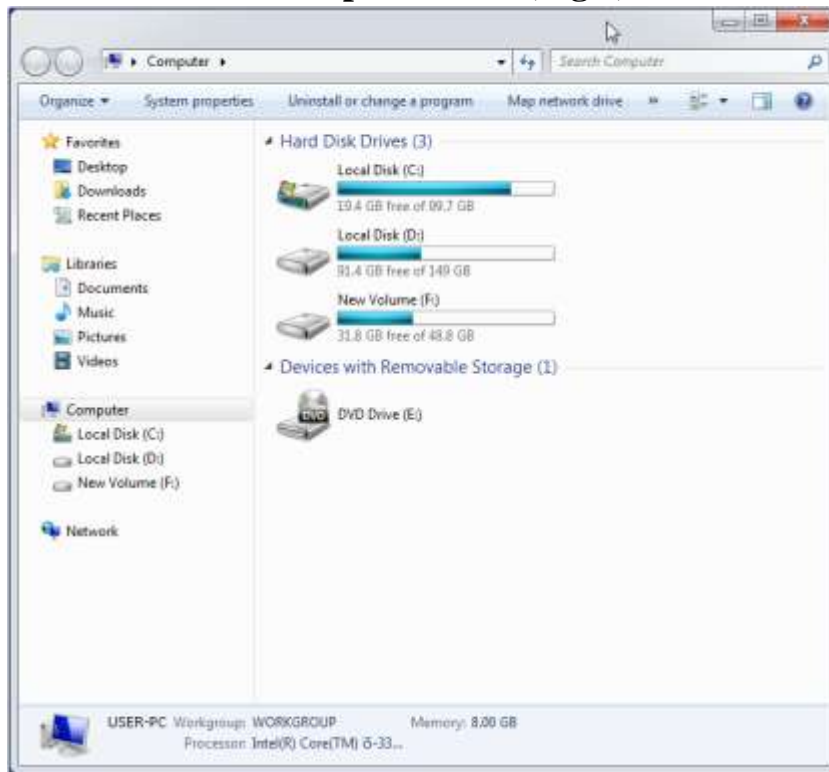The steps to create a new folder are:

1. Double-click the **Computer icon**. (**Fig** )



Fig

2. Select the drive in which you want to create a new folder. Say, Local Disk D:.
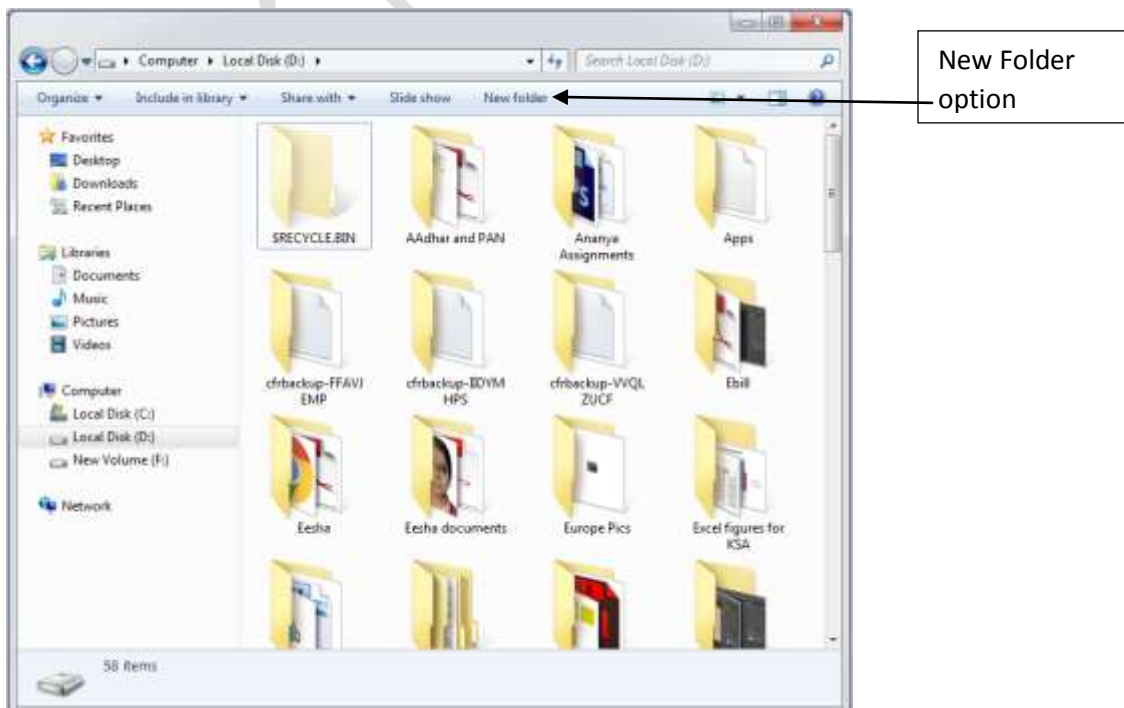3. Window will open up showing files and folders in Local Disc D: (Fig )



New Folder option

**Fig    Files and folders in Local Disc D:**

4. Click **New Folder** on the toolbar.
   Or
   Right-click anywhere in the blank area of the right column. A shortcut menu appears. Select **New ➤ Folder** from the shortcut menu. (**Fig    **)
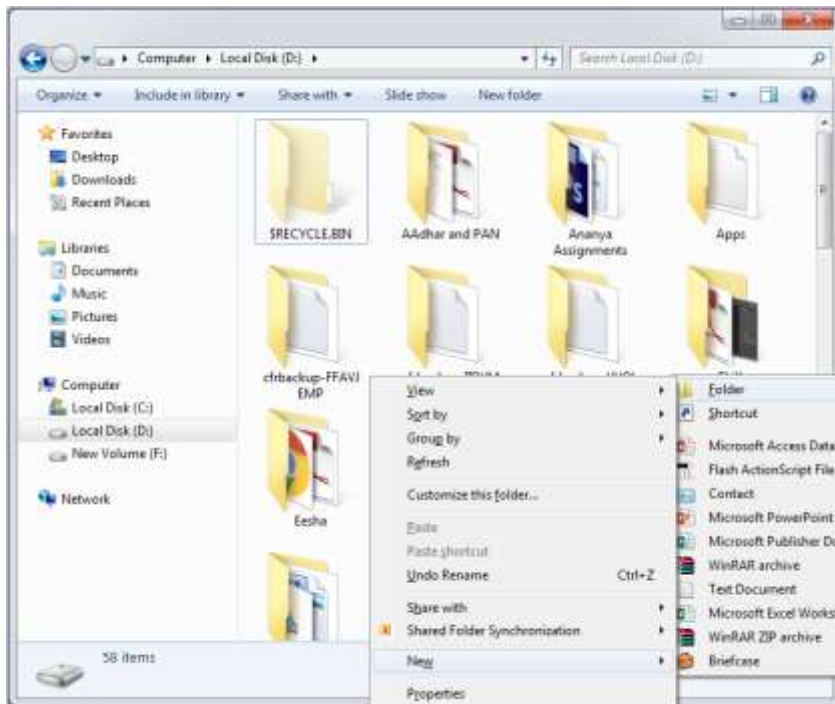


**Fig    Shortcut menu**

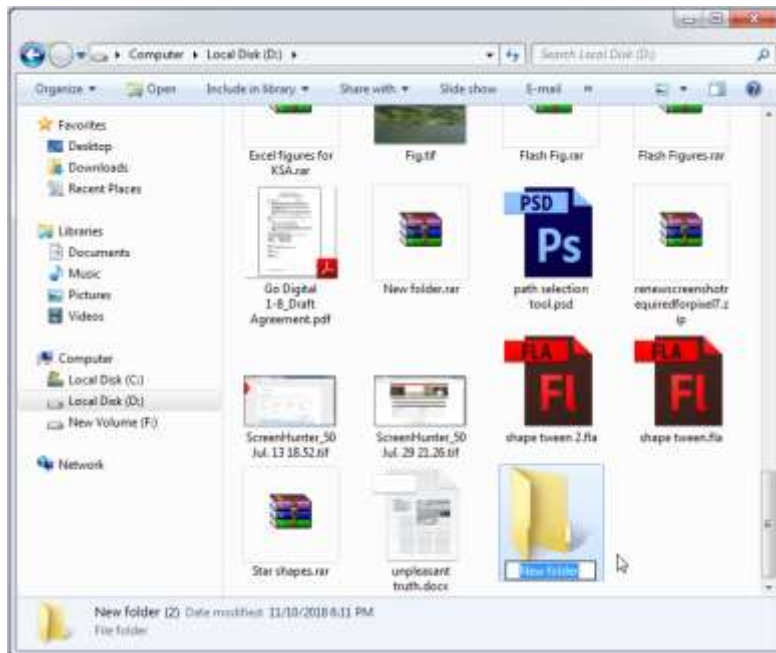5. A new folder is created with name **New Folder** highlighted (**Fig    **).

**Fig New Folder created**

6. Type a name for the folder (**Fig** ). Press Enter key.
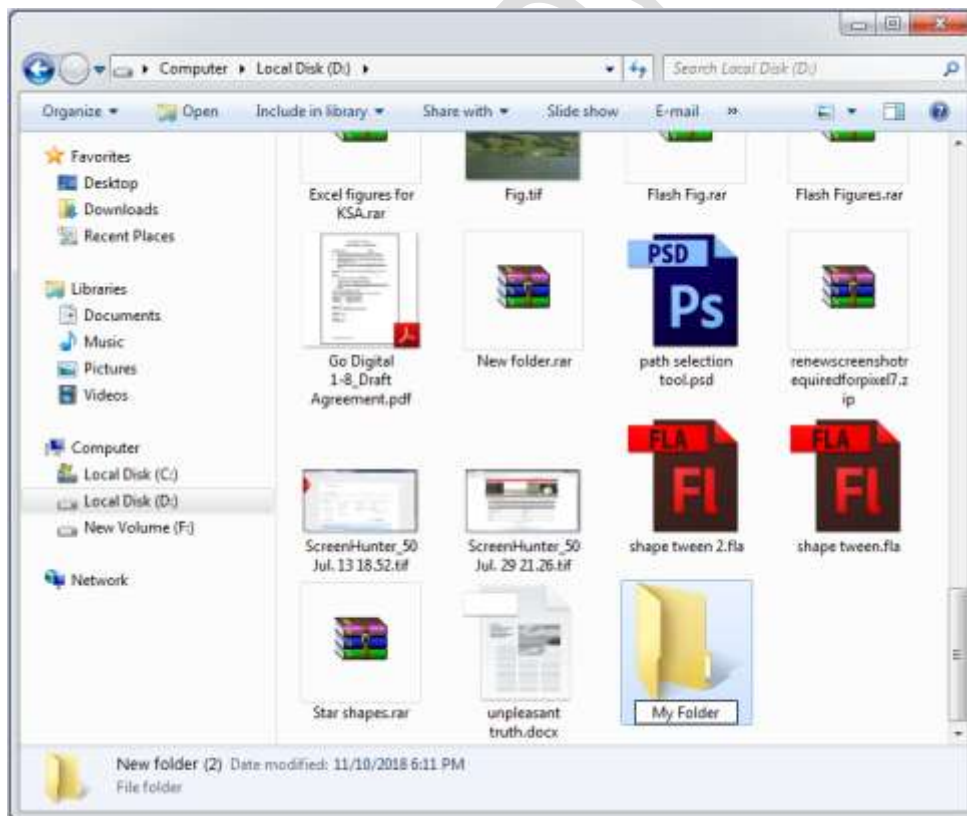
**Fig  naming a folder**

## Creating a file

To create a new file:

1. Right-click anywhere in the blank area of the right-column.
2. In the Shortcut menu, click **New** and select the type of the file you want to create.
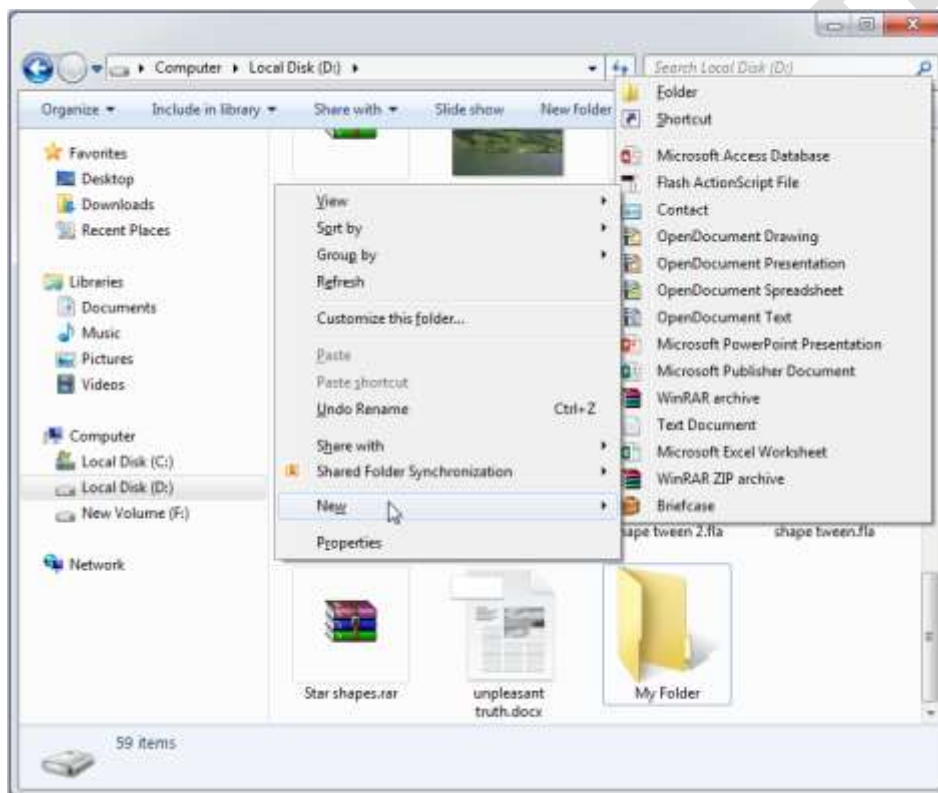


**Fig   Creating a new file**

## Renaming folders and files

To rename a file or a folder, the steps are:

1. Right-click the file or the folder.

2. From the shortcut menu, select **Rename** option (Fig   ).
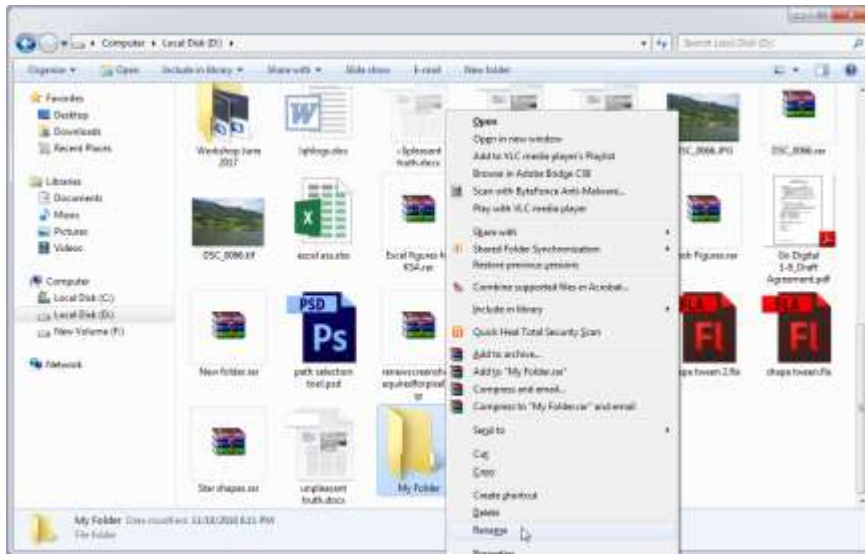


## Fig Rename option of Shortcut menu

3. Type the new name or edit the existing name and press the Enter key.

### Deleting files or folders

To delete a file or a folder:

1. Click the file or the folder.
2. Press the **Delete** key.
   Or
   Right-click and select **Delete** option from the **Shortcut menu**.

## Lets Try It

1. Start your computer.
2. Double-click the Computer icon.
3. Select Local Disk D:.
4. Create a folder named 'MyNew Folder' in Local Disk D:
5. Rename this folder as 'My Folder 1'.

**Worksheet**

1. Similar types of files can be placed into groups called _____.
2. Mention any one way in which can create a new folder.

   _____

   _____
3. To change the name of the folder, right-click and select _____ option from the Shortcut menu.
4. How can you delete a folder?

**Session 6**

**Copying Files and folders**

When you copy a file or a folder, duplicate of the original file or folder is created at the new location., the original remains as it is.

You can copy a file or a folder in any one of the following ways:

1. **Shortcut menu**:
   a. Right-click the file or the folder you want to copy.
   b. Select **Copy** option from the **Shortcut** menu. (Fig    )
   c. Select the drive or the folder where you want to make a copy of the selected file or folder.
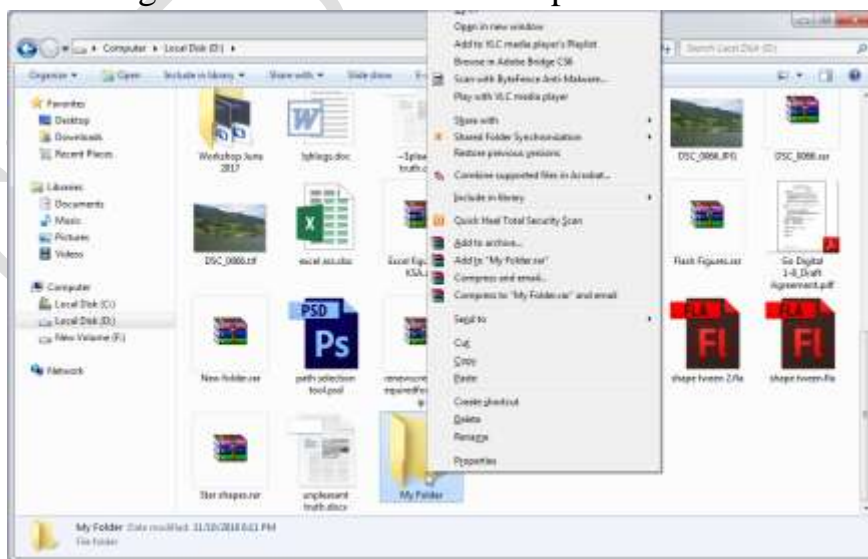   d. Right-click and select **Paste** option from the Shortcut menu.

**Fig Shortcut menu**

2. **Drag and Drop method**: To copy a file or a folder, hold down the Ctrl key while dragging it to the new location.
3. **Using Keyboard**:
   a. Select the file or the folder.
   b. Press Ctrl + C to copy the file or the folder.
   c. Open the destination folder.
   d. Press Ctrl + V to paste the copied file.

**Moving Files and folders**

When you move a file or a folder, the original file or folder is moved to the new location.

You can move a file or a folder in any one of the following ways:

1. **Shortcut menu**:
   a. Right-click the file or the folder you want to copy.
   b. Select **Cut** option from the **Shortcut** menu. (Fig     )
   c. Select the drive or the folder where you want to move the  selected file or folder.
   d. Right-click and select **Paste** option from the Shortcut menu.
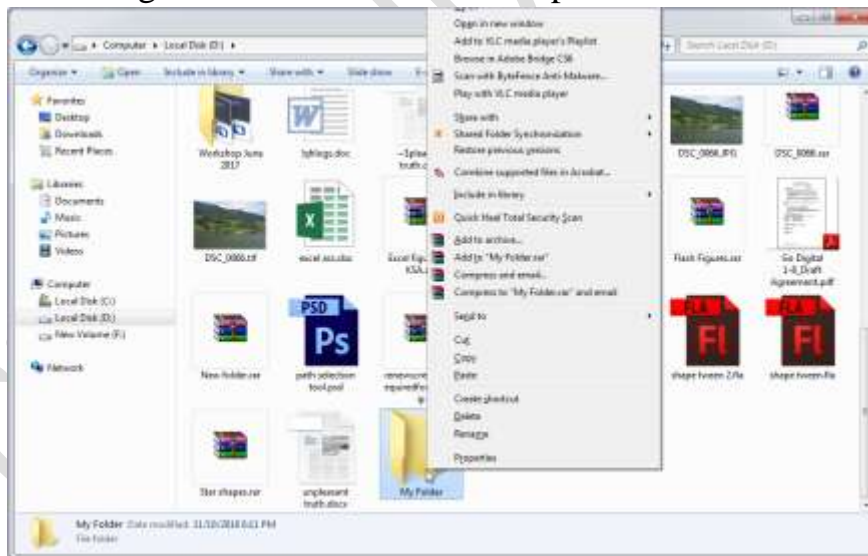


**Fig Shortcut menu**

2. **Drag and Drop method**: To copy a file or a folder, select the file and drag it to a new location.
3. **Using Keyboard**:

a. Select the file or the folder.
b. Press Ctrl + X to cut the file or the folder.
c. Open the destination folder.
d. Press Ctrl + V to paste the copied file.

**Permanently Deleting Files**

You can permanently delete the contents of the Recycle Bin in any one of the following ways:

Right-click the **Recycle Bin** icon and then click **Empty Recycle Bin**.
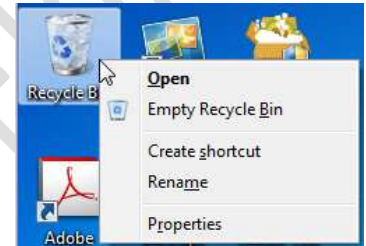


**OR**

1. Double-click the **Recycle Bin** icon.
2. The **Recycle Bin window** appears.
3. Click **Empty the Recycle Bin**.
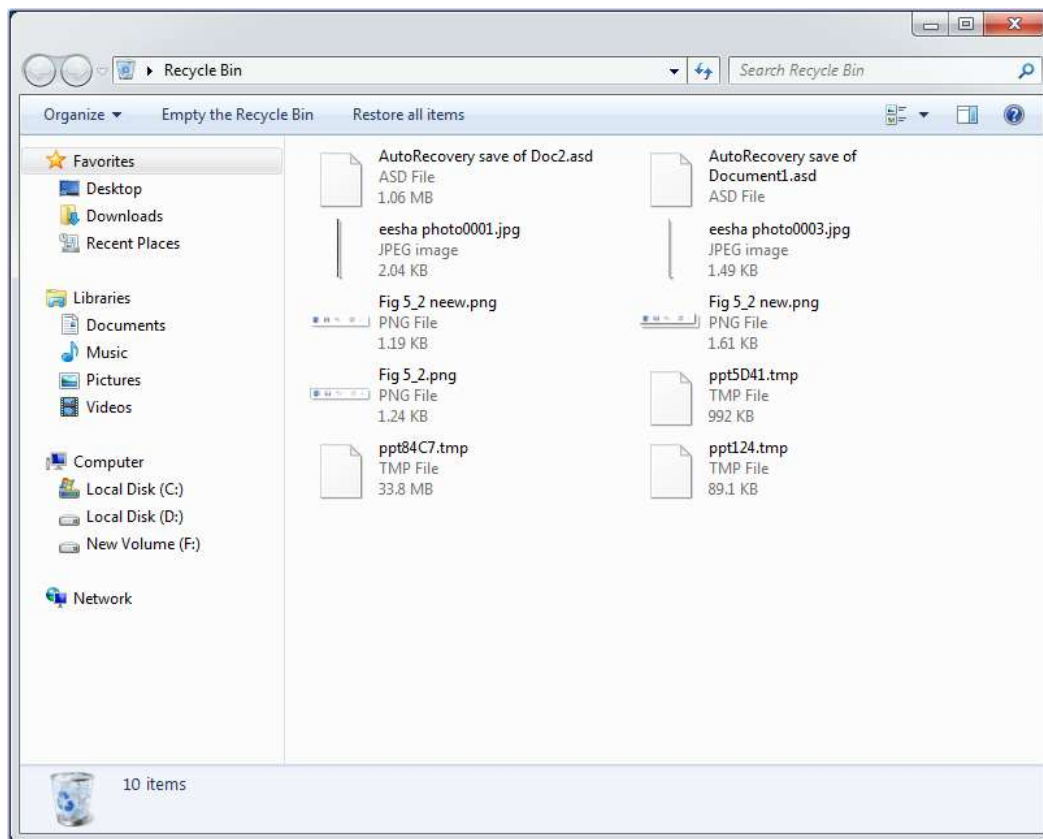
**Restore Files/Folder from Recycle Bin window**

To recover a file from the **Recycle Bin,** right-click the file, and then click **Restore**.
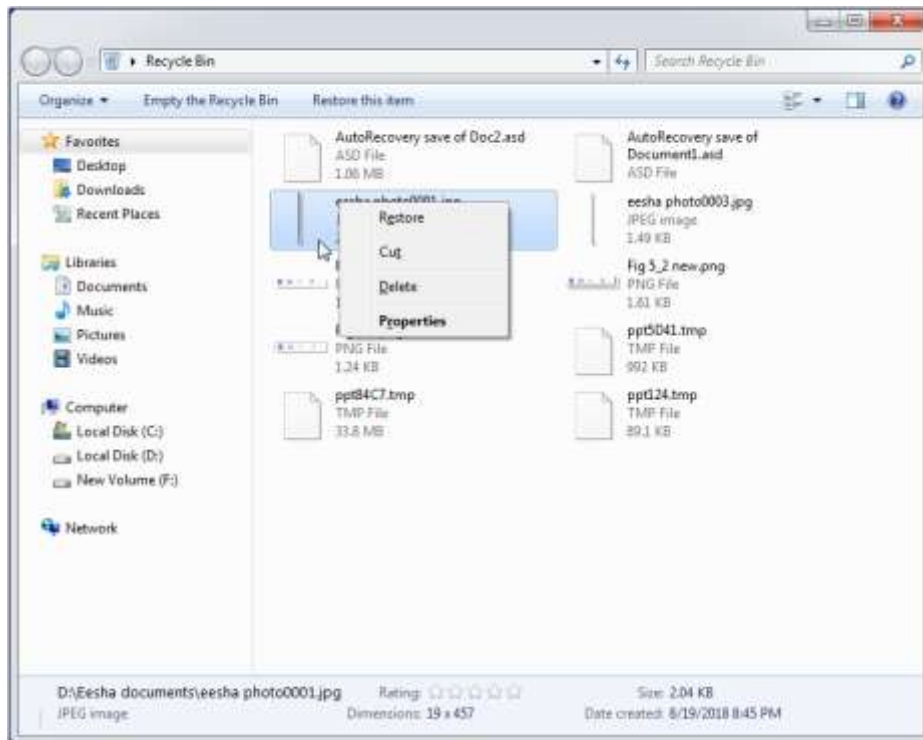
**Or**

Select the file and click **Restore this item**

**Lets Try It**

1. Start your computer.
2. Double-click Computer icon.
3. Double-click Local Disk D:
4. Create a new folder name in Local Disk D:
5. Rename this new folder as 'My Text Files'.
6. Copy this folder to My Documents.
7. Open folder 'My Text Files' in My documents.
8. Create another folder named 'My New Files'.
9. Move this folder 'My New files' on the desktop.
10. Delete the folder 'My New Files'
11. Restore the deleted folder.

**Lets Try It**

1. Start your computer.
2. Start Notepad.
3. Type few sentences about your school.
4. Save the file in the folder 'My New Files' created in the previous assignment.

**Worksheet**

5. What is the difference between moving and copying a folder?
   _____
   _____
   _____
   _____

6. Differentiate between file and folder.
   _____
   _____
   _____
   _____

7. Name the set of commands to move a folder from one location to another.
   _____

8. Name the place where deleted files are placed.
   _____

9. How can you empty the recycle Bin?
   _____
   _____

**Unit - Apply Basic Skills for care and Maintenance of Computer**

**Session 1**

**Importance and need of care and maintenance of computer**

Computer systems require maintenance so that the system works efficiently. Poor maintenance may lead to system failure.

Regular care and maintenance may help you detect any issues at an early stage and keep it functioning well.

Since a lot of important data is stored in the computer, it is necessary to have regular maintenance of the computer to be done.

Computer virus, malware, and other harmful softwares can cause damage to the working of the computer. If anti-virus is installed in the computer, and is updated and run periodically, then any loss of data can be prevented.

A large number of files are stored on the computer. These files can be disorganized and fragmented and may result in slowing down of the computer.

Regular maintenance of the system includes installing updates, security, taking backups, scans, etc

Both internal and external parts of the computer system should be taken care of.

1. Keep the computer dust free.

2. Do not eat or drink while working on the computer. Food or drink may spill on the system.

3. To keep the keyboard clean, make sure your hands are clean before using it.

4. CDs and DVDs should be handled carefully so that it does not get any scratches.

5. Keep keyboard covered when not in use.

**Cleaning the computer components**

Computer components needs proper care for these to last longer. Preventive maintenance increases the life of the components.

For example, a cable is damaged, but still working. It should be timely replaced or repaired to prevent any other damage.

Fan in the CPU helps to cool down the CPU as it gets heated while working. If the cooling fan is blocked, may be due to dust and is not repaired or replaced, can easily catch fire. Therefore regular inspection of the components is required. This increases the lifetime of the hardware.

General precautions to be takes while cleaning the computer components are:

- Always Power Off the computer system before cleaning.

- Never spray cleaning fluid directly on the component of the computer. First spray the liquid on the cloth and then wipe the component.

- Do not allow the cleaning liquid to drip near the circuit board.

- Preferably use anti-static wrist band which helps to prevent building up of static electricity near electronic device.

**Lets Try It**

Discuss the need of care and maintenance of computer

**Session 2**

Let's discuss how to clean some common peripheral devices of computer

**Computer monitor**

To clean the computer monitor, you can use a soft lint-free cloth, like cotton and water or special cleaning liquid. You should not spray water or cleaning liquid directly on the computer monitor as it may run through the seams. Spray water or cleaning liquid on the cloth and gently wipe the computer monitor

**Keyboard**

Dirt and dust can cause damage to the keyboard. Keys of the keyboard may not function properly if dirt enters the keys. You should always clean the keyboard periodically by holding upside down and shaking it. You can also clean it by blasting it with compressed air. After this, use a damp lint-free cloth to clean top of the keys. You should never spray any liquid cleaner or water directly on the keys of the keyboard.

**Optical Mouse**

You can clean the bottom of the optical mouse with a clean lint-free cloth. Lens area can be cleaned by blowing air or cotton swab.

**Digital camera**

Never touch the lens of the camera. To remove the dust, you can use soft lens brush or wipe with a soft dry cloth. For stubborn dust, you can use special fluid for lens cleaning which should be first pot on the tissue and then wipe the lens. Never put the fluid directly on the lens.

**CDs and DVDs**

Keep CD/DVD in proper case to prevent it from scratch free. If there is some dirt on the CD or DVD, it may not work at all. Finger prints and dirt can be removed by lightly rubbing with a clean lint-free cotton cloth. If the dirt is hard to remove, you can use special cleaning fluid. Put the drop of fluid on a swab of cotton and gently rub on the media.

**Lets Try It**

Demonstrate the procedures for cleaning the components of the computer system and other peripheral devices

**Session 3**

**Preparing maintenance schedule**

Regular maintenance of the computer system is very important.

Some of the maintenance activities are:

- Keep the components of the computer, like keyboard, mouse, monitor, etc. clean.

- Replacing hardware that is not functioning properly

- Keep food items away from the computer

- Cables and chords should not be messed up

- Removing unauthorized software from the computer

- Taking regular backup of the data

- Ensure backups are working properly by periodically restoring data. You should use external hard drive for backup of data on your computer.

- Running anti-virus periodically

- Keeping anti-virus software up to date

- Do not overcharge the batteries

- Do not block the vents

- Always shut down the computer properly

Regular scans should be done to check for viruses, malware, etc. An effective antivirus software should be installed in your computer. Always keep your anti-virus software updated so that it can detect new viruses. Full system scan should be done to periodically, preferably weekly to scan for viruses.

A regular disk defragmentation should be done to remove all unnecessary information that slows down the computer. Disk defragmentation done at regular intervals helps the disc space to be used at an optimal level.

Take regular backup of the data on your computer. In case the data is lost due to any reason, system failure, virus attack, etc. , you can easily retrieve your data using backup files.

System should be upgraded with new technology that were not there at the time of purchase, like, increasing RAM, to improve the performance. Also storage space should also be increased for storage of more information.

If you are getting some disc errors, then make sure that temporary internet files should be deleted from time to time.

Softwares should be updated regularly so that it works with maximum efficiency.

**Lets Try It**

1. Discuss the importance and need of care and maintenance of computer.
2. Discuss how to clean different components of the computer system.

**Worksheet**

1. What is the possible cause of slowing down of computer?
2. Why keyboard should be covered if not in use?
3. What general precautions should you take while cleaning the computer components/
4. List some of the maintenance activities for the computer system.
5. Why regular disk defragmentation should be done?

**Session 4**

**Computer virus**

A computer virus is a software program that attaches itself to other programs and alters their behavior. A virus may or may not be destructive. Some viruses erase data or corrupt programs on the computer.

When a virus enters a computer system, it makes copies of itself and carries out the harmful tasks that it is programmed for.

Some viruses get activated at a certain date and time. Viruses also attach to the files stored on the computer or the storage media and harm these files.

A virus may get attached to e-mail messages and spread from one computer to another.

A computer virus can infect only the software and not the hardware.

A computer can get infected with virus in any of the following ways:

- Infected files

- Infected pen drives

- Infected CD-ROMs

- Through infected file attachment of e-mails

A computer virus cannot do the following:

- It cannot infect files on CD or DVD.

- It cannot infect computer hardware like, keyboard, mouse, etc.

How do we know that our computer is infected with virus? Sometimes, computer shows strange behavior. Some of the common signs of a virus attack are:

- Computer runs very slow

- There is change in the file size

- Computer often stops responding

- There is an increase in number of files (unusual)

- Unusual error message appears on the screen

- Computer restarts on its own

**Lets Try It**

1. Discuss the difference between human virus and computer virus.

2. Discuss various signs that indicate that computer is infected with virus.

3. Discuss various ways in which computer may get infected with virus.

**Session 6**

**How to prevent virus infection**

The following points should be kept in mind to prevent virus infection:

- Install and use anti-virus software.

- Keep anti-virus software updated.

- Scan all the files that you download from the Internet

- Do not open e-mails of an unknown person/sender

- Don't allow any untrustworthy person to use your system.

- New use unknown pen drive/CD on your computer

- Never click on the windows that pop-up when you are surfing the Internet.

**Preparing computer against virus**

To prevent our computer from being infected with virus, we should install anti-virus software, run it periodically and keep it updated so that it can scan and remove new viruses.

Antivirus software is a program designed to detect and remove malicious programs from the computer.

Some examples of antivirus software are McAfee VirusScan, Norton AntiVirus, Microsoft Security essentials, and Quick Heal.
For an anti-virus program to be effective:

• It needs to run in the background at all times.
• Keep the anti-virus software updated so that it can recognize new viruses.
• run full disk scans periodically.

**Scanning and cleaning virus**

Let us discuss how to use Quick Heal Total security to scan the computer system.

1. Click **Start ➤ All Programs ➤ Quick Heal Total Security ➤ Quick Heal Total Security**.

   Or

   Double-click the Quick Heal Antivirus icon on the desktop.

2. The main window of **Quick heal Total Security** opens up (**Fig 1**)

Figure

**Fig 1 Main window of Quick Heal Total Security**

3. The main window has three sections:

    a. Top section has the following options:

| Option | Description |
|---|---|
| **Settings** | Using this option you can customize settings like, automatic update, Internet settings, Self Protection, Password Protection, Restore Default Settings, etc. |
| **Tools** | Helps you diagnose the system in case of virus attacks, clean application and Internet activities, restore the Internet Explorer settings modified by malwares, isolate the infected and suspicious files, prevent USB drives against auto-run malware infection. You can also exclude files from virus protection. |
| **Reports** | Helps you view the activity reports of Scanner, Virus Protection, Email Protection, Scan Scheduler, Behavior Detection, Quick Update, Memory Scan, Phishing Protection, Registry Restore, Boot Time Scanner, etc. |
| **Help** | This option provides information on how to use Quick Heal Antivirus and details about the version, etc. |

    b. The middle section has the following options:

| | |
|---|---|
| **Files and Folders** | Helps you protect files and folders against malicious threats.<br>With this option, you can configure Scan Settings, Virus Protection, Block Suspicious Packed Files, |

|  |  |
|---|---|
|  | Screen Locker Protection, Scan Schedule, Exclude Files & Folders, and Quarantine & Backup. |
| **E-mails** | Helps you configure Email Protection, Trusted Email Clients Protection, and Spam Protection. |
| **Internet & Network** | Helps you configure the settings for Internet & Network protection. With this option, you can configure Firewall Protection, Browsing Protection, Malware Protection, Phishing Protection. |
| **Parental Control** | Helps you control the Internet access, application access, and computer access for the children and other users. |
| **External Drives & Devices** | This option allows you to configure settings related to threats that come from CDs, pen drives, external disks, etc. |

c. The bottom section has the following options:

|  |  |
|---|---|
| **News** | This option provides you with the latest news from Quick Heal |
| **PC Tuner** | Helps you improve system performance by cleaning your system with features such as Disk Cleanup, Registry Cleanup, Traces Cleanup, Duplicate File Finder, Secure Delete and Registry Defragmenter. |
| **Scan** | This option provides various scanning options, like, Full System Scan, Custom Scan, Memory Scan, Mobile scan and Boot Time Scan. |

To perform full system scan,

1. Click **Scan ➢ Full System Scan**.

2. The scan process will begin

3. On completion of the scan, the scan statistics and reports are provided.
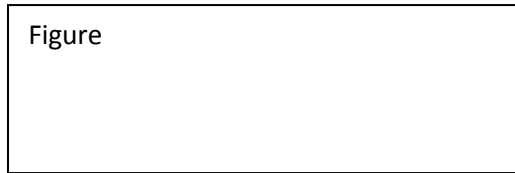
4. Click **Close**.

| Figure |
| --- |

**Fig   Full System Scan in progress**
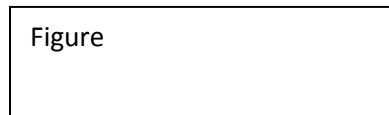
| Figure |
| --- |

**Fig Scan statistics and reports**

**Lets Try It**

1. Name the antivirus software installed in your computer.
2. Scan your computer with the anti-virus software installed in your computer.

**Worksheet**

1. Mention few ways in which a computer gets infected with virus.
2. Can computer virus infect hardware?
3. What are the common signs of a virus attack?
4. How can you prevent your computer from virus infection?
5. What is the use of antivirus software? Name any two commonly used anti-virus software.

**Session 7**

**Removing Temporary Files**

The steps to remove temporary files are:

1. Double-click **Computer icon** on the desktop.

2. The **Computer Window** opens.

3. Right-click Local Disk C: and select **Properties option** from the **Shortcut** menu. (Fig)
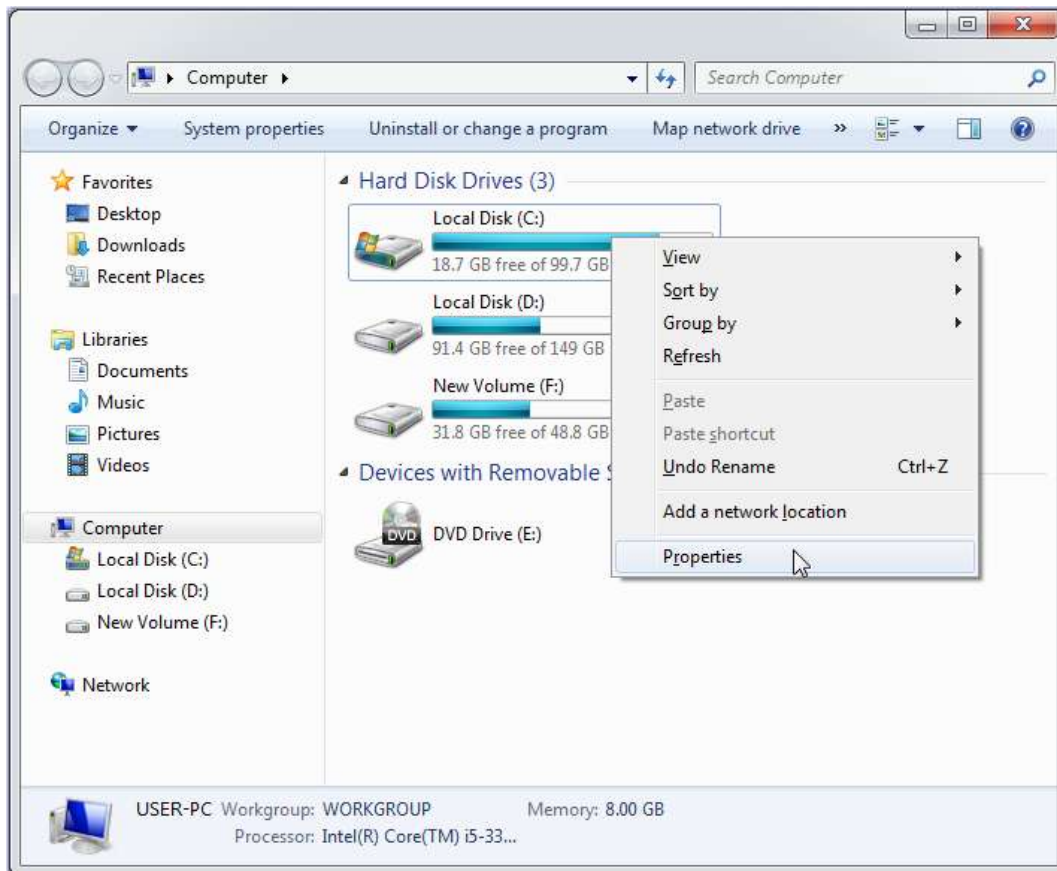


**Fig  Computer window**

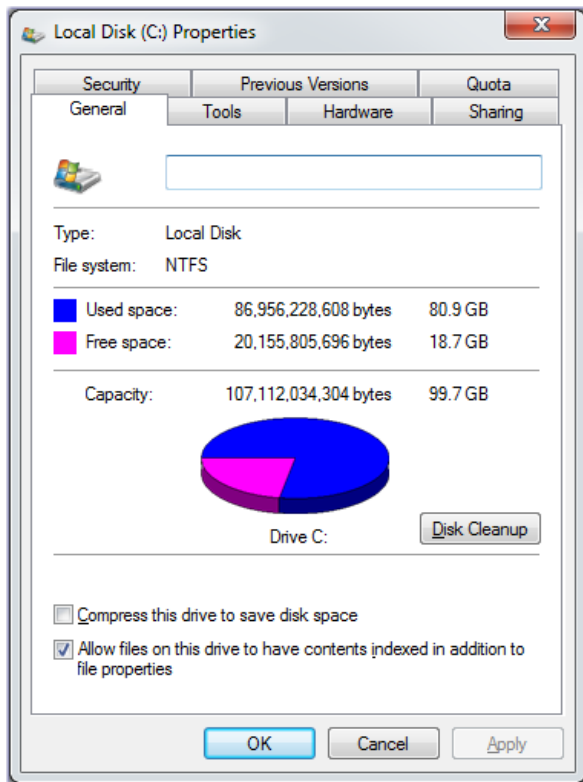4. The **Properties** window opens. (Fig)

**Fig Properties window**

5. Click **Disk Cleanup**.

6. The **Disk Cleanup for C:** window appears (**Fig** )

7. Click the **Check box** next to **Temporary Files, Temporary Internet files, etc.** that you want to delete.
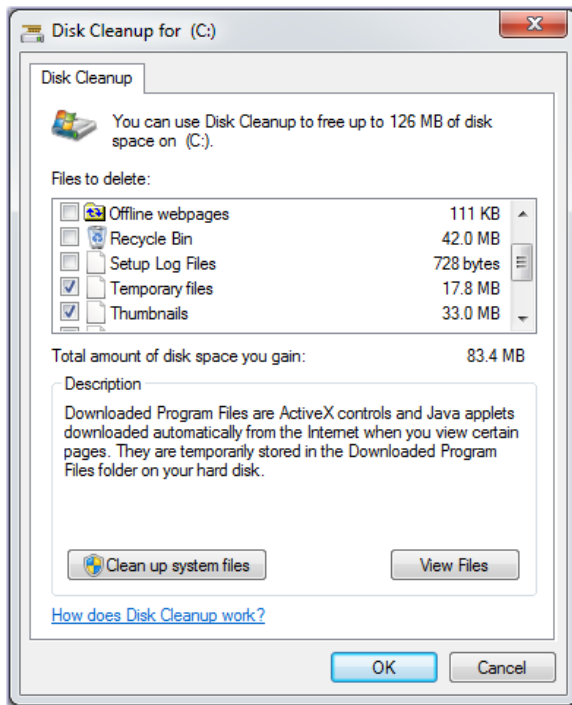
**Fig Disk Cleanup window**

8. Click **OK**.

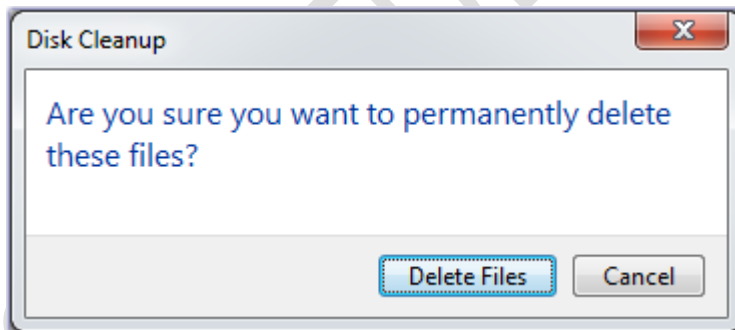9. A confirmation message will appear (**Fig** ).



**Fig    Confirmation message**

10.Click **Delete Files**.

11.Windows will delete all the temporary files on the computer.

**Removing files of Temporary Folder**

The steps to remove files of temporary folder are:

1. Press **Windows button** + **R** on the keyboard.

2. The **Run dialog** box appears.
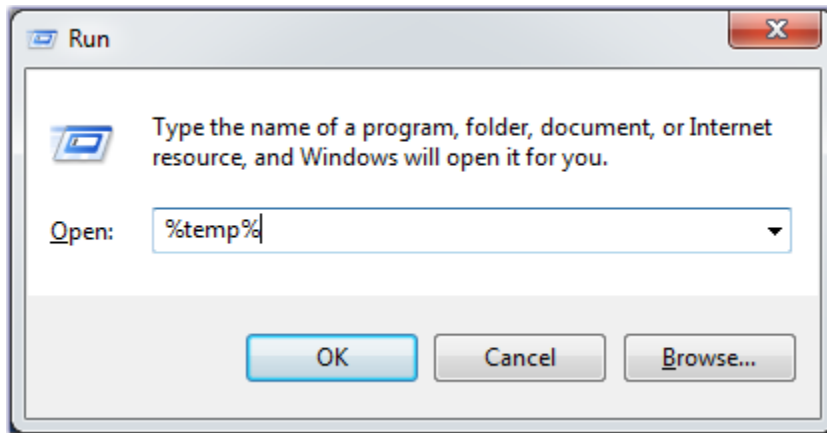
3. Type **%temp%** (**Fig**  )



**Fig  Run dialog box**

4. The **Temp folder** opens (**Fig**  )
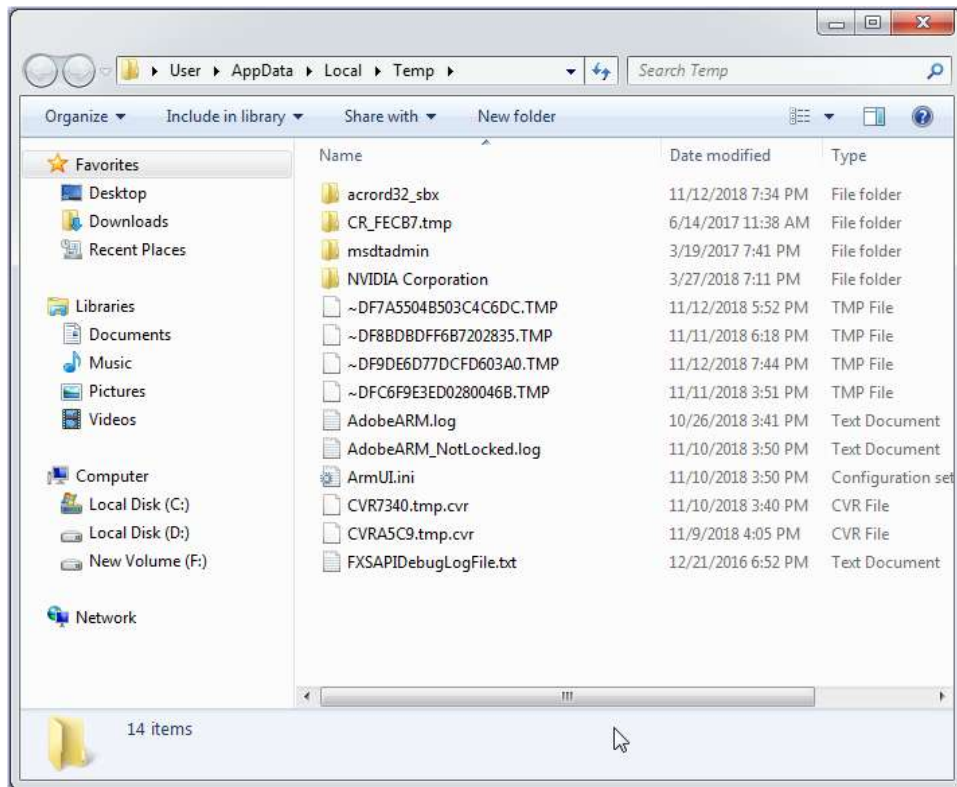
**Fig Temp folder**

    5. Click **Ctrl + A** to select all the files in the folder. (**Fig**    )

**Fig  Selecting files in Temp folder**

6. Press **Delete** key.

7. A message box appears. Click Yes to confirm.



**Fig    message box**

8. All the files in the Temp folder will be deleted.

**Lets Try It**

1. Remove temporary files from your computer.
2. Remove all the files in the Temporary folder of your computer.

**Worksheet**

3. Why we should remove temporary files and folders from the computer?

# Self-Management Skills

## Theory and 4 Let's Do It
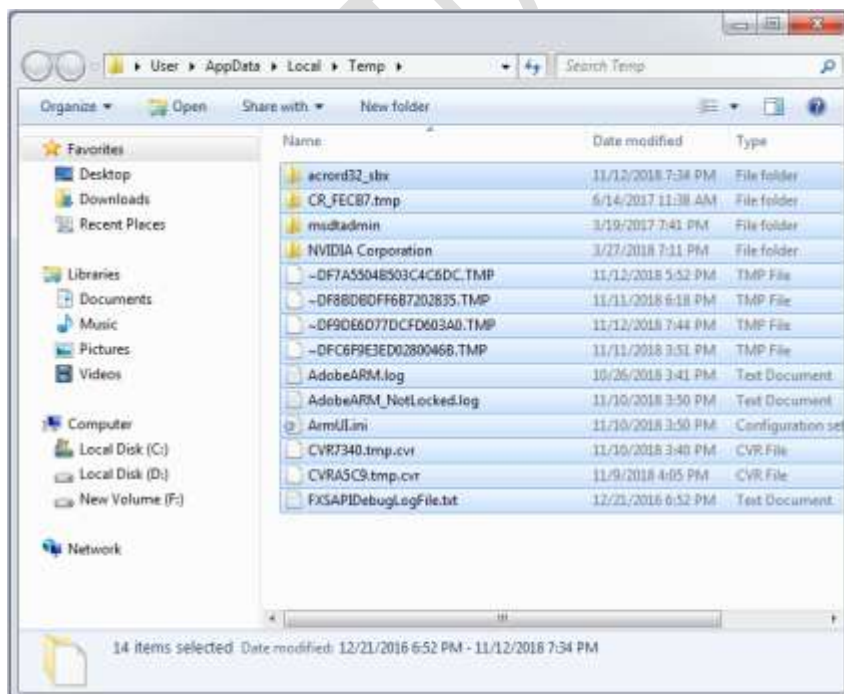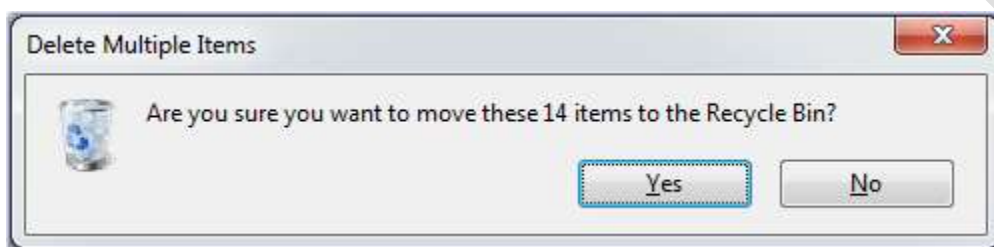
"Harmonise the head, the heart and the hands to be happy.

Be an integrated personality. Disintegration causes stress.

Integration gives tremendous satisfaction."

Nastibuddhirayuktasya..Ch.2

## Meaning and Importance of Stress Management

Stress Management refers to focusing human efforts for maintaining a healthy body and mind capable of better withstanding stressful situations. Occasional stress is an unavoidable part of one's life. Stress refers to a "physical, mental, or emotional strain or tension". Small amounts of stress have a positive effect and they help us stretch ourselves to new level. High levels of stress over prolonged periods need to be managed. A Stress well managed can help one view events and situations as challenges and contributes in the growth of individual. Unmanaged stress leads to anxiety and sorrow resulting in ill status of mental and physical health. Stress causal agents can have following origins.
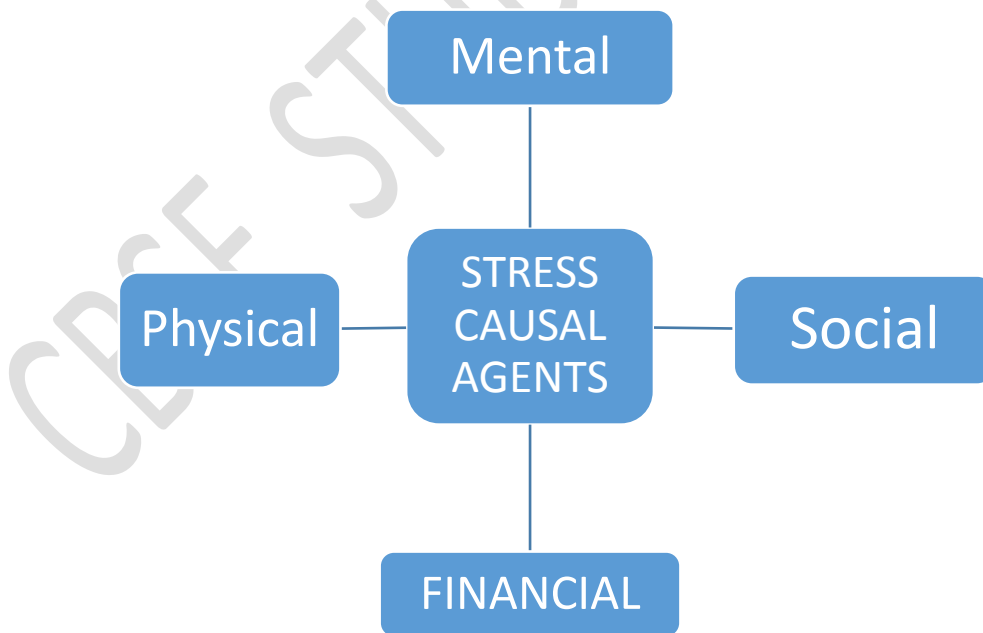
Fig. 1 Stress Causal Agents' Categories

*Mental*: Students can be left overwhelmed, if they are unable to handle their assignment submission deadlines and examinations grades. Overly high expectations from self can leave one with chronic anxiety and stress.

*Physical*: As children grow up they may seek more independence, may become critically conscious of their looks and have to cope up with hormonal changes. Issues related to general well-being and health of an individual can lead to low self-esteem and cause stress.

*Social* : Discord amongst family members, peer pressure for doing things which kids will generally avoid , maintaining balance in relationships amongst friends, status show off may lead to stress at times.

*Financial*: Youngsters may have aspirational financial stress. This may of becoming findependent or Finances aspirational stress may


## Importance of Stress Management

Being well versed with stress coping mechanisms helps people lead and healthy and happier life. Adequately managed stress prevents medical and physical illnesses. Stress management is vital because it leads to following benefits.

- Improves mood
- Boosts immune system
- Promotes longevity
- Leads to burst of physical strength, which is vital for goal achievement
- Complete mental and physical engagement for task accomplishment
- Increases efficiency and effectiveness
- Prevents psychological disorders and behavioral problems


## Stress Management Techniques

Stress is a mental state where one size doesn't fit all, what stresses one person may not stress others at all. It is highly individualistic phenomenon and the solution has to be customized to individual's mental state. Physical signs which may suggest stress are: breathlessness, dry mouth, butterflies in stomach, indigestion, nausea, acidity, fatigue, sweaty palms, cold hands and feet, irritation and hyperactivity etc. At the mental level following symptoms may reflect stress irritation, impatience, loneliness, upset, anxious, depressed, frustration, bored, guilty, insecure and forgetfulness.

Self-awareness amongst individuals for symptoms of stress will help them manage it better. They should try understanding the cause, understanding self and taking remedial measures. Avoiding the issues or procrastination is not the solution. Speaking out to the well-wishers like family and friends is of help in stress management as they provide a social support system. Apart from positive thinking, managing one's time across any or a combination of the following activities aids in stress management.

- *Physical Exercise*

  When stress affects the brain, rest of the body also feels the impact. Physical exercise in the form of walking, skipping or for that matter indulging in any sports has been found to relieve stress as they stabilize mood, improve self-esteem and induce sleep.

- *Yoga*

  Yoga is a school of Hindu philosophy reduces stress, which includes a series of postures and breathing exercises practiced to achieve control of body and mind.

- *Meditation*

  It is a practice where an individual is supposed to focus his/her mind on a particular object, thought or activity to achieve a calm mental state reducing stress.

- *Enjoying*

  Recreational activities like watching movies, attending concerts, playing games, involving in adventure sports, singing, dancing or even sketching can help individuals transcend to a happier mental state and help manage stress.

- *Going On Vacations with Family and Friends*

  Vacations provide an opportunity of taking a holiday from our routine and appreciate different facets of life. Vacations can be taken up to friends and relatives place as well as to far flung attractive locations. Vacationing helps in de-stressing individuals.

- *Taking Nature Walks*

  Taking nature walks in a pristine environment of a national park or a sanctuary or a trail in country side / village, brings us a calmness by allowing our over stimulated minds a chance to relax and helps us relax.

## Ability to Work Independently

Everyone who has been sent on this earth has been blessed in their own way. They together make this earth a beautiful place. Some can sing well, others are good at sports, some are intellectuals and some are good comedians. Everyone is special. But it is important that everyone learns the art of working independently. This typically means that one must learn to take ownership of the task assigned and leave no stone unturned in accomplishing the task. The individual who has the ability to work independently need not be supervised for the task completion.

*Importance of The Ability to Work Independently*

Following benefits of working independently advocate its importance.

- Ensures greater learning.
- Individuals feel more empowered and responsible.
- It provides flexibility to choose and define working hours and working mechanisms.
- Failure and success of the task assigned are accounted by individuals.
- Individuals become assets to organizations, groups and nations
- It ensures creativity and satisfaction amongst individuals.

**Enhancing Ability to Work Independently**

Ability to work independently can be enhanced by being self-aware, self-motivated and self-regulated. Let's now learn what are these:

*Self-Awareness*
Having conscious knowledge of your own self, capabilities, feelings and one's own character is called as self-awareness. It helps individuals to chart their ways for working independently.

*Self-Motivation*
Self-motivated individuals have an inner urge to do something, achieve their goals without any external pressure. It is a life skill and must be necessarily developed.

*Self-Regulation*
Self-regulation guides independent individuals as it helps them consider long term consequences rather than just transient feelings. It leads to a responsible and a value driven behavior.

# Lets' Do It

## Hands On Exercises to Understand the Concept Better

**4 Sessions**

**Session A.** Doing a yoga session/ meditation and discussing students' about their experiences.

**Session B.** Asking students to prepare a write-up/essay on experiences during a holiday trip.

**Session C.** Asking students to present a talk on "what I Wish to become and what I do about it".

**Session D.** Planning of an activity in groups for creating a plan for school fest/ any event in school/ class party and demonstrating how individual members contributed the qualities required for working independently.
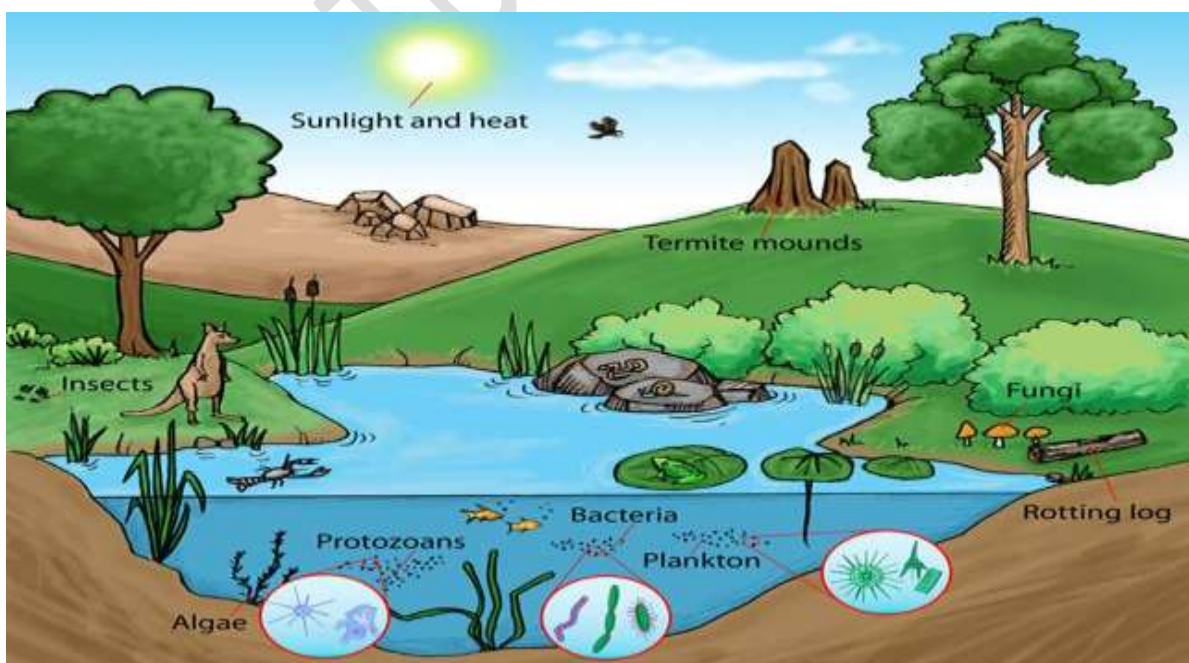
# INTRODUCTION TO ENVIRONMENT

It is the natural surroundings of a living thing. It includes everything found in the surroundings of living things such as air, water, plants, animals etc. Environment is essential for continuation of life earth. It gives us everything needed to lead our life on Earth. It aids in the growth & development of all livings things such as plants and animals. Our environment plays a pivotal role in enabling the existence of healthy life on this planet.

Environment includes both the living things as well as non living things. The living things broadly include plants and animals. The non-living things is constituted of three main parts –

1. Lithosphere – it refers to the outer layer of the earth. It includes rocks and soils found on the surface of earth.

2. Hydrosphere – it refers to water bodies found on the surface of earth. E.g., seas, rivers, oceans, streams etc.

3. Biosphere – it refers to that part of environment where life exists.

All living things such as Plants and animals require a healthy environment for their survival. A healthy environment enables a diverse ecosystem with abundant diversity of species of living things. Whenever ecosystems are harmed by man, it causes the threat to the survival of a living thing. In the long run, it can even lead to the extinction of some species.



**SOURCE -** https://www.zmescience.com/ecology/ecosystems-what-they-are-and-why-they-are-important/

Human activities often wreak havoc on our environment leading to pollution of land, water, and air pollution. However, our environment is degrading every single day. This is because of the technological innovations in the modern age. The challenges posed by the continuous technological advancements have lead to a decrease in the quality of environment. As a result, environmental pollution has emerged as quite a hazard.

Forests are being cut with scant regard to the habitat of the wild animals. Destruction of forests has lead to change in the climate as well. This can have disastrous impact in the long run. Our water bodies such as rivers, lakes, ponds etc. have become dirty. This is caused due to various activities of man such as washing of clothes in water bodies, flow of household wastes and flow of industrial sewage into them. The air we breathe is becoming polluted too because of the harmful gases emitted out by factories and industries. Same is the case of the land we live on. We have infested our environment with harmful substances such as plastic. If we fail to protect and conserve our environment, then it would become difficult to continue life on earth.Another reason for deterioration of our environment is the non-stop exploitation of our natural resources. In our continuous struggle for more and more industrial production, we require more raw materials such as coal and petroleum. However, rampant use of these natural resources, mainly fossil fuels, has lead to their continuous depletion. It is important to realize that these resources are non-renewable which means that they cannot be replaced naturally; if used indiscriminately, they can even get exhausted.

Environmental pollution affects millions worldwide In some of the world's worst polluted places, babies are born with birth defects, children have lost 30 to 40 IQ points, and life expectancy may be as low as 45 years because of cancers and other diseases. So it becomes important to save our environment so that our natural resources stay safe from pollution and its toxic effects.

**Source - https://slideplayer.com/slide/8012563/**
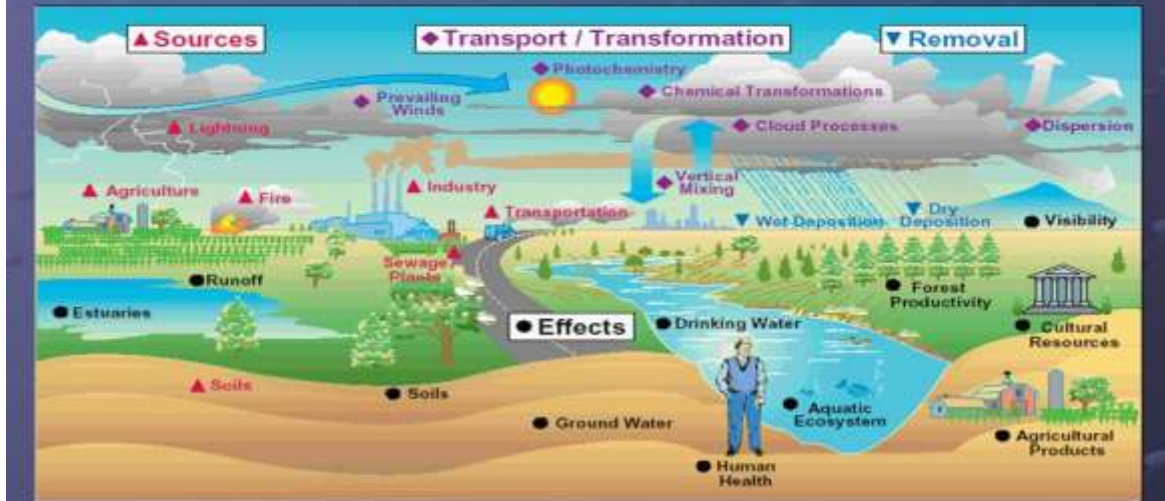
## RELATIONSHIP BETWEEN SOCIETY AND ENVIRONMENT, ECOSYSTEM AND FACTORS CAUSING IMBALANCE

Interactions between human society and the environment are dynamic in nature. Man's relationship with environment has, over the course of earth's history, followed a pattern of its own. Every step in the history of man has seen a change in the nature of relationship with the environment. Early humans, were, more or less in harmony with the environment. Being hunter-gatherers, they took only so much from their environment as they required to fulfill their basic needs. Their impact on environment was minimal owing to the nature of their needs and the size of their population. However the situation changed with the increase in population.

As the population increased, the lifestyle of the people also changed. This was accompanied with the increase in demands of the people. It started an ever increasing dependence on natural resources. This also saw a shift in living quarters of man; from living in small settlements to residing in big towns and cities. This shift to city life inadvertently led to a

distancing from nature. While many people were still in-tune with nature on a subsistent level, the need for more and more resources began to change our regard for nature. Thus began a journey of imbalance and overuse of environment.

Although our distancing from nature began several thousand years ago with advancements in agriculture and social order, it is the age of industry to which we owe our modern regard for nature. The growth of cities allowed for a separation between people and nature and our obsession with convenience and efficiency beckoned a new perspective on the environment. With technological advancements, nature became something we were no longer apart of and entirely subject to, but something that we could control and profit off of. The growth of industry enabled humans to truly dominate the landscape and disrupt the natural systems that have been in place for billions of years.

The story of human progress is also the story of increase in human greed and exploitation of environment. The early societies were technologically backward and lead a simple lifestyle. As such their needs were basic. They could not control the forces of nature and were in awe of Nature. But modern societies are technologically advanced and sciectifically evolved. Modern man has learnt to control nature. Man, no longer, holds Nature in venration; instead man has learnt to yield Nature to his whims and desires. This has lead to a lopsided equation between man and environment; with the balance now being tilted more towards man.

The sheer disregard of man towards environment has lead to the disruption of many ecosystems. An ecosystem includes all of the living things (plants, animals and organisms) in a given area, interacting with each other, and also with their non-living environments (weather, earth, sun, soil, climate, atmosphere).

Example – A pond is an excellent example of an ecosystem. The living things in the pond include microorganisms, plants and animals. The non-living things in the pond include pebbles, water, sunlight etc. There is continuous interaction between the living and the non – living things in the pond which makes life possible.

Source - http://www.desert-scape.com/pond-ecosystem.html
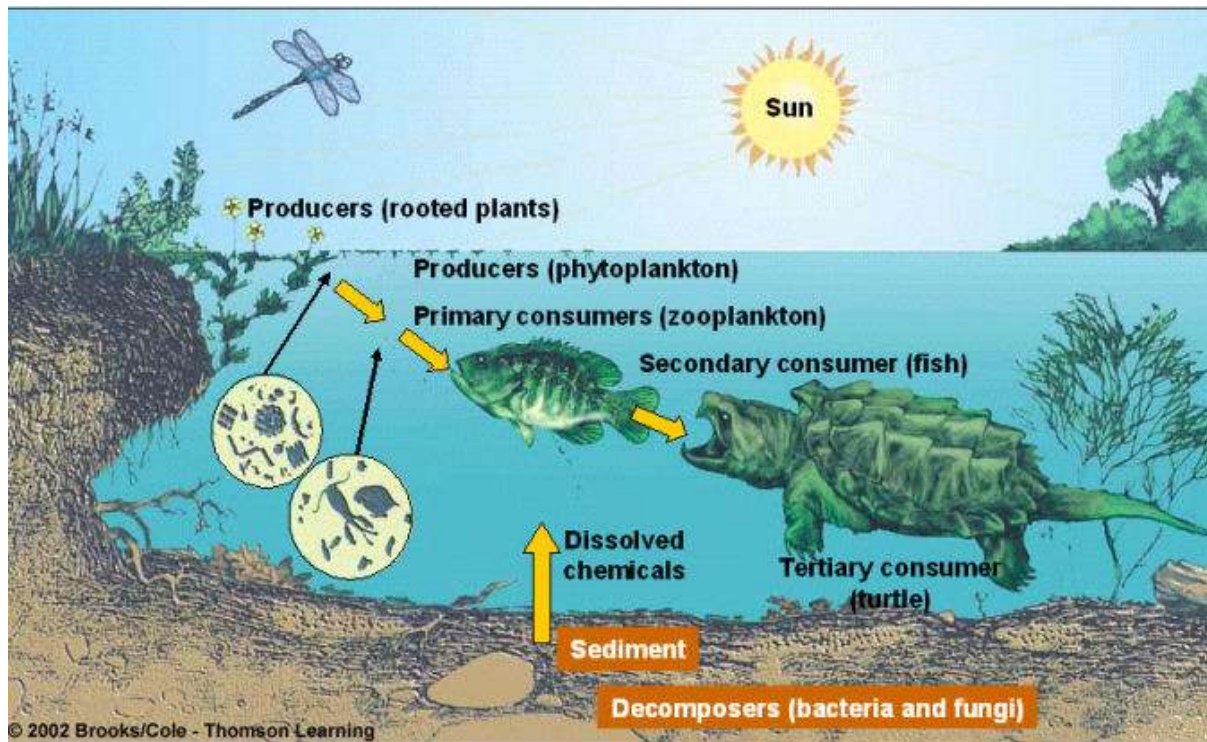
The stability of ecosystem refers to balance between production and consumption of each element in the ecosystem. In other words, ecosystem stability means balance between input and output of energy and normal functioning of different bio-geo-chemical cycles and stable conditions of concentration of all elements. However sometimes ecosystem faces imbalance. This is most likely to happen when an ecosystem is unable to adjust with environmental changes. For example continuous destruction of trees in a forest ecosystem rarely permits regeneration of forest community because exposed surface due to deforestation is subjected to intense weathering and erosion and nutrients are washed out by surface run-off.

The various factors causing ecological imbalance are as follows:

1. destruction of forests

2. industrialization

3. urbanization

4. large scale use of pesticides

5. overgrazing

## NATURAL RESOURCE CONSERVATION

Resources that nature has provided such as soil, air, water, minerals, coal, sunshine (sunlight), animals and plants, etc., are known as natural resources. These are utilized for by human beings for the purposes of survival and welfare.

There are two main types of natural resources. These are :

1. Renewable natural resources

2. Non-renewable natural resources

Renewable natural resources- Resources that can be renewed naturally are known as renewable resources. E.g., water, soil, wind etc.

Non-renewable natural resources - Resources that cannot be renewed naturally are known as non-renewable resources. E.g., coal, petrol etc.
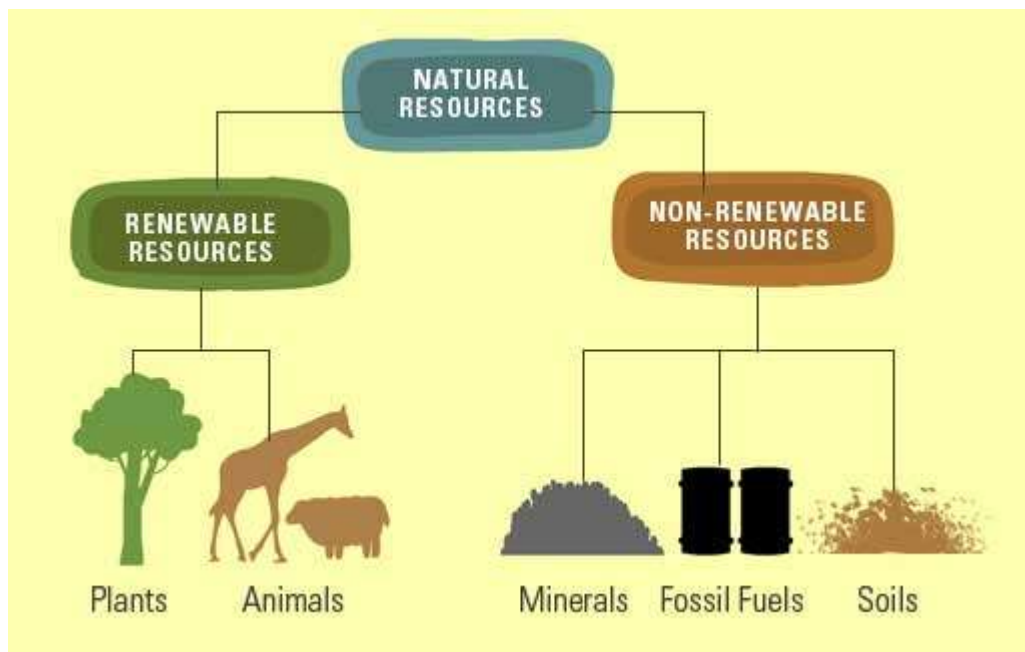
The survival of mankind is linked to the conservation of the natural environment and the natural resources. If the natural resources are not utilized properly then there would emerge a situation where they would start disappearing altogether from the face of earth. There is already a growing concern that resources such as oil wells may run dry in the next couple of decades owing to their exploitation and overuse.

Conservation is the term used to denote proper management of a natural resource to prevent its exploitation, destruction or degradation. Conservation means sustainable use of natural resources, like soils, plants,water, animals, and minerals and other useful resources provided by nature. The objective of resource conservation is that resources should not be used at a rate greater than the rate of their replacement. Natural resources are of great utility - biological, economic, and recreational. Hence, there is a need to conserve them for the future generations.

There is a growing concern worldwide regarding natural resources. The rapid speed at which they are being used stems the fear that they would soon become scarce and beyond the reach of a common man. As such, there is an ever increasing emphasis on conservation of natural resources so that even our future generations can benefit from them.

Historically, India has always respected Nature. This is evident in the form of worship of various life forms such as trees tulsi, peepal etc and animals such as cows and snakes. Even non-living forms such as mountains (like Kailash Parbat) and rivers ( such as Ganga, Yamuna) too have been worshipped. In recent times, mass movements have been launched for the conservation of our natural resources. Chipko movement is one such movement where women of Gopaleshwar village in Garhwal would hug the trees to prevent them from being cut down. This lead to conservation of 12000 square area of water catchment area.

# GREEN ECONOMY

An economy is called Green economy when it is based on the principles of sustainable development. Reduction of environmental risks is the primary goal of Green economy. The main focus is to ensure economic growth without harming the environment.

United Nations Environment Programme (UNEP) defines a green economy as one that results in "improved human well-being and social equity, while significantly reducing environmental risks and ecological scarcities". The challenge is to find approaches to environmental management that give people the quality of life they seek while protecting the environmental systems that are also the foundations of our well being. A Green Economy is based on three parameters : sustaining and advancing economic, environmental and social well-being.

The transition from traditional market economy to green economy is driven by the fact that the Earth is reaching its limits of natural resources such as forests and fossil fuels. The environmental and social costs of our current economic model are becoming more and more apparent. If we continue to exploit it any further without showing any appreciation for our environment, then we might soon have to face catastrophic environmental impacts which would make human survival impossible.

Many countries are now drawing up plans and strategies to protect environment. Following are some examples of such countries.

1. China too has been plagued by many environmental issues owing to its large population and less policy controls for conserving environment. However in recent years the awareness regarding environmental issues has increased and the government has started many initiatives for environment copnsservation. For example, in 2010, China increased its total installed

wind capacity by 64% in 2010. The move was aimed at reducing dependence on traditional non-renewable energy sources.

2. Korea started a five year programme for green growth in 2013. Under this program, 2% of GDP was allocated for investment in several green sectors such as renewable energy, energy efficiency, clean technology and water. The government has also launched the Global Green Growth Institute which aims to help countries (especially developing countries) develop green growth strategies.

## IMPORTANCE OF GREEN ECONOMY

1. Green economy promotes sustainable development

2. Green economy promotes effective resource utilization

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