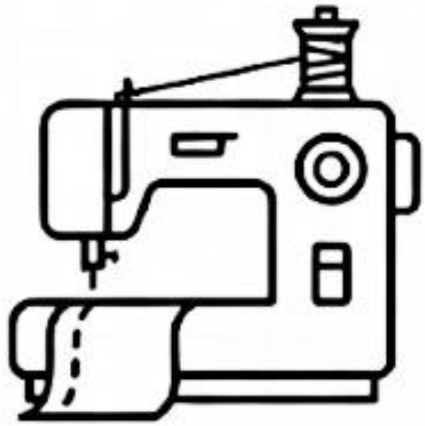
MVS FOUNDATION

FREE NOTES

HOME SCIENCE (216)

CHAPTERWISE NOTES



HOME SCIENCE

Sl. No.	Module	Chapters (Public Examination)	Marks
1	Unit 2: Our Food	**L-4: Methods of Cooking Food** **L-5: Preservation of Food**	15
2	Unit 3: Our Health	**L-6 Environment** **L-8 Communicable and lifestyle diseases**	12
3	Unit 9: Our Values	**L-21 Ethics in Daily Life**	4

Component	Details	Marks
Public Exam (Selected Unit 2,3,9)	Total Chapters : 5	31
Practical Exam	Practical	17
TMA	Tutor Marked Assignment	15
Final Possible Marks		**63 Marks**

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1

METHOD OF COOKING FOOD

Introduction

This chapter makes us study the need, importance, different methods, their classification and advantages and disadvantages of cooking food. Cooking improves taste, digestibility, safety and shelf life of food

Importance of Cooking Food

i) Cooking makes food easy to digest

- Food becomes soft.
- Chewing and swallowing become easy.
- The process of digestion becomes smooth.

ii) Improvement in appearance, texture, colour, taste and flavour

- The **colour** of food becomes attractive.
- There is change **in texture.**
- Taste and flavour **increase.**
- Addition of spices increases palatability.

iii) Helps in bringing variety

- Many dishes can be prepared from the same food item.
- Variety is added to meals.

iv) Food remains edible for a longer time

- Heating destroys microorganisms.
- **Shelf life** increases.

v) Food remains safe

- Raw food contains **microorganisms.**
- Harmful microorganisms are destroyed by heat.

Pasteurization

- Heating milk at high temperature and then cooling it immediately.
- This destroys harmful microorganisms.

Classification of Methods of Cooking Food

(1) Cooking by Moist Heat

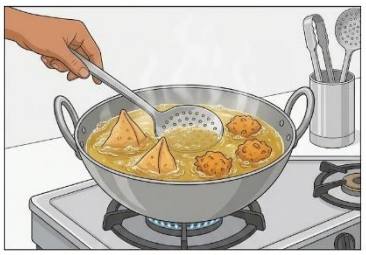
- **Boiling**
- **Cooking on low flame**
- **Cooking by steam**
- **Cooking in pressure cooker**

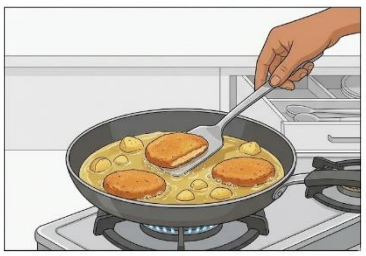
(2) Cooking by Dry Heat

- **Cooking by Dry Heat**
- **Roasting**
- **Grilling**

(3) Cooking by Frying in Oil or Ghee

- Cooking by Frying in Oil or Ghee
- Shallow frying





Description of Methods of Cooking

Cooking by Moist Heat

(i) Boiling

The method of cooking food in sufficient water is called **boiling.**

Main Points:

- More water is required for cereals and pulses.
- Less water is required for green vegetables.
- Do not boil for a long time.
- Boiling with peel is beneficial.

Precautions:

- Clean the food first.
- Water should completely cover the food.
- Keep the lid closed.
- Over boiling destroys colour, taste and nutrients.

Advantages:

- Simple and safe method.
- Suitable for large quantity.
- Makes food easy to digest.

Disadvantages:

- **Water soluble nutrients** get dissolved in water.
- Taste may decrease.

(ii) Cooking on Low Flame

Cooking slowly at a temperature below boiling point.

Advantages:

- Taste remains safe.
- Nutrients are not destroyed.

Disadvantages: Takes more time.

(iii) Cooking by Steam

Cooking food **by the steam** of hot water is called steaming.

Features:

- Food is not placed directly in water.
- Lid is tightly closed.

Advantages:

- Nutrients remain safe.
- Light and easily digestible food.

Disadvantages: Requires special utensils.

(iv) Cooking in Pressure Cooker

Definition: Cooking food quickly by steam under pressure.

Advantages:

- Saves time and fuel.
- Hard food items cook quickly.

Disadvantages: Requires caution.

Cooking by Dry Heat

(i) Baking

- Cooking food in hot air.
- No use of water.

(ii) Roasting

- Cooking in dry heat.
- Food becomes crisp.

(iii) Grilling

- Cooking directly over heat source.
- Upper surface cooks quickly.

Frying in Oil or Ghee

(i) Deep Frying

Cooking food by immersing it in large quantity of oil.

(ii) Shallow Frying

- Frying in little oil.
- Surface becomes crisp.

Some Precautions to be taken while Frying Food

1. Cut food into equal sized pieces so that they cook evenly.
2. Heat ghee or oil properly so that temperature does not drop and food absorbs less oil.
3. Fry few pieces at a time so that temperature remains constant and food cooks properly.
4. Place fried pieces on clean kitchen paper or brown paper so that extra oil is absorbed.
5. Do not reuse oil repeatedly and do not use old oil so that food does not spoil.

Other Methods of Cooking Food

(i) Cooking in Microwave: Producing heat by creating vibration in water molecules through electromagnetic waves.

(ii) Cooking in Solar Cooker: Cooking food by using solar energy (sunlight). It is a pollution free method.

Loss of Nutrients during Cooking

- **Vitamin A:** Destroyed by exposure to air (oxidation) and frying at very high temperature.
- **Vitamin B Complex:** Destroyed by washing rice/pulses or discarding extra water and adding soda.
- **Vitamin C:** Easily destroyed after cutting, leaving open in air or cooking with soda.
- **Protein:** Becomes hard (rubber like) when overcooked and becomes difficult to digest.

- **Minerals:** Lost when vegetables are washed after cutting or cooking water is discarded.

Conservation of Nutrients

- Wash vegetables before cutting and remove peel very thinly.
- Cut vegetables in big pieces and cook covered.
- Do not use soda while cooking and use extra water in making gravy.

Enhancement of Nutritive Value of Food

Nutrient Enhancement: Process of improving the quality of food without increasing cost.

(i) Combination: Mixing different food groups (e.g. khichdi, dal-rice) so that all amino acids are obtained.

(ii) Fermentation: Changing nutrients into easily digestible form by microorganisms (e.g. idli, curd, dhokla).

(iii) Germination: Soaking pulses/cereals and allowing them to sprout, which increases Vitamin C and B-complex.

TOP 5 QUESTIONS

Q-1. Write the importance of cooking food.

Answer- Cooking makes food easy to digest, tasty and attractive. Harmful microorganisms are destroyed which makes food safe. Shelf life increases and variety can be brought in meals by preparing different dishes from the same food item.

Q-2. Explain the method of boiling.

Answer- Boiling is the method in which food is cooked in sufficient water. Cereals and pulses require more water. Over boiling may destroy nutrients. It is a simple, safe and digestible method.

Q-3. Write the features of cooking by steam.

Answer- In steaming, food is not placed directly in water but kept in contact with hot steam. The lid is tightly closed. Nutrients remain safe and food becomes light, digestible and healthy.

Q-4. What are the dry heat methods?

Answer- Dry heat methods include baking, roasting and grilling. Water is not used in these methods. Food is cooked by dry heat. These methods make food crisp and tasty.

Q-5. What is the effect of cooking on nutrients?

Answer- High temperature destroys some vitamins. Water soluble nutrients get dissolved in water. By adopting proper method, nutrient loss can be minimized. Therefore proper time and temperature should be maintained.

2

PRESERVATION OF FOOD

Introduction

Food preservation is the science which helps us to enjoy seasonal fruits and vegetables throughout the year. It is an important process of preventing food from spoilage, maintaining its quality and keeping it safe for future use.

Food Spoilage and their Storage

Food Spoilage

- **Definition:** When food becomes unfit for eating and undesirable changes occur in it, it is called spoilage.
- **Indications:** Change in colour, bad smell, formation of bubbles (fermentation) or development of **mould** (fungus).
- **Reasons:** Micro-organisms (which grow in moisture and air), activity of **enzymes** and attack of insects, worms or rats.

Food Storage

Meaning: Keeping food carefully in a special and safe place until it is needed.

Classification of Food on the Basis of Shelf Life

- **Shelf life:** The period during which food remains fresh and safe.
- **Non-perishable:** Whole grains, pulses, sugar and jaggery (do not spoil easily).
- **Semi-perishable:** Maida, suji, potatoes, onions and biscuits (last for a few weeks).
- **Perishable:** Green vegetables, milk, fruits, bread and meat (spoil within 1-2 days).

Food Preservation

The process by which food is protected from spoilage for a short or long period.

Importance of Food Preservation

- **Excess production:** Preserving food available in abundance for future use.
- **Variety:** Including new tastes and off-season vegetables in the diet.
- **Supply:** Sending food to areas where it is not grown (such as desert).
- **Easy storage:** Dehydration reduces weight, making transportation easier.

Principles of Food Preservation

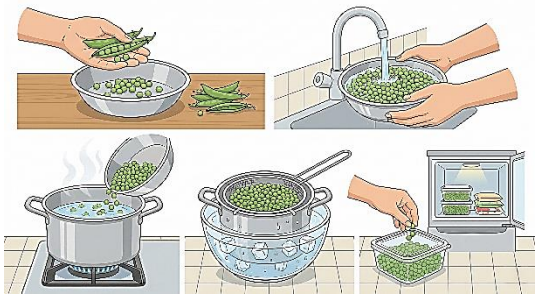
- **Destroying micro-organisms:** Using high temperature (boiling).
- **Preventing growth of microorganisms:** Using low temperature (freezing) or chemicals.
- **Inactivating enzymes:** By mild heat treatment or **blanching** method.

Household Methods of Food Preservation

i) Low Temperature: Refrigeration (4°C-7°C) and **Freezing** which slows down microorganisms.

Freezing of Peas

- **Blanching:** Dip shelled peas in salted boiling water for 2 minutes.
- **Cooling:** Drain peas on a sieve and allow to cool for 10-15 minutes.
- **Packaging:** Fill in polythene bag, remove air and seal, then keep in freezer.



ii) High Temperature: Pasteurization (heating milk and cooling immediately) and **Sterilization.**

iii) Use of Preservatives:

- **Natural:** Salt (pickle), sugar (jam), acid (vinegar/lemon), oil and spices.
- **Chemical:** Potassium metabisulphite **(KMS)**, sodium benzoate and citric acid.

Method of Making Apple Jam:

- **Ingredients:** 1 kg apples, 750 g sugar, 1 teaspoon citric acid, 150 ml water.
- **Preparation:** Wash apples and cut into pieces (remove seeds, do not remove peel).
- **Cooking:** Cook in water till soft and sieve the pulp.
- **Mixture:** Add sugar and citric acid while stirring continuously and cook.
- **Test:** Drop jam in cold water; if it solidifies at one place, jam is ready (Sheet Test).

iv) Dehydration: Completely removing moisture or water from food.

Making Potato Chips

- **Preparation:** Peel potatoes and cut into thin round slices.
- **Boiling:** Keep slices in boiling water for 3-4 minutes.
- **Chemical treatment:** Soak in solution of salt and **KMS** for 10 minutes.
- **Drying:** Spread each slice separately and dry in sun till crisp.

Dehydration of Fenugreek (Methi)

- Separate leaves from stalk and wash thoroughly.
- Spread on cloth and keep in sun till dry.
- After drying, cool and store in air tight container.

Some Useful Tips

- Utensils and containers should be completely clean and dried in sun.
- In pickles, vegetables should be fully dipped in oil.
- Always use clean spoon for preserved food.

Hygiene in Maintenance of Stored Food

- Regularly remove old or spoiled items from storage place.
- Make a plan (list) of items and their quantity before purchasing.

TOP 5 QUESTIONS

Q-1. What is meant by food preservation? Mention any two of its advantages.

Answer- Food preservation is the process by which food is protected from spoilage for a short or long period and its colour, taste and nutrients are kept safe.

Its two advantages:

1. It prevents excess production from rotting and keeps it safe for future.
2. It reduces the weight of food by dehydration and makes its transportation and storage easier.

Q-2. What are the main causes of food spoilage? Explain briefly.

Answer- Food mainly spoils due to three factors:

1. Micro-organisms: In presence of moisture and favourable temperature, they contaminate food.

2. Enzymes: These naturally present elements in fruits and vegetables cause rotting when overactive.

3. Insects and rats: They make holes in grains and make them unfit for human consumption.

Q-3. Explain the process and importance of 'Sheet Test' while preparing apple jam.

Answer- Method: A drop of jam is put in ice cold water. If it spreads, it needs further cooking; if it solidifies at one place, jam is ready.

Importance: This test ensures that jam is properly cooked and ready for storage.

Q-4. Why is 'Blanching' done before keeping peas in freezer? Write its method.

Answer- Reason: Blanching stops enzyme activity, thus maintaining colour and taste of vegetable.

Method: Shelled peas are dipped in salted boiling water for 2 minutes. Immediately after this, they are cooled and dried and then filled in sealed bag and kept in freezer.'

Q-5. How do natural preservatives help in keeping food safe?

Answer- Natural preservatives like salt and sugar reduce moisture in food, preventing growth of microorganisms. Oil forms a protective layer, preventing direct contact of food with air and germs. Spices also help in preventing growth of microorganisms.

3

ENVIRONMENT

Introduction

Air, water, land, vegetation and animals together form our environment. Nature has created a balance among all these, but due to human activities this balance is getting disturbed, which we call pollution. In this chapter we will study different types of pollution and their solutions.

What is Pollution?

- **Pollution:** Increase in the amount of any substance in the environment beyond its normal level which makes the environment impure.
- **Pollutants:** The substances which cause pollution are called **pollutants** (such as smoke, dust, chemicals).
- **Classification:** Pollution is mainly divided into four parts: air, water, soil and noise pollution.

Air Pollution

Oxygen Cycle: Human beings take oxygen and release carbon dioxide, while plants absorb it and give back oxygen, thus maintaining balance.

Sources of Pollution:

- **Natural:** Volcanic gases and forest fire **(wild fire).**
- **Human:** Smoke from vehicles, burning of coal, poisonous gases from factories and spraying of pesticides.

Effects:

1. Asthma, cough and **respiratory allergies** in human beings.

2. Infection, redness and **irritation in eyes.**

3. Blocking of pores of plants which stops their respiration process.

4. Increase in environmental temperature **(global warming).**

5. **Reduced visibility** due to smoke and dust, causing accidents.

Control

1. Use of smokeless chulha, **biogas or solar cooker** in kitchen.

2. Providing special filters and proper height to factory chimneys.

3. Using **CNG and unleaded** petrol in vehicles.

4. **Complete ban** on burning garbage in open.

5. Planting more and **more trees** and taking care of them.

Water Pollution

Safe Water: Water which is free from taste, smell, colour and germs.

Sources: Domestic waste, industrial poisonous substances, agricultural chemicals (fertilizers) and oil leakage.

Effects:

1. Spread of diseases like **cholera, typhoid and dysentery** due to drinking unsafe water.

2. **Skin diseases** and allergies due to bathing in polluted water.

3. Decrease in oxygen in water due to which **aquatic animals start dying.**

4. Serious harm to marine plants and animals due to oil leakage.

5. Deterioration of colour, taste and smell of drinking water.

Control:

1. Discharging industrial wastes into water sources only after treatment.

2. Prohibiting defecation near water sources (river/pond).

3. Constructing toilets and soak pits away from water sources.

4. Stopping washing clothes, bathing or bathing animals in rivers.

5. Always keeping drinking water in clean and **covered containers**.

Soil Pollution

Causes: Soil gets polluted by chemicals, pesticides, domestic waste and open defecation/spitting.

Effects:

1. Entry of harmful chemicals into **food chain** through fruits and vegetables.

2. Growth of germs and worms in soil causing **stomach disorders.**

3. Entry of germs into body by walking barefoot on polluted soil.

4. Disturbance of physical balance of soil making it **barren.**

5. Polluted **soil flowing with rain** and contaminating water sources.

Control:

1. Keeping garbage in **covered dustbins** and proper disposal.

2. Preparing **manure (composting)** from garden waste.

3. **Limited use of pesticides** and chemical fertilizers in fields.

4. Adopting modern methods like **incineration** for disposal of garbage.

Methods of Garbage Disposal:

- **Land filling:** Filling low land outside the city with garbage.
- **Composting:** Preparing organic manure from garden waste.
- **Incineration:** Burning garbage in a furnace to convert into ash (most modern method).

Noise Pollution

Noise: Any sound that causes disturbance is called **noise.**

Sources: Motor vehicles, airplanes, loudspeakers and factory machines.

Effects:

1. Increase in **headache and stress** due to continuous loud sound.
2. **Decrease in hearing** ability or deafness.
3. Mental irritation and lack of concentration.
4. Possibility of damage to **ear drum.**
5. Disturbance in sleep and creation of **mental instability.**

Control:

1. Playing radio and television at low volume.
2. Not using loudspeakers unnecessarily or at very high volume.
3. Blowing vehicle horn only when extremely necessary.
4. Keeping factories and airports away from residential areas.
5. Using silencers in machines and vehicles.

TOP 5 QUESTIONS

Q-1. Define 'Pollution' and write its main types.

Answer- Increase of harmful elements in any component of environment (air, water, soil) to such an extent that it becomes dangerous for life is called **pollution.**

Its four main types are:

(1) Air pollution

(2) Water pollution,

(3) Soil pollution and

(4) Noise pollution.

Q-2. What can we do at individual level to reduce air pollution?

Answer- At individual level we can use solar cooker or biogas. We should use public transport or **CNG** vehicles instead of private vehicles. Also, instead of burning garbage we should use it for making compost and plant more and more trees.

Q-3. Write names of any two diseases caused by water pollution and their causes.

Answer- The main diseases caused by water pollution are cholera and typhoid. These diseases occur when domestic sewage, human excreta and dirt mix directly into drinking water sources (rivers/wells) without treatment and we consume that contaminated water.

Q-4. Why is 'Composting' a good method to prevent soil pollution?

Answer- Composting is an environment friendly method because in it kitchen and garden organic waste is buried in soil and converted into useful manure. This ensures proper disposal of waste, reduces soil pollution and also provides natural nutrition to plants.

Q-5. Mention two serious effects of noise pollution on health.

Answer- (1) Deafness: Continuous exposure to loud noise may permanently destroy the hearing ability of a person.

(2) Mental effects: Excessive noise causes stress, high blood pressure, insomnia (lack of sleep) and irritability in behaviour.

4

COMMUNICABLE AND LIFE STYLE DISEASES

Introduction

For a healthy life it is necessary to remain free from diseases. Disease is the condition of the body in which the normal functioning is affected. In this chapter we will study about the prevention and control of communicable diseases and diseases caused by poor lifestyle.

What is Disease?

- **Definition:** A state of discomfort caused by disturbance in the normal functioning of the body.
- **Immunity:** The ability of the body's defense system (white blood cells) to fight germs.

Communicable Diseases

- **Definition:** Diseases that spread from one person to another through air, water, food or contact.
- **Incubation Period:** The time period between the entry of germs into the body and the appearance of symptoms.

Modes of Spread:

1. Food and Water: Through food prepared in unhygienic conditions or food contaminated by flies.

2. Air: Entry of germs into air through sneezing or coughing.

3. Contact: Direct (touch/sexual contact) or indirect (using the patient's belongings).

4. Insects: Through mosquitoes (malaria) or flies (cholera).

Measures for Prevention of Diseases:

1. Keep the patient's clothes and utensils separate.

2. Keep drinking water covered and boil it before use.

3. Keep food items covered.

4. Do not buy or use rotten fruits and vegetables.

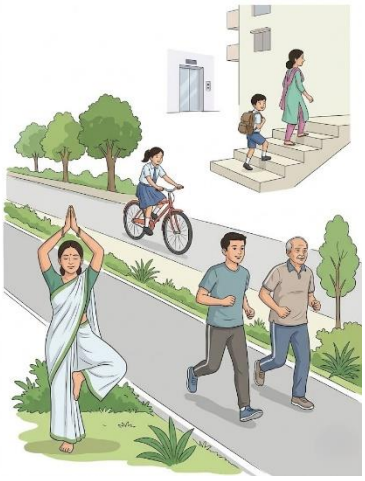
5. Clean utensils before storing milk, water and food.

6. Wash hands thoroughly before cooking and eating food and after using the toilet.

Lifestyle Diseases or Non-Communicable Diseases

- **Definition:** Diseases caused by bad habits (such as junk food, lack of exercise).
- **Major Diseases:** Obesity, diabetes and hypertension.
- **Obesity:** The main cause of other lifestyle diseases.

Prevention:



1. Exercise daily (such as yoga, running, cycling).

2. Use stairs instead of lift.

3. Take balanced meals on time.

4. Eat less packed and junk food.

5. Eat whole grains (wheat, jowar, bajra), avoid maida.

Caring for the Sick at Home

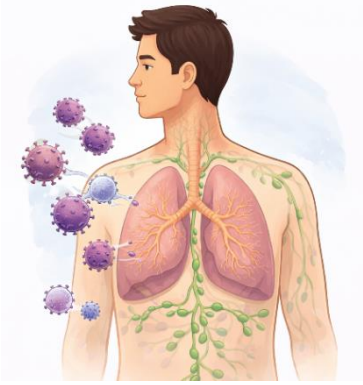
If someone is ill at home, keep the following 5 main points in mind for their care:

- **Medicines:** Give medicines prescribed by the doctor exactly on time.
- **Cleanliness:** Keep patient's clothes and utensils separate and wash them with hot water or disinfectant.
- **Room:** Keep the patient in a separate, clean and well-ventilated room.
- **Food:** Give the patient light and easily digestible food and ensure that there is no lack of water (such as ORS or boiled water).

Major Communicable Diseases and their Management

- **Cholera:** Severe diarrhea and dehydration; give ORS solution.
- **Hepatitis (Jaundice):** Yellow urine, yellowing of eyes; give carbohydrate rich diet.
- **Tuberculosis (T.B.):** Long cough and weight loss; continuous medical supervision required.
- **Malaria:** Fever with chills; blood test and take medicines.
- **Whooping Cough:** Continuous coughing with deep sound.

HIV/AIDS



- **HIV:** A virus that attacks the body's natural defense system (immunity).
- **AIDS:** When the immune system is completely destroyed.

How AIDS Spreads

1. Unsafe contact: By having sexual contact without protection with an infected person.

2. Infected blood: By transfusion of blood of an infected patient.

3. Contaminated needles: By repeated use of the same injection or needle.

4. Mother to child: From an infected mother to her child during pregnancy or at birth.

How AIDS Does Not Spread

1. By touching or shaking hands: It does not spread by shaking hands with or touching a patient.

2. By coughing or sneezing: This disease does not spread from one person to another through air.

3. By eating together: It does not spread by using the patient's utensils, cup or plate.

4. By shared toilet: There is no danger in using the same toilet or bathroom.

5. By mosquitoes: This virus does not spread by insect or mosquito bites.

TOP 5 QUESTIONS

Q-1. What is the main difference between communicable diseases and lifestyle diseases?

Answer- Communicable diseases spread through germs (bacteria/virus) and can pass from one person to another (such as cholera), whereas lifestyle diseases are caused by bad habits (lack of exercise/junk food) and are not communicable (such as diabetes).

Q-2. What precautions are necessary to prevent diabetes and high blood pressure?

Answer- To prevent these diseases take a balanced diet, reduce intake of salt and sugar, exercise regularly and remain stress free. Take more fibrous food (such as whole grains and vegetables) and maintain normal body weight.

Q-3. How should a person suffering from communicable disease be cared for at home?

Answer- Keep the patient in a separate ventilated room. Clean his utensils and clothes separately. Give medicines and easily digestible diet (liquids) on time according to the doctor's instructions. The caregiver should also maintain personal hygiene.

Q-4. Through which modes does HIV (HIV) not spread?

Answer- HIV does not spread through social contact such as shaking hands, sitting together, eating in the same utensils, sneezing, coughing or using the same toilet. It also does not spread through mosquito bites.

Q-5. Write any two main causes of the increasing dangers of lifestyle diseases.

Answer- The two main causes of increasing dangers of lifestyle diseases are:

(1) Physical inactivity: Not exercising and working while sitting for long time.

(2) Unhealthy diet: Consuming large amounts of fatty foods, junk food and refined (maida/sugar) foods.

5

ETHICS IN DAILY LIFE

Introduction

This chapter explains the importance of **ethics in daily life.** It includes the study of topics such as **values, ethics,** rights-duties, respect, workplace values and respect towards others. This chapter teaches maintaining balance and harmony in the individual and society.

Values and Ethics

Values

- Values are the ideas and concepts which a person considers extremely important.
- These are learnt from family and environment since childhood.
- Values guide in making correct decisions.

Ethics

- Ethics is the process of examining our values.
- It gives the power to decide right and wrong.

Main Points

- Values are the basis of our behaviour.
- Ethics gives direction to our conduct.
- Personal values influence ethical values at the workplace.

Need and Importance of Ethics

- Corruption, violence, crime etc. in society are signs of moral decline.
- Absence of values spreads disorder.

- Ethics maintains peace and balance in society.
- Every individual should follow values in every sphere of life.

Values of Life

- Honesty and loyalty
- Respect for work
- Punctuality, regularity and discipline
- Courtesy and politeness towards others
- Judicious use of resources
- Taking initiative
- Efficiency in completing work

Values at Workplace

- Honesty and loyalty towards the organization
- Respect for the assigned work
- Punctuality and discipline
- Proper use of resources
- Polite behaviour with co-workers
- Taking initiative in new tasks

Rights and Responsibilities of an Individual

- Every individual has some rights.
- Duties are also connected with rights.
- Family teaches social skills.
- Rights and duties go together.
- Balance maintains peace in society.

Responsibilities

- It is necessary to fulfill responsibility.
- One should understand duties towards family and society.
- Cooperation and respect strengthen relationships.

Caring for and Respecting Others

- Elders should be respected.
- Respect towards everyone, young or old, is necessary.
- Disagreement should be expressed politely.
- Disrespectful behaviour is against ethics.
- Respect is the expression of love and regard.
- To receive respect from others, one should also give respect.

Dignity of Labour

Labour: Physical or mental effort made to perform a task.

Dignity: A feeling of respect or honour.

- Every work is important.
- No work is small or big.
- All types of labour should be respected.
- Labour increases self-reliance.
- Labour creates self-confidence in a person.

Main Points

- A person who works contributes to the development of society.
- Insulting labour is against ethics.
- Children should be taught respect for labour from childhood.

Patience, Empathy and Positive Attitude

Patience means – remaining calm and stable in difficult situations, waiting without panic or hurry.

Tolerance

- **Tolerance:** Accepting others' views and differences patiently.
- It is necessary to understand diversity in society.
- Disagreement should be expressed peacefully.

Empathy

- **Empathy:** Understanding and feeling the emotions of others.
- One should remain sensitive towards a sad person.
- Cooperation and compassion are moral qualities.

Positive Attitude

- **Positive attitude:** Looking at situations with an optimistic view.
- Patience should be maintained in difficulty.
- Positive thinking makes solving problems easier.

Personal Code of Conduct

Code of Conduct

- **Code of conduct:** A group of moral rules followed in life.
- It gives direction to a person's behaviour.

Main Points

- One should live life according to one's values.
- Balance should be maintained between rights and duties.
- Truth, honesty and discipline should be adopted.
- The interest of society should be kept in mind.

TOP 5 QUESTIONS

Q-1. Define values and ethics.

Answer- **Values** are the ideas and beliefs which a person considers important and which form the basis of his decisions.

Ethics is the power to decide right and wrong, which directs behaviour on the basis of values.

Q-2. Explain the need and importance of ethics in daily life.

Answer- Ethics maintains peace, balance and trust in society. In its absence corruption, crime and disorder increase. Ethics motivates a person to take correct decisions and perform social responsibility.

Q-3. Explain the relationship between rights and duties.

Answer- Every right is connected with a duty. If a person only wants rights and does not perform duties, imbalance arises in society. Balance of both is necessary for social peace.

Q-4. What is meant by dignity of labour?

Answer- Dignity of labour means respecting every type of work. No work is small or big. Labour makes a person self-reliant and contributes to the development of society.

Q-5. Explain the importance of respect, tolerance and empathy.

Answer- Respect is the expression of love and regard. Through tolerance we accept others' views and through empathy we understand their emotions. These qualities maintain harmony and peace in society.