium.

2. Current Affairs is defined as a genre of broadcast journalism where the emphasis is on detailed analysis and discussion of news stories that have recently occurred or are ongoing at the time of

broadcast. This differs from regular news broadcasts where the emphasis is on news reports prepared for simple presentation as soon as possible, often with a minimum of analysis. It is also different from the news magazine show format in that the events are discussed immediately.

3. Logical reasoning (or just “logic” for short) is one of the fundamental skills of effective thinking. It works by raising questions like: -

(a) If this is true, what else must be true?
(b) If this is true, what else is probably true?
(c) If this isn’t true, what else can’t be true?

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