

## Dear Students!!

In this e-book of [12th class](#), study material of computer science is being sent to you as per new syllabus (2023-24). You can easily prepare your test / papers by reading these notes and watching the video lectures given below. Following are the links of the video lectures in blue colour. Watch these video lectures by clicking on the relevant link of chapter to have better understanding of various concepts.



### 12<sup>th</sup> Class - Monthly distribution of Computer Science Syllabus & Video Lecture Links (Pbi)

Month	Chaper & Its Name	Link of Video Lecture
April	<b>Chapter-1 Office Automation &amp; Typing (Explanation)</b>	<a href="https://youtu.be/HEJpX01lwpM">https://youtu.be/HEJpX01lwpM</a>
	<b>Chapter-1 Office Automation &amp; Typing (Solution)</b>	<a href="https://youtu.be/LwOpv8j92bo">https://youtu.be/LwOpv8j92bo</a>
May	<b>Chapter -2 Control Statements (Explanation)</b>	<a href="https://youtu.be/T6zvUn61x-k">https://youtu.be/T6zvUn61x-k</a>
	<b>Chapter -2 Control Statements (Solution)</b>	<a href="https://youtu.be/JXe2kGAJ7WY">https://youtu.be/JXe2kGAJ7WY</a>
July	<b>Chapter -3 Computer Networks</b>	<a href="https://youtu.be/6YULI1naDZI">https://youtu.be/6YULI1naDZI</a>
Aug	<b>Chapter -4 Current Trends in Information Technology</b>	<a href="https://youtu.be/YHtjpOWi-ZY">https://youtu.be/YHtjpOWi-ZY</a>
Oct	<b>Chapter -5 Artificial Intelligence &amp; Expert System</b>	<a href="https://youtu.be/rvn2FpS1PKQ">https://youtu.be/rvn2FpS1PKQ</a>
Nov	<b>Chapter -6 Digitalization</b>	<a href="https://youtu.be/galuEBdTkul">https://youtu.be/galuEBdTkul</a>
Dec	<b>Chapter -7 E Governance (Part-2)</b>	Under Preparation
Jan	<b>Chapter -8 Image Editing &amp; File Conversion Tools</b>	Under Preparation
Feb	<b>Chapter -9 Audio &amp; Video Editing</b>	Under Preparation

#### Practical Video Lectures for Chapter -2 (Control Statements)

<b>C Language Practical -1</b>	<a href="https://youtu.be/8hg3BJAyBqE">https://youtu.be/8hg3BJAyBqE</a>
<b>C Language Practical -2</b>	<a href="https://youtu.be/v_lw8wmfIP4">https://youtu.be/v_lw8wmfIP4</a>
<b>C Language Practical -3</b>	<a href="https://youtu.be/RBq--darc0I">https://youtu.be/RBq--darc0I</a>

Following is the Link of Playlist for detailed Lectures on C Programming

<https://youtube.com/playlist?list=PLja3EaJFAjmYjeAcDs0ZQdVmx7liCtg5P>

**PLEASE DO NOT FORGET TO LIKE, SHARE AND SUBSCRIBE OUR YOUTUBE CHANNEL**

 **YouTube** <http://youtube.com/c/computersciencepunjab>

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Please use the following link to download the study material/e-books/e-contents for 6<sup>th</sup> to 12<sup>th</sup> classes:

<http://cspunjab.nirmancampus.co.in/study.php>

**Que:1 Multiple Choice Questions:**

**1. The online service of government is called-**

- a) Public welfare services      b) democracy services      **c) E-governance**      d) internet services

**2. G2C Stands for –**

- a) Government to employee      **b) Government to citizens**  
c) Government to business man      d) Government to government

**3. The modern form of E-Governance services is:**

- a) E-Business      b) E-Commerce      c) E-Services      **d) Smart governance**

**4. How many digits are there in Aadhar card number?**

- a) 14      **b) 12**      c) 16      d) 10

**5. Which one is the part of information system?**

- a) Database and procedures      b) network      c) Hardware and software      **d) All of these**

**Que:2 Fill in the blanks:**

1. The services and facilities of E-governance is divided into \_\_\_\_\_ parts.

2. \_\_\_\_\_ gives a unique identity to Indian citizens.

3. In Punjab at village level \_\_\_\_\_ Gives E-Governance services.

4. \_\_\_\_\_ is used to solve difficult problems.

5. Smart cards are symbol of \_\_\_\_\_

Ans: 1. Three      2. Aadhar number      3. Suvidha Centers      4. Expert System      5. Smart Governance

**Que:3 Write Full forms:**

- I. **UIDAI**      Unique Identification Authority of India
- II. **G2G**      Government to Government
- III. **G2E**      Government to Employee
- IV. **MIS**      Management Information System
- V. **DSS**      Decision Support System

**Que:4 Short Answer Type Questions.**

**Q:1 What are the three levels of E-governance? Give detail.**

Ans: The different levels of E-Governance system are as under:

- 1. National Level
- 2. Domestic Level / State Level
- 3. International Level

**Q:2 In brief describe Smart Governance?**

Ans: The modern name of e-governance is Smart Governance. ‘Smart’ means attractive and governance means to govern. In simple words, the use of new technology for better planning and better decision making in a democratic system is called smart governance. It deals with ways to improve democratic processes and provide better public services through the use of technology.

**Q:3 Write down any four uses of Aadhar card?**

Ans: Here are some key uses of Aadhaar Card:

- i. To open a bank account.
- ii. To get gas connection and subsidy.
- iii. To get a mobile SIM card or telephone connection.
- iv. To avail various welfare schemes.
- v. As a unique identification document.

**Q:4 What are the different parts of information system?**

Ans: The components of an information system are as follows:

- **Hardware:** This component monitors, CPUs, keyboards, mice, printers, hard disks etc.
- **Software:** This component includes all programs that process data using hardware.
- **Database:** This component is used to store data.
- **Network:** This part is used to share resources, information and data.
- **Procedure:** This component includes the methods and processes to obtain information from data.

**Q:5 What is the Sewa/Suwidha Kendra? Describe.**

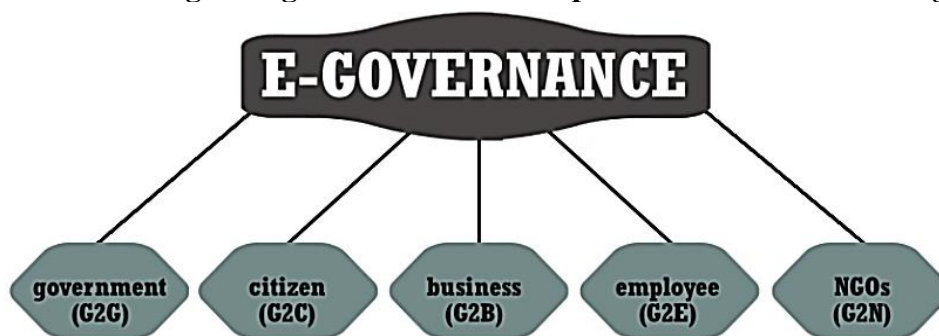
Ans: The government has opened many help-desks at different levels (districts, tehsils, blocks, cities, villages) to provide e-services and facilities through e-governance. These support centers are called Sarva Sewa Kendras or Sewa Kendras. These centers provide various e-services to the citizens, such as: issuance of residence certificate, caste certificate, birth-death certificate, etc.



**Que:5 Long Answer Type Questions**

**Q:1 What do you mean by E-Governance? Define its working system?**

Ans: E-Governance is a functional system in which governments, citizens and organizations participate in the online facilities and services. All of them perform their activities using the internet in different ways. The workings of e-governance can be explained under the following sections:



1. **G2G (Government to Government):** This type of e-governance includes online services in which the Central Government and the State Governments share data and information with each other.
2. **G2C (Government to Citizen):** In this form of e-governance, the government provides services and facilities to its citizens. These services are free or provided at very low cost. Such as: online payment of bills, online payment of income tax etc.
3. **G2B (Government to Business):** This type of e-governance provides services and facilities to businesses by the government. For example: online services related to online sales, purchase of goods, taxes on goods and subsidies etc.
4. **G2E (Government to Employee):** In this form of e-governance, the government provides services and facilities to its employees. Such as: online services for pay-bills of employees, maintenance of their service records, departmental transfers etc. For example: iHRMS
5. **G2N (Government to NGOs) / Government to NGOs:** In this type of e-governance, services and facilities are provided by the government to NGOs. For example: Online registration of NGOs or societies etc.

**Q:2 What are the benefits and limitations of E-Governance?**

Ans: The advantages and disadvantages of e-governance are as follows:

**Benefits of e-Governance:**

1. People can easily get e-governance services online or at their nearest Service or Suwidha Kendras.
2. With the advent of e-governance, government work has also accelerated.

3. E-Governance reduces the cost of documentation.
4. e-Governance has created a transparent environment in the working style of all offices.
5. The concerned officer or employee is liable for any delay in work.

**Disadvantages of e-Governance:**

1. Uneducated or technically ignorant people cannot avail these services properly.
2. We must have Internet access to use these services.
3. Opening a service center in every village is an expensive task.
4. The Internet cannot be considered completely secure.

**Q:3 What is Aadhaar card? Describe its characteristics?**

Ans: Aadhaar is a unique 12-digit identification card number. This number is issued to Indian citizens by UIDAI (Unique Identification Authority of India). No two people in India can have the same Aadhaar number. Basic characteristics of aadhaar card are as follows:



1. **Unique Identity:** Aadhaar provides a unique identity to every Indian citizen.
2. **Residential document:** The complete residential address of the person concerned is printed on it.
3. **No expiration date:** There is no expiration date of Aadhaar card.
4. **Identity Proof:** Since the Aadhaar card contains personal and biometric information of the person, it can be used as proof of identity.
5. **Online Authentication:** Nowadays authentication is done only through Aadhaar card number for various types of online facilities.

**Q:4 Write down the list of services provided by Sewa/Suvidha Kendra?**

Ans: Following are some of the online services and facilities offered by the service centers:

1. Issuance of residency certificate
2. Issuance of Caste Certificate
3. Issuance of birth and death certificate
4. Issuance of income certificate
5. Issuance of Aadhaar Card
6. Issuance of Certificate of Religion
7. Issue copies of registry, mutations.
8. Issuance of Vehicle Registration (RC) Certificate
9. Filling up old age/widow pension forms
10. Issuance of driving license
11. Submitting electricity, telephone and many other types of bills online.

