

## Paper AEC1 (a): BASIC COMPUTER SKILLS

**Hours Per Week:** 2

**Credits:** 2

**Exam Hours:** 1 ½

**Marks:** 40U+10I

**Objective:** to impart a basic level understanding of working of a computer and its usage.

### **UNIT I: UNDERSTANDING OF COMPUTER AND WORD PROCESSING:**

**Knowing computer:** What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information; Applications of IECT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.

**Operating Computer using GUI Based Operating System:** What is an Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows; Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.

**Understanding Word Processing:** Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document.

### **UNIT II: SPREAD SHEET, PRESENTATION SOFTWARE & INTRODUCTION TO INTERNET, WWW AND WEB BROWSERS:**

**Using Spread Sheet:** Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.

**Basics of presentation software:** Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts.

#### **Introduction to Internet, WWW and Web Browsers:**

**Introduction to Internet:** Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; What is ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting.

**World Wide Web:** Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website.

**Web Browsing:** Software, Communications and collaboration: Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration; Instant Messaging; Netiquettes.

### **SUGGESTED READINGS:**

1. Introduction to Computers, Peter Norton, Mc GrawHill , 2012.
2. Using Information Technology, Brian K williams, StaceyC.Sawyer, Tata Mc GrawHill.

#### **Web Resources:**

1. <https://online.stanford.edu/courses/soe-yccscs101-sp-computer-science-101>
2. <https://www.extension.harvard.edu/open-learning-initiative/intensive-introduction-computer-science>.

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2. Using Information Technology, Brian K williams, StaceyC.Sawyer, Tata Mc GrawHill.

#### **Web Resources:**

1. <https://online.stanford.edu/courses/soe-yccscs101-sp-computer-science-101>
2. <https://www.extension.harvard.edu/open-learning-initiative/intensive-introduction-computer-science>.

With effect from the Academic Year 2019-2020

AECC

Semester -I

### Fundamentals of Computers

Theory

2 Hours/Week

2 credits

#### Unit - I

Introduction to Computers: What is a computer, characteristics of computers, Generations of Computers, classifications of computers, Basic computer organization, applications of Computers. Input and output devices: Input devices, output devices, soft copy devices, hard copy devices. Computer memory and processors: introduction, memory hierarchy, processor registers, cache memory, primary memory, secondary storage devices, magnetic tapes, floppy disks, hard disks, optical drives, USB Flash drivers, memory cards, mass storage devices, Basic Processor Architecture.

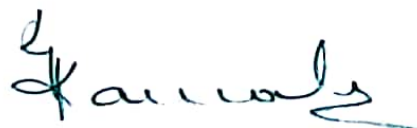
#### Unit - II

Number systems and computer codes: Binary number system, working with binary numbers, octal numbers system, Hexadecimal number system, working with fractions, signed number representation in binary form, BCD Code, other codes. Boolean algebra and logic gates: Boolean algebra, Venn Diagrams, representations of Boolean functions, logic gates, logic diagrams and Boolean expressions using karnaugh map. Computer software: introduction to computer software, classification of computer software, system software, application software firmware, middleware, acquiring computer software, design and implementation of correct, efficient and maintainable programs.

Text: Reema Thareja, Fundamentals of Computers.

#### References

1. V.Rajaraman, 6<sup>th</sup> Edition Fundamental of Computers.  
Neeharika Adabala.
2. Anita Goel, Computer Fundamentals.



**CHAIRMAN**

Board of Studies in Computer Science  
Dept. of Mathematics  
Osmania University, Hyd.

**B.A. Economics (Regular) Syllabus  
according to Choice Based Credit System  
(CBCS)**

**(as per TSCHE Model)**

w.e.f. 2019-2020



**DEPARTMENT OF ECONOMICS  
MAHATMA GANDHI UNIVERSITY  
NALGONDA  
TELANGANA.**

**Department of Economics**  
**Mahatma Gandhi University, Nalgonda – 508 254 (T.S)**

**B.A. (Economics) Syllabus**  
**Choice Based Credit System - w.e.f. 2019-20**

Year	Semester	DSC/GE/ DSE/SEC	Paper	Title of the paper	Credits	PPW (Periods per Week)
I	I	DSC*101	Paper - I	Micro Economics	5	6
		AECC***	AECC	Environmental Science/ Basic Computer Skills	2	2
	II	DSC*201	Paper - II	Macro Economics	5	6
II		AECC	AECC	Environmental Science/ Basic Computer Skills	2	2
	III	DSC-301	Paper - III	Statistics for Economics	5	6
		SEC-1	SEC-I	Basic Computer Applications in Economics	2	2
		SEC-2	SEC-II	Economics of Rural Development	2	2
	IV	DSC*401	Paper - IV	Indian Economy	5	6
		SEC-3	SEC-III	Data Analysis	2	2
		SEC-4	SEC-IV	Entrepreneurship and Development	2	2
III	V	GE**	Paper - I	Telangana Economy	4	4
		DSE*501	Elective - A	Agricultural Economics	5	5
		DSE*501	Elective - B	Public Economics	5	5
		DSE*501	Elective - C	Economics of Environment	5	5
	VI	DSE*601	Paper - A	International Economics	5	5
		DSE*601	Paper - B	Development Economics	5	5
		DSE*601	Paper - C	Industrial Economics	5	5
		Project/ Optional	Project/ optional	Financial Economics	4	4

\*DSC(DisciplineSpecificCourse),SEC(SkillEnhancementCourse)&DSE(DisciplineSpecific Elective)for Students of Economics.(PW) Per week.

\*\*GE(Generic Elective)or Inter-Disciplinary Course for Students of Social Sciences other than Economics. \*\*\* AECC(Ability Enhancement Compulsory Course

**Dr.K Anji Reddy**  
Chairperson, BOS

**B.A. (ECONOMICS) SYLLABUS**  
**Semester - I**  
**MICRO ECONOMICS - I**  
**Discipline Specific Course (DSC) - Paper - I**

**MICRO ECONOMICS**

**Module-I: CONSUMER BEHAVIOUR:**

Ordinal utility Analysis: Properties of Indifference curves, concept of budget line, equilibrium of consumer, price consumption curve, income consumption curve, derivation of demand curve with the help of ordinal utility analysis. Concepts of price, income and substitution effects; separation of price effect: compensating variation and cost difference methods.

**Module-II PRODUCTION ANALYSIS**

Concepts of Short run and long run production function; properties of iso-product curves, concept of factor price line, analysis of least cost input combination, concepts of expansion path and economic region of production, concept of returns scale and types of returns to scale. Linear and homogeneous production function, properties of Cobb-Douglas production function.

**Module-III: COST AND REVENUE ANALYSIS**

Cost concepts: Accounting, real, opportunity, explicit cost. Total cost, total fixed cost, total variable cost, average cost, average fixed cost, average variable cost, marginal cost and the relationship between average and marginal cost, derivation of long run average cost curve. Economies of scale: internal and external.

Revenue concepts: total, average and marginal, relationship between Average revenue & marginal revenue and price elasticity of demand.

**Module--IV: MARKET STRUCTURE: IMPERFECT COMPETITION**

Monopoly: Equilibrium of a monopolist with price discrimination, degrees of price discrimination, welfare loss under monopoly. Monopolistic competition: characteristics, concepts of product differentiation and selling cost, analysis of resource wastage under monopolistic competition. Oligopoly: characteristics of oligopoly, reasons for price rigidity in non-collusive oligopoly. Duopoly: Augustin Cournot's modern version of duopoly.

**Module-V: ANALYSIS OF BUSINESS FIRM, PROFIT AND PRICING STRATEGIES**

Characteristics of a business firm, objectives of business firm: profit maximization, sales revenue maximization, market share maximization, growth maximization. Profit concepts: Accounting and economic; break-even point and profit –volume analysis

## References:

1. M L Seth : Micro Economics
2. M L Jhingon: : Micro Economics
3. H L Ahuja: : Modern Micro Economics
4. Koutsainies; : Modern Micro Economics
5. Stonier and Hague : Micro Economics
6. Salvatore : Micro economics
7. Schaum Series : Micro economics
8. Pyndick : Micro economics
9. Gregory Mankiw : Principles of Micro Economics

**B.A. (ECONOMICS) SYLLABUS**  
**Semester - II**  
**MACRO ECONOMICS**  
**Discipline Specific Course (DSC)- Paper - II**

**Module– I: Introduction**

Macro Economics – Concept of Circular Flow of Incomes –National Income Analysis: Concepts and Components – Methods of Measurement –Difficulties and Limitations in the Estimation of National Income.

**Module – II: Theories of Income and Employment**

Keynesian Theory of Income and Employment: Effective Demand – Consumption Function: Average Propensity to Consume (APC) and Marginal Propensity to Consume (MPC) – Factors Determining Consumption Function – Savings Function: Average Propensity to Save and Marginal Propensity to Save – Concepts of Multiplier and Accelerator

**Module– III: Investment & Theories of Interest Rate**

Capital and Investment: Types of Investment, Determinants of Level of Investment – Marginal Efficiency of Capital and Marginal Efficiency of Investment, Neo-Classical and Keynesian Theories of Interest.

**Module – IV: Supply of Money & Demand for Money**

Functions and Classification of Money – Money Supply – Measures of Money Supply with reference to India: M1, M2, M3 and M4 – Classical Theories of Money: Fisher’s and Cambridge Versions of Quantity Theory of Money – Keynes’ Theory of Money and Prices.

**Module– V: Inflation & Trade Cycles**

Inflation: Concept, Types, Causes and Measurement – Effects of Inflation – Measures to Control Inflation – Concepts of Phillips Curve, Deflation and Stagflation – Trade Cycles: Concept, Causes and Phases of trade cycle.



### **Reference Books:**

- Ackley, G (1976) : Macro Economics: Theory and Policy, Macmillan, New York  
Shapiro, E (1996) : Macro Economic Analysis, Galgotia Publications, New Delhi  
Hansen A H (1953): A Guide to Keynes, McGraw Hill, New York  
Keynes JM (1936) : The General Theory of Employment, Interest and Money,  
MC Vaish : Macro Economic Theory  
HL Ahuja : Macro Economic Theory & Policy  
Vanitha Agarwal : Macro Economic Theory & Policy, Pearson Education  
HL Ahuja : Macro Economic Analysis  
Gupta, SB : Monetary Economics: Institutions, Theory and Policy  
M.L. Seth : Macro Economics, Lakshmi Narain Agarwal, Agra, 2006

**B.A. (ECONOMICS) SYLLABUS**  
**Semester - III**  
**DISCIPLINE SPECIFIC COURSE (DSC)- PAPER – III**  
**STATISTICS FOR ECONOMICS**

**Module – I: Introduction to Statistics**

Meaning and Basic Concepts of Statistics – Population and Sample, Frequency Distribution, Cumulative Frequency – Graphic and Diagrammatic Representation of Data – Types of Data: Primary and Secondary Data – Methods of Collecting Data: Census and Sampling Methods (Random, Non-random Sampling Methods)

**Module – II: Measures of Central Tendency and Dispersion**

Measures of Central Tendency: Mean, Median, Mode, Geometric Mean and Harmonic Mean – Properties of Good Average – Comparison of Different Averages – Measures of Dispersion – Absolute and Relative Measures of Dispersion: Range, Quartile Deviation, Mean Deviation, Standard Deviation, Coefficient of Variation and Variance

**Module – III: Correlation and Regression**

Correlation: Meaning and Types – Karl Pearson's Correlation Co-efficient – Spearman's Rank Correlation – Regression: Meaning and Uses of Regression.

**Module – IV: Index Numbers**

Meaning and Uses – Aspects and Difficulties in the Construction of Index Numbers - Types of Index Numbers – Methods of Index Numbers - Laspayer, Paasche and Fisher.

**Module – V: Analysis of Time Series**

Meaning and Uses – Components of Time Series Analysis: Secular, Seasonal, Cyclical and Irregular Variations – Methods of Measurement of Secular Trends: Graphic, Semi-Averages, Moving Averages .

Reference Books:

- Allen, RGD : Mathematical Analysis for Economists, Macmillan Press, London.
- Bhardwaj RS : Mathematics for Economics and Business, Excel Books, New Delhi
- Bose : Mathematics for Economics, Himalaya Publishing, New Delhi
- Chiang, AC : Fundamental Methods of Mathematical Economics McGraw Hill,  
New Delhi
- Nagar & Das : Basic Statistics
- S.P. Gupta : Statistics
- G.S. Mongha : Mathematics for Economists

**B.A. (ECONOMICS) SYLLABUS**  
**Semester - III**  
**BASICS OF COMPUTER APPLICATIONS IN ECONOMICS**  
**Skill Enhancement Course (SEC)-I - Paper – I**

**Module-I: Introduction of Computers**

Definition - Evolution of Computer - Computer Generations - Micro Computers - Structure of Computer - Uses of Computer - Basic Components of Computer - Central processing Unit (CPU) Operating System – Window Operating System - Salient Features - Merits of Windows Operating System - Accessories - System tools - Scan Disk - Word Pad - Note Pad - Paint - Imagination - Windows Explorer - Ms- Word: Creating, Opening and saving files - editing and formatting text - spell and grammar check - auto correct - creation of tables and volumes.

**Module – II Data Analysis using SPSS:** Basics of Data Analysis – Data Entry in SPSS – Computing with SPSS – Preparation of Graphs with SPSS – Distribution Functions and Density Functions – Statistical Package handling and command description for SPSS – Reports, Descriptive – Statistics, Compare Means, Time Series Analysis, Correlation and Regression Models.

**References**

1. Sinha, P.K. : Computer Fundamentals, BPB Publications, New Delhi.
2. Raja Raman.V. : Fundamentals of Computers, PHI, New Delhi.
3. Kerns : Essentials of Microsoft Windows, Word and Excel, PHI.
4. Alexis Leon & Mathews Leon : Introduction to Computers with Ms-Office, TMH.
5. Asthana & Braj Bhushan : Statistics for Social Sciences (with SPSS applications), PHI.

**B.A. (ECONOMICS) SYLLABUS**  
**Semester - III**  
**RURAL DEVELOPMENT**  
**Skill Enhancement Course (SEC)-I - Paper – II**

**Module-I Aspects of Rural Development**

Concept of Rural Development, Rural Development vs. Agricultural Development, Role of NGOs in Rural Development, Rural Non-farm sector and Rural Development, Decentralized planning and Participatory development, role Panchayats in decentralized in rural development.

**Module-II Rural Credit and Self Help Groups**

Role of National Bank for Agriculture and Rural Development (NABARD) for rural development, Constraints of micro-enterprises in rural areas, credit need for rural non farm sector, the concept of micro credit, Micro credit role of Grameen Bank, SHG's in India Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA) and rural development.

**References**

1. Katar Singh , Rural Development : Principles, Policies and Management, Sage Publications, New Delhi
2. K.G. Karmakar, Rural Credit and Self-Help Groups, Sage Publications, New Delhi
3. S.Sau, Rural Industrialization –Development Trajectory in India, Farma K.L.M., Kolkata
4. Misra D. and Puri K. Indian Economy, Himalaya Publishing House
5. Datt and Sundharam (Revised by G.Datt and A. Mahajan) , Indian Economy, 70th edition, S. Chand
6. N. Narayanasami, Participatory Rural Appraisal: Principle, Methods and Applications, Sage Publications, New Delhi, 2009.
7. Vasant Desai, A Study of Rural Economics, Himalaya Publishing House, New Delhi.
8. Mahi Pal, —Panchayati Raj and Rural governancel, Economic and Political Weekly, Jan. 10-16, vol. XXXIX, 2004,No.2, p.13 16.
9. Raghava, D. V. Rao, Panchayats and Rural Development, Ashish Publishing House, New Delhi, 1980.
10. Ram Reddy, Pattern of Panchayati Raj in India, Heritage Publishers, New Delhi, 2

**B.A. (ECONOMICS) SYLLABUS**  
**Semester - IV**  
**INDIAN ECONOMY**  
**Discipline Specific Course (DSC) - Paper – IV**

**Module I: Structure of the Indian economy:**

Indian Economy at the time of Independence. Changes in the Composition of National Income and Employment. Natural Resource base: Land, Water, Forest, Mineral and Metal Resources. Population: Size, Growth and Composition and their implications for Indian economy.

**Module II: Indian Agriculture:**

Importance and Role of Agriculture. Trends in Agricultural Production and Productivity. Land Reforms. Green Revolution. Agricultural Finance. Agricultural Marketing. Agricultural Price Policy. Food Security in India.

**Module III: Indian Industry and Services:**

Role and Importance of Industrialization. Trends in Industrial Production and Services. Industrial Policy Resolutions: 1956, 1991 The Role of Public and Private Sectors. Formal and Informal Sectors in Industry and Services

**Module IV: NIIT AAYOG**

Demise of planning commission. Genesis of NITI Aayog: structure and composition of NIIT Aayog, Functions and objectives of NIIT Aayog, Differences between NIIT Aayog and planning commission, Economic prism- cooperative federalism platform for interface between Centre and State. NIIT Aayog role in strategic planning and innovation and knowledge hub. Challenges ahead.

**References:**

- |                      |   |
|----------------------|---|
| 1. SK Misra and Puri | : Indian Economy, Himalaya Publishing House.  |
| 2. Ishwar C Dhigra   | : The Indian Economy: Environment and Policy,<br>SC Chand & Sons, New Delhi RC Dutt and |
| 3. KPM Sundaram      | : Indian Economy  |
| 4. PK Dhar           | : Growing Dimensions of Indian Economy,<br>Kalayani Publisher.                          |

**B.A. (ECONOMICS) SYLLABUS**  
**Semester - IV**  
**Skill Enhancement Course (SEC)-3 Data Analysis**

**Module -I: Collection and representation of data**

Collection of data (some methodological issues), Census, Sample survey Representation of data the basic of data Management in stata / R / Eviews / SPSS / MS Excel

**Module-II: Indian official statistics (Basic concepts)**

Central statistical office (CSO) – National Accounts statics (NAS) Industrial statics (ASI, IIP) , National sample survey Office (NSSO) - Household Consumer Expenditure Survey Rounds, Employment and Unemployment Survey Rounds. Census of India – population Census 2011. Reserve Bank of India (RBI) – Handbook of statistics on Indian Economy Selected Parts)

**Suggested Readings;**

1. Goon A.M, Gupta, M K, and Dasgupta, B. *Fundamentals of Statistics (volume One)*, The World Press private Ltd
2. GOI, *Note sample Design and Estimation procedure of NSS 68<sup>th</sup> Round, national Sample Press private Ltd*
3. GOI. *SRS statistical Report 2016* office of the Registrar General & Census commissioner of India.

**B.A. (ECONOMICS) SYLLABUS**  
**Semester - IV**  
**Skill Enhancement Course (SEC-4)**

**ENTREPRENEURSHIP AND DEVELOPMENT**

**Module-I Basic Issues of Entrepreneurship and Economic Development**

Basic features of Entrepreneurship, Entrepreneurship and its linkages with economic development, Growth of entrepreneurship in India- Role of entrepreneurship in Economic Development and problems of rural entrepreneurship in India.

**Module-II Financial Resources for new ventures of an entrepreneur:**

Source of finance, capital structure, Institutional support to enterprises- National Small Industries Board- State Small Industries Development Corporation- District Industrial estates- Indian Experience, Stages of growth, types of growth strategies of expansion, Diversification, joint venture, merger and subcontracting.

References:

1. S.S. Khanka Entrepreneurial Development, S Chand & Company Ltd.
2. David . H. Holt- Entrepreneurship New Venture Criterion
3. Poornima M. Entrepreneurship Development and Small Business Enterprises (2<sup>nd</sup> Edition Pearson)
4. Datt and Sundaram (Revised by A. Mahjan), Indian Economy, 70<sup>th</sup> Edition, S Chand.

## **B.A. (ECONOMICS) SYLLABUS**

**Semester - V**

**TELANGANA ECONOMY**

**Generic Elective - Paper - I**

### **Module- I: State and District Domestic Product**

Growth and Sectoral Composition state domestic product Per capita Income of Telangana State and its Districts

### **Module- II: Trends in Population Growth:**

Occupational structure work participation – Population policies, Unemployment and its magnitude and direction

### **Module- III: The Structure of Agriculture and Allied Sectors**

Trends in productivity of food and non-food crops. Profile of Irrigation policies and institutional support to Agricultural Marketing, Sources of Agricultural finance Impact of New seed technology on production and productivity.

### **Module- IV: The Structure of Industrial Development**

Commodity specific growth rates in industrial sector- Infrastructure development –Industrial policies and programs in support of industrial growth . TS-iPASS.

### **Module- V: The structure of Tertiary Sector**

Service sector specific growth rates, Policies and Programs initiated to promote growth of services in Telangana State.

### **Basic Reading List:**

1. Rao S Kishan and Rahul A Shastry (2009): Andhra Pradesh Economy – Dynamics of Transformation with a focus on Regional Disparities, National Academy of Development,
2. Hanumantha Rao and S.Mahender Dev (2003); Andhra Pradesh Development – Economic Reform and Challenges Ahead, Centre for Economic and Social Studies, Hyderabad.
3. Kankalatha Mukund (1990); “Andhra Pradesh Economy in Transition; Centre for Economic and Social Studies, Hyderabad and Book Links Corporation, Hyderabad.
4. Mahendra Dev, S.C.Ravi and M.Venkatanarayana (2009); Human Development in Andhra Pradesh: Experiences, Issues and Challenges; Centre for Economic and Social Studies (CESS), Hyderabad.



**B.A. (ECONOMICS) SYLLABUS**  
**Semester - V**  
**Discipline Specific Elective (DSE)**

**AGRICULTURAL ECONOMICS-V-A**

**Module-I**

Nature and scope of agricultural economics, Factors affecting agricultural development, technological, institutional and general. Interdependency between agriculture and industry.

**Module-II**

Concept of production function: input and product relationship in farm production.

**Module-III**

Growth and productivity trends in Indian agriculture. Agrarian reforms and their role in economic development.

**Module-IV**

Systems of farming, farm size and productivity relationship in Indian Agriculture. New agriculture strategy and Green revolution and its impact.

**Module-V**

Emerging trends in production, processing, marketing and exports, Policy controls and regulations relating to industrial sector with specific reference to agro-industries in agri-business enterprises.

**REFERENCE BOOKS:**

1. Sadhu An, Singh Amarjit and Sing Jasbir (2004) Fundamental of Agriculture Economics, Himalaya Publishing House, Delhi.
2. Lekhi RK and Sigh Joginder, Agriculture Economics, Kalyani Publishers.
3. Government of India (1976) , Report of the National commission on Agriculture, New Delhi
4. Bilgrami, S.A.R. (1996) Agriculture Economics Himalaya Publishing House, Delhi.
5. Dantwala, M.L. et al (1991) Indianan Agriculture Development Since Independence, Oxford & IBH, New Delhi.

**B.A. (ECONOMICS) SYLLABUS**  
**Semester - V**  
**PUBLIC ECONOMICS**  
**Discipline Specific Elective (DSE)- Paper – V-B**

**Module - I: Introduction**

Meaning and importance of Public finance - Evolution of public finance. Multiple theories of public household-Public and Private goods-Markets mechanism in public and private goods. State as an agent of planning and development

**Module- II: Public Expenditure**

Theories of public expenditure- Wagner' s law of increasing state activities – Peacock Wisemans hypothesis- Principle of Maximum Social advantage –Growth and pattern of public expenditure, Effects of public expenditure-Cost benefit analysis.

**Module- III: Taxation & Public Debt**

Approaches to taxation- Benefit approach, Ability to pay approach and Neutrality approach- Elasticity and buoyancy of taxation-incidence and shifting of taxation-Types and classification of taxes and VAT, Approaches to public debt.

**Module- IV: Fiscal Policy & Federal Finance**

Definition of fiscal policy and its objectives; Fiscal Policies for redistribution of income and wealth and stabilization – fiscal policies in a developing country, federal financial structure and its main features – Direct taxes-Income tax-Corporate tax. Indirect tax structure- –GST

**Module- V: Budget**

Budget – Classification of budgets –Economic, Functional, organizational, classification of budgets- performance programming and zero based budgets- surplus, balanced and deficit budgets- Concepts of budget deficit and their implications – State and Central budgets. Fiscal crisis and Fiscal sector reforms in India;.

**References**

1. Atkinson, A Band J.E Siglitz (1980) :Lecturers on Public Economics, Tata McGraw Hill, New York.
2. Auerbach, A J and M. Feldson (Eds.) (1985) :Handbook of Public Economics, Vol. 1, North Holland, Amsterdam.
3. Buchanan, J M (1970) :The Public Finances, Richard D Irwin, Homewood.
4. Goode, R (1986) : Government Finance in Developing Countries, Tata McGraw Hill, New Delhi.
5. Houghton, J M (1970) : The Public Finance: Selected Readings, Penguin, Harmondsworth.
6. Jha, R (1998): Modern Public Economics, Routledge, London.
7. Menutt, P (1996) :The Economics of Public Choice, Edward Elgar, U.K.
8. Musgrave, R A and P.B. Musgrave (1976) : Public Finance in Theory and Practice, McGraw Hill, Kogakusha, Tokyo.
9. S K Singh Public Economics
10. Om prakash Public Economics

**B.A. (ECONOMICS) SYLLABUS**  
**Semester - V**  
**ECONOMICS OF ENVIRONMENT**  
**Discipline Specific Elective (DSE)- Paper –V (b)**

**Module- I: Theory and Concept of Environmental Economics**

Nature and Significance of Environmental Economics –definition and scope of environmental economics –Market Failure & Externality – Theories of Environmental Economics.

**Module- II: Environment and Economics**

Environment and Economics- Inter linkage – Environment as a public good – Environment vs. Economic growth - Population and Environment linkage –Environmental use as an allocate problem —Valuation of Environmental damages: land, water, air and forest.

**Module-III: Environmental Problems**

Economic development and environmental problems – Air, Water and Soil Pollution, Natural Resource Depletion, Deforestation, Industrial and Agricultural Pollution, Urbanization, Vehicular Pollution. Global warming and green house effect - Environmental degradation.

**Module -IV: Environmental Pollution Control**

Prevention, control and abatement of pollution –Choice of policy instruments in developing countries – Environmental Education- Environmental law – Sustainable development –indicators of sustainable development – Environmental planning – Environmental accounting.

**Module-V: Policy measures**

Basic approach –Design of environmental policy –Indian environment policies and performance – Functions of Ministry of Environment and Forest and Pollution Control Boards.

**References:**

1. M. Karpagam (1993), Environmental Economics, Sterling Publishers, New Delhi.
2. S. Sankaran (1994), Environmental Economics, Margham, Madras.
3. N. Rajalakshmi and Dhulasi Birundha (1994), Environomics, Economic Analysis of Enviroment, Allied Publishers, Ahmedabad.
4. S. Varadarajan and S. Elangovan (1992), Environmental Economics, Speed, Chennai.
5. Singh G.N (Ed.) (1991) Environmental Economics, Mittal Publications, New Delhi.
6. Garge, M.R. (Ed.) (1996), Environmental Pollution and Protection, Deep and Deep Publications, New Delhi.
7. Lodha, S.L (Ed.)(1991), Economics of Environment, RBSAPublishers, Jaipur.

**B.A. (ECONOMICS) SYLLABUS**  
**Semester - VI**  
**INTERNATIONAL ECONOMICS**  
**Discipline Specific Elective (DSE) - Paper – VI -A**

**Module - I: Theories of International Trade:**

Theories of absolute advantage, comparative advantage and opportunity costs; Theorem of factor price equalization; - Heckscher - Ohlin theory of trade, Leontief Paradox.

**Module - II: Trade and Growth**

Gains from Trade.-Trade as an Engine of Economic Growth. Concepts of Terms of Trade- Factors affecting Terms of Trade- Singer-Prebisch secular deterioration of Terms of Trade.

**Module- III: Tariff and Non-Tariff Barriers to Trade**

The basic analysis of Tariffs, Quotas, Protection and Imperfect Competition, Optimum tariff. Customs unions, trade barriers, Arguments for and against a Tariff.

**Module- IV: Balance of Payments**

Concepts and Components of BOP, Equilibrium and disequilibria in Balance of payments, Types of Disequilibria. Remedial measures to control disequilibrium. Causes of Devaluation. Direction and Composition of Foreign trade, Export and Import Policies of India.

**Module – V: Internal Factor movements**

International Movement of labor, international lending and world debt crisis, Foreign Direct Investment.

**References:**

1. Soderston B (1990) : International Economics, Macmillan Press Ltd. London
2. Kindle Berger C P (1986): International Economics RD Irwin Concepts wood
3. Vaish MC& Sudhama Singh (2000): International Economics, Himalaya Publishing House, New Delhi
4. Francis Cherunilam: International Economics 4th Edition
5. Mithani DM (2000) : International Economics, Himalaya, Mumbai
6. Desai : International Economics, Himalaya, New Delhi.

**B.A. (ECONOMICS) SYLLABUS**  
**Semester - VI**  
**DEVELOPMENT ECONOMICS**  
**Discipline Specific Elective (DSE)- Paper – VI B**

**Module- I: Economic Development and Growth**

Concepts of Economic Growth and Development. Measurement of Economic Development: Per Capita Income, Basic Needs, Physical Quality of Life Index, Human Development Index and Gender Empowerment Measure. Role of State and Market in Economic Development

**Module- II: Factors in Economic Development**

Factors effecting Economic Development-Characteristics of developing Countries- Population and Economic Development- Theories of Demographic Transition. Human Resource Development and Economic Development

**Module- III: Theories of Economic Development**

Theories of Adam Smith, David Ricardo, Karl Marx and Schumpeter

**Module- IV: Theories of Under Development**

Lewis, Rodan, Libenstien, Nurkse's Balanced Growth Strategy, Hirsch man's Un-balanced Growth Strategy, Myrdal model.

**References:**

1. Mier, Gerald, M : Leading issues in Economic Development, OUP, Delhi
2. Todaro, Micheal P : Economic Development in the third world, Orient Longman, Hyderabad
3. Ghatak Subrata : Introduction to development economics
4. Sukumoy chakravarthy : Development Planning- Indian Experience, OUP, Delhi
5. Misra & Puri : Economic Development and Planning, theory and practice

**B.A. (ECONOMICS) SYLLABUS**  
**Semester - VI**  
**INDUSTRIAL ECONOMICS**  
**Discipline Specific Elective (DSE) - Paper – VI- C**

**Module –I: Meaning and classification of Industries.**

Use-based, Resource Based and ASI Two and Three Digit classification. Industrial Location theories: Weber, Sargent Florence, and Losch - factors affecting industrial location.

**Module II: Market Structure and Market Performance:**

Types of Markets based on Place, Time and Competition. Concepts & Organization of a firm. Market Structure; Sellers Concentration; Product Differentiation; Entry Conditions; Economics of Scale.

**Module III: Industrial Pattern under Five Year Plan;**

Industrial economic concentration and remedial measures. Industrial Policy 1991: Role of Public and Private Sector, LPG Program. Recent Trends in Industrial growth.

**Module –IV: Industrial Finance:**

Industrial Finance: Owned, External and other Components of Funds; Role, Nature, Volume and types of Institutional Finance – State Level Financial Institutions and Commercial Banks.

**Basic Reading List:**

1. Ahuliwalia, I.J. (1985) Industrial Growth in India, Oxford University Press, New Delhi.
2. Barthwal, R.R. (1985), Industrial Economics, Wiley Eastern Ltd., New Delhi.
3. Chernuliam, F. (1994), Industrial Economics: Indian Perspective (3RD Edition), Himalaya Publishing House, Mumbai.
4. Desai, B. (1999), Industrial Economy in India (3rd Edition,) Himalaya Publishing House, Mumbai.
5. Divine, P.J. and R.M. Jones Et. Al (1976), An Introduction to Industrial Economics, George Allen and Unwin Ltd., London.
6. Hay, D. and D.J.Morris (1979), Industrial Economics: theory and evidence, Oxford University Press, New Delhi.
7. Kuchhal, S.C. (1980), Industrial Economy of India (5th Edition), Chaitanya Publishing House, Allahabad.
8. Sing, A and A.N.Sadhu (1988), Industrial Economics, Himalaya Publishing House, Mumbai.

## **Optional Paper (Open Elective)**

### **FINANCIAL ECONOMICS**

#### **Module 1: Introduction to Indian Financial System**

Overview of Indian Financial System – functions of financial system – players – structure and growth – regulatory bodies.

#### **Module 2: Money and Capital Markets**

Indian money market – instruments – institutions – functioning of Indian money market – changes in the regulatory framework – growth – stocks and bonds – primary and secondary markets – process of initial public offer – offer of Government bonds – stock market functioning – stock indices – evaluation of stocks and bonds – understanding stock market information.

#### **Module 3: Foreign Exchange Market**

Exchange rate – types – determination of exchange rate – nature of forex market – nature of forex inflow and outflow – examples of ECBs and NREs – RBI and exchange rate management.

#### **Module 4: Financial Derivatives**

Need for derivatives – types of derivatives – example of how stock index derivatives could be used to hedge risks in stock market investment – evaluation of financial derivatives.

#### **Readings:**

1. Bhole, L.M. (2002), Indian Financial Institutions and Markets, Tata McGraw Hill Ltd, New Delhi.
2. David S. Kidwell, David W. Blackwell, David A. Whidbee, Richard L. Peterson, (2005) Financial Institutions, Markets, and Money, 9th Edition, Wiley Publication, New York.
3. Khan M.F., (2006), Indian Financial Institutions, Tata McGraw Hill Ltd, New Delhi.
4. Pathak, Bharathi V., (2007), The Indian Financial System: Markets, Institutions and Services, 2/e, Pearson Education India, New Delhi.

**B.A. History (Regular) Syllabus according  
to Choice Based Credit System (CBCS)  
(as per TSCHE Model)  
w.e.f. 2019-2020**



**DEPARTMENT OF HISTORY  
MAHATMA GANDHI UNIVERSITY  
NALGONDA  
TELANGANA.**



**MAHATAM GANDHI UNIVERSITY**  
**(As per TSHCE Model)**  
 Scheme of Instruction and Examination  
 Titles of B.A. History (Regular) (CBCS) Syllabus w.e.f. 2019-2020

Year	Semester	DSC/GE/DSE/SEC	Paper	Title	Credits	Hours
I	I	DSC*101	<b>Paper - I</b>	<b>History of India (From Earliest Times to c.700 CE)</b>	5	5
	II	DSC201*	<b>Paper – II</b>	<b>History of India (c.700 -1526 CE)</b>	5	5
II	III	DSC*301	<b>Paper – III</b>	<b>History of India (1526-1857 CE)</b>	5	5
		SEC-I	<b>Paper-I</b>	<b>Historical and Cultural Tourism</b>	2	2
	IV	DSC401*	<b>Paper - IV</b>	<b>History of India (1858-1964 CE)</b>	5	5
		SEC-II	<b>Paper-II</b>	<b>Archives and Museums</b>	2	2
		GE**	<b>Open Stream</b>	<b>Indian National Movement (1857-1947 CE)</b>	4	4
III	V	DSE-501*	<b>Elective-A</b>	<b>History of Modern World (1453-1964 CE)</b>	5	5
			<b>Elective-B</b>	<b>Tourism and Culture</b>	5	5
	VI	DSE601*	<b>Paper – A</b>	<b>History and Culture of Telangana (From Earliest Times to 2014 CE)</b>	5	5
		DSE601*	<b>Paper – B</b>		5	5
		***Optional		<b>Islamic History</b>	4	4
			<b>Ancient Civilizations</b>			

\* DSC (Discipline Specific Course), SEC (Skill Enhancement Course) & DSE (Discipline Specific Elective) for Students of History.

\*\* GE (Generic Elective) or Inter-Disciplinary Course for Students of Social Sciences other than History.

\*\*\* Optional

**Chairman, Board of Studies**

**TELANGANA STATE  
B.A. (HISTORY) SYLLABUS  
Semester - I**

**History of India (From Earliest Times to c.700 CE)  
(DSC-101) Discipline Specific Course - Paper – I  
(With Effect from 2019-2020)**

- Module-I: Definitions - Nature and Scope of History - History and Its Relationship with other Social Sciences - Geographical Features of India – Sources of Indian History: Pre-History – Paleolithic, Mesolithic, Neolithic, Chalcolithic and Megalithic Cultures.
- Module-II: Indus Valley Civilization - Its Features & Decline; Early Vedic and Later Vedic Civilizations – Vedic Literature – Society – Economy - Polity – Religion.
- Module-III: Rise of New Religious Movements – Charvakas, Lokayathas, Jainism and Buddhism; Mahajanapadas - Rise of Magadha; Alexander’s Invasion and Its Impact.
- Module-IV: Foundation of the Mauryan Dynasty; Ashoka and His Dharma – Polity – Administration - Society – Economy – Religion – Literature - Art and Architecture; Disintegration of the Mauryan Empire; Post-Mauryan Kingdoms - Indo-Greeks - Kushanas and Kanishka - Society – Economy – Literature – Art and Architecture; The Satavahanas; Sangam Age – Literary Development.
- Module-V: Gupta Empire: A Brief Political Survey - Polity and Administration, Social and Economic Conditions, Agriculture and Land Grants - Feudalism, Caste System, Position of Women, Education, Literature, Science and Technology, Art and Architecture - Harshavardana and His Achievements.

**Recommended Books:**

- A.L. Basham, *The Wonder that was India*, Rupa & Co., New Delhi, 2001.
- Allchin, Bridget & Raymond, *The Rise of Civilization in India and Pakistan*, CUP, New Delhi, 1996.
- E.H. Carr, *What is History?* Penguin Books, England, 1990.
- Majumdar, R.C., *History and Culture of the Indian People*, Vols. I, II & III.
- Romila Thapar, *Asoka and the Decline of the Mauryas*, OUP, New Delhi, 1995.
- Romila Thapar, *Early India (From the earliest to AD 1300)*.
- Romila Thapar, *A History of India*, Vol. I, Penguin Books, New Delhi, 1990.
- Upinder Singh, *A History of Ancient and Medieval India*.

**TELANGANA STATE**  
**B.A. (HISTORY) SYLLABUS**  
**Semester - II**  
**History of India (c.700-1526 CE)**  
**(DSC-201 - Discipline Specific Course) - Paper – II**  
**(2019-2020)**

- Module-I: The Age of Rajputs Society, Economy and Culture - Rise of Regional States: Pallavas, Chalukyas of Badami, Rashtrakutas, Cholas; Local Self Government under Cholas; Society, Economy, Literature, Art and Architecture; Bhakti Movement in South India: Shaiva Nayanars and Vaishnava Alwars.
- Module-II: Arab Conquest of Sind, Ghaznavids and Ghoris; Foundation of Delhi Sultanate: Slave, Khaljis, Tughlaqs, Sayyids and Lodis – Polity, Administration, Society – Religion - Economy - Art and Architecture - Growth of Education and Literature – and the decline of Delhi Sultanate.
- Module-III: Bhakti and Sufi Movements Prominent Bhakti and Sufi Saints their Preaching's - Impact on Society and Culture - Emergence of Composite Culture.
- Module-IV: Kakatiyas – Polity – Administration - Society and Economy - Literature and Religion – Art and Architecture – Yadavas – Hoysalas and Pandyas – their contribution to South Indian Culture.
- Module-V: Vijayanagara – A Brief survey of Political History – Polity - Administration - Society and Economy – Religion – Art and Architecture – Language and Literature - The Brief History of Bahamanis and their Contribution to the Deccan Culture.

**Recommended Books:**

- A.L. Basham, *The Wonder that was India*, Rupa & Co., New Delhi, 2001.  
 Irfan Habib, *Medieval India-I*, OUP, Delhi, 1999.  
 K.A. Nilakanta Sastri, *A History of South India*.  
 Majumdar, R.C., *History and Culture of the Indian People*, Vols. I, II & III.  
 Romila Thapar, *Early India (From the earliest to AD 1300)*.  
 Satish Chandra, *Medieval India (From Sultanate to the Mughals)*, Part-I, Har-Anand Publications, New Delhi, 1997.  
 Upinder Singh, *A History of Ancient and Medieval India*.  
 Vipul Singh, *Interpreting Early and Medieval India*.

**Telugu:**

- A. Bobbili and others, *Bharatha Desha Charitra upto A.D. 1526*, Telugu Academy, Hyderabad, 2003.  
 D.D. Kosambi, *Bharatha Desha Charitra Parichaya Vyasalu*, Hyderabad Book Trust, Hyderabad, 1996.  
 B.A. First & Second Year *Indian History Text Books (English & Telugu Medium-CBCS) 2017-18*.

**TELANGANA STATE**  
**B.A. (HISTORY) SYLLABUS**  
**Semester - III**  
**History of India (1526-1857 CE)**  
**(DSC - Discipline Specific Course - Paper – III**  
**(2019-2020)**

- Module-I: Establishment of Mughal Dynasty - Sources – Shershah Sur and His Reforms - Brief Survey of Political History of Mughals – Akbar, Shah Jahan and Aurangzeb - Polity - Administration – Society – Economy – Technological Developments - Religion – Hindu-Muslim Relations – Emergence of Composite Culture – Education – Language and Literature – Art and Architecture - Disintegration of Mughal Empire.
- Module-II: Rise of Regional Powers - Marathas – Shivaji his Military Achievements, and his Administration – The Rise of Peshwas – and their role in Maratha History - The Third Battle of Panipat – The Rise of Sikhs. – Ranjit Singh – Rise of Princely States – Hyderabad – Avad - Junagarh – Mysore – Kashmir.
- Module-III: Advent of European Powers - Portuguese, Dutch, English and French, Anglo-French Rivalry - Expansion and Consolidation of British Power – Wellesley’s Subsidiary Alliance – Dalhousie’s Doctrine of Lapse.
- Module-IV: Three Stages of Colonialism – Mercantilism - Free Trade Policies – Finance Capital - Land Revenue Settlements – Cornwallis and Permanent Revenue Settlement; Thomas Munroe and Ryotwari; Mahalwari System – Changes in the Agrarian Economy and Condition of Peasantry – Famines.
- Module-V: Decline of Rural Cottage Industries and Urban Handicrafts - Growth of Railways, Roads, Communication – Modern Industries – Coal Mines, Textiles, Iron and Steel, etc. - Anti-Colonial Upsurge - 1857 Revolt – Nature, Causes and Results.

**Recommended Books:**

- A.L. Srivastava, *History of India from A.D. 1000 to 1707*.  
A.R. Desai, *Social Background of Indian Nationalism*.  
Bipan Chandra, *A History of Modern India*.  
Harbans Mukhia, *The Mughals*.  
John F. Richards, *The Mughal Empire*, CUP, New Delhi, 1995.  
R.C. Majumdar (ed.), *A History and Culture of India People*, Bharatiya Vidya Bhavan Series (Relevant Vols.).  
R.C. Majumdar, H.C. Raychaudhuri & K. Datta, *An Advanced History of India*, Madras, 1995.  
Satish Chandra, *Medieval India*, Vol. II.  
Sumit Sarkar, *Modern India (1885-1947)*, Macmillan India Ltd., Madras, 1995.  
Tarachand, *A History of the Freedom Movement in India*, Four Volumes.  
V.D. Mahajan, *History of Medieval India (Sultanate Period and Mughal Period)*.  
V.D. Mahajan, *Modern Indian History*.

**Telugu:**

- B. Laxminarayana Rao, *Bharatadesa Swathantra Charitra* (Part-3), (Trans.), Telugu Academy, 2005.  
Bipan Chandra, *Adhunik Bharatadesa Charitra* (Translation Sahavasi), Hyderabad Book Trust.  
B.A. First & Second Year Indian History Text Books (English & Telugu Medium-CBCS) 2016-17.  
J. Durga Prasad and Others, *Bharatadesa Charitra (1526-1964 A.D.)*, Telugu Academy, 2006.  
V. Rama Krishna Reddy, *Bharatadesa Charitralo Mukhya Ghattalu*, Telugu Academy, 2005.

**TELANGANA STATE**  
**B.A. (HISTORY) SYLLABUS**  
**Semester - III**  
**Historical and Cultural Tourism**  
**(SEC - Skill Enhancement Course – I)**  
**(2019-2020)**

The main objective of this course is to make student understand the relevance of Tourism as history and its relationship with culture. This course not only deals with the various aspects of tourism industry but also deals with the impact of tourism. This course also brings out the growing trends in tourism and the demand it is generating in the present times.

Module-I: Tourism – Concept and Meaning – Nature – Scope - Tourism as an Industry - Socio-Economic Impact of Tourism - History of Tourism Development in India - Promotional Strategies of Tourism - Tools of Publicity, Role of Films, Television, Press, Poster-display, Brochures, Role of Guides - Historical Tourism - Monuments, Religious and Secular - Historical Sites - Historical Events - Impact of Tourism Development on Protection and Conservation of Historical Monuments and Sites and Vice-Versa - Socio-Cultural Tourism: Fairs and Festivals of India - Performing Arts (Dance, Drama and Music) - Museums, Art - Galleries, Yoga and Health Centers - Indian Cuisine.

Module-II: Eco-Tourism - Beaches, Hill-Resorts, Surf-Riding, Ballooning, Rafting, Gliding - Wild-life Sanctuaries - National Parks, Safaris, Mountaineering –Trekking – Skiing - Sports Tourism - Tourism in Telangana – Tourist Places - Tourism Handicrafts: Textiles – Metal Work, Stone and Wood Carvings, Furniture, Jewellery, Toys, Musical Instruments – Terracotta - Display and Sale of Handicrafts - Shops at Heritage Centers – Organizing Exhibitions – Duty Free Shops.

**Recommended Books:**

- Dallen, J. Timothy, *Cultural Heritage and Tourism: An Introduction (Aspects of Tourism Texts)*, Channel View Publications, 2011.
- INTACH, *Heritage and Development: Recent Perspectives*, Aryan Books International, 2012.
- K.R. Gupta, *Concise Encyclopedia of India: (Places of Historical and Tourist Interest)*, 2010.
- Melanie, K. Smith, *Issues in Cultural Tourism Studies*, Psychology Press, 2003.
- P.N. Girija Prasad, *Eco-Tourism and Its Development*, Adhyayan Publishers, 2012.
- S.P. Gupta & Lal Krishna (eds.), *Cultural Tourism in India: Museums, Monuments and Arts*, 2003.
- V.K. Singh, *Historical and Cultural Tourism in India*, Aadi Publications, 2008.
- Vaibhav Chauhan, *Heritage Tourism: Territory Unexplored*.
- Vanaja Uday, *Cultural Tourism and Performing Arts of Andhra Pradesh: Prospects and Perspectives*, Research India Press, 2012.
- A.K. Bhatia, *Tourism Development – Principles & Practices*, Sterling Publishers, 2016.
- Sampad Kumar, Swain & Jitendra Mohan Mishra, *Principles and Practices in Tourism*, OUP, 2011.
- Indira, *Tourism in Andhra Pradesh: Growth and Developments, 1956-2007*, Research India Press, New Delhi, 2014.
- D. Satyanarayana, *Kotha Paryataka Sthalalu* (Telugu).

**TELANGANA STATE**  
**B.A. (HISTORY) SYLLABUS**  
**Semester - IV**  
**History of India (1858-1964 CE)**  
**(DSC - Discipline Specific Course-401) - Paper – IV**  
**(2019-2020)**

- Module-I: Queen's Proclamation – Beginning of Colonial Rule – Introduction of Western Education – Role of Christian Missionaries – Press, Communication and Emergence of Middle Classes - Lytton and Rippon: Impact of their Policies.
- Module-II: Socio-Religious Reform Movements – Brahma Samaj - Arya Samaj - Theosophical Society - Ramakrishna Mission - Aligarh Movement; Anti-Caste Movements - Jyotibha Phule - Narayana Guru - Periyar Ramaswamy Naicker and Dr. B.R. Ambedkar.
- Module-III: Factors for the Rise of Nationalism – Formation of Indian National Congress – Three Phases of Freedom Struggle: Moderate Phase, Extremist Phase and Gandhian Era - Non-Cooperation, Civil Disobedience and Quit Indian Movement; Indian National Army and Subhash Chandra Bose.
- Module-IV: Revolutionary Movement: Gadhar Party – Bhagath Singh – Chandra Sekhar Azad and Others; Left-Wing Movement – Rise of Socialist and Communist Parties - Peasant and Workers Movements.
- Module-V: Emergence of Communal Politics and Mohd. Ali Jinnah – Prelude to Partition of India - Sardar Vallabhai Patel and Integration of Princely States into Indian Union – Republic of India – Jawaharlal Nehru and His Policies.

**Recommended Books:**

- A.R. Desai, *Social Background of Indian Nationalism*, Popular Prakashan Pvt. Ltd., Mumbai, 2002.
- Bipan Chandra (et.al.), *India's Struggle for Independence*, Penguin Books, Kolkata, 2001.
- Bipan Chandra, *A History of Modern India*.
- Kenneth Jones, *Social and Religious Reform Movements in India*.
- R.C. Majumdar (ed.), *A History and Culture of India People*, Bharatiya Vidya Bhavan Series (Relevant Vols.).
- R.C. Majumdar, H.C. Raychaudhuri & K. Datta, *An Advanced History of India*, Macmillan, Madras, 1995.
- S. Gopal, *Jawaharlal Nehru – A Biography*.
- Sumit Sarkar, *Modern India (1885-1947)*, Macmillan India Ltd., Madras, 1995.
- Tarachand, *A History of the Freedom Movement in India*, Four Volumes.
- V.D. Mahajan, *Modern Indian History*.

**Telugu:**

- B. Vijaya Bharati, *Mahatma Jyothirao Phule* (Translation), Hyderabad Book Trust, 2004.
- Bhoopati Laxminarayana Rao, *Bharatadesa Swathantra Charitra* (Part – 3), (Translation), Telugu Academy, 2005.
- Bipan Chandra, *Adhunik Bharatadesa Charitra* (Translation Sahavasi), Hyderabad Book Trust.
- J. Durga Prasad and Others, *Bharatadesa Charitra (upto 1526-1964 A.D.)*, Telugu Academy, 2006.
- V. Rama Krishna Reddy, *Bharatadesa Charitralo Mukhya Ghattalu*, Telugu Academy, 2005.

**TELANGANA STATE**  
**B.A. (HISTORY) SYLLABUS**  
**Semester - IV**  
**Archives and Museums**  
**(SEC - Skill Enhancement Course – II)**  
**(2019-2020)**

This course introduces students to the institutions that house and maintain documentary, visual and material remains of the past. Students will be encouraged to undertake collection, documentation and exhibition of such materials in their localities and colleges. Visit to National Archives and National Museum are an integral part of the course.

Module-I: Definition of Archives – Scope – Types of Archives – Development of Archives – National and State Archives in India - Archives – Understanding the Traditions of Preservation – Collection - Purchase –Documentation: Accessioning – Indexing – Cataloguing – Digital Documentation and De-accessioning - Chemical Preservation and Restoration.

Module-II: Definition of Museum - Introduction – Scope - Types of Museums - Significance of Museums - Museums in India - Museums – Collection – Field Exploration – Excavation – Purchase – Gift and Exchanges – Treasure Trove – Documentation - Indexing – Museum Presentation and Exhibition – Outreach Activities of Museums and Archives.

**Recommended Books:**

- Saloni Mathur, *India by Design: Colonial History and Cultural Display*, University of California, 2007.
- Sengupta, S., *Experiencing History through Archives*, Munshiram Manoharlal, Delhi, 2004.
- Guha Thakurta, Tapati, *Monuments, Objects, Histories: Institution of Art in Colonial and Post-Colonial India*, New York, 2004.
- Kathpalia, Y.P., *Conservation and Restoration of Archive Materials*, UNESCO, 1973.
- Choudhary, R.D., *Museums of India and Their Maladies*, Agam Kala, Calcutta, 1988.
- Nair, S.M., *Bio-Deterioration of Museum Materials*, Agam Kala Prakashan, 2011.
- Agrawal, O.P., *Essentials of Conservation and Museology*, Sundeep Prakashan, New Delhi, 2007.

**TELANGANA STATE**  
**B.A. HISTORY SYLLABUS**  
**Semester - V**  
**History of the Modern World (From 1453 CE to 1964 CE)**  
**(DSE - Discipline Specific Elective-501 (A) - Paper – V**  
**(2019-2020)**

- Unit-I: Decline of Medieval Socio-Political, Religious, Economic conditions - Characteristic features of Renaissance - Significance of Reformation and Counter Reformation movements in Europe - Geographical Discoveries and Rise of Colonialism – Colonization of America - Mercantilism and Commercial Revolution. Emergence of Nation States in Europe – Spain – France – England – Russia – Austria – Italy and Prussia - Nature of Absolute Monarchies and Feudalism in Europe and Asia.
- Unit-II: Age of Revolutions – Glorious Revolution (1688) - American Revolution (1776) - French Revolution (1789) – Napoleon – Wars – Reforms- Revolutions of 1830 and 1848 - Industrial Revolution.
- Unit-II: Rise of Capitalism – Impact on Asia and Africa – Colonization of Africa - Asia and Latin America - Entry of European Powers in China – Opium Wars – Revolution in China – Boxer Revolt - Sun-Yat-Sen – Mao’s Communist Revolution - Meizi Restoration and Modernization of Japan- Unification Movements in Germany and Italy.
- Unit-IV: World between 1914-1945 Rivalry among colonial powers Imperialist Hegemony - Causes and consequences of first World War – World between the Wars - League of Nations - Russian Revolution – Causes and consequences. Fascism in Italy, Nazism in Germany, Militarism in Japan – Nationalist and Communist Movements in China - Role of Sun-Yat-Sen and Mao-Tze-Dung.
- Unit-V: Causes and consequences of Second World War – UNO, Its Contribution to World Peace – Decolonization and National Liberation Movements in Asia, Latin America and Africa – NAM – its Origin – Aims Importance..

**Recommended Books:**

Arun Bhattacharjee, *History of Modern Europe*, Vol. II.

C.J.H. Hayes, *Europe since 1870 A.D.*, Vol. II.

C.J.H. Hayes, *Europe upto 1870 A.D.*, Vol. I.

Fischer, *A History of Europe*.

J.M. Roberts, *History of the World*, New York, 1976.

Peter Moss, *Modern World History*, Hampshire, 1978.

Taylor, A.J.P., *The Struggle for Mastery in Europe*.

Thompson, D., *Europe Since Napoleon*.

V.D. Mahajan, *History of Modern Europe since 1789*.

**Telugu:**

Badriraju Sheshagiri Rao and Others, *Adhunika Prapancha Charitra*, Telugu Academy, 2002.

Y. Vaikuntham., *Prapancha Charitra*, Telugu Academy.



**TELANGANA STATE**  
**B.A. HISTORY SYLLABUS**  
**Semester - V**  
**Tourism and Culture**  
**(DSE - Discipline Specific Elective-501 (B) - Paper – V**  
**(2019-2020)**

The main objective of this course is to make student understand the relevance of Tourism as history and its relationship with culture. This course not only deals with the various aspects of tourism industry but also deals with the impact of tourism. This course also brings out the growing trends in tourism and the demand it is generating in the present times.

- Unit-I: Definition – Meaning, Nature and Scope of Tourism – Concepts: Who is a Tourist, Travellers, Visitor and Excursionist – definitions and differentiation – Types of Tourism: Religious Tourism, Eco Tourism, Rural Tourism, Health Tourism, Adventure Tourism, Historical Tourism, Cultural Tourism.
- Unit-II: Historical Dimensions of Tourism Travel and Tourism through the Ages: Early Travels, ‘Renaissance’ and ‘Age of Grand Tours’ – Emergence of Modern Tourism, Concept of ‘Paid Holiday’ – Understanding Tourism Motivations – Concept of Push and Pull Factors in Tourism.
- Unit-III: Infrastructure in Tourism: Tourist Transport – Forms & Types: Road-Rail-Sea-Air-Tour Operators – Travel Agency – Planning the Itinerary – Tourist Accommodation – Forms & Types.
- Unit-IV Impact of Tourism – Socio-Cultural Impact – Ecological & Environmental Impact – Economic Impact – Multiplier Effect – Political Impact and Government Policies – Tourism as an Industry – Future of Tourism in India.
- Unit-V: Development of Tourism in Telangana – Tourist attractions in Telangana Historical Tourism Monuments – Golconda Fort, Qutub Shahi Tombs, Charminar, Mecca Masjid, Chow Mohalla Palace – Warangal – Kakatiya Fort – Thousand Pillar Temple, Ramappa Temple, Yadadri, Vemulavada – Medak Church – Museums – Salar Jung Museum, State Museum, Tribal Museum, Archaeological Museum – Buddhist Heritage – Dhulikatta, Phanigiri – Nelakondapalli – Cultural Tourism – Sammakka – Sarakka Festivals, Bonalu – Batukamma, Tribal Cultures of Adilabad – Handicrafts ( Bidri Ware, Pembarti Brass Work, Karimnagar Filigri, Dokra Tribal Craft, Cheriyal Naqash Paintings and Handlooms (Gadwal, Pochampalli) – Eco-Tourism – Nehru Zoological Park, Durgam Cheruvu, Waterfalls.

**SUGGESTED READINGS:**

- Mc. Intosh, Robert, W., *Tourism, Principles, Praces & Philosophies..*
- A.K. Bhatia, *Tourism Development: Its Principles and Practices.*
- Ram Acharya, *Tourism in India.*
- F.R. Allchin, *Cultural Tourism in India: Its Scope and Development*, Department of Tourism, Government of India, New Delhi.
- A.L. Basham, *The Wonder That was India*, Rupa & Company, New Delhi, 1967.
- Burkart and S. Medlik, *An outline of Tourism*, Heinemann, London, 1976.
- Chris Copper, *Tourism: Principles and Practice*, Harlow Longman, London, 1998.
- S. Dharmarajan & Seth, Rabindra, *Tourism in India: Trends and Issues*, New Delhi, 1994.
- Kaul, Virendra, *Tourism and the Economy*, Har-Anand Publications, New Delhi, 1994.
- Leela, Shelly, *Tourism Development in India: A Study of the Hospitality Industry*, Arihant, Jaipur, 1991.
- Satish Babu, *Tourism Development in India.*
- Messenger, Rob Allen, *The Economics of Tourism*, Routledge, London, 1997.

- P.N. Seth, *Successful Tourism – Planning and Management*, Cross Sections Publications, New Delhi, 1979.
- K.S. Subrahmaniam, *Buddhism in South India and Early History of Andhra*, Kondal Publications, Madras.
- Williams, Stephen, *Tourism Geography*, Routledge, London, 1998.
- Indira, *Tourism in Andhra Pradesh: Growth & Developments 1956-2007*, Research India Press, New Delhi, 2014.

**TELANGANA STATE**  
**B.A. HISTORY SYLLABUS**  
**Semester - VI**

**(A) History and Culture of Telangana (From earliest times to 2014 CE)**  
**(DSE - Discipline Specific Elective-601 A**  
**(2019-2020)**

- Unit-I: Sources – Pre-History of Telangana – Asmaka Janapada and the Culture of Ancient Telangana – Jainism and Buddhism – Brief Political Survey of Satavahanas – Ikshvakus, Vishnukundins – Medieval Telangana from Kakatiyas to Qutb Shahis – Popular Revolts – Sammakka-Sarakka, Sarvai Papanna – Society, Economy and Culture; Fairs, Festivals, Folk, Batukamma, Bonalu, Urs, Moharram, etc. Telangana Food, Festivals, Arts, Folksongs, Symbols, Musical Instruments, Composite Culture.
- Unit-II: Foundation of Asaf Jahi Dynasty – A Brief Survey of The Political History of Asaf Jahis from 1724-1857 – Salarjungs Reforms and their Importance Mir Mahboob Ali Khan and Mir Osman Ali Khan – Modernization of Hyderabad under them – Growth of TRanspotation and Communication, Public Health, Industries and Osmania University – Public Health – Hospitals – Social, Cultural and Political Awakening in Telangana – Press, Journalism and Library Movements – Nizam Andhra Jana Sangham – Arya Samaj and Its Activities – Ittehadul Muslimin Party – Bhagya Reddy Varma and Dalit Movements.
- Unit-III: Political Developments in Hyderabad State 1900 to 1942 – The Andhra Maha Sabha – Hyderabad State Congress – Mulki-Non-Mulki Issue (1930) - Vandemataram Movement – Comrades Association, Student and Workers Organisations and Movements - Communist Party and Its Activities – The Role of Women in Hyderabad Freedom Movement.
- Unit-IV: Anti-Nizam and Anti-Feudal Movements - Telangana Peasants Armed Struggle – Adivasis Revolt – Kumaram Bheem – Razakars and their Activities – Police Action - Formation of Popular Ministry under Burgula Rama Krishna Rao - Assertion of Mulki Identity and the City College Incident (1952) - Merger of Telangana and the Formation of Andhra Pradesh, (1956) .
- Unit-V: Discrimination, Dissent and Protest - Violation of Gentlemen’s Agreement - Agitation for Separate Telangana State: Formation of TPS – Role of Intellectuals, Students, Employees in 1969 Movement - Second Phase Movement for Separate Telangana – Formation of Various Associations – Telangana Aikya Vedita – Telangana Jana Sabha – Telangana Rashtra Samiti (2001) – Mass Mobilization – Sakala Janula Samme – Millennium March – Sagara Haram, Chalo Assembly – December 2009 Declaration and the Formation of Telangana State, June 2014.

**Recommended Books:**

- Bhangya Bhukya, *The Subjugated Nomads*, Hyderabad, 2010.  
 Goutham Pingle, *The Fall and Rise of Telangana*, Hyderabad, 2014.  
 H. Rajendra Prasad, *Asaf Jahis*, Hyderabad, 2006.  
 I. Thirumali, *Against Dora and Lord*, New Delhi, 2008.  
 I. Thirumali, *Telangana – Andhra*, Delhi, 2010.  
 Kingshuk Nag, *Battle Ground Telangana*, Hyderabad, 2010.  
 Lalitha & Susie Tharu, *We were Making History*, Kali for Women, New Delhi.

Sarojini Regani, *Highlights of Freedom Struggle in Andhra Pradesh*.

Sarojini Regani, *Nizam-British Relations*.

Y. Gopal Reddy, *A Comprehensive History of Andhra Pradesh*, Hyderabad, 2008.

Telangana History and Culture, B.A. Third year (TM & EM) Telugu Academy, Hyderabad, 2019

**Telugu:**

Anveshi, *Manaku Teliyani Mana Charitra*.

G. Chakrapani, *Telangana Jaitrayatra*, Hyderabad, 2012.

Madapati Hanmanth Rao, *Telanganalo Andhrodyamam*, Hyderabad.

Mandumula Narsing Rao, *Yabai Sanvatsarala Hyderabad*, Hyderabad, 1977.

P. Sundaraiah, *Veera Telangana – Viplava Poratam*.

Raavi Narayana Reddy, *Viplava Telangana – Naa Gnapakaalu*.

Sarojini Regani, *Nizam-British Sambandhalu*.

Sunkireddy Narayana Reddy, *Telangana Charitra*, Hyderabad, 2014.

Surepalli Sujatha, *Irusuchakra Bandilo Telangana*.

V. Manikya Rao, *Hyderabad Swatantra Charitra*, 2000.

**B.A. (HISTORY) SYLLABUS**  
**Semester - VI**  
**Islamic History**  
**(DSE - Discipline Specific Elective-601) – B**  
**(2019-2020)**

- Unit-I: The Scope of Islamic History – Geographical Conditions of Arabia – Pagan – Civilization and Islam – Political and Social Conditions before the Prophet at Mecca and Madina - Early Life of Prophet Muhammad – Meccan Period – Migration to Madina – The Holy Quran – The Battle of Badr –The Truce – Conquest of Mecca – Conditions of Arabia – Prophet Muhammad Social Reformer and Leader.
- Unit-II: The Era of Pious Khalifas – Abu-Bakr-Umar – Further Expansion – Osman-Ali – Their Achievements – The Struggle for Power between Syria and Al-Iraq and Hij’az – Administrative System under Khalifa - Causes for the Fall of Khalifas.
- Unit-III: The Ummayad Khalifas – Mua-Wiyah-Yazid-I Battle of Karbala – Marwan-I-Abdul Malik and His Achievements - Al-Walid-I, Suleman – Ibn-Ul-Azi-Hisan – His Relations with Byzantine – Conquests in East and West Development of Society and Growth of Fine Arts – Marwan-II and the Fall of Ummayads – Administrative System under Ummayads – Society under Ummayads.
- Unit-IV: The Advent of Abbasids – Al-Saffah and Al-Mnsur Al-Mahddi – Revolt in Khurasan – Byzantine Raid – Al-Hadi – His Achievements – Haroon – Al-Rasheed – His Political and Non-Political Achievements – Rise and Fall of Barmakids – Estimate of Haroon – Al-Rasheed’s Character - Al-Amin – Civil War between – Al-Amin and Al-Mamun – Achievements of Al-Mamun – Later – Khalifas of Abbasid Dynasty – Al-Mutasm – War with the Byzantine Empire – Revolt of Tabaristan – The Buwaidis – Azad-ud-Daula – The Seluqs – Malekshah - The Crusades – Causes – Course of Crusades – Imaduddin Zangi – Nuruddin – Mahmud – The Results of Crusades- The Abbasid State – Political and Military Systems – Judician Reforms – Education – Growth of the Fine Arts – Socio-Economic Conditions – Art and Architecture under Abbasids – Growth of Scientific Spirit - Fall of Abbasid Dynasty.
- Unit-V: The Ummayads in Spain – Abdur-Rahman-Hisham-I – War with the Franks – Cultural Progress in Muslim Spain – The Fatimids of Egypt – Al-Mahdi – Al-Qaim – Al-Muizz Fall of Fatimids (1171 A.D.) – Administration and Society under Fatimids.

**Recommended Books:**

AmirAli, *History of Islamic People*.  
P. Hitti, *History of Arabs*.  
Moinuddin Nadvis, *Tarikh-i-Islam*.  
Suleiman, *Rahamatullah in Alamin*.

**B.A. (HISTORY) SYLLABUS**  
**Semester - IV**  
**Indian National Movement (1857-1947 CE)**  
**(GE - Generic Elective – (Open Stream)**  
**(2019-2020)**

- Module-I: 1857 Revolt – Causes – Consequences - Factors for the Rise of Nationalism – English Education – Communications, News Papers – Economic Exploitation – Socio-Religious Reform Movements – Political and Administrative Unity - Emergence of Educated Intelligentsia.
- Module-II: Formation of Indian National Congress – Its Aims & Objectives - Three Phases of India’s Freedom Struggle – Moderates and Extremists – Their Ideology: Constitutional Type of Agitation – Vandemataram and Home Rule Agitations.
- Module-III: Emergence of Gandhi – His Ideology, Non-Cooperation its importance and Civil Disobedience Dandi March – Role played by Women in National Movement - The Militant Nationalists – Their Ideology – Bhagath Singh – Rise of Left Ideology.
- Module-IV: Origin of Peasant and Tribal Movements – Growth of Working Class Movement - Azad Hind Fauz – Subash Chandra Bose - Origin of Communalism – Factors for the Rise of Communalism in India - All India Muslim League and Hindu Mahasabha – Their Activities - results.
- Module-V: Second World War – Quit India Movement – Course of the Quit India Movement – Second World War its Impact on Indian National Movement - Cripps Proposals; Cabinet Mission; Factors led to the Partition of Country and Emergence of Independent India August, 1947.

**Recommended Books:**

- A.R. Desai, *Social Background of Indian Nationalism*, Popular Prakashan Pvt. Ltd., Mumbai, 2002.
- Bipan Chandra, *Nationalism and Colonialism in Modern India*, Orient Longman, New Delhi, 1979.
- Bipan Chandra, *India’s Struggle for Independence*, Penguin Books, Kolkata, 2001
- Sumit Sarkar, *Modern India (1885-1947)*, Macmillan India Ltd., Madras, 1995.
- Sekhar Bandyopadhyay, *National Movement in India*, Oxford University Press, New York, 2009.
- Sekhar Bandyopadhyay, *From Plassey to Partition*, Orient Longman Pvt. Ltd., New Delhi, 2004.
- Amles Tripathi, Barun De and Bipin Chandra, *Freedom Struggle*, National Book Trust, 2007.
- D. Rothermund, *The Phases of Indian Nationalism and Other Essays*, Nachiketa Publications, Bombay, 1970.
- R. Suntherlingam, *Indian Nationalism – An Historical Analysis*, Vikas Publishing House, New Delhi, 1983.
- D.N. Dhanagare, *Peasant Movements in India, 1920-1950*, Oxford University Press, New Delhi, 1991.
- Ahmed, *Jinnah, Pakistan and Islamic Identity – The Search for Saladin*, Routledge, London, New York, 1997.
- Mushirul Hasan (Ed.), *India’s Partition - Process, Strategy and Mobilization*, Oxford University Press, Delhi, 1993.
- Kapil Kumar (Ed.), *Congress and Classes: Nationalism Workers and Peasants*, Manohar Publishers, New Delhi, 1988.
- D. Argov, *Moderates and Extremists in Indian Nationalist Movement, 1883-1920*, Asia Publishing House, London, 1967.
- Indian History, B.A. Second year (TM & EM) Telugu Academy, Hyderabad, 2017.

**TELANGANA STATE**  
**B.A. (HISTORY) SYLLABUS**  
**Semester - VI**  
**Ancient Civilizations**  
**Optional**  
**(2019-2020)**

- Unit-I: Beginnings of Ancient Civilizations – Features - Mesopotamian Civilization - Beginning and Expansion - Contacts with Other Civilizations - Nature of Polity – Socio-Economic and Religious Conditions - Evolution of Script - Art & Architecture.
- Unit-II Egyptian Civilization - Origin and Spread – Polity - Society – Economy - Art and Architecture.
- Unit-III Indus Valley Civilization – Salient Features – Decline - China - Nature and Extent of Civilization – Polity – Society - Economy – Religious Beliefs - Philosophy and Culture.
- Unit-IV Greek Civilization - Nature of Polity and Society - Agrarian Economy - Trade and Urbanization - Distinctive Features of Greek Civilization – Philosophy – Education - Art and Architecture - Roman Civilization - Origin and Spread of Roman Empire – Features - Polity and Roman Republic – Slavery - Social Structure - Economic Organization - Religious System and Cultural Contribution – Decline.

**Recommended Books:**

- A.L. Basham, *The Wonder that was India*, Rupa & Co., New Delhi, 2001.  
 Breasted, J.H., *Ancient Times: A History of the Early World*, Ginn, 1916, Vol. 2-5, 10  
 Bury, J., *History of Greece*.  
 Durant, W., *The History of Civilizations & Our Oriental Heritage*.  
 Gordon Childe, *What Happened in History*.  
 Joseph Needham, *Science and Civilization in China*.  
 Schneider, H., *The History of World Civilizations from Pre-Historic Times to the Middle Ages*.  
 B.V. Rao, *World History*.

# BA Political Science

Courses offered under CBCS system from 2019-20 onwards as per TSCHE guidelines (Applicable to all the Telangana State Universities)

## Discipline specific courses ( DSC)

1<sup>st</sup> Semester

Understanding Political Theory

II<sup>nd</sup> Semester

Western Political Thought

III<sup>rd</sup> Semester

Indian Political Thought

IV<sup>th</sup> Semester

Constitution and Politics of India

## Discipline specific Electives ( DSE)

V<sup>th</sup> Semester

I. International Relations

Or

II. Government and Politics in Telangana

VI Semester

I. Global Politics

Or

II . Contemporary social movements

## Generic Elective ( GE )

V<sup>th</sup> Semester

Politics of Development

## Project Work / Optional Paper

VI<sup>th</sup> Semester

Contemporary Political Theory



**B.A Political Science**  
**I st Semester**  
**Paper - I**  
**Understanding Political Theory**

Unit- I Political Theory

- What is Political Theory, Evolution, Nature , Significance
- Debates on Political Theory
  - a) Normative
  - b) Empirical

Unit-II What is Political?

- State: Theories of origin of the state, Divine, Social Contract, Evolution Theories
- Power and Authority
- Authoritative allocation of Values
- Sovereign state : Challenges

Unit- III Political Values and Theoretical Perspective

- Liberty :- A) Liberal B) Marxist C) Feminist
- Equality :- A) Liberal B) Marxist C) Feminist
- Justice :- A) Liberal B) Marxist C) Feminist

Unit-IV Political Ideologies

- Liberalism
- Nationalism
- Multiculturalism

Unit-V Political Institutions and Functions

- Legislature, Executive and Judiciary
- Political Parties, Pressure Groups, Media

Reading list : -

1. Rajeev Bhargava & Ashok Acharya , editions , Political Theory : An Introduction , Pearson ,2019
2. Sushila Ramaswamy, Political Theory : Ideas and Concept , PHI Learning Pvt , Ltd .2015
3. O.P. Gauba, An Introduction to Political Theory , Macmillan, 2019
4. Michael G. Roskin , Robert L. Cord, James A. Medeiros , Walter S. Jones , Political Science : An Introduction , Pearson ,2018
5. Hoveyda Abbas , Ranjay Kumar , Political Theory , Pearson ,2019
6. John Hottman , Paul Graham , Introduction to Political Ideologies , Pearson ,2014
7. A. Appadorai, (2000), *Substance of Politics*, Oxford University Press, New Delhi, India.
8. George H Sabine, Thomas L Thorson, (1973), A History of Political Theory, Oxford & IBH Publishing Co., New Delhi.
9. Heywood, Andrew, (2012) Political Ideologies: An Introduction, Palgrave Macmillan, UK.
10. Heywood, Andrew, (2013 ), Politics, Palgrave Macmillan (UK).
11. Leon P. Baradat, (2011), Political Ideologies, Routledge.
12. Michael Freeden, Lyman Tower Sargent, Marc Stears,(eds) (2013), The Oxford Handbook of Political Ideologies, Oxford University Press, UK.
13. Ernest Barker : Principles of Social and Political Theory ( London , Oxford University Press 1951)
14. Norman P. Barry : An Introduction to Modern Political Theory ( London Macmillan, 1989)
15. Richard Bellamy ( ed) : Theories and Concepts of Politics ( New York , Manchester University Press 1993.)
16. Anthoppny H. Birch : The Concepts and Theories of Modern Democracy ( London , Routledge ,2001)
17. Martin Carnoy : The State and Political Theory ( Princeton , Princeton University Press , 1984)

B.A Political Science  
II st Semester  
Paper - II  
Western Political Thought

Unit- I            Greek Political Thought

- Greek Political Thought – Sophists
- Plato:- Concept of Justice , Ideal State , Education and Communism.
- Aristotle :- Forms of Governments, On revolution , Slavery , Best state

Unit- II :        Medieval and Early Modern Thought

- Thomas Aquinas :- Theory of Laws, Christianized Aristotle
- Church – State Controversy
- Niccolo Machiavelli – Human Nature , StateCraft

Unit- III         Social Contractualists

- Thomas Hobbes :- Individualism and Absolute ( State) Sovereignty
- John Locke :- Natural Rights Limited Government
- J. J. Rousseau :- Romanticism, General will , Popular Sovereignty

Unit- IV :        Utilitarian Thought

- Jeremy Bentham :- Utilitarian Principles; Hedonism
- J. S. Mill :- On liberty , Representative Government

Unit- V :         Philosophy of Dialectics

- G.W. F. Hegal :- Dialectics Purpose of History Geist ( Spirt) and State
- Karl Marx:- Historical Materialism, Class war and Revolution.

Reading list :

1. . D.Mackenzie Brown, (1959), Indian Political Thought from Manu to Gandhi., University of California Press, Berleley and Los Angeles.
2. George Klosko, (eds), (2011), The Oxford Handbook of The History of Political Philosophy, Oxford University Press, New York.
3. Gregory Claeys, (eds)(2013), Encyclopedia of Modern Political Thought, Sage Publication, New Delhi.
4. M.P.Singh and Himanshu Roy, (eds), (2011), Indian Political Thought: Themes and Thinkers, Pearson, New Delhi.
5. N.D.Arora and S.S.Awasthy, (2007), Political Theory and Political Thought, Har-Anand Publications, New Delhi.
6. S.K.Sarma and Urmila Sharma, (2006), Western Political Thought (from Plato to Burke), Atlantic Publishers, New Delhi.
7. Subrata Mukherjee & Sushila Ramaswamy, (2011), A History of Political Thought,: Plato to Marx, PHI Learning Private Limited, New Delhi.
8. Thomas Pantham, Kenneth L. Deutsch, (1986), Political Thought in Modern India, Sage Publication, New Delhi.

B.A Political Science  
III rd Semester  
Paper - III  
Indian Political Thought

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Unit- I            State and Society in Ancient India

- Manu – Features of Manusmriti, Origins of Varna, Varna Dharma
- Buddha – Dhamma , Sangha , Eightfold path
- Kautilya- Saptanga Theory , Mandala Theory , Statecraft

Unit-II            Medieval Political Thought

- Basava- Anubhava Mantapa , Gender Equality
- Ziauddin Barani- Theory of Kingship ( Ideal Sulthan ) , Ideal Polity

Unit- III           RenaissanceThought

- Raja Ram Mohan Roy - Colonial Encounters , Brahma Samaj
- Jyothi Rao Phule- Gulam Giri , Satya Shodhak Samaj , Education

Unit-IV           Reformist Thought

- M. K. Gandhi – Satyagraha , Trusteeship , Problem of Political Obligation
- Dr. B. R. Ambedkar- Who are Shudras ? , Annihilation of Caste

Unit-V            Socialist Thought

- M.N. Roy- Radical Humanism
- Jawaharlal Nehru- Democratic Socialism
- R.M. Lohia – Concept of Four Pillars of State(Chaukhamba Model)

B.A Political Science  
IV th Semester  
Paper - IV  
Constitution and Politics of India

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- Unit- I            Constitutional Development in India
- Brief overview of Nationalist Movement
  - Evolution of Indian Constitution -1909 Act ,1919 Act ,1935Act.
  - Philosophical Foundations of the Indian Constitution – Liberal, Gandhian, Socialist
- Unit- II :        Institutional Framework
- Union Government – Executive; Legislature; Judiciary
  - State Government - Executive; Legislature; Judiciary
- Unit- III        Federal Politics
- Union- State Relations : Legislative, Administrative, Financial
  - Recent trends in Union - State Relations
- Unit- IV :       Electoral Politics in India
- Political Parties a) National : INC, BJP, CPM, BSP
    - b) Regional : DMK, Akali Dal, TDP, TRS
    - c) Recent Trends in Party System
  - Election Commission & Electoral Reforms
- Unit- V :        Issues in Indian Politics
- Debates on Secularism – Majority Communalism, Minority Communalism
  - Caste in Politics and Politicization of caste
  - Gender in Indian Politics
  - Issues of Minorities – Sachar Committee

B.A Political Science  
V th Semester  
GE Paper  
Politics of Development

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- Unit- I            Development: Meaning, Nature, Importance
- Types of Development: Economic, Political and Social.
- Unit- II :        Development Debates
- Capitalist , Socilaist , Gandhian , Sustainable Development
- Unit- III        State and Development in India
- Planning, Mixed Economy, Socialistic Pattern of Society
  - Sectors of Development: Industry, Agriculture, Irrigation, Land Reforms.
- Unit- IV :        Issues of Development in the Post-Economic Reforms period
- Economic Reforms: Liberalisation , Privatisation, Globalisation
  - Development and Displacement
  - Development and Environment

B.A Political Science  
Vth Semester  
Paper- V ( A)  
International Relations

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- Unit- I            International Relations – Nature , Evolution and Scope; State and Non- State Actors in IR ,  
Westphalian State and Sovereign State system and its characteristics
- Unit-II            European conquest of Asia and Africa – Its Impact on society, culture, economy ( European  
colonialism )First World War and Second World War  
Decolonization and its consequences ; Rise of the Developing world ;Neo- colonialism
- Unit- III           Cold War ;Détente ; End of the Cold War ;Disintegration of the Soviet Union ; American Hegemony
- Unit-IV            India’s Foreign Policy: Determinants; features; Non- Alignment
- Unit-V            India’s Relations with USA; China; Pakistan; Sri Lanka and Nepal



B.A Political Science  
Vth Semester  
Paper – V ( B)  
Government & Politics in Telangana

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- Unit- I            State Politics
- Historical Background of Telangana  
Nizam Rule, Public Awakening in Telangana- Andhara Maha Sabha , Library movement,  
Tribal Self – Assertion , Aadi Hindu Movement,  
Telangana Armed Struggle, Hyderabad State’s integration with the Indian Union
- Unit-II            States Reorganization in India
- Fazal Ali Commission , Gentleman Agreement, Hyderabad’s Merger with Andhra and Formation of AP
  - Mulki Rules , Regional Committees’ Formation
- Unit- III           Demand for separate Telangana State
- 1969 Agitation.
  - Telangana Praja Samithi
  - Six point formula
  - Telangana Movement from 1990
  - Issues : Water , Financial Resources , Employment, Education and Discrimination
- Unit-IV           Politics of Formation of Telangana
- Justice Sri Krishna Committee Report on the condition of Telangana
  - Political Parties views on Separate Telangana: INC , BJP, CPI, CPM, TRS , TDP, MIM and Role of Political JAC
  - Role of Civil Society organizations : Students, Employees, Lawyers and Communities’ groups
- Unit-V            Formation of Telangana
- Constitutional Process
  - Electoral Politics in Telangana

B.A Political Science  
VI th Semester  
Optional Paper / Project  
Contemporary Political Theory

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Unit- I : Liberal Theory :

Isaiah Berlin: Two concepts of Liberty

Hannah Arendt : On Totalitarianism

Unit- II : Neo Marxist theory

Antonio Gramsci: Hegemony and Passive Revolution

Sameer Amin: Critique of Globalization

Unit- III: Feminist Theory: I

Simone de Beauvoir: Issue of Equality

Betty Friedan : Feminine mystique

Unit-IV : Feminist Theory: II

Vandana Shiva : Eco-feminism

Cynthia Enloe: Women's Experience as politics

# B.A Political Science

## VI th Semester

### Paper – VI ( A)

#### Global Politics

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Unit- I	Power , Elements of Power , Balance of Power , Growing importance of Soft Power
Unit-II	Security, Collective Security, Bipolarity , Multipolarity, Unipolarity
Unit- III	Human Rights; Agencies of human Rights Protection; Terrorism , Environmental Issues
Unit-IV	World Bank and IMF; UNCTAD; North – South Dialogue and South – South Co- operations; WTO
Unit-V	Disarmament, Arms Race , Arms control , NPT, CTBT, MTCR Proliferation of Small Arms, WMDs

# B.A Political Science

## VI th Semester

### Paper- VI ( B)

#### Social Movements

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- Unit- I            Introduction to Social Movements: Meaning, Nature, Significance.  
Rise of Social Movements  
Issues in Social Movements: Depravation, Identity, Justice, Assertion
- Unit-II            Social Reform Movements  
Anti- Brahmin Movement: Ramaswamy Naicker, Naryana Guru  
Backward Class movements in Andhra Pradesh , Telangana and Tamil Nadu  
Women's Movement
- Unit- III          Agrarian Movements  
Bharat Kisan Union  
Shetkari Sanghatana  
Karnataka Rajya Ryta Sangha
- Unit-IV          Environmental Movements  
Chipko Movement  
Narmada Bacho Andholan
- Unit-V            Assertion Movements  
Adivasi Movement: Jharkhand  
Dalit Movements in Maharastra, Telangana and Andhra Pradesh  
Naxalite Movement: Andhra Pradesh, Telangana and Chhattisgarh

**B.A. Public Administration (Regular)**  
**Syllabus according to Choice Based**  
**Credit System (CBCS)**  
**(as per TSCHE Model)**  
**w.e.f. 2019-2020**



**DEPARTMENT OF Public Administration**  
**MAHATMA GANDHI UNIVERSITY**  
**NALGONDA**  
**TELANGANA.**

**UNDERGRADUATE PROGRAMME IN PUBLIC ADMINISTRATION**  
**w.e.f. the academic year 2019-20**

**PROPOSED SCHEME FOR CHOICE BASED CREDIT SYSTEM IN B.A. PROGRAMME IN PUBLIC ADMINISTRATION**

***FIRST YEAR SEMESTER –I***

Code	Course Title	Course Type	HPW	Credits
BA 103	Basics of Public Administration	DSC	5	5

***FIRST YEAR SEMESTER –II***

Code	Course Title	Course Type	HPW	Credits
BA 203	Development Dynamics and Emerging Trends	DSC	5	5

***SECOND YEAR SEMESTER –III***

Code	Course Title	Course Type	HPW	Credits
BA 303	Indian Administrative System	DSC	5	5
SEC1	Public Office Administration		2	2
SEC2	Office Processes		2	2

***SECOND YEAR SEMESTER –IV***

Code	Course Title	Course Type	HPW	Credits
BA 403	Management of Resources	DSC	5	5
SEC3	Technology & Office Administration		2	2
SEC4	Techniques of Office Administration		2	2

***THIRD YEAR SEMESTER –V***

Code	Course Title	Course Type	HPW	Credits
BA 503/A	E-Governance- Concepts	DSE	5	5
BA503/B	Rural Governance in India	DSE		
BA503/C		DSE		
GE/ A	Good Governance	GE	4	4
GE/B	Indian Constitution and Administration	GE	4	4

***THIRD YEAR SEMESTER –VI***

Code	Course Title	Course Type	HPW	Credits
BA 603/A	E-Governance –Case Studies	DSE	5	5
BA 603/B	Urban Governance in India	DSE		
BA 603/C		DSE		
PR	Governance and Ethics	PR	4	4

## BA I Year

### Course-1: Introduction to Public Administration

#### The Objectives of the Course are:

1. To understand the nature and scope of Public Administration;
2. To appreciate the methodological pluralism and synthesizing nature of knowledge in Public Administration;
3. To comprehend the changing paradigms of Public Administration;
4. To acquaint with the theories, approaches, concepts and principles of Public Administration;
5. To understand the administrative theories and concepts to make sense of administrative practices.
6. To understand the role of public services in the emergence and development of Telangana state

### BA 103 Semester-I: Basics of Public Administration

#### Module- I: Nature of Public Administration

- a. Meaning and Importance of Public Administration
- b. State and Evolution of Public Administration

#### Module-II: Relationship with other Social Sciences

- a. Law
- b. Political Science
- c. Economics
- d. Psychology

#### Module-III: Oriental and Classical Approaches

- a. Oriental Approach -Kautilya
- b. Classical Approach: Henri Fayol, Luther Gulick and Lyndall Urwick
- c. Scientific Management Approach: F.W.Taylor
- d. Bureaucratic Approach: Max Weber and Karl Marx

#### Module-IV: Human Relations and Behavioural Approaches

- a. Human Relations Approach –Elton Mayo
- b. Behavioural Approach: Herbert A. Simon
- c. Socio- Psychological Approach: Abraham Maslow; Mc Gregor

#### Module-V: Ecological and Social Justice Approaches

- a. Administrative Ecology: F.W.Riggs
- b. Social Justice Approach –B.R.Ambedkar
- c. Jyothirao Pule

### References

- Avasthi & Maheshwari (2012) Public Administration, Lakshminarayana Agarwal, Agra.
- Bhattacharya, Mohit (2013), New Horizons of Public Administration, Jawahar Publishers, New Delhi.
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- Frank J. Goodnow, Politics and Administration: A Study in Government, Transaction Publishers, New York, 2003.
- Henry, Nicholas (2006) Public Administration and Public Affairs, Prentice Hall of India, New Delhi.
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- M.P. Sharma, B.L. Sadana and Harpreet Kaur (2014) Public Administration in Theory and Practice, Kitab Mahal, Delhi.
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- O’Leary, Rosemary et al (2010) The Future of Public Administration around the World: The Minnowbrook Perspective, GeorgeTown University Press, D.C.
- Ravindra Prasad, VS Prasad, Satyanarayana, P., and Y. Pardhasaradhi (eds) (2016) Administrative Thinkers, Sterling, New Delhi.
- Telugu Akademi, BA. Ist Year Public Administration.
- UN, Department of Economic and Social Affairs, Development Administration: Current Approaches and Trends in Public Administration for Development, New York, UN, 1975.
- Wilson Woodrow, ‘The Study of Administration’ Political Science Quarterly 2 (June 1987).

## **BA 203 Semester-II: Development Dynamics and Emerging Trends**

### **Module- I: Comparative & Development Administration**

- a. Comparative Administration
- b. Development Administration
- c. Changing Dynamics of Development Administration

### **Module-II: Emerging Trends-I**

- a. New Public Administration – Minnowbrook-I
- b. New Public Administration – Minnowbrook-II
- c. New Public Administration – Minnowbrook-III

### **Module-III: Market Theories**

- a. Public Choice Approach
- b. New Public Management

### **Module-IV: Emerging Trends-I**

- a. Public Policy and Governance
- b. Role of Public Services in the Emergence and Development of New State of Telangana

### **Module-V: Emerging Trends-II**

- a. Globalization and Public Administration
- b. Present Status of Public Administration in the context of Globalization

### **Expected Outcomes**

After study of the Course-1, the learner should be able to:

- Appreciate the nature, scope and changing paradigms of Public Administration;
- Understand the synthesizing nature of knowledge of public administration from public perspective;
- Grasp the administrative theories, concepts and principles to make sense of administrative practices.

### **References**

- Ali Farazmand (2001) Handbook of Comparative and Development Public Administration, Merrell Dekker, New York.
- Arora, Ramesh K. (1996) Comparative Public Administration, Associated Publishing House, Agra.
- Esmon, Milton J. (1970) CAG and the Study of Public Administration in F.W. Riggs (ed) The Frontiers of Development Administration (pp. 41-71), Durham, North Carolina; Duke University Press.
- Heady F. (1996) Public Administration: A comparative perspective (5<sup>th</sup> ed.) New York: Marcel Dekker.
- Hoshier Singh and Pardeep Sachdeva (2012) Public Administration: Theory and Practice, Pearson, Delhi.
- Montgomery, J. (1966) Approaches to development politics, administration and change, New York, McGraw Hill.
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- Swerdlow, I. (1963) (ed). Development Administration: Concepts and Problems, Syracuse, New York: Syracuse University Press.
- Telugu Akademi (2016) BA. Ist Year Public Administration.
- W.E. Weidner, (ed) (1970), Development Administration in Asia, Durham, North Carolina; Duke University Press.
- Waldo D (1963) Comparative Public Administration: Prologue, Performance and Problems, Indian Journal of Political Science, 24 (3), pp. 177-216.
- Weidner, W.E. (1970a) (ed) Development Administration in Asia, Durham, North Carolina; Duke University Press.



## **BA II Year – Semester III**

### **Course-IV C: Public Office Administration (SEC)**

#### **The Objectives of the Course are:**

1. To understand the concept of Office;
2. To comprehend the administrative process in office;
3. To identify the challenges of public office administration in the background of ICT
4. To sketch out the impact of technology in office administration

### **SEC I Public Office Administration**

#### **Module I: Introduction**

- a) Office Administration: Meaning, Scope & Importance of Office
- b) Changing Nature of Public Office
- c) Basic Principles of Office Organization

#### **Module II: Office Organization and Management**

- a) Office Planning
- b) Office Accommodation and Lay-out
- c) Office Environment

### **SEC II Office Processes**

#### **Module I: Office Filing System**

- a) Forms: Management and Control
- b) Filing System and Classification
- c) Management of Office Records

#### **Module II: Office Communication**

- a) Periodical Reports
- b) Office Communication; Correspondence
- c) Inventory Control; Office Stationery

### **References:**

- Niraj Kumar, Chetan S. (2013) Modern Office Management, New Royal Book Company, Lucknow
- Pillai R.S.N. (2010) Office Management, S.Chand, New Delhi.
- Sudhir Andrews (2008) Front Office Management and Operations, Tata McGraw Hill Publishing Co. Ltd, India.
- Balachandran V. (2009) Office Management, Tata McGraw Hill Publishing Co. Ltd, India.
- Bhatia R.C. (2005) Principles of Office Management, Lotus Press, Delhi.
- Gopala Krishnan and Sundaresan, M. (2000) Materials Management: An Integrated Approach, Prentice Hall, India
- Sharma, R.K. and Others (1991) Office Management, Kalyani Publishers, New Delhi
- Niraj Kumar (2013) Modern Office Management, New Royal Book Company. Lucknow.
- Chopra, R.K. (2008) Modern Office and Its Management, Himalaya Publishing House, Hyderabad.

## **BA II Year – Semester IV**

### **SEC 3 - Semester-IV: Technology and Office Administration**

#### **Module I: Introduction to Technology**

- a) Introduction to ICT
- b) Management by Office Computerization
- c) Internet and Intranet

#### **Module II: Trends in Office Administration**

- a) Office Automation
- b) Back Office Operations and Front Office Delivery
- c) Paperless Office

### **SEC 4 - Semester-IV: Techniques of Office Administration**

#### **Module I: Techniques**

- a) Work Study, Work Measurement, Work Simplification
- b) Management by Objectives
- c) Office Supervision

#### **Module II: Issues in Office Administration**

- a) Social System and Public Office Administration
- b) Staff Welfare
- c) Office Management in Government: Issues

### **Expected Outcomes**

After study of the course, the learner is expected:

- Understand the meaning and related concepts of Office and office management;
- Explain the filing and record management
- Identify the issues and challenges in functioning of public office.

### **References**

Satyanarayana J, (2006) e-Government, PHI, New Delhi.

Kooiman, J (ed) (1993) Modern Governance: New Government – Society Interactions, Sage Publications, London.

Bhatnagar, S.C. (2004) e-Government: From Vision to Implementation, Sage, New Delhi.

Bhatnagar, S.C. (2004) The Role and Responsibility of Government in ICT for Development, Sage, New Delhi.

Singhal, A and Evertt, Rogers (1990) India's Information Revolution, Sage Publications, New York.



**Department of English  
Mahatma Gandhi University**

**Course Structure under the Reorganized CBCS (with effect from AY 2019-20)**

**Subject: English (First Language)**

**B.A./ B.Sc./B.Com. and other UG Courses**

**Course Objectives**

The 20-credit, six-semester course seeks to enhance the English language skills of undergraduate students by

- Strengthening their grammar and vocabulary
- Improving their reading and writing skills
- Enhancing their listening and speaking skills
- Imparting to them important life skills and human values
- Encouraging them to think creatively and critically
- Exposing them to a variety of content-rich texts
- Expanding their emotional intelligence
- Developing gender sensitivity among them.

**Course Outcomes**

On successful completion of the 20-credit, six-semester course, an undergraduate student will be able to

- Read, understand, interpret a variety of written texts
- Undertake guided and extended writing using appropriate vocabulary and correct grammar
- Listen with comprehension and speak with confidence in both formal and informal contexts with reasonable fluency and acceptable pronunciation
- Become employable with requisite professional skills, ethics and values.

**Credits, Syllabus, and Instructional Hours**

Semester	Number of Credits	Number of Units	Instruction (Clock hours per week)
I	4	4	4
II	4	4	4
III	3	3	3
IV	3	3	3
V	3	3	3
VI	3	3	3
<b>Total</b>	<b>20</b>	<b>20</b>	<b>20</b>



**Reorganized CBCS  
(With effect from AY 2019-20)**

**Subject: English (First Language)**

**Semesters I & II**

Course Code:

Instruction: 4 clock hours per week

Credits: 4

Continuous Assessment: 20 Marks

University Examination: 80 Marks

Duration of University Examination: 3 Hours

**Course Structure**

Four equal units per semester integrating English language learning with ethics, values, and skill development.

The syllabus will include, but is not limited to, the following components:

<b>Units</b>	<b>Components</b>
<b>I</b>	<b>Reading and Vocabulary</b> Passages for language enrichment and personality development (including comprehension, interpretation, creative critical thinking, and empathy)
<b>II</b>	
<b>III</b>	<b>Writing and Grammar</b> (including Spelling and Punctuation) Guided writing, Sequencing, Paragraph, Descriptive writing, Dialogue writing, Note taking, Note making, Letter writing; Parts of speech, Tenses, Articles
<b>IV</b>	
<b>V</b>	
<b>VI</b>	<b>Listening and Speaking</b> (including Conversation and Pronunciation) Self-introduction, Situation and Function-based conversations; English Speech Sounds (Vowels and Consonants)
<b>VII</b>	
<b>VIII</b>	<b>Soft Skills and Values</b> Inculcating self-confidence, and effecting desirable attitudinal and behavioural changes.



## Semesters III - VI

Course Code:

Credits: 3 per semester

Instruction: 3 clock hours per week

Continuous Assessment: 20 Marks

University Examination: 80 Marks

Duration of University Examination: 3 Hours

### Course Structure

Three equal units per semester integrating English language learning with ethics, values, and skill development.

**Two units (one each in Sem V and VI) will be designed to inculcate gender sensitivity. Appropriate course material will be prepared.**

The syllabus will include, but is not limited to, the following components:

Unit	Components
I	<b>Reading:</b> Fictional and Non-Fictional Prose, Poetry, and Drama for Comprehension, Interpretation, Literary Appreciation, Societal Awareness, Gender Sensitivity, Ecological Awareness, Constitutional Values.
II	
III	
IV	<b>Writing:</b> Process writing, Script writing, Personal Diary/journal writing, Essay Writing (different kinds), Report Writing (different kinds), CV Writing, Review/ Article Writing.
V	
VI	
VII	<b>Grammar:</b> Prepositions, Voice, Connectives, Reported Speech, Conditionals, Common Errors, Concord, Determiners, Degrees of comparison, Relative clauses, Framing questions, Transformation of sentences.
VIII	
IX	
X	<b>Vocabulary:</b> Synonyms, Antonyms, Anagrams, Acronyms, Rhyming words, Picture vocabulary, Indianisms, British-American English, Phrasal Verbs, Idioms, Technical Vocabulary, Commonly Confused Words.
XI	
XII	

In addition, the proposed syllabus of Semesters III-VI will impart, as in Semesters I and II, either directly or through the use of authentic materials, **communication skills** (formal and informal conversation skills, debating skills, interview skills etc), **study skills** (reference skills, library skills etc), **social skills** (politeness, patience, participation, cooperation, sharing etc), **soft skills** (such as negotiation, team work, decision making, beating the odds, dealing with failure etc), and **values** (such as honesty, empathy, fortitude, selflessness etc).



**DEPARTMENT OF ENGLISH  
MAHATMA GANDHI UNIVERSITY  
NALGONDA**

**CBCS GENERAL ENGLISH SYLLABUS STRUCTURE FOR U.G. I YEAR**

*Prescribed General English Text Book for I Year (Sem -I & Sem -II) for B.A /B. Sc /B.Com and all other U.G. Courses*

*Title: English for Enhanced Competence Published by Orient Black swan*

*Editors: Prof. Sumita Roy, Prof. A. Karunakar and K. ArunaPriya*

**SEMESTER - I**

<b>UNIT - I(SHORT FICTION)</b>	TEXT	<b>The Eyes are not Here - by Ruskin Bond</b>
	Pronunciation	Consonant Sounds
	Grammar	Nouns
	Vocabulary	Roots
	Spelling	Pick out the words which are wrongly spelt and correct them.
	Punctuation	Capitalization
	Conversation + Role Play	Introducing yourself in a formal or social context to the strangers
	Reading Passage	Historical place: Chayasomeshwaralayam (Nalgonda)
	Writing	Guided writing/expansion
	Soft Skills	Motivation and goal setting
	Value Orientation	Well begun is half done
<b>UNIT - II (PROSE)</b>	Text	<b>“Work Brings Solace” -Wings Of Fire - A.P.J. Abdul Kalam</b>
	Pronunciation	Vowel :Monophthongs
	Grammar	Pronoun
	Vocabulary	Prefix and suffix
	Spelling	Use ‘Un’ or ‘dis’ to complete the antonyms
	Punctuation	Capitalization
	Conversation + Role play	Starting a conversation/controlling a conversation
	Reading Passage	An important event of Telangana history: Telangana Formation Day
	Writing	Sequencing
	Soft skills	Self confidence
	Value Orientation	Doubt is the beginning of wisdom

<b>UNIT - III (POETRY)</b>	Text	<b>Bangle Sellers – Sarojini Naidu</b>
	Pronunciation	Vowel Diphthongs
	Grammar	Helping verbs
	Vocabulary	Homophones, homonyms, homographs
	Spelling	Complete the words using 'tion' on 'sion'
	Punctuation	Comma and full stop
	Conversation + role play	Describing your college and course of study
	Reading passage	A popular Telangana festival: Bathukamma Festival
	Writing	Paragraph/descriptive writing
	Soft skills	Body language/nonverbal communication
	Value orientation	Actions speak louder than words
<b>UNIT - IV (DRAMA)</b>	Text	<b>Merchant of Venice Act IV Scene –I William Shakespeare</b>
	Pronunciation	Varied pronunciation of some letters of the Alphabet
	Grammar	Main verbs and tenses
	Vocabulary	Collocation
	Spelling	Complete the following spellings using 'tion' or 'ment'
	Punctuation	Question mark and exclamation mark
	Conversation + Role play	Leaving a message on the answering machine/ making an appointment on telephone
	Reading Passage	A famous tourist attraction in Nalgonda :Nagarjunsagar, Nalgonda
	Writing	Dialogue
	Soft skills	Inter personal skills
	Value Orientation	Faith will move mountains
<b>SEMESTER - II</b>		
<b>UNIT - I (FICTION AND SHORT FICTION)</b>	Text	<b>The Open Window – H.H.Munro (saki)</b>
	Pronunciation	Plosives
	Grammar	Nonfinite verbs
	Vocabulary	Simile and metaphor
	Spelling	Complete the following using 'ei' or 'ie'
	Punctuation	Semi colon
	Conversation + Role play	Asking for advice/ asking for information

	Reading Passage	Yagagirigutta: famous pilgrim place in Nalgonda				
	Writing	Note Taking and Note Making				
	Soft skills	Time Management				
	Value Orientation	Time and tide wait for no one				
<b>UNIT - II (PROSE)</b>	Text	<b>The voice of Humanity – Rabindranath Tagore</b>				
	Pronunciation	Fricatives				
	Grammar	Adjectives				
	Vocabulary	Oxymoron and Hyperbole				
	Spelling	Complete the following with ‘able’ or ‘ible’				
	Punctuation	Colon and Long dash				
	Conversation + Role play	Making a request/ accepting or refusing the request				
	Reading Passage	Rural Telangana: Devarakonda Fort history				
	Writing	Informal letter				
	Soft skills	Leadership skills				
	Value Orientation	‘The pen is mightier than the sword’				
<b>UNIT - III (POETRY)</b>	Text	<b>If- by Rudyard Kipling</b>				
	Pronunciation	Affricates and Nasals				
	Grammar	Articles				
	Vocabulary	Portmanteau words and loan words				
	Spelling	Complete the following spellings using one of the following suffixes: ‘-ic’, ‘-ive’, ‘-ity’, ‘-al’, ‘-ance’, ‘-ence’				
	Punctuation	Hyphen and Long dash				
	Conversation + Role play	Conducting a meeting/seeking opinion of the team members				
	Reading Passage	Cultural Identity of Telangana:Telangana Ballads				
	Writing	Formal letter				
	Soft skills	Stress management				
	Value Orientation	Practice makes one perfect				
<b>UNIT - IV (DRAMA)</b>	Text	<b>Riders to the Sea by J.M.Synge</b>				
	Pronunciation	Lateral, frictionless continuants, semi vowels				
	Grammar	Adverbs				
	Vocabulary	palindromes				
	Spelling	Complete the spellings in the following table <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Noun</td> <td>Verb</td> <td>Adjective</td> <td>Adverb</td> </tr> </table>	Noun	Verb	Adjective	Adverb
Noun	Verb	Adjective	Adverb			
	Punctuation	Inverted commas				



	Conversation + Role play	Appearing for a job interview/conducting a job interview
	Reading Passage	Handicrafts of Telangana : Pochampally
	Writing	Business letter
	Soft skills	Etiquette and Grooming
	Value Orientation	Necessarily is the Mother of invention



**Testing Pattern in the Reorganized CBCS  
(With effect from AY 2019-20)**

**Subject: English (First Language)**

B.A. /B.Sc. /B.Com. and other U.G. Courses

**Semesters I & II**

I Internal Assessment: 20 marks

II End-Semester Exam: 80 marks

- Section I: 6 short answer Qs to be set. 4 to be answered.  
4 x 5 marks each = 20 marks
- Section II: 4 long answer Qs with internal choice to be set.  
4 x 15 marks each = 60 marks

**Note:** Questions should cover all units:

- In Section I, Q 1 to be based on Unit I, Q 2 on Unit II and so on.

In Section II, Q 7 A & B to be based on Unit I, Q 8 A & B to be based on Unit II and so on.



**Department of English  
Mahatma Gandhi University**

**Course Structure under the Reorganized CBCS  
(with effect from AY 2020-21)**

**Subject: English (First Language)**

**B.A. / B.Sc. / B. Com. and other U.G. Courses**

**Course Objectives**

The 20-credit, six-semester course seeks to enhance the English language skills of undergraduate students by

- Strengthening their grammar and vocabulary
- Improving their reading and writing skills
- Enhancing their listening and speaking skills
- Imparting to them important life skills and human values
- Encouraging them to think creatively and critically
- Exposing them to a variety of content-rich texts
- Expanding their emotional intelligence
- Developing gender sensitivity among them.

**Course Outcomes**

On successful completion of the 20-credit, six-semester course, an undergraduate student will be able to

- Read, understand, interpret a variety of written texts
- Undertake guided and extended writing using appropriate vocabulary and correct grammar
- Listen with comprehension and speak with confidence in both formal and informal contexts with reasonable fluency and acceptable pronunciation
- Become employable with requisite professional skills, ethics and values.

**Credits, Syllabus, and Instructional Hours**

Semester	Number of Credits	Number of Units	Instruction (Clock hours per week)
I	4	4	4
II	4	4	4
III	3	3	3
IV	3	3	3
V	3	3	3
VI	3	3	3
<b>Total</b>	<b>20</b>	<b>20</b>	<b>20</b>



**Department of English  
Mahatma Gandhi University  
Semesters III & IV**

Course Code:

**Instruction: 3 clock hours per week**

**Credits: 3**

**Continuous Assessment: 20 Marks**

**University Examination: 80 Marks**

**Duration of University Examination: 3 Hours**

**Course Structure:**

Three equal units per semester integrating English language learning with ethics, values, and skill development.

The syllabus will include, but is not limited to, the following components:

<b>Unit</b>	<b>Components</b>
<b>I</b>	<b>Reading:</b> Fictional and Non-Fictional Prose, Poetry, and Drama for Comprehension, Interpretation, Literary Appreciation, and Awareness about Contemporary Issues.
<b>II</b>	<b>Writing:</b> Essay Writing (different kinds), Report Writing (different kinds), CV Writing, Review/Article Writing.
<b>III</b>	
<b>IV</b>	<b>Grammar:</b> Prepositions, Voice, Connectives, Reported Speech, Conditionals, Common Errors.
<b>V</b>	<b>Vocabulary:</b> Phrasal Verbs, Idioms, Technical Vocabulary, Commonly Confused Words.
<b>VI</b>	



**Department of English  
Mahatma Gandhi University  
CBCS General English Syllabus**

**Semesters III & IV  
(2020-21)**

***Prescribed General English Text Book for II Year (Semester -III & Semester-IV)  
Title: English for Enhanced Competence-II Published by Orient Black Swan  
Editors: Prof. A. Karunakar and K. Aruna Priya***

**Semester III**

**3 Credits**

**3 hrs. of Instruction per week**

**Unit- I Short Fiction**

<b>Text</b>	<b>The Man Who Saved Pumpelsdrop by W. J. Turner</b>
Pronunciation	Plural endings and past tense endings
Grammar	Preposition
Vocabulary	Anagrams
Spelling	Difficult words
Punctuation	Capitalization
Conversation	An argument between two/three people about the right way to approach life
Reading	Kasoj Srikanta Chary – Telangana Martyr
Writing	Narrative writing/narrative essay
Soft Skills	Negotiation
Value Education	Hope for the best, but prepare for the worst

**Unit-II Prose**

<b>Text</b>	<b>On the Pleasures of No Longer Being Very Young by G.K. Chesterton</b>
Pronunciation	Syllable
Grammar	Conjunction
Vocabulary	Phrasal verbs
Spelling	Irregular verbs
Punctuation	Comma
Conversation	Friends sharing the experience of being caught in embarrassing situations
Reading	Raavi Narayana Reddy - Freedom Fighter- Son of Nalgonda
Writing	Debate writing/ argumentative essay
Soft Skills	Decision making
Value Education	Better late than never

## Unit – III Poetry

<b>Text</b>	<b>An Irish Airman Foresees his Death by W.B Yeats</b>
Pronunciation	Consonant cluster
Grammar	Active and passive voice
Vocabulary	Idioms
Spelling	Irregular verbs past tense
Punctuation	Full stop
Conversation	Learning to open an account in a bank and net banking
Reading	Munagala Kondala Rao - "Deverakonda Gandhi"
Writing	Rhyming couplets
Soft Skills	Problem solving
Value Education	Early bird catches the worm

## Semester IV

**3 Credits**

**3 hrs. of Instruction per week**

### **UNIT I (DRAMA)**

**Text**                      **With the Photographer by Stephen Leacock**

Pronunciation	Word stress—Prefix
Grammar	Direct and Indirect speech
Vocabulary	Eponyms
Spelling	Words commonly used in cinema, TV, media
Punctuation	15 lines of drama/dialogue for punctuation
Conversation	5 friends discussing their unique hobbies
Reading	Aarutla Kamala Devi –Women Freedom fighter
Writing	Personal Diary/journal writing
Soft Skills	Team work
Value Education	God helps those who help themselves

### **UNIT II (letter)**

**Text**                      **Letter from a Father to a Daughter by Jawaharlal Nehru**

Pronunciation	Word stress—suffix
Grammar	Change of degrees of comparison
Vocabulary	Words often confused
Spelling	Silent letter words
Punctuation	Short fiction passage with mistakes in punctuation for correction/editing
Conversation	How people behave when unexpected/unwelcome guests arrive
Reading	Uppala Malsoor – A Man of Soil
Writing	Expository essay
Soft Skills	Emotional intelligence
Value Education	Actions speak louder than words

### **UNIT III (SHORT FICTION)**

**Text**                      **How Wealth Accumulates and Men Decay by G.B. Shaw**

Pronunciation	Contractions
Grammar	7 types/ structures of sentences
Vocabulary	Alliteration, rhyming words
Spelling	Doubling of consonants
Punctuation	Short prose passage with mistakes in punctuation for correction/editing
Conversation vacation	A group of students share the experience of visiting different places during their
Reading	Fluorosis – A curse to Nalgonda
Writing	Article for a magazine/newspaper
Soft Skills	Critical thinking
Value Education	There is no time like the present



**Department of English  
Mahatma Gandhi University  
Testing Pattern in the Revised CBCS  
Subject: English (First Language)  
(With effect from AY 2020-21)**

**B.A. / B.Sc. / B. Com. and other U. G. Courses**

**Semesters III and IV**

**I - Internal Assessment: 20 marks**

**II End-Semester Exam: 80 marks**

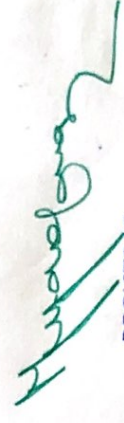
**Note: The Question Paper Pattern will be uploaded a little later**



**MAHATMA GANDHI UNIVERSITY, NALGONDA, T.S. 508-254**  
UG CBCS III & IV SEM SEC PAPERS

		SEMESTER - III		SEMESTER - IV	
SEC - I	1. Communication Skills OR			1. Leadership & Management Skills OR	
	2. Professional Skills			2. Universal Human Values	
SEC - II	All Physical Sciences (including Data Science) Stream	a. Theory of Equations	All Physical Sciences Stream	a. Number Theory	All Physical Sciences Stream
	All Life Sciences Stream	b. Electrical Circuits & Networking		b. Basic Instrumentation	
		c. Remedial methods for pollution, drinking water and Soil fertility		c. Chemistry of Cosmetics and Food Processing	
		d. Operating System-1		d. Operating System-2	
	All Arts and Social Sciences Stream	a. Biofertilizers and Organic Farming	All Life Sciences Stream	a. Mushroom Culture Technology	All Life Sciences Stream
		b. Apiculture		b. Vermiculture	
c. Remedial methods for pollution, drinking water and Soil fertility		c. Chemistry of Cosmetics and Food Processing			
All Commerce (Gen, Comp. & Business Analytics) Stream	a. Basic Computer Applications in Economics	All Arts and Social Sciences Stream	a. Data Analysis	All Arts and Social Sciences Stream	
	b. Historical and Cultural Tourism		b. Archives and Museums		
	a. Principles of Insurance		a. Practice of General Insurance		
BBA	BBA	b. Practice of Life Insurance	All Commerce (Gen, Comp. & Business Analytics) Stream	All Commerce (Gen, Comp. & Business Analytics) Stream	
		c. Foundation of Digital Marketing			b. Regulation of Insurance Business
		a. Basic Quality Management			a. Start-up Management

Note: "If a student opt for SEC "a" in III Semester, the student has to opt "a" only in IV semester and so is the case "b" and "c".

  
**REGISTRAR**  
 MAHATMA GANDHI UNIVERSITY  
 NALGONDA - 508 254.

TO  
 The Director,  
 CDC, MGU, Nalgonda.



## Course 1: Communication Skills

### Context and Justification :

Communication plays an important role in shaping an individual's life, personal as well as professional. Also it is the backbone of any organisation/institution. Success in life to a considerable extent depends on effective communication skills. In today's world of computers and digital media, a strong communication skill base is essential for learners and for smooth functioning of an organisation.

### Objectives :

This course has been developed with the following objectives:

1. Identify common communication problems that may be holding learners back
2. Identify what their non-verbal messages are communicating to others
3. Understand role of communication in teaching-learning process
4. Learning to communicate through the digital media
5. Understand the importance of empathetic listening
6. Explore communication beyond language.

### Expected Outcome :

By the end of this program participants should have a clear understanding of what good communication skills are and what they can do to improve their abilities.

**Credit: 02**

**Duration: 30 Hours**

**Number & Titles of Modules:**

**Total of 7 Modules**

Module 1	Listening	4 Hours
Module 2	Speaking	6 Hours
Module 3	Reading	3 Hours
Module 4	Writing and different modes of writing	4 Hours
Module 5	Digital Literacy	4 Hours
Module 6	Effective use of Social Media	4 Hours
Module 7	Non-verbal communication	5 Hours

## Module Outline :

### Module 1: Listening

4 Hours

- Techniques of effective listening
- Listening and comprehension
- Probing questions
- Barriers to listening

### Module 2: Speaking

6 Hours

- Pronunciation
- Enunciation
- Vocabulary
- Fluency
- Common Errors

### Module 3: Reading

3 Hours

- Techniques of effective reading
- Gathering ideas and information from a given text
  - i. Identify the main claim of the text
  - ii. Identify the purpose of the text
  - iii. Identify the context of the text
  - iv. Identify the concepts mentioned
- Evaluating these ideas and information
  - i. Identify the arguments employed in the text
  - ii. Identify the theories employed or assumed in the text
- Interpret the text
  - i. To understand what a text says
  - ii. To understand what a text does
  - iii. To understand what a text means

### Module 4: Writing and different modes of writing

4 Hours

- Clearly state the claims
- Avoid ambiguity, vagueness, unwanted generalisations and oversimplification of issues
- Provide background information
- Effectively argue the claim
- Provide evidence for the claims
- Use examples to explain concepts
- Follow convention
- Be properly sequenced
- Use proper signposting techniques
- Be well structured
  - i. Well-knit logical sequence
  - ii. Narrative sequence
  - iii. Category groupings

- Different modes of Writing
  - i. E-mails
  - ii. Proposal writing for Higher Studies
  - iii. Recording the proceedings of meetings
  - iv. Any other mode of writing relevant for learners

4 Hours

**Module 5: Digital Literacy**

- Role of Digital literacy in professional life
- Trends and opportunities in using digital technology in workplace
- Internet Basics
- Introduction to MS Office tools
  - i. Paint
  - ii. Office
  - iii. Excel
  - iv. Powerpoint

4 Hours

**Module 6: Effective use of Social Media**

- Introduction to social media websites
- Advantages of social media
- Ethics and etiquettes of social media
- How to use Google search better
- Effective ways of using Social Media
- Introduction to Digital Marketing

5 Hours

**Module 7: Non-verbal communication**

- Meaning of non-verbal communication
- Introduction to modes of non-verbal communication
- Breaking the misbeliefs
- Open and Closed Body language
- Eye Contact and Facial Expression
- Hand Gestures
- Do's and Don'ts
- Learning from experts
- Activities-Based Learning

**Pedagogy :** Instructor-Led Training, Supplemented by Online Platform (SWAYAM)

**Materials :** Teaching & Learning

**Assessment :** Paper-Based or Online Assessment

**Bibliography & Suggested Reading including audio video material :**

**Books**

- Sen Madhuchanda (2010), *An Introduction to Critical Thinking*, Pearson, Delhi
- Silvia P. J. (2007), *How to Read a Lot*, American Psychological Association, Washington DC

## Course 2: Professional Skills

### Context with Justification :

One of the significant outcomes of Higher Education is to prepare an individual for entering the job/employment market. Besides knowledge and skills required for a particular job/occupation, professional skills are also required for an individual to be gainfully employed for a successful and satisfied life. Professional skills are part of life skills. An individual should be able to demonstrate professional skills involving the use of intuitive, logical and critical thinking, communication and interpersonal skills, not limited to cognitive/creative skills. These skills, behaviour and quality of output enhance employability.

The career skills empower an individual with ability in preparing an appropriate resume, addressing the necessary gaps for facing interviews and actively and effectively participating in group discussion thereof, etc. It is also of significant importance that students /individuals possess the know-how to explore career opportunities for themselves, considering their innate strengths and weaknesses.

It is important that the students/individuals are well prepared to take on new challenges and opportunities. With the increasing use of technology in the way we live, learn and work, it is critical for students/individuals to be able to utilise basic computing concepts and also have and espouse excellent Team Skills. Collaborating and working together can assist in resolving complex problems, which allow/offer individuals an opportunity to articulate new ideas and perspectives. It further allows learner / individuals design, develop, problem solve and to adapt to situations based on their experience and skills.

**Credit: 02**

**Duration:30 hours**

The Course Professional Skills is divided into two parts:

- a) Career Skills
- b) Team Skills

### A. Career Skills

#### Objectives :

The Objectives of the course are to help students/candidates:

1. Acquire career skills and fully pursue to partake in a successful career path
2. Prepare good resume, prepare for interviews and group discussions
3. Explore desired career opportunities in the employment market in consideration of an individual SWOT.

## Expected Outcomes :

At the end of this course the students will be able to:

1. Prepare their resume in an appropriate template without grammatical and other errors and using proper syntax
2. Participate in a simulated interview
3. Actively participate in group discussions towards gainful employment
4. Capture a self - interview simulation video regarding the job role concerned
5. Enlist the common errors generally made by candidates in an interview
6. Perform appropriately and effectively in group discussions
7. Explore sources (online/offline) of career opportunities
8. Identify career opportunities in consideration of their own potential and aspirations
9. Use the necessary components required to prepare for a career in an identified occupation (as a case study).

**Duration: 15 Hours**

**Number & Titles of Modules:**

<b>Module 1</b>	<b>Resume Skills</b>	<b>3 Hours</b>
<b>Module 2</b>	<b>Interview Skills</b>	<b>5 Hours</b>
<b>Module 3</b>	<b>Group Discussion Skills</b>	<b>4 Hours</b>
<b>Module 4</b>	<b>Exploring Career Opportunities</b>	<b>3 Hours</b>

## Module Outline :

**Module 1: Resume Skills**

**3 Hours**

### i. Resume Skills : Preparation and Presentation

- Introduction of resume and its importance
- Difference between a CV, Resume and Bio data
- Essential components of a good resume

### ii. Resume skills : common errors

- Common errors people generally make in preparing their resume
- Prepare a good resume of her/his considering all essential components

**5 Hours**

**Module 2: Interview Skills**

### i. Interview Skills : Preparation and Presentation

- Meaning and types of interview (F2F, telephonic, video, etc.)
- Dress Code, Background Research, Do's and Don'ts
- Situation, Task, Approach and Response (STAR Approach) for facing an interview
- Interview procedure (opening, listening skills, closure, etc.)
- Important questions generally asked in a job interview (open and closed ended questions)

- ii. **Interview Skills : Simulation**
  - Observation of exemplary interviews
  - Comment critically on simulated interviews
- iii. **Interview Skills : Common Errors**
  - Discuss the common errors generally candidates make in interview
  - Demonstrate an ideal interview

**Module 3: Group Discussion Skills** **4 Hours**

- Meaning and methods of Group Discussion
- Procedure of Group Discussion
- Group Discussion- Simulation
- Group Discussion - Common Errors

**Module 4: Exploring Career Opportunities** **3 Hours**

- Knowing yourself – personal characteristics
- Knowledge about the world of work, requirements of jobs including self-employment.
- Sources of career information
- Preparing for a career based on their potentials and availability of opportunities

**Pedagogy** : Besides Face to Face lectures (theory would be limited only to 20% of the component and remaining 80% would be practical oriented), the focus would be primarily on blended /hybrid learning. This could include a flipped classroom approach that leverages project-based learning, demonstration, group discussion, simulations etc.

**Materials** : Audio video materials, Online Platform (SWAYAM), FutureSkills Platform, Used Cases & Case Studies etc.

**Assessment: Online evaluation, demonstration, assignments** : Some components could be aligned to NOS (SSC/N9005) IT-ITeS Sector . The questions posed to the students would be a mix of MCQs, scenario-based, logical reasoning, comprehension, simulations, etc. Do check the assessment model and sample assessment at (<http://nac.nasscom.in/>)

**Bibliography & Suggested Reading including audio video material :**

Please check IT-ITeS Sector Skills Council readiness programs namely

- Foundation Skills In IT (FSIT) - Refer the websites like <https://www.sscnasscom.com/ssc-projects/capacity-building-and-development/training/fsit/> and
- Global Business Foundation Skills (GBFS) – Refer websites like <https://www.sscnasscom.com/ssc-projects/capacity-building-and-development/training/gbfs/>

## B. Team Skills

### Objectives :

The objectives of the course is to make learners:

1. Understand the significance of Team Skills and help them in acquiring them
2. To help them design, develop and adapt to situations as an individual and as a team.

### Expected Outcomes :

By the end of this course the learners/candidates will be able to:

1. Use common technology messaging tools that are used in enterprises for flow of information and transition from command and control to informal communication during an online/offline team session
2. Actively use and operate online team communication tools: Webinar, Skype, Zoom, Google hangout etc
3. Appreciate and demonstrate Team Skills
4. Participate in a digital lifestyle conversant with computers, applications, Internet and nuances of cyber security
5. Explore (online) and identify career opportunities in consideration of their own potential and aspirations.
6. Discuss and articulate the key requirements of an entrepreneurial exercise
7. Empathise and trust colleagues for improving interpersonal relations
8. Engage in effective communication by respecting diversity and embracing good listening skills
9. Distinguish the guiding principles for communication in a diverse, smaller internal world
10. Practice interpersonal skills for better relations with seniors, juniors, peers and stakeholders
11. Project a good personal image and social etiquette so as to have a positive impact on building of one's chosen career
12. Generate, share and maximise new ideas with the concept of brainstorming and the documentation of key critical ideas/thoughts articulated and action points to be implemented with timelines in a team discussion (as MOM) in identified applicable templates.

**Duration: 15 Hours**

**Number & Titles of Modules:**

<b>Module 1</b>	<b>Presentation Skills</b>	<b>5 Hours</b>
<b>Module 2</b>	<b>Trust and Collaboration</b>	<b>2 Hour</b>
<b>Module 3</b>	<b>Listening as a Team Skill</b>	<b>2 hour</b>
<b>Module 4</b>	<b>Brainstorming</b>	<b>2 Hour</b>
<b>Module 5</b>	<b>Social and Cultural Etiquettes</b>	<b>2 Hour</b>
<b>Module 6</b>	<b>Internal Communication</b>	<b>2 Hour</b>

**Module Outline :**

**Module 1: Presentation Skills**

**5 Hours**

- Types of presentations
- Internal and external presentation
- Knowing the purpose
- Knowing the audience
- Opening and closing a presentation
- Using presentation tools
- Handling questions
- Presentation to heterogenic group
- Ways to improve presentation skills over time

**Module 2: Trust and Collaboration**

**2 Hours**

- Explain the importance of trust in creating a collaborative team
- Agree to Disagree and Disagree to Agree – Spirit of Team work
- Understanding fear of being judged and strategies to overcome fear

**Module 3: Listening as a Team Skill**

**2 Hours**

- Advantages of Effective Listening
- Listening as a team member and team leader. Use of active listening strategies to encourage sharing of ideas (full and undivided attention, no interruptions, no pre-think, use empathy, listen to tone and voice modulation, recapitulate points, etc.).



**Module 4: Brainstorming****2 Hour**

- Use of group and individual brainstorming techniques to promote idea generation.
- Learning and showcasing the principles of documentation of team session outcomes

**Module 5: Social and Cultural Etiquette****2 Hour**

- Need for etiquette (impression, image, earn respect, appreciation, etc)
- Aspects of social and cultural/corporate etiquette in promoting teamwork
- Importance of time, place, propriety and adaptability to diverse cultures

**Module 6: Internal Communication****2 Hour**

- Use of various channels of transmitting information including digital and physical to team members.

**Pedagogy :** Besides Face to Face Lectures (as theory would be limited only to 20% of the component and remaining 80% would be practical oriented), the focus would be primarily on blended learning/hybrid learning. This could include a flipped classroom approach that leverage project based learning, demonstration, group discussion, simulation as well as coaching, seminars and tutorials.

**Materials :** Audio video materials, Online Platform (SWAYAM), Future Skills platform

**Assessment: Written evaluation, demonstration, assignments:**

Some components aligned to NOS (SSC/N9005) IT-ITeS . The questions posed to the students would be a mix of MCQs, Scenario-based, logical reasoning, comprehension, simulations, etc. Do check the assessment at website like (<http://nac.nasscom.in/>)

**Bibliography & Suggested Reading including audio video material :**

Please check IT-ITeS Sector Skills Council readiness program namely Global Business Foundation Skills (GBFS) in website (<https://www.sscnasscom.com/ssc-projects/capacity-building-and-development/training/gbfs/>), and Generic and the entrepreneurial NOS at NSQF Level 4 -7.

## SEMESTER-III

### 1.9 Theory of Equations

(w.e.f. academic year 2020-21)

#### SEC-I

Theory: 2 credits  
Theory: 2 hours /week

**Objective:** Students learn the relation between roots and coefficients of a polynomial equation, Descartes's rule of signs in finding the number of positive and negative roots if any of a polynomial equation besides some other concepts.

**Outcome:** By using the concepts learnt the students are expected to solve some of the polynomial equations.

#### Unit- I

Graphic representation of a polynomial-Maxima and minima values of polynomials-Theorems relating to the real roots of equations-Existence of a root in the general equation -Imaginary roots-Theorem determining the number of roots of an equation-Equal roots-Imaginary roots enter equations in pairs-Descartes' rule of signs for positive roots- Descartes' rule of signs for negative roots.

#### Unit- II

Relations between the roots and coefficients-Theorem-Applications of the theorem-Depression of an equation when a relation exists between two of its roots-The cube roots of unity Symmetric functions of the roots-examples.

#### Text:

- W.S. Burnside and A.W. Panton, *The Theory of Equations*

#### References:

- C. C. Mac Duffee, *Theory of Equations*
- Hall and Knight, *Higher Algebra*

physics <sup>10/10/20</sup>

## ELECTRICAL CIRCUIT NETWORKING

30 Hours

(Credits: 02)

### Unit I (15 hours)

**Basic Electricity Principles:** Voltage, Current, Resistance, and Power. Ohm's law. Series, parallel, and series-parallel combinations. AC Electricity and DC Electricity. Familiarization with multimeter, voltmeter and ammeter.

**Understanding Electrical Circuits:** Main electric circuit elements and their combination. Rules to analyze DC sourced electrical circuits. Current and voltage drop across the DC circuit elements. Single-phase and three-phase alternating current sources. Rules to analyze AC sourced electrical circuits. Real, imaginary and complex power components of AC source. Power factor. Saving energy and money.

**Electrical Drawing and Symbols:** Drawing symbols. Blueprints. Reading Schematics. Ladder diagrams. Electrical Schematics. Power circuits. Control circuits. Reading of circuit schematics. Tracking the connections of elements and identify current flow and voltage drop.

**Generators and Transformers:** DC Power sources. AC/DC generators. Inductance, capacitance, and impedance. Operation of transformers.)

**Electric Motors:** Single-phase, three-phase & DC motors. Basic design. Interfacing DC or AC sources to control heaters & motors. Speed & power of ac motor.

**Solid-State Devices:** Resistors, inductors and capacitors. Diode and rectifiers. Components in Series or in shunt. Response of inductors and capacitors with DC or AC sources

### Unit II (15 hours)

**Electrical Protection:** Relays. Fuses and disconnect switches. Circuit breakers. Overload devices. Ground-fault protection. Grounding and isolating. Phase reversal. Surge protection. Interfacing DC or AC sources to control elements (relay protection device)

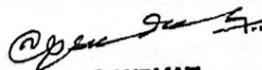
**Electrical Wiring:** Different types of conductors and cables. Basics of wiring-Star and delta connection. Voltage drop and losses across cables and conductors. Instruments to measure current, voltage, power in DC and AC circuits. Insulation. Solid and stranded cable. Conduit. Cable trays.

**Splices:** wirenuts, crimps, terminal blocks, split bolts, and solder. Preparation of extension board.

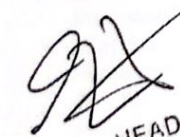
**NOTE:** Problems should be solved at the end of every chapter of all units.

#### Reference Books:

- A text book in Electrical Technology - B L Theraja - S Chand & Co.
- A text book of Electrical Technology - A K Theraja
- Performance and design of AC machines - M G Say ELBS Edn..



**CHAIRMAN**  
Board of Studies in Physics  
Osmania University, Hyd.



**HEAD**  
Department of Physics  
University College of Science  
Osmania University, Hyd.

**B.Sc. Chemistry II Year**  
**Semester III**  
**Skill Enhancement Course- II (SEC -II) (2 Credits)**  
**REMEDIAL METHODS FOR POLLUTION, DRINKING WATER AND SOIL**  
**FERTILITY STANDARDS**

**UNIT I: Remedial Methods for Pollution Prevention and control of air pollution**  
**15 h (1 hr/week)**

Ozone hole-causes and harm due to ozone depletion. The effect of CFC's in Ozone depletion and their replacements. Global Warming and Greenhouse Effect Precautions to control global warming. Deleterious effect of pollutants - Endangered Monuments- acid rain. Precautions to protect monuments. Sources of Radiation pollution - Chernobyl accident and its Consequences. Radiation effect by the usage of cell phones and protection tips. Deleterious effects of cell phone towers and health hazards.

Sources of water pollution-(i). Pollution due to pesticides and inorganic chemicals, (ii). Thermal pollution (iii). Ground water pollution (iv). Eutrophication. Methods for control of water pollution and water recycling. Dumping of plastics in rivers & oceans and their effect on aquatic life. Determination of (i) Dissolved Oxygen and (ii) Chemical Oxygen Demand in polluted water - Illustration through charts (or) demonstration of experiments. Sources of soil pollution (i). Plastic bags, (ii). Industrial and (iii). Agricultural sources. Control of soil pollution. Environmental laws in India. Environmental benefits of planting trees.

**UNIT II: Drinking Water and Soil Fertility Standards and Analysis**  
**15 h (1 hr/week)**

**Water Quality and Common Treatments for Private Drinking Water Systems:** Drinking Water Standards-Primary Drinking Water Standards : Inorganics, Organics and Volatile Organic Chemicals. Secondary Drinking Water Standards-Inorganics and Physical Problems. Water Testing, Mineral Analysis, Microbiological Tests, Pesticide and Other Organic Chemical Tests. Principle involved in Water Treatment Techniques. (i) Reverse osmosis (ii) Disinfection methods such as chlorination, ultraviolet light, ozonation etc (iii) Chemical oxidation and (iv) Ion exchange (water softeners). Visit to nearby drinking water plants and interaction at sites.

**Introduction to Soil Chemistry-** Basic Concepts. Effect of pH on nutrient availability. Macronutrients and their effect on plants -Carbon, Hydrogen, Oxygen, Nitrogen and Phosphorus other macronutrients-Calcium, Magnesium and Sulfur. Micronutrients and their effect on plants. Boron (B<sup>4</sup> O<sup>7</sup> 2-), Copper (Cu<sup>2+</sup>), Iron (Fe<sup>2+</sup>, Fe<sup>3+</sup>) Manganese (Mn<sup>2+</sup>) Molybdenum (MoO<sub>4</sub><sup>2-</sup>) Zinc (Zn<sup>2+</sup>) Cobalt (Co<sup>2+</sup>) Chlorine (Cl<sup>-</sup>) and Others. Determination of soil nitrogen by Kjeldahl method- Illustration through charts (Or) demonstration of experiment. Visit to nearby agricultural farms and interaction with farmers. Discussion with farmers on the use of Soil Analysis Kits.

## References

1. A Text book for 'Remedial methods for pollution, drinking water and soil fertility standards', First Edition, Authors: Dr Mudvath Ravi, Gopu Srinivas, Putta Venkat Reddy, Vuradi Ravi Kumar, Battini Ushaiah, ISBN No. 978-93-5311-183-0.
2. Remedial methods for pollution, drinking water and soil fertility standards, Author: Dr G. Vanjatha.
3. Remedial methods for pollution, drinking water and soil fertility standards, Telugu version, Authors: Dr N. Yogi Babu, Dr. G. Vanajatha, M. Srilatha.
4. Environmental Pollution, download.nos.org/333courseE/10.pdf
5. CFC Replacements, butane.chem.uiuc.edu/pshapley/Environmental/L21/3.html
6. Effects of Acid Rain on Buildings www.air-quality.org.uk/12.php
7. Acid Rain Effects - Buildings - Chemistry chemistry.elmhurst.edu/vchembook/196buildings.html
8. How to protect national heritage - ways to protect monuments www.youthkiawaaz.com/2011/03/how-to-protect-national-heritage/
9. Chernobyl nuclear power plant accident - NRC www.nrc.gov/reading-rm/doc-collections/fact-sheets/chernobyl-bg.pdf
10. Side-effects of harmful radiation from mobile phones and towers pib.nic.in/newsite/printrelease.aspx?relid=116304
11. Cell Phone Radiation Protection - Highly Effective Tips https://www.electricsense.com/775/how-to-protect-yourself-from-cell-phone-radiation/
12. Chemical Waste That Impact on Aquatic Life or Water Quality blog.idrenvironmental.com/chemical-waste-that-impact-on-aquatic-life-or-waterquality
13. Trees and Your Environment - Clean Air Gardening www.cleanairgardening.com/plantingtrees
14. water quality and common treatments for private drinking water . extension.uga.edu/publications/detail.html?number=b939
15. Soil chemistry https://casfs.ucsc.edu/about/publications/Teaching-Organic-Farming/PDFdownloads/2.2-soil-chemistry.pdf
16. Soil Analysis-Determination of Available Nitrogen ... - Amrita Virtual Lab vlab.amrita.edu/?sub=2&brch=294&sim=1551&cnt=1
17. Determination of dissolved oxygen (DO) www.cutn.ac.in/pdf/env%20engg%20lab%20manual.pdf
18. Determination of chemical oxygen demand of wastewater www.pharmaguideline.com > quality control > test

B.Sc. (Computer Science)

Semester -III

OperatingSystems-1

BS302

SEC-2[B]

Theory

2Hours/Week

2 credits

Unit - I

Introduction: Computer-System Architecture, Computing Environments. Operating-System Structures: Operating-System Services, User Interface for Operating-System, System Calls, Types of System Calls, Operating System Structure.

Process Management: Process Concept, Process Scheduling, Operations on Processes, Inter process Communication, Examples-Producer-Consumer Problem.

Process Synchronization: Critical-Section Problem, Peterson's Solution, Synchronization, Semaphores, Monitors.

Unit - II

CPU Scheduling: Concepts, Scheduling Criteria, Scheduling Algorithms.

Deadlocks: System Model, Deadlock Characterization, Methods for Handling Deadlocks, Deadlock Prevention, Deadlock Avoidance, Deadlock Detection, Recovery from Deadlock.

Text AbrahamSilberschatz, PeterBaerGalvin, GregGagne, *OperatingSystemConcepts(9e)*

Reference s NareshChauhan, *Principles of Operating Systems* Thomas W. Doeppner, *Operating Systems in Depth* Andrew S. Tanenbaum, *Modern Operating Systems*

William Stallings, *Operating Systems - Internals and Design Principles* Dhananjay M. Dhandhere, *Operating Systems - A Concept Based Approach*

SEC-2

**Biofertilizers and Organic Farming**

(30h)

(15h)

**UNIT - I:**

1. Manures and Biofertilizers: Types of fertilizers, manures. Manure composition. Manures for crop productivity.
2. Differences between fertilizers and biofertilizers: pH changes and water contamination.
3. Bacterial Biofertilizers: General account on the microbes used as biofertilizer.
4. Algal Biofertilizers: Associative effect of different microorganisms. *Azolla* and *Anabaena-azollae* association, nitrogen fixation, factors affecting growth, *Azolla* in rice cultivation.

(15h)

**UNIT - II:**

5. Fungal Biofertilizers: Mycorrhizal association, types of mycorrhizal association, occurrence and distribution, phosphorus nutrition, growth and yield, colonization of VAM – isolation and inoculum production of VAM, and its influence on growth and yield of crop plants.
6. Organic Farming: Green manuring and organic fertilizers, Recycling of bio-degradable municipal, agricultural and industrial wastes, Biocompost making- types, method of vermicomposting, Panchakavya. Biological pest control (neem).

**Suggested Readings**

1. Dubey R.C. 2005. A Text book of Biotechnology. S.Chand & Co. New Delhi.
2. Kumaresan V. 2005. Biotechnology. Saras Publications. New Delhi.
3. John Jothi Prakash E. 2004. Outlines of Plant Biotechnology. Emkay Publication. New Delhi.
4. Sathe T.V. 2004. Vermiculture and Organic Farming. Daya Publishers. New Delhi.
5. Subha Rao N.S. 2000. Soil Microbiology, Oxford & IBH Publishers. New Delhi.
6. Vayas S.C, Vayas S. and Modi H.A. 1998. Bio-fertilizers and organic Farming Akta Prakashan. Nadiad.

5/20/2020  
M. B. Gupta  
H. Kumar  
K. Shailgo.  
B. Kumar  
A. J. Jena

**B.Sc. ZOOLOGY SYLLABUS UNDER CBCS 2019-20**

**B.Sc. ZOOLOGY II YEAR  
SEMESTER- III  
PAPER-III (SEC - I); APICULTURE**

**Instructions:** 2hr per week  
**No. of period:** 30  
**No. of credits:** 2

**UNIT-I:**

**(15 Periods)**

- 1.1 History, classification and present status of apiculture industry in India
- 1.2 Biology of honey bees and bee economy
- 1.3 Social organization of bee colony
- 1.4 Selection of bee species for apiculture
- 1.5 Bee rearing method: artificial Bee rearing (Apiary), Bee hives

**UNIT-II:**

**(15 Periods)**

- 2.1 Products of apiculture industry and its use – honey; Bees wax; propalic
- 2.2 Methods of extraction of honey – indigenous and modern
- 2.3 Bee keeping equipment
- 2.4 Colony inspection and maintenance of the equipment
- 2.5 Bee diseases and enemies; control and preventive method

**Suggested Reading:**

1. Textbook of Applied Zoology, Telugu Academy.
2. Apiculture by Prost P.J. Oxford aro IBH, New Delhi
3. Apiculture by Bisht, ICAR publication



**B.A. (ECONOMICS) SYLLABUS**  
**Semester - III**  
**BASICS OF COMPUTER APPLICATIONS IN ECONOMICS**  
**Skill Enhancement Course (SEC)-I - Paper - I**

**Module-I: Introduction of Computers**

Definition - Evolution of Computer - Computer Generations - Micro Computers - Structure of Computer - Uses of Computer - Basic Components of Computer - Central processing Unit (CPU) Operating System – Window Operating System - Salient Features - Merits of Windows Operating System - Accessories - System tools - Scan Disk - Word Pad - Note Pad - Paint - Imagination - Windows Explorer - Ms- Word: Creating, Opening and saving files - editing and formatting text - spell and grammar check - auto correct - creation of tables and volumes.

**Module – II Data Analysis using SPSS:** Basics of Data Analysis – Data Entry in SPSS – Computing with SPSS – Preparation of Graphs with SPSS – Distribution Functions and Density Functions – Statistical Package handling and command description for SPSS – Reports, Descriptive – Statistics, Compare Means, Time Series Analysis, Correlation and Regression Models.

**References**

1. Sinha, P.K. : Computer Fundamentals, BPB Publications, New Delhi.
2. Raja Raman.V. : Fundamentals of Computers, PHI, New Delhi.
3. Kerns : Essentials of Microsoft Windows, Word and Excel, PHI.
4. Alexis Leon & Mathews Leon : Introduction to Computers with Ms-Office, TMH.
5. Asthana & Braj Bhushan : Statistics for Social Sciences (with SPSS applications), PHI.

**TELANGANA STATE**  
**B.A. (HISTORY) SYLLABUS**  
**Semester - III**  
**Historical and Cultural Tourism**  
**(SEC - Skill Enhancement Course - I)**  
**(2019-2020)**

The main objective of this course is to make student understand the relevance of Tourism as history and its relationship with culture. This course not only deals with the various aspects of tourism industry but also deals with the impact of tourism. This course also brings out the growing trends in tourism and the demand it is generating in the present times.

Module-I: Tourism – Concept and Meaning – Nature – Scope - Tourism as an Industry - Socio-Economic Impact of Tourism - History of Tourism Development in India - Promotional Strategies of Tourism - Tools of Publicity, Role of Films, Television, Press, Poster-display, Brochures, Role of Guides - Historical Tourism - Monuments, Religious and Secular - Historical Sites - Historical Events - Impact of Tourism Development on Protection and Conservation of Historical Monuments and Sites and Vice-Versa - Socio-Cultural Tourism: Fairs and Festivals of India - Performing Arts (Dance, Drama and Music) - Museums, Art - Galleries, Yoga and Health Centers - Indian Cuisine.

Module-II: Eco-Tourism - Beaches, Hill-Resorts, Surf-Riding, Ballooning, Rafting, Gliding - Wild-life Sanctuaries - National Parks, Safaris, Mountaineering –Trekking – Skiing - Sports Tourism - Tourism in Telangana – Tourist Places - Tourism Handicrafts: Textiles – Metal Work, Stone and Wood Carvings, Furniture, Jewellery, Toys, Musical Instruments – Terracotta - Display and Sale of Handicrafts - Shops at Heritage Centers – Organizing Exhibitions – Duty Free Shops.

**Recommended Books:**

- Dallen, J. Timothy, *Cultural Heritage and Tourism: An Introduction (Aspects of Tourism Texts)*, Channel View Publications, 2011.
- INTACH, *Heritage and Development: Recent Perspectives*, Aryan Books International, 2012.
- K.R. Gupta, *Concise Encyclopedia of India: (Places of Historical and Tourist Interest)*, 2010.
- Melanie, K. Smith, *Issues in Cultural Tourism Studies*, Psychology Press, 2003.
- P.N. Girija Prasad, *Eco-Tourism and Its Development*, Adhyayan Publishers, 2012.
- S.P. Gupta & Lal Krishna (eds.), *Cultural Tourism in India: Museums, Monuments and Arts*, 2003.
- V.K. Singh, *Historical and Cultural Tourism in India*, Aadi Publications, 2008.
- Vaibhav Chauhan, *Heritage Tourism: Territory Unexplored*.
- Vanaja Uday, *Cultural Tourism and Performing Arts of Andhra Pradesh: Prospects and Perspectives*, Research India Press, 2012.
- A.K. Bhatia, *Tourism Development – Principles & Practices*, Sterling Publishers, 2016.
- Sampad Kumar, Swain & Jitendra Mohan Mishra, *Principles and Practices in Tourism*, OUP, 2011.
- Indira, *Tourism in Andhra Pradesh: Growth and Developments, 1956-2007*, Research India Press, New Delhi, 2014.
- D. Satyanarayana, *Kotha Paryataka Sthalalu (Telugu)*.

## Paper SEC1 (a): PRINCIPLES OF INSURANCE

*Objective: To make students to learn the Principles of Insurance.*

### UNIT I: RISK MANAGEMENT AND INSURANCE & INSURANCE TERMINOLOGY:

Risk Management – Types of Risks – Actual and Consequential Losses – Management of Risks – Different Classes of Insurance – Importance of Insurance – Management of Risk by Individuals and Insurers – Fixing of Premiums – Reinsurance– Role of Insurance in Economic Development and Social Security – Constituents of Insurance Market – Operations of Insurance Companies – Operations of Intermediaries – Specialist Insurance Companies – Role of Regulators – Common and specific terms in Life and Non Life Insurance - Understanding Insurance Customers – Customer Behavior at Purchase Point – Customer Behavior when Claim Occurs – Importance of Ethical Behavior.

### UNIT II: INSURANCE CONTRACT AND INSURANCE PRODUCTS:

Insurance Contract Terms – Principles of Insurance: Principle of Insurable Interest, Principle of Indemnity, Principle of Subrogation, Principle of Contribution, Relevant Information Disclosure, Principle of utmost Good Faith, Relevance of Proximate Cause - Life Insurance Products: Risk of Dying Early – Risk of Living too Long – Products offered – Term Plans – Pure Endowment Plans – Combinations of Plans – Traditional Products – Linked Policies – Features of Annuities and Group Policies - General Insurance Products: Risks faced by Owner of Assets – Exposure to Perils – Features of Products Covering Fire and Allied Perils – Products covering Marine and Transit Risks – Products covering Financial Losses due to Accidents – Products covering Financial Losses due to Hospitalization – Products Covering Miscellaneous Risks.

### SUGGESTED READINGS:

1. Principles of Insurance : A Publication of the Insurance Institute of India
2. Principles of Insurance : Telugu Academy, Hyderabad
3. Guide to Risk Management : SagarSanyal
4. Principles of Insurance : Dr V Padmavathi, Dr V Jayalakshmi - PBP
5. Insurance and Risk Management : P.K. Gupta
6. Insurance Theory and Practice : Tripathi PHI
7. Principles of Insurance Management: Neelam C Gulati, Excel Books
8. Life and Health Insurance : Black, JR KENNETH & Harold Skipper, Pearson
9. Principles of Risk Management and Insurance: George E Rejda (13<sup>th</sup> Edition)
10. Risk Management and Insurance : Trieschman ,Gustavson and Hoyt . South Western College Publishing, Cincinnati, Ohio

### Suggested Websites:

- 1) [www.irda.gov.in](http://www.irda.gov.in) 2) [www.policyholder.gov.in](http://www.policyholder.gov.in) 3) [www.irdaindia.org.in](http://www.irdaindia.org.in)

**Paper SEC2 (a): PRACTICE OF LIFE INSURANCE**

*Objectives: To make students to learn Practice of Life Insurance.*

**UNIT-I: INTRODUCTION TO LIFE INSURANCE AND TYPES OF LIFE INSURANCE POLICIES AND PREMIUM CALCULATION:** Meaning evolution, growth and principles of Life Insurance –Life Insurance Organizations in India – Competition and Regulation of Life Insurance - Types of Life Insurance Policies – Term, Whole Life, Endowment, Unit Linked and with or without Profit Policies – Customer Evaluation – Policy Evaluation – Group and Pension Insurance Policies – Special features of Group Insurance/Super Annuation Schemes – Group Gratuity Schemes. Computation of Premiums - Meaning of Premium, its calculation- Rebates – Mode of Rebates – Large sum assured Rebates – Premium Loading – Rider Premiums – Computation of Benefits – Surrender value – Paid up value.

**UNIT-II: SETTLEMENT OF CLAIMS RISK & UNDERWRITINGS AND FINANCIAL PLANNING & TAX SAVING:** Settlement of claims: Intimation Procedure, documents and settlement procedures - Underwriting: The need for underwriting – Guiding principles of Underwriting – Factors affecting Insurability – Methods of Life Classification – Laws affecting Underwriting - Financial Planning and taxation: Savings – Insurance vis-à-vis- Investment in the Units Mutual Funds, Capital Markets – Life Insurance in Individual Financial Planning – Implications in IT treatment.

**SUGGESTED READINGS:**

1. Practice of Life Insurance: Insurance Institute of India, Mumbai.
2. Insurance and Risk Management: P.K.Gupta, Himalaya Publishing House, Mumbai.
3. Fundamentals of Life Insurance Theories and Applications: Kanika Mishra, Prentice Hall
4. Principles of Life Insurance – Dr. V. Padmavathi, Dr. V. Jayalakshmi - PBP
5. Managing Life Insurance: Kutty, S.K., Prentice Hall of India: New Delhi
6. Life and Health Insurance: Black, Jr. Kenneth and Harold Skipper Jr., Prentice Hall, Inc., England.
7. Life Insurance: Principles and Practice: K.C. Mishra and C.S. Kumar, Cengage Learning, New Delhi.
8. Life Insurance in India: Sadhak, Respose Books, New Delhi.

**Paper SEC1 (b): FOUNDATION OF DIGITAL MARKETING**

*Objective: To make students to learn Foundation of digital marketing.*

**UNIT I: DIGITAL MARKETING FOUNDATIONS:**

Digital Marketing Strategy – Exploring Digital Marketing – Starting with the Website – Foundations of Analytics – Search Engine Optimization – Search and Display Marketing – Social Media Marketing – Video Marketing.

**UNIT II: OPTIMIZING MARKETING EMAILS, MOBILE MARKETING FOUNDATIONS AND CONTENT MARKETING FOUNDATIONS:**

Email marketing tools and setup – Email marketing segmentation, personalization and mobile friendly design – Content marketing foundations – Blogs for content marketing – Content marketing for staying relevant – Newsletters for content marketing – Mobile marketing foundations.

**SUGGESTED READINGS:**

1. The Art of Digital Marketing: The Definitive Guide to Creating Strategic, Targeted, and Measurable Online Campaigns by Ian Dodson, Wiley
2. Fundamentals of Digital Marketing by Puneet Singh Bhatia, Pearson
3. Foundations of Digital Marketing: Dr. K.V. Nagaraj.KUsha Rani - PBP
4. Digital Marketing by Vandana Ahuja, Oxford
5. Digital Marketing by Seema Gupta, McGraw Hill
6. Digital Marketing For Dummies by Ryan Deiss and Russ Hemeberly

## BB502: BASIC QUALITY MANAGEMENT - 502

No. of credits: 2

GE-1

### COURSE OBJECTIVE :

Quality is the most significant characteristic of product or service in today's world. This course introduces traditional and modern quality perspectives.

### UNIT – I : INTRODUCTION :

The concept of Quality. Quality Dimensions. Product and Service Quality. Inspection, Statistical Quality Control, Quality Assurance and Total Quality Management. Conventional Quality Management versus Total Quality Management. Evolution of TQM. Historical perspectives of TQM – Deming, Juran, Crosby and Taguchi's Contributions. Customer and supplier focus in TQM. Benefits and Costs of TQM.

### UNIT – II : TOOLS AND TECHNIQUES OF TQM :

Statistical Tools - Check Sheets, Histograms, Scatter Diagrams, Pareto's Chart, Regression Analysis & Control Charts. Cause and Effect Diagrams, The Five Why's, Five S's, Kaizen, JIT, Quality Circles, Gantt Chart and Balanced Score Card. Dimensions of Service Quality. An overview of TQM in Service Organisations.

### SUGGESTED BOOKS :

1. Sunil Sharma, "Total Engineering Quality Management", 2003, Macmillan India Ltd.
2. Ron Basu, "Implementing Quality: A Practical Guide to Tools and Techniques", 2016, THOMPSON.
3. Kanishka Bedi, "Quality Management", Oxford University Press.
4. Mujkherjee, PN, "Total Quality Management", 2007, PHI.
5. R. P. Mohanty & R. R. Lakhe, "TQM in the Service Sector", Jaico Books. 2016

## Course 3: Leadership and Management Skills

### Context with Justification :

Leaders are foundations of the society, who face and win against adversities and odds of life. Through their words and deeds, they show path to others and transform into inspirational role models, affecting social life vividly. In the current times of cut-throat competitions, disbelief in values, techno-centric complex lifestyles, there is a dire need to emphasise the 'human' agency in community living. This can be done by cultivating and nurturing the innate leadership skills of the youth so that they may transform these challenges into opportunities and become torch bearers of the future by developing creative solutions.

### Objectives :

The Module is designed to:

- Help students to develop essential skills to influence and motivate others
- Inculcate emotional and social intelligence and integrative thinking for effective leadership
- Create and maintain an effective and motivated team to work for the society
- Nurture a creative and entrepreneurial mindset
- Make students understand the personal values and apply ethical principles in professional and social contexts.

### Expected Outcomes :

Upon completion of the course students will be able to:

1. Examine various leadership models and understand/assess their skills, strengths and abilities that affect their own leadership style and can create their leadership vision
2. Learn and demonstrate a set of practical skills such as time management, self management, handling conflicts, team leadership, etc.
3. Understand the basics of entrepreneurship and develop business plans
4. Apply the design thinking approach for leadership
5. Appreciate the importance of ethics and moral values for making of a balanced personality.

**Credit: 02**

**Duration: 30 Hours**

**Number & Titles of Modules:**

<b>Module 1</b>	<b>Leadership Skills</b>	<b>6 Hours</b>
<b>Module 2</b>	<b>Managerial Skills</b>	<b>6 Hours</b>
<b>Module 3</b>	<b>Entrepreneurial Skills</b>	<b>6 Hours</b>
<b>Module 4</b>	<b>Innovative Leadership and Design Thinking</b>	<b>6 Hours</b>
<b>Module 5</b>	<b>Ethics and Integrity</b>	<b>6 Hours</b>

## Module Outline :

### Module 1- Leadership Skills

6 Hours

#### a. Understanding Leadership and its Importance

- What is leadership?
- Why Leadership required?
- Whom do you consider as an ideal leader?

#### b. Traits and Models of Leadership

- Are leaders born or made?
- Key characteristics of an effective leader
- Leadership styles
- Perspectives of different leaders

#### c. Basic Leadership Skills

- Motivation
- Team work
- Negotiation
- Networking

### Module 2 - Managerial Skills

6 Hours

#### a. Basic Managerial Skills

- Planning for effective management
- How to organise teams?
- Recruiting and retaining talent
- Delegation of tasks
- Learn to coordinate
- Conflict management

#### b. Self Management Skills

- Understanding self concept
- Developing self-awareness
- Self-examination
- Self-regulation

### Module 3 - Entrepreneurial Skills

6 Hours

#### a. Basics of Entrepreneurship

- Meaning of entrepreneurship
- Classification and types of entrepreneurship
- Traits and competencies of entrepreneur

#### b. Creating Business Plan

- Problem identification and idea generation
- Idea validation
- Pitch making

### Module 4 - Innovative Leadership and Design Thinking

6 Hours

#### a. Innovative Leadership

- Concept of emotional and social intelligence



- Synthesis of human and artificial intelligence
- Why does culture matter for today's global leaders

#### b. Design Thinking

- What is design thinking?
- Key elements of design thinking:
  - Discovery
  - Interpretation
  - Ideation
  - Experimentation
  - Evolution.
- How to transform challenges into opportunities?
- How to develop human-centric solutions for creating social good?

6 Hours

### Module 5- Ethics and Integrity

#### a. Learning through Biographies

- What makes an individual great?
- Understanding the persona of a leader for deriving holistic inspiration
- Drawing insights for leadership
- How leaders sail through difficult situations?

#### b. Ethics and Conduct

- Importance of ethics
- Ethical decision making
- Personal and professional moral codes of conduct
- Creating a harmonious life

**Pedagogy** : Pedagogy for the modules is as follows:

1. Leadership Skills - Lectures (augmented with videos); role-plays for leadership models; team building games
2. Managerial Skills - Lectures (augmented with videos), case studies (AMUL, TESLA, Toyota, DMRC, Tata Group, Google, The Mumbai Dabbawala), SWOT analysis, Johari window
3. Entrepreneurial Skills - Lectures (augmented with videos), case studies and practicing business plans
4. Innovative Leadership and Design Thinking- Concept discussion through lecture and videos followed by role-plays and exercises for each set of intelligence, activities using 5 steps – discovery, interpretation, ideation, experimentation, and evolution (Ref.: Workbook of Design Thinking by IDEO)
5. Ethics and Integrity- Experiential learning through stories suggested list (Ahilya Bai, Holkar, Abdul Kalam, Raja Harishchandra, Mahatma Gandhi, Abraham Lincoln), audio visual augmented role plays and storytelling (leaders from varied fields like academics, corporate, social, sports, art, etc.)

**Assessment :** It can be combination of written evaluation and presentations, including simulations, case studies and business plan.

### Bibliography and Suggested Readings :

#### Books

- Ashokan, M. S. (2015). *Karmayogi: A Biography of E. Sreedharan*. Penguin, UK.
- Brown, T. (2012). *Change by Design*. Harper Business
- Elkington, J., & Hartigan, P. (2008). *The Power of Unreasonable People: How Social Entrepreneurs Create Markets that Change the World*. Harvard Business Press.
- Goleman D. (1995). *Emotional Intelligence*. Bloomsbury Publishing India Private Limited
- Kalam A. A. (2003). *Ignited Minds: Unleashing the Power within India*. Penguin Books India
- Kelly T., Kelly D. (2014). *Creative Confidence: Unleashing the Creative Potential Within Us All*. William Collins
- Kurien V., & Salve G. (2012). *I Too Had a Dream*. Roli Books Private Limited
- Livermore D. A. (2010). *Leading with cultural intelligence: The New Secret to Success*. New York: American Management Association
- McCormack M. H. (1986). *What They Don't Teach You at Harvard Business School: Notes From A Street-Smart Executive*. RHUS
- O'Toole J. (2019) *The Enlightened Capitalists: Cautionary Tales of Business Pioneers Who Tried to Do Well by Doing Good*. Harpercollins
- Sinek S. (2009). *Start with Why: How Great Leaders Inspire Everyone to Take Action*. Penguin
- Sternberg R. J., Sternberg R. J., & Baltes P. B. (Eds.). (2004). *International Handbook of Intelligence*. Cambridge University Press.

#### E-Resources

- Fries, K. (2019). 8 Essential Qualities That Define Great Leadership. *Forbes*. Retrieved 2019-02-15 from <https://www.forbes.com/sites/kimberlyfries/2018/02/08/8-essential-qualities-that-define-great-leadership/#452ecc963b63>.
- How to Build Your Creative Confidence, Ted Talk by David Kelly - [https://www.ted.com/talks/david\\_kelley\\_how\\_to\\_build\\_your\\_creative\\_confidence](https://www.ted.com/talks/david_kelley_how_to_build_your_creative_confidence)
- India's Hidden Hot Beds of Invention Ted Talk by Anil Gupta - [https://www.ted.com/talks/anil\\_gupta\\_india\\_s\\_hidden\\_hotbeds\\_of\\_invention](https://www.ted.com/talks/anil_gupta_india_s_hidden_hotbeds_of_invention)
- Knowledge@Wharton Interviews Former Indian President APJ Abdul Kalam - "A Leader Should Know How to Manage Failure" <https://www.youtube.com/watch?v=laGZaS4sdeU>
- Martin, R. (2007). How Successful Leaders Think. *Harvard Business Review*, 85(6): 60.
- NPTEL Course on Leadership - <https://nptel.ac.in/courses/122105021/9>

## Course 4: Universal Human Values

### Context with Justification :

Human civilisation is known for the values that it cherishes and practices. Across various times and places, sages, saints and seers, drawing on their experience, developed practices that placed central importance on values, though the names used by them differed, as their languages varied but the spirit was same. Universal human values are values that human beings cherish and hold in common consciously and otherwise in most of the places and times and practice them.

Renunciation is the foundational value. Renunciation or greedlessness has two preconditions: love for all living beings and absence of selfishness. Renunciation is not self-directed but other-directed and is for life in all forms and shapes, for welfare of all. Renunciation begins when selfishness ends. Renunciation to run away from the problems of life is cowardice. Renunciation without action means parasitic life. Also, service can be practised only when renunciation with action begins. Unegoistical service is inconceivable without renunciation; and true service is possible only through love and compassion. Life and death are eternal truths, so is the truth as fact and truth as value. Truth exists between the two ends of life and death and is to be pursued.

**Truth, Love, Peace, Non-Violence and Righteous Conduct** are the Universal Human Values. Renunciation (sacrifice), Compassion and Service are also commonly acceptable human values, which at the operation level have been named differently as sincerity, honesty, righteousness, humility, gratitude, aspiration, prosperity, non-violence, trust, faith, forgiveness, mercy, peace and so on. These are needed for well-being of an individual, society and humanity and ultimately Peace in the world.

This course aims at making learners conscious about universal human values in an integral manner, without ignoring other aspects that are needed for learner's personality development.

### Objectives :

The present course deals with meaning, purpose, and relevance of universal human values and how to inculcate and practice them consciously to be a good human being and realise one's potentials.

### Learning outcomes :

By the end of the course the learners will be able to:

1. Know about universal human values and understand the importance of values in individual, social circles, career path, and national life.
2. Learn from case studies of lives of great and successful people who followed and practised human values and achieved self-actualisation.
3. Become conscious practitioners of human values.
4. Realise their potential as human beings and conduct themselves properly in the ways of the world.

**Credit: 02**

**Duration: 30 Hours**

**Number & Titles of Modules:**

**Module 1: Love & Compassion**

**5 Hours**

**Module 2: Truth**

**5 Hours**

28

<b>Module 3: Non-Violence</b>	<b>5 Hours</b>
<b>Module 4: Righteousness</b>	<b>5 Hours</b>
<b>Module 5: Peace</b>	<b>4 Hours</b>
<b>Module 6: Service</b>	<b>3 Hours</b>
<b>Module 7: Renunciation (Sacrifice)</b>	<b>3 Hours</b>

### Module Outline :

<b>Module 1: Love &amp; Compassion</b>	<b>5 Hours</b>
<ul style="list-style-type: none"> <li>• Introduction: What is love? Forms of love—for self, parents, family, friend, spouse, community, nation, humanity and other beings, both for living and non-living</li> <li>• Love and compassion and inter-relatedness</li> <li>• Love, compassion, empathy, sympathy and non-violence</li> <li>• Individuals who are remembered in history for practicing compassion and love.</li> <li>• Narratives and anecdotes from history, literature including local folklore</li> <li>• Practicing love and compassion: What will learners learn gain if they practice love and compassion? What will learners lose if they don't practice love and compassion?</li> <li>• Sharing learner's individual and/or group experience(s)</li> <li>• Simulated Situations</li> <li>• Case studies</li> </ul>	
<b>Module 2: Truth</b>	<b>5 Hours</b>
<ul style="list-style-type: none"> <li>• Introduction: What is truth? Universal truth, truth as value, truth as fact (veracity, sincerity, honesty among others)</li> <li>• Individuals who are remembered in history for practicing this value</li> <li>• Narratives and anecdotes from history, literature including local folklore</li> <li>• Practicing Truth: What will learners learn/gain if they practice truth? What will learners lose if they don't practice it?</li> <li>• Learners' individual and/or group experience(s)</li> <li>• Simulated situations</li> <li>• Case studies</li> </ul>	
<b>Module 3: Non-Violence</b>	<b>5 Hours</b>
<ul style="list-style-type: none"> <li>• Introduction: What is non-violence? Its need. Love, compassion, empathy sympathy for others as pre-requisites for non-violence</li> <li>• Ahimsa as non-violence and non-killing</li> <li>• Individuals and organisations that are known for their commitment to non-violence</li> <li>• Narratives and anecdotes about non-violence from history, and literature including local folklore</li> <li>• Practicing non-violence: What will learners learn/gain if they practice non-violence? What will learners lose if they don't practice it?</li> <li>• Sharing learner's individual and/or group experience(s) about non-violence</li> <li>• Simulated situations</li> <li>• Case studies</li> </ul>	

**Module 4: Righteousness****5 Hours**

- Introduction: What is righteousness?
- Righteousness and *dharma*, Righteousness and Propriety
- Individuals who are remembered in history for practicing righteousness
- Narratives and anecdotes from history, literature including local folklore
- Practicing righteousness: What will learners learn/gain if they practice righteousness? What will learners lose if they don't practice it?
- Sharing learners' individual and/or group experience(s)
- Simulated situations
- Case studies

**Module 5: Peace****4 hours**

- Introduction: What is peace? Its need, relation with harmony and balance
- Individuals and organisations that are known for their commitment to peace
- Narratives and Anecdotes about peace from history, and literature including local folklore
- Practicing peace: What will learners learn/gain if they practice peace? What will learners lose if they don't practice it?
- Sharing learner's individual and/or group experience(s) about peace
- Simulated situations
- Case studies

**Module 5: Service****3 Hours**

- Introduction: What is service? Forms of service, for self, parents, family, friend, spouse, community, nation, humanity and other beings—living and non-living, persons in distress or disaster.
- Individuals who are remembered in history for practicing this value.
- Narratives and anecdotes dealing with instances of service from history, literature including local folklore
- Practicing service: What will learners learn/gain gain if they practice service? What will learners lose if they don't practice it?
- Sharing learners' individual and/or group experience(s) regarding service
- Simulated situations
- Case studies

**Module 6: Renunciation (Sacrifice)****3 Hours**

- Introduction: What is renunciation? Renunciation and sacrifice. Self-restrain and Ways of overcoming greed. Renunciation with action as true renunciation
- Individuals who are remembered in history for practicing this value.
- Narratives and anecdotes from history and literature, including local folklore about individuals who are remembered for their sacrifice and renunciation.
- Practicing renunciation and sacrifice: What will learners learn/gain if they practice Renunciation and sacrifice? What will learners lose if they don't practice it?
- Sharing learners' individual and/or group experience(s)
- Simulated situations
- Case studies

## ADDITIONAL PRACTICAL MODULES or OPERATIVE ELECTIVES:

**NOTE:** The faculty/institution may choose any/some of the following modules keeping in mind the level and specific needs of learners.

### Module Outline :

#### MODULE A - Integral Human Well-Being

**5 Hours**

Importance of well-being, inter-relatedness of different kinds of well-being and definition of well-being (state of being comfortable, healthy, happy and equanimity)

#### Well-being and its Kinds

- (i) Physical (physical strength and endurance)
- (ii) Emotional (ability to respond to emotions and control them)
- (iii) Aesthetic (faculty to see and appreciate beauty in all beings)
- (iv) Intellectual (rational, logical well-being)
- (v) Relational well-being (obligation to self, parents, family society, nation humanity and other beings in the universe; living with others with their acceptance)
- (vi) Moral (difference between good and evil and practicing goodness; righteousness)
- (vii) Spiritual (thinking beyond self and journey from senses to spiritual level)

Establish and recognise various states of well-being, embedded in different creatures, but consciously understood by humans

Identify the most pronounced emotions in the individual through given activities

Anecdotes/video/activity to help identify different well-beings

Discussion of related values to well-beings: Aesthetics, ethics, gratitude, forgiveness, and spiritual health i.e., thinking beyond senses and self and for the welfare of others

Importance and practice of well-being through case study/ activity

Ways to attain different kinds of well-being

Activities

#### MODULE B - Yoga & Pranayama

**5 Hours**

Importance of Yoga and Pranayama

- Yoga and pranayama for integral well-being and balance in life
- Yoga & Pranayama: Introduction
- Mind - Body – Intellect
- Difference between Yoga and Pranayama and their inter-relatedness.

- Basic Yogasans and pranayamas for students:
  - a. Every morning
  - b. Before bedtime
  - c. Before a presentation
  - d. Before examination
  - e. To fight stomach cramps
  - f. To fight stress
- Healthy diet
- Healthy mind
- Recommended routine for yoga and pranayama

### MODULE C - Gratitude

#### Outlines:

1. Gratitude, a great embellishment to a person's mental quality
2. Duty versus Rights
  - a. What is duty?
  - b. What is right?
3. Wonderment and simplicity
4. Gratitude to one's family
5. Gratitude to one's teachers
6. Gratitude to one's society
7. Gratitude to one's nation
8. Gratitude to the universe
9. Count your blessings (activity)
10. Live in an attitude of gratitude

#### Pedagogy :

Learning is a challenging, engaging, and enjoyable activity. Learners should be encouraged to engage in a rigorous process of learning and self-discovery by adopting a highly focused approach to education versus rote learning. In teaching and learning pedagogy of universal human values, there should be a shift from domain or conclusions-based approach to the experiential or process/es based approach.

The faculty should promote learning of values on a proportionate scale of 20:30:50 principle, where lectures constitute 20 percent of the delivery (Hear); visuals 30 percent of the learning methods (See); and experience 50 percent (Do). This ratio is subject to change as per the needs. In order to achieve its objective of focused-based learning and holistic development the faculty/facilitators should use a variety of knowledge delivery methods: interactive lecture so that students

## SEMESTER-IV

### 1.11 Number Theory

(w.e.f. academic year 2020-21)

#### SEC-III

Theory: 2 credits  
Theory: 2 hours /week

**Objective:** Students will be exposed to some of the jewels like Fermat's theorem, Euler's theorem in the number theory.

**Outcome:** Student uses the knowledge acquired solving some divisor problems.

#### Unit- I

The Goldbach conjecture - Basic properties of congruences- Binary and Decimal Representation of Integers - Number Theoretic Functions; The Sum and Number of divisors- The Mobius Inversion Formula- The Greatest integer function.

#### Unit- II

Euler's generalization of Fermat's Theorem: Euler's Phi function- Euler's theorem Some Properties of the Euler's Phi function.

#### Text:

- David M Burton, *Elementary Number Theory (7e)*

#### References:

- Thomas Koshy, *Elementary Number Theory and its Applications*
- Kenneth H Rosen, *Elementary Number Theory*



phys 308

Skill Enhancement course III

BASIC INSTRUMENTATION

(Credits: 02)

30 hours

Unit I (15 hours)

Basics of Measurement: Instruments accuracy, precision, sensitivity, resolution range etc. Errors in measurements and loading effects. Multimeter: Principles of measurement of dc voltage and dc current, ac voltage, ac current and resistance. Specifications of a multimeter and their significance)

Electronic Voltmeter: Advantage over conventional multimeter for voltage measurement with respect to input impedance and sensitivity. Principles of voltage, measurement (block diagram only). Specifications of an electronic Voltmeter/ Multimeter and their significance. AC millivoltmeter: Type of AC millivoltmeters: Amplifier- rectifier, and rectifier- amplifier. Block diagram ac millivoltmeter, specifications and their significance

Cathode Ray Oscilloscope: Block diagram of basic CRO. Construction of CRT, Electron gun, electrostatic focusing and acceleration (Explanation only- no mathematical treatment), brief discussion on screen phosphor, visual persistence & chemical composition. Time base operation, synchronization. Front panel controls. Specifications of a CRO and their significance.

Use of CRO for the measurement of voltage (dc and ac frequency, time period. Special features of dual trace, introduction to digital oscilloscope, probes. Digital storage Oscilloscope: Block diagram and principle of working.

Unit II (15 hours)

Signal Generators and Analysis Instruments: Block diagram, explanation and specifications of low frequency signal generators. pulse generator, and function generator. Brief idea for testing, specifications. Distortion factor meter, wave analysis.

Impedance Bridges & Q-Meters: Block diagram of bridge. working principles of basic (balancing type) RLC bridge. Specifications of RLC bridge. Block diagram & working principles of a Q- Meter. Digital LCR bridges.


Digital Instruments: Principle and working of digital meters. Comparison of analog & digital instruments. Characteristics of a digital meter. Working principles of digital voltmeter.

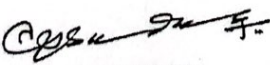
Digital Multimeter: Block diagram and working of a digital multimeter. Working principle of time interval, frequency and period measurement using universal counter/ frequency counter, time- base stability, accuracy and resolution.

NOTE: Problems should be solved at the end of every chapter of all units.

Reference Books:

- A text book in Electrical Technology - B L Theraja - S Chand and Co.
- Performance and design of AC machines - M G Say ELBS Edn.
- Digital Circuits and systems, Venugopal, 2011, Tata McGraw Hill.
- Logic circuit design, Shimon P. Vingron, 2012, Springer.
- Digital Electronics, Subrata Ghoshal, 2012, Cengage Learning.
- Electronic Devices and circuits, S. Salivahanan & N. S.Kumar, 3rd Ed., 2012, Tata Mc-Graw Hill
- Electronic circuits: Handbook of design and applications, U.Tietze, Ch.Schenk, 2008, Springer
- Electronic Devices, 7/e Thomas L. Floyd, 2008, Pearson India

  
**HEAD**  
 Department of Physics  
 University College of Science  
 Osmania University, Hyd.

  
**CHAIRMAN**  
 Board of Studies in Physics  
 Osmania University, Hyd.

**B.Sc. Chemistry II Year Semester IV**  
**Skill Enhancement Course- IV (SEC - IV) (2 Credits)**  
**Chemistry of Cosmetics and Food Processing**

**Unit-I: Chemistry of Cosmetics and Perfumes**

A general study including preparation and uses of the following: Hair dye, hair spray, shampoo, sunscreen lotions, lipsticks, talcum powder, nail enamel, creams (cold, vanishing and shaving creams), antiperspirants and artificial flavours. Essential oils and their importance in cosmetic industries with reference to eugenol, geraniol, sandalwood oil, eucalyptus, 2-phenyl ethyl alcohol. Demonstration experiments or illustration of experimental procedures through charts for the preparation of talcum powder, shampoo and vanishing cream. Analysis of deodorants and antiperspirant - Aluminum, Zinc, Boric acid, Chloride and Sulphide.

**Unit-II: Food Processing and Food Adulteration**

Food processing: Introduction, methods for food processing, additives and preservatives. Food processing- impact on nutrition, analysis of calcium in milk by complexometric titration, spectrophotometric analysis of iron in foods, Spectrophotometric identification and determination of caffeine and benzoic acid in soft drinks. Field Work -Visit to Food Industries. Food adulteration: Adulterants in some common food items and their identification: Pulses, chilli powder, turmeric powder, milk, honey, spices, food grains and wheat flour, coffee powder, tea leaves, vegetable oil, ghee, ice creams, tomato sauce. Field Work-Collection of adulterated food samples, demonstration of a minimum of five experiments for testing adulterants in food items.

**References**

1. E. Stocchi: Industrial Chemistry, Vol -I, Ellis Horwood Ltd. UK.
2. P.C. Jain, M. Jain: Engineering Chemistry, Dhanpat Rai & Sons, Delhi
3. Sharma, B.K. & Gaur, H. Industrial Chemistry, Goel Publishing House, Meerut (1996).
4. Rameen Devi, Food Processing and Impact on Nutrition, Sc J Agric Vet Sci., AugSep 2015; 2(4A):304-311.
5. W.A. Poucher, Perfumes, Cosmetics and Soaps (1993).
6. Srilakshmi, Food Science. Edition: 3rd (2004). 7. Lillian Hoagland Meyer, Food chemistry (2008).
8. Handbook of Analysis and Quality Control for Fruit and Vegetable Products, S. Ranganna, Tata McGraw-Hill Education, 1986 – Food.
9. Fundamental concepts of applied chemistry J.C Ghosh, S. Chand and Co, Ltd, New Delhi.
10. Applied Chemistry K .Bhagavathi Sundhar, MJP publishers.

B.Sc. (Computer Science)

Semester -IV

Operating Systems-2

BS402

SEC-4

Theory

2Hours/Week

2credits

**Unit - I**

Main Memory: Introduction, Swapping, Contiguous Memory Allocation, Segmentation, Paging.  
Virtual Memory: Introduction, Demand Paging, Page Replacement, Allocation of Frames, Thrashing.  
Mass-Storage Structure: Overview, Disk Scheduling, RAID Structure.  
File Systems: File Concept, Access Methods, Directory and Disk Structure, File-System Mounting, Protection.

**Unit - II**

File System Implementation, Directory Implementation, Allocation Methods, Free-Space Management.

Recovery, Network File System.

Protection and Security: Goals of Protection, Principles of Protection, Domain of Protection,

Access Matrix, Access Control, Revocation of Access Rights, The Security Problem, Program Threats, System and Network Threats, Cryptography as a Security Tool, User Authentication, Implementing Security Defenses, Firewalling to Protect Systems and Networks, Computer-Security Classifications. Case Study: Windows 7 and Linux System.

**Text**

AbrahamSilberschatz, PeterBaerGalvin, GregGagne, *OperatingSystem Concepts(9e)*

**Reference s**

Naresh Chauhan, *Principles of Operating Systems*

Thomas W. Doeppner, *Operating Systems in Depth*

Andrew S. Tanenbaum, *Modern Operating Systems*

William Stallings, *Operating Systems - Internals and Design Principles*

Dhananjay M. Dhandhere, *Operating Systems - A Concept Based Approach*

B.Sc. BOTANY  
II Year: Semester-IV  
Skill Enhancement Course

SEC-4

(Credits 2)

Mushroom Culture Technology

Lectures: 30

UNIT-I  
(15h)

1. Introduction & history. Medicinal value of edible mushrooms; Poisonous mushrooms. Types of edible mushrooms available in India - *Volvariella volvacea*, *Pleurotus citrinopileatus*, *Agaricus bisporus*.
2. Cultivation Technology: Infrastructure; substrates (locally available) Polythene bag, vessels, Inoculation hook, inoculation loop, low cost stove, sieves, culture rack, mushroom unit (Thatched house) water sprayer, tray, small polythene bag.
3. Pure culture: Medium, sterilization, preparation of spawn, multiplication. Mushroom bed preparation - paddy straw, sugarcane trash, maize straw, banana leaves.
4. Factors affecting the mushroom bed preparation - Low cost technology, Composting technology in mushroom production.

UNIT-II  
(15h)

5. Storage: Short-term storage (Refrigeration - upto 24 hours) Long term Storage (canning, pickles, papads), drying, storage in salt solutions.
6. Nutritional value of Mushrooms: Proteins - amino acids, mineral elements nutrition - Carbohydrates, Crude fibre content - Vitamins.
7. Food Preparation: Types of foods prepared from mushroom. Research Centres - National level and Regional level. Cost benefit ratio - Marketing in India and abroad, Export Value.

Suggested Readings

1. Marimuthu, T. Krishnamoorthy, A.S. Sivaprakasam, K. and Jayarajan. R (1991) Oyster Mushrooms, Department of Plant Pathology, Tamil Nadu Agricultural University, Coimbatore.
2. Swaminathan, M. (1990) Food and Nutrition. Bappco, The Bangalore Printing and Publishing Co. Ltd., No. 88, Mysore Road, Bangalore - 560018.
3. Tewari, Pankaj Kapoor, S.C., (1988). Mushroom cultivation, Mittal Publications, Delhi.
4. Nita Bahl (1984-1988) Hand book of Mushrooms, II Edition, Vol. I & Vol. II.

Subhama  
K. Shaila  
M. G. B  
B. G. B  
\*\*\*  
revised

B.Sc. ZOOLOGY SYLLABUS UNDER CBCS 2019-20

B.Sc. ZOOLOGY II YEAR  
SEMESTER- IV  
PAPER-IV(SEC-3): VERMICULTURE

Instructions: 2hr per week

No. of period: 30

No. of credits: 2

**UNIT-I:** (15 Periods)

- 1.1 Scope of vermi technology- Vermiculture and vermi composting – difference between vermiculture and vermi composting –
- 1.2 Earthworm diversity – Ecological groups of earthworms, biology of composting earthworms – *Eoisena foetida*, *Eudrilus lugeniae*.
- 1.3 Soil – Physical, chemical and biological features
- 1.4 Organic waste sources – problems in traditional composting, vermi composting
- 1.5 Types small and large scale pit method, heap method.

**UNIT-II:** (15 Periods)

- 2.1. Vermiculture techniques – vermi culture process – site selection - Selection and collection of species mono and poly culture
- 2.2. Essential parameters for vermi culture – bedding. Methods of harvesting worms general manual methods, self harvesting method, mechanical method
- 2.3. Nutritive value of vermi compost, storing and packing of compost
- 2.4. Applications of vermi composting in agricultural and horticultural practices
- 2.5. Economic of vermi culture, nationalized bank, NABARD support for vermi culture.

**References:**

1. Earthworm ecology by LEE
2. Biology of earthworm by Steven son
3. Vermicomposting tech – soil health to human health by Ranganathan L.S.

**B.A. (ECONOMICS) SYLLABUS**  
**Semester - IV**  
**Skill Enhancement Course (SEC)-3 Data Analysis**

**Module -I: Collection and representation of data**

Collection of data (some methodological issues), Census, Sample survey Representation of data the basic of data Management in stata / R / Eviews / SPSS / MS Excel

**Module-II: Indian official statistics (Basic concepts)**

Central statistical office (CSO) – National Accounts statics (NAS) Industrial statics (ASI, IIP) , National sample survey Office (NSSO) - Household Consumer Expenditure Survey Rounds, Employment and Unemployment Survey Rounds. Census of India – population Census 2011. Reserve Bank of India (RBI) – Handbook of statistics on Indian Economy Selected Parts)

**Suggested Readings;**

1. Goon A.M, Gupta, M K, and Dasgupta, B. *Fundamentals of Statistics (volume One)*, The World Press private Ltd
2. GOI, *Note sample Design and Estimation procedure of NSS 68<sup>th</sup> Round, national Sample Press private Ltd*
3. GOI. *SRS statistical Report 2016* office of the Registrar General & Census commissioner of India.

**TELANGANA STATE**  
**B.A. (HISTORY) SYLLABUS**  
**Semester - IV**  
**Archives and Museums**  
**(SEC - Skill Enhancement Course – II)**  
**(2019-2020)**

This course introduces students to the institutions that house and maintain documentary, visual and material remains of the past. Students will be encouraged to undertake collection, documentation and exhibition of such materials in their localities and colleges. Visit to National Archives and National Museum are an integral part of the course.

Module-I: Definition of Archives – Scope – Types of Archives – Development of Archives – National and State Archives in India - Archives – Understanding the Traditions of Preservation – Collection - Purchase –Documentation: Accessioning – Indexing – Cataloguing – Digital Documentation and De-accessioning - Chemical Preservation and Restoration.

Module-II: Definition of Museum - Introduction – Scope - Types of Museums - Significance of Museums - Museums in India - Museums – Collection – Field Exploration – Excavation – Purchase – Gift and Exchanges – Treasure Trove – Documentation - Indexing – Museum Presentation and Exhibition – Outreach Activities of Museums and Archives.

**Recommended Books:**

- Saloni Mathur, *India by Design: Colonial History and Cultural Display*, University of California, 2007.
- Sengupta, S., *Experiencing History through Archives*, Munshiram Manoharlal, Delhi, 2004.
- Guha Thakurta, Tapati, *Monuments, Objects, Histories: Institution of Art in Colonial and Post-Colonial India*, New York, 2004.
- Kathpalia, Y.P., *Conservation and Restoration of Archive Materials*, UNESCO, 1973.
- Choudhary, R.D., *Museums of India and Their Maladies*, Agam Kala, Calcutta, 1988.
- Nair, S.M., *Bio-Deterioration of Museum Materials*, Agam Kala Prakashan, 2011.
- Agrawal, O.P., *Essentials of Conservation and Museology*, Sundeep Prakashan, New Delhi, 2007.

**Paper SEC3 (a): PRACTICE OF GENERAL INSURANCE**

*Objective: To make the student understand general policies and accounting.*

**UNIT I: GENERAL INSURANCE POLICIES:**

Introduction to General Insurance-Origin of general insurance—Classification of General Insurance Companies—Indian and International Insurance Market—various roles in Insurance industry—Policy Documents and forms—insurance proposals and forms—General Insurance Products-Fire, Marine, Motor, Liability, Personal Accident and Specialty Insurance, Engineering and other insurance.

**UNIT II: UNDERWRITING, PREMIUMS, CLAIMS AND INSURANCE RESERVES AND ACCOUNTING:**

Concept of Underwriting—Underwriting Process—Risk sharing and its methods—risk management and steps involved in it—Rating and Premiums—concept of soft and hard markets—Concept of Claim—understanding the process of claim management—claims fraud and fraud prevention—Insurance reserves and accounting—different types of reserves of insurance companies—reserving process followed by insurance companies—Insurance accounting.

**SUGGESTED READINGS:**

1. Practice of General Insurance – Insurance Institute of India.
2. Practice of General Insurance – D.S. Vittal-HPH.
3. Principles & Practice of Insurance- Dr. P. Periasamy – HPH.
4. Risk Management : A Publication of the Insurance Institute of India.,
5. Practice of General Insurance: Dr. V. Padmavathi, Dr. V. Jayalakshmi, PBP.
6. Insurance Theory and Practice: Tripathi PHI
7. Life and Health Insurance: Black, JR KENNETH & Harold Skipper, Pearson
8. Risk Management and Insurance : Trieschman ,Gustavson and Hoyt
9. South Western College Publishing Cincinnati, Ohio.



**Paper SEC4 (a): REGULATION OF INSURANCE BUSINESS**

*Objective: To equip the students with the knowledge regarding Insurance Business Regulations*

**UNIT I: INSURANCE LEGISLATION IN INDIA:**

History of life and non-life insurance legislation—nationalization—insurance reforms—insurance business Act, 1972—IRDA and its functions including licensing functions—Web aggregators—regulation for intermediaries—CCS-SPV-PoS—insurance repositories-TPAs—Role and duties of surveyors—Origin and development of micro-insurance—regulation of ULIPs—pension schemes—money laundering—KYC—methods of receipt of premium—Exchange control regulations relating to General and Life Insurance—IRDA Health Insurance Regulations, 2016—Health plus life combo products.

**UNIT II: POLICY HOLDERS RIGHTS OF ASSIGNMENT, NOMINATION AND TRANSFER:**

Assignment and transfer of insurance policies—provisions related to nomination—repudiation—Fraud—protection of policyholder interest—stages in insurance policy—pre-sale stage—post sale stage—free look period—grievance redressal—claim settlement—key feature document—dispute resolution mechanism—insurance ombudsman—solvency margin and investments—international trends in insurance regulation.

**SUGGESTED READINGS:**

1. Regulation of Insurance Business – Insurance Institute of India
2. Regulation of Insurance Business – D.S. Vittal, HPH
3. Regulation of Insurance Business: Dr. V. Padmavathi, PBP
4. Risk Management : A Publication of the Insurance Institute of India
5. Insurance Theory and Practice: Tripathi PHI
6. Life and Health Insurance: Black, JR KENNETH & Harold Skipper, Pearson
7. Risk Management and Insurance : Trieschman ,Gustavson and Hoyt
8. South Western College Publishing Cincinnati, Ohio.
9. Insurance Management – S.C. Sahoo& S.C. Das-HPH.

**Paper SEC3 (b): SOCIAL MEDIA MARKETING**

*Objective: To make students to understand the Social Media Marketing.*

**UNIT I: SOCIAL MEDIA MARKETING:**

Building an online community – Understanding Social Media Marketing – Marketing and building presence on Facebook – Marketing and building presence on Twitter – Employer branding on LinkedIn

**UNIT II: ONLINE ADVERTISING ON SOCIAL MEDIA:**

Facebook advertising overview – How Facebook ads work – How to create Facebook ads – Additional advertising options and best practices for Facebook advertising – Marketing and monetizing on YouTube – Customize your YouTube Channel – Video optimization on YouTube – YouTube Analytics

**SUGGESTED READINGS:**

1. The Art of Digital Marketing: The Definitive Guide to Creating Strategic, Targeted, and Measurable Online Campaigns by Ian Dodson, Wiley
2. Fundamentals of Digital Marketing by Puneet Singh Bhatia, Pearson
3. Digital Marketing by Vandana Ahuja, Oxford
4. Tuten: Social Media Marketing, sage
5. Digital Marketing by Seema Gupta, McGraw Hill
6. Social Media Marketing All-In-One for Dummies By Jan Zimmerman and Deborah Ng
7. Facebook Growth Hacking: How to Correctly Set Up and Maintain Your Facebook Presence and Gain Massive Amounts of Fans (Social Media Marketing) by Jeff Abston
8. Youtube Influencer: How To Become a Youtube Influencer, Why Influencer Marketing Matters, and How To Monetize Your Channel by Jeff Abston

## BB602 -STARTUP MANAGEMENT

GE-2

No.of Credits:2

### COURSE OBJECTIVE:

It helps the students to acquaint themselves with the special challenges of starting new ventures and introducing new product and service ideas.

### UNIT – I : ENTREPRENEUR AND ENTREPRENEURSHIP :

Evolution of the Concept of Entrepreneur. Characteristics of an Entrepreneur. Distinction Between an entrepreneur and a Manager. Functions of an Entrepreneur. Traits/ Qualities of Entrepreneurs: Types of Entrepreneurs. Role of Entrepreneurship in Economic Development. Growth of Entrepreneurship in India. Problems and Development of Rural Entrepreneurship.

### UNIT – II : ROLE OF SUPPORT INSTITUTIONS & MANAGEMENT OF SMALL ENTERPRISES :

Entrepreneurship Development Programmes (EDPs) –Phases of EDP's and Evaluation of EDPs. Institutional Finance to Entrepreneurs like Commercial Banks–Other Major Financial Institutions such as IDBI, IFCI, IIBI, LIC, UTI, NABARD, SFCs, SISI, SIDCs, SIDBI, and EXIM Bank and venture capital firms. Role of Small Enterprises in Economic Development. Ownership Structures, MSME act.

### SUGGESTED BOOKS :

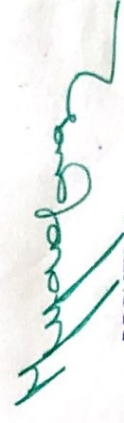
1. Vasanth Desai, "Dynamics of Entrepreneurial Development and Management", 2007, HPH, Millenium Edition.
2. S.S. Khanka, "Entrepreneurial Development", 2007, S. Chand & Co. Ltd.
3. Poornima. M Charantimath, "Entrepreneurial Development and Small Business Enterprises" 2006, Pearson Education.
4. David H. Hott, "Entrepreneurship New Venture Creation", 2004, PHI
5. P. Narayana Reddy, "Entrepreneurship – Text and Cases", 2010, 1st Ed. Cengage Learning.
6. Longencker, Morge, Mitchell, "Managing Small Business", Sage South Asia Edition



**MAHATMA GANDHI UNIVERSITY, NALGONDA, T.S. 508-254**  
**UG CBCS III & IV SEM SEC PAPERS**

SEMESTER - III		SEMESTER - IV	
SEC - I	1. Communication Skills OR	1. Leadership & Management Skills OR	
	2. Professional Skills	2. Universal Human Values	
SEC - II	All Physical Sciences (including Data Science) Stream	a. Theory of Equations	a. Number Theory
		b. Electrical Circuits & Networking	b. Basic Instrumentation
		c. Remedial methods for pollution, drinking water and Soil fertility	c. Chemistry of Cosmetics and Food Processing
		d. Operating System-1	d. Operating System-2
	All Life Sciences Stream	a. Biofertilizers and Organic Farming	a. Mushroom Culture Technology
		b. Apiculture	b. Vermiculture
All Arts and Social Sciences Stream	c. Remedial methods for pollution, drinking water and Soil fertility	c. Chemistry of Cosmetics and Food Processing	
	a. Basic Computer Applications in Economics	a. Data Analysis	
All Commerce (Gen, Comp. & Business Analytics) Stream	b. Historical and Cultural Tourism	b. Archives and Museums	
	a. Principles of Insurance	a. Practice of General Insurance	
BBA	b. Practice of Life Insurance	b. Regulation of Insurance Business	
	c. Foundation of Digital Marketing	c. Social Media Marketing	
	a. Basic Quality Management	a. Start-up Management	

Note: "If a student opt for SEC "a" in III Semester, the student has to opt "a" only in IV semester and so is the case "b" and "c".

  
**REGISTRAR**  
**MAHATMA GANDHI UNIVERSITY**  
**NALGONDA - 508 254.**

TO  
 The Director,  
 CDC, MGU, Nalgonda.

## Course 1: Communication Skills

### Context and Justification :

Communication plays an important role in shaping an individual's life, personal as well as professional. Also it is the backbone of any organisation/institution. Success in life to a considerable extent depends on effective communication skills. In today's world of computers and digital media, a strong communication skill base is essential for learners and for smooth functioning of an organisation.

### Objectives :

This course has been developed with the following objectives:

1. Identify common communication problems that may be holding learners back
2. Identify what their non-verbal messages are communicating to others
3. Understand role of communication in teaching-learning process
4. Learning to communicate through the digital media
5. Understand the importance of empathetic listening
6. Explore communication beyond language.

### Expected Outcome :

By the end of this program participants should have a clear understanding of what good communication skills are and what they can do to improve their abilities.

**Credit: 02**

**Duration: 30 Hours**

**Number & Titles of Modules:**

**Total of 7 Modules**

Module 1	Listening	4 Hours
Module 2	Speaking	6 Hours
Module 3	Reading	3 Hours
Module 4	Writing and different modes of writing	4 Hours
Module 5	Digital Literacy	4 Hours
Module 6	Effective use of Social Media	4 Hours
Module 7	Non-verbal communication	5 Hours

## Module Outline :

### Module 1: Listening

4 Hours

- Techniques of effective listening
- Listening and comprehension
- Probing questions
- Barriers to listening

### Module 2: Speaking

6 Hours

- Pronunciation
- Enunciation
- Vocabulary
- Fluency
- Common Errors

### Module 3: Reading

3 Hours

- Techniques of effective reading
- Gathering ideas and information from a given text
  - i. Identify the main claim of the text
  - ii. Identify the purpose of the text
  - iii. Identify the context of the text
  - iv. Identify the concepts mentioned
- Evaluating these ideas and information
  - i. Identify the arguments employed in the text
  - ii. Identify the theories employed or assumed in the text
- Interpret the text
  - i. To understand what a text says
  - ii. To understand what a text does
  - iii. To understand what a text means

### Module 4: Writing and different modes of writing

4 Hours

- Clearly state the claims
- Avoid ambiguity, vagueness, unwanted generalisations and oversimplification of issues
- Provide background information
- Effectively argue the claim
- Provide evidence for the claims
- Use examples to explain concepts
- Follow convention
- Be properly sequenced
- Use proper signposting techniques
- Be well structured
  - i. Well-knit logical sequence
  - ii. Narrative sequence
  - iii. Category groupings

- Different modes of Writing
  - i. E-mails
  - ii. Proposal writing for Higher Studies
  - iii. Recording the proceedings of meetings
  - iv. Any other mode of writing relevant for learners

4 Hours

**Module 5: Digital Literacy**

- Role of Digital literacy in professional life
- Trends and opportunities in using digital technology in workplace
- Internet Basics
- Introduction to MS Office tools
  - i. Paint
  - ii. Office
  - iii. Excel
  - iv. Powerpoint

4 Hours

**Module 6: Effective use of Social Media**

- Introduction to social media websites
- Advantages of social media
- Ethics and etiquettes of social media
- How to use Google search better
- Effective ways of using Social Media
- Introduction to Digital Marketing

5 Hours

**Module 7: Non-verbal communication**

- Meaning of non-verbal communication
- Introduction to modes of non-verbal communication
- Breaking the misbeliefs
- Open and Closed Body language
- Eye Contact and Facial Expression
- Hand Gestures
- Do's and Don'ts
- Learning from experts
- Activities-Based Learning

**Pedagogy :** Instructor-Led Training, Supplemented by Online Platform (SWAYAM)

**Materials :** Teaching & Learning

**Assessment :** Paper-Based or Online Assessment

**Bibliography & Suggested Reading including audio video material :**

**Books**

- Sen Madhuchanda (2010), *An Introduction to Critical Thinking*, Pearson, Delhi
- Silvia P. J. (2007), *How to Read a Lot*, American Psychological Association, Washington DC

## Course 2: Professional Skills

### Context with Justification :

One of the significant outcomes of Higher Education is to prepare an individual for entering the job/employment market. Besides knowledge and skills required for a particular job/occupation, professional skills are also required for an individual to be gainfully employed for a successful and satisfied life. Professional skills are part of life skills. An individual should be able to demonstrate professional skills involving the use of intuitive, logical and critical thinking, communication and interpersonal skills, not limited to cognitive/creative skills. These skills, behaviour and quality of output enhance employability.

The career skills empower an individual with ability in preparing an appropriate resume, addressing the necessary gaps for facing interviews and actively and effectively participating in group discussion thereof, etc. It is also of significant importance that students /individuals possess the know- how to explore career opportunities for themselves, considering their innate strengths and weaknesses.

It is important that the students/individuals are well prepared to take on new challenges and opportunities. With the increasing use of technology in the way we live, learn and work, it is critical for students/individuals to be able to utilise basic computing concepts and also have and espouse excellent Team Skills. Collaborating and working together can assist in resolving complex problems, which allow/offer individuals an opportunity to articulate new ideas and perspectives. It further allows learner / individuals design, develop, problem solve and to adapt to situations based on their experience and skills.

**Credit: 02**

**Duration:30 hours**

The Course Professional Skills is divided into two parts:

- a) Career Skills
- b) Team Skills

### A. Career Skills

#### Objectives :

The Objectives of the course are to help students/candidates:

1. Acquire career skills and fully pursue to partake in a successful career path
2. Prepare good resume, prepare for interviews and group discussions
3. Explore desired career opportunities in the employment market in consideration of an individual SWOT.



## Expected Outcomes :

At the end of this course the students will be able to:

1. Prepare their resume in an appropriate template without grammatical and other errors and using proper syntax
2. Participate in a simulated interview
3. Actively participate in group discussions towards gainful employment
4. Capture a self - interview simulation video regarding the job role concerned
5. Enlist the common errors generally made by candidates in an interview
6. Perform appropriately and effectively in group discussions
7. Explore sources (online/offline) of career opportunities
8. Identify career opportunities in consideration of their own potential and aspirations
9. Use the necessary components required to prepare for a career in an identified occupation (as a case study).

**Duration: 15 Hours**

**Number & Titles of Modules:**

<b>Module 1</b>	<b>Resume Skills</b>	<b>3 Hours</b>
<b>Module 2</b>	<b>Interview Skills</b>	<b>5 Hours</b>
<b>Module 3</b>	<b>Group Discussion Skills</b>	<b>4 Hours</b>
<b>Module 4</b>	<b>Exploring Career Opportunities</b>	<b>3 Hours</b>

## Module Outline :

**Module 1: Resume Skills**

**3 Hours**

### i. Resume Skills : Preparation and Presentation

- Introduction of resume and its importance
- Difference between a CV, Resume and Bio data
- Essential components of a good resume

### ii. Resume skills : common errors

- Common errors people generally make in preparing their resume
- Prepare a good resume of her/his considering all essential components

**5 Hours**

**Module 2: Interview Skills**

### i. Interview Skills : Preparation and Presentation

- Meaning and types of interview (F2F, telephonic, video, etc.)
- Dress Code, Background Research, Do's and Don'ts
- Situation, Task, Approach and Response (STAR Approach) for facing an interview
- Interview procedure (opening, listening skills, closure, etc.)
- Important questions generally asked in a job interview (open and closed ended questions)

- ii. **Interview Skills : Simulation**
  - Observation of exemplary interviews
  - Comment critically on simulated interviews
- iii. **Interview Skills : Common Errors**
  - Discuss the common errors generally candidates make in interview
  - Demonstrate an ideal interview

**Module 3: Group Discussion Skills** **4 Hours**

- Meaning and methods of Group Discussion
- Procedure of Group Discussion
- Group Discussion- Simulation
- Group Discussion - Common Errors

**Module 4: Exploring Career Opportunities** **3 Hours**

- Knowing yourself – personal characteristics
- Knowledge about the world of work, requirements of jobs including self-employment.
- Sources of career information
- Preparing for a career based on their potentials and availability of opportunities

**Pedagogy** : Besides Face to Face lectures (theory would be limited only to 20% of the component and remaining 80% would be practical oriented), the focus would be primarily on blended /hybrid learning. This could include a flipped classroom approach that leverages project-based learning, demonstration, group discussion, simulations etc.

**Materials** : Audio video materials, Online Platform (SWAYAM), FutureSkills Platform, Used Cases & Case Studies etc.

**Assessment: Online evaluation, demonstration, assignments** : Some components could be aligned to NOS (SSC/N9005) IT-ITeS Sector . The questions posed to the students would be a mix of MCQs, scenario-based, logical reasoning, comprehension, simulations, etc. Do check the assessment model and sample assessment at (<http://nac.nasscom.in/>)

**Bibliography & Suggested Reading including audio video material :**

Please check IT-ITeS Sector Skills Council readiness programs namely

- Foundation Skills In IT (FSIT) - Refer the websites like <https://www.sscnasscom.com/ssc-projects/capacity-building-and-development/training/fsit/> and
- Global Business Foundation Skills (GBFS) – Refer websites like <https://www.sscnasscom.com/ssc-projects/capacity-building-and-development/training/gbfs/>

## B. Team Skills

### Objectives :

The objectives of the course is to make learners:

1. Understand the significance of Team Skills and help them in acquiring them
2. To help them design, develop and adapt to situations as an individual and as a team.

### Expected Outcomes :

By the end of this course the learners/candidates will be able to:

1. Use common technology messaging tools that are used in enterprises for flow of information and transition from command and control to informal communication during an online/offline team session
2. Actively use and operate online team communication tools: Webinar, Skype, Zoom, Google hangout etc
3. Appreciate and demonstrate Team Skills
4. Participate in a digital lifestyle conversant with computers, applications, Internet and nuances of cyber security
5. Explore (online) and identify career opportunities in consideration of their own potential and aspirations.
6. Discuss and articulate the key requirements of an entrepreneurial exercise
7. Empathise and trust colleagues for improving interpersonal relations
8. Engage in effective communication by respecting diversity and embracing good listening skills
9. Distinguish the guiding principles for communication in a diverse, smaller internal world
10. Practice interpersonal skills for better relations with seniors, juniors, peers and stakeholders
11. Project a good personal image and social etiquette so as to have a positive impact on building of one's chosen career
12. Generate, share and maximise new ideas with the concept of brainstorming and the documentation of key critical ideas/thoughts articulated and action points to be implemented with timelines in a team discussion (as MOM) in identified applicable templates.

**Duration: 15 Hours**

**Number & Titles of Modules:**

<b>Module 1</b>	<b>Presentation Skills</b>	<b>5 Hours</b>
<b>Module 2</b>	<b>Trust and Collaboration</b>	<b>2 Hour</b>
<b>Module 3</b>	<b>Listening as a Team Skill</b>	<b>2 hour</b>
<b>Module 4</b>	<b>Brainstorming</b>	<b>2 Hour</b>
<b>Module 5</b>	<b>Social and Cultural Etiquettes</b>	<b>2 Hour</b>
<b>Module 6</b>	<b>Internal Communication</b>	<b>2 Hour</b>

**Module Outline :**

**Module 1: Presentation Skills**

**5 Hours**

- Types of presentations
- Internal and external presentation
- Knowing the purpose
- Knowing the audience
- Opening and closing a presentation
- Using presentation tools
- Handling questions
- Presentation to heterogenic group
- Ways to improve presentation skills over time

**Module 2: Trust and Collaboration**

**2 Hours**

- Explain the importance of trust in creating a collaborative team
- Agree to Disagree and Disagree to Agree – Spirit of Team work
- Understanding fear of being judged and strategies to overcome fear

**Module 3: Listening as a Team Skill**

**2 Hours**

- Advantages of Effective Listening
- Listening as a team member and team leader. Use of active listening strategies to encourage sharing of ideas (full and undivided attention, no interruptions, no pre-think, use empathy, listen to tone and voice modulation, recapitulate points, etc.).

**Module 4: Brainstorming****2 Hour**

- Use of group and individual brainstorming techniques to promote idea generation.
- Learning and showcasing the principles of documentation of team session outcomes

**Module 5: Social and Cultural Etiquette****2 Hour**

- Need for etiquette (impression, image, earn respect, appreciation, etc)
- Aspects of social and cultural/corporate etiquette in promoting teamwork
- Importance of time, place, propriety and adaptability to diverse cultures

**Module 6: Internal Communication****2 Hour**

- Use of various channels of transmitting information including digital and physical to team members.

**Pedagogy :** Besides Face to Face Lectures (as theory would be limited only to 20% of the component and remaining 80% would be practical oriented), the focus would be primarily on blended learning/hybrid learning. This could include a flipped classroom approach that leverage project based learning, demonstration, group discussion, simulation as well as coaching, seminars and tutorials.

**Materials :** Audio video materials, Online Platform (SWAYAM), Future Skills platform

**Assessment: Written evaluation, demonstration, assignments:**

Some components aligned to NOS (SSC/N9005) IT-ITeS . The questions posed to the students would be a mix of MCQs, Scenario-based, logical reasoning, comprehension, simulations, etc. Do check the assessment at website like (<http://nac.nasscom.in/>)

**Bibliography & Suggested Reading including audio video material :**

Please check IT-ITeS Sector Skills Council readiness program namely Global Business Foundation Skills (GBFS) in website (<https://www.sscnasscom.com/ssc-projects/capacity-building-and-development/training/gbfs/>), and Generic and the entrepreneurial NOS at NSQF Level 4 -7.

## SEMESTER-III

### 1.9 Theory of Equations

(w.e.f. academic year 2020-21)

#### SEC-I

Theory: 2 credits  
Theory: 2 hours /week

**Objective:** Students learn the relation between roots and coefficients of a polynomial equation, Descartes's rule of signs in finding the number of positive and negative roots if any of a polynomial equation besides some other concepts.

**Outcome:** By using the concepts learnt the students are expected to solve some of the polynomial equations.

#### Unit- I

Graphic representation of a polynomial-Maxima and minima values of polynomials-Theorems relating to the real roots of equations-Existence of a root in the general equation -Imaginary roots-Theorem determining the number of roots of an equation-Equal roots-Imaginary roots enter equations in pairs-Descartes' rule of signs for positive roots- Descartes' rule of signs for negative roots.

#### Unit- II

Relations between the roots and coefficients-Theorem-Applications of the theorem-Depression of an equation when a relation exists between two of its roots-The cube roots of unity Symmetric functions of the roots-examples.

#### Text:

- W.S. Burnside and A.W. Panton, *The Theory of Equations*

#### References:

- C. C. Mac Duffee, *Theory of Equations*
- Hall and Knight , *Higher Algebra*

physics <sup>10/10/20</sup>

## ELECTRICAL CIRCUIT NETWORKING

30 Hours

(Credits: 02)

### Unit I (15 hours)

**Basic Electricity Principles:** Voltage, Current, Resistance, and Power. Ohm's law. Series, parallel, and series-parallel combinations. AC Electricity and DC Electricity. Familiarization with multimeter, voltmeter and ammeter.

**Understanding Electrical Circuits:** Main electric circuit elements and their combination. Rules to analyze DC sourced electrical circuits. Current and voltage drop across the DC circuit elements. Single-phase and three-phase alternating current sources. Rules to analyze AC sourced electrical circuits. Real, imaginary and complex power components of AC source. Power factor. Saving energy and money.

**Electrical Drawing and Symbols:** Drawing symbols. Blueprints. Reading Schematics. Ladder diagrams. Electrical Schematics. Power circuits. Control circuits. Reading of circuit schematics. Tracking the connections of elements and identify current flow and voltage drop.

**Generators and Transformers:** DC Power sources. AC/DC generators. Inductance, capacitance, and impedance. Operation of transformers.)

**Electric Motors:** Single-phase, three-phase & DC motors. Basic design. Interfacing DC or AC sources to control heaters & motors. Speed & power of ac motor.

**Solid-State Devices:** Resistors, inductors and capacitors. Diode and rectifiers. Components in Series or in shunt. Response of inductors and capacitors with DC or AC sources

### Unit II (15 hours)

**Electrical Protection:** Relays. Fuses and disconnect switches. Circuit breakers. Overload devices. Ground-fault protection. Grounding and isolating. Phase reversal. Surge protection. Interfacing DC or AC sources to control elements (relay protection device)

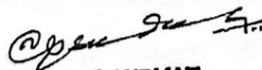
**Electrical Wiring:** Different types of conductors and cables. Basics of wiring-Star and delta connection. Voltage drop and losses across cables and conductors. Instruments to measure current, voltage, power in DC and AC circuits. Insulation. Solid and stranded cable. Conduit. Cable trays.

**Splices:** wirenuts, crimps, terminal blocks, split bolts, and solder. Preparation of extension board.

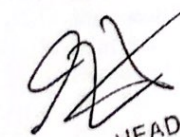
**NOTE:** Problems should be solved at the end of every chapter of all units.

#### Reference Books:

- A text book in Electrical Technology - B L Theraja - S Chand & Co.
- A text book of Electrical Technology - A K Theraja
- Performance and design of AC machines - M G Say ELBS Edn..



**CHAIRMAN**  
Board of Studies in Physics  
Osmania University, Hyd.



**HEAD**  
Department of Physics  
University College of Science  
Osmania University, Hyd.

**B.Sc. Chemistry II Year**  
**Semester III**  
**Skill Enhancement Course- II (SEC -II) (2 Credits)**  
**REMEDIAL METHODS FOR POLLUTION, DRINKING WATER AND SOIL**  
**FERTILITY STANDARDS**

**UNIT I: Remedial Methods for Pollution Prevention and control of air pollution**  
**15 h (1 hr/week)**

Ozone hole-causes and harm due to ozone depletion. The effect of CFC's in Ozone depletion and their replacements. Global Warming and Greenhouse Effect Precautions to control global warming. Deleterious effect of pollutants - Endangered Monuments- acid rain. Precautions to protect monuments. Sources of Radiation pollution - Chernobyl accident and its Consequences. Radiation effect by the usage of cell phones and protection tips. Deleterious effects of cell phone towers and health hazards.

Sources of water pollution-(i). Pollution due to pesticides and inorganic chemicals, (ii). Thermal pollution (iii). Ground water pollution (iv). Eutrophication. Methods for control of water pollution and water recycling. Dumping of plastics in rivers & oceans and their effect on aquatic life. Determination of (i) Dissolved Oxygen and (ii) Chemical Oxygen Demand in polluted water - Illustration through charts (or) demonstration of experiments. Sources of soil pollution (i). Plastic bags, (ii). Industrial and (iii). Agricultural sources. Control of soil pollution. Environmental laws in India. Environmental benefits of planting trees.

**UNIT II: Drinking Water and Soil Fertility Standards and Analysis**  
**15 h (1 hr/week)**

**Water Quality and Common Treatments for Private Drinking Water Systems:** Drinking Water Standards-Primary Drinking Water Standards : Inorganics, Organics and Volatile Organic Chemicals. Secondary Drinking Water Standards-Inorganics and Physical Problems. Water Testing, Mineral Analysis, Microbiological Tests, Pesticide and Other Organic Chemical Tests. Principle involved in Water Treatment Techniques. (i) Reverse osmosis (ii) Disinfection methods such as chlorination, ultraviolet light, ozonation etc (iii) Chemical oxidation and (iv) Ion exchange (water softeners). Visit to nearby drinking water plants and interaction at sites.

**Introduction to Soil Chemistry-** Basic Concepts. Effect of pH on nutrient availability. Macronutrients and their effect on plants -Carbon, Hydrogen, Oxygen, Nitrogen and Phosphorus other macronutrients-Calcium, Magnesium and Sulfur. Micronutrients and their effect on plants. Boron (B<sup>4</sup> O<sup>7</sup> 2-), Copper (Cu<sup>2+</sup>), Iron (Fe<sup>2+</sup>, Fe<sup>3+</sup>) Manganese (Mn<sup>2+</sup>) Molybdenum (MoO<sub>4</sub><sup>2-</sup>) Zinc (Zn<sup>2+</sup>) Cobalt (Co<sup>2+</sup>) Chlorine (Cl<sup>-</sup>) and Others. Determination of soil nitrogen by Kjeldahl method- Illustration through charts (Or) demonstration of experiment. Visit to nearby agricultural farms and interaction with farmers. Discussion with farmers on the use of Soil Analysis Kits.



## References

1. A Text book for 'Remedial methods for pollution, drinking water and soil fertility standards', First Edition, Authors: Dr Mudvath Ravi, Gopu Srinivas, Putta Venkat Reddy, Vuradi Ravi Kumar, Battini Ushaiah, ISBN No. 978-93-5311-183-0.
2. Remedial methods for pollution, drinking water and soil fertility standards, Author: Dr G. Vanjatha.
3. Remedial methods for pollution, drinking water and soil fertility standards, Telugu version, Authors: Dr N. Yogi Babu, Dr. G. Vanajatha, M. Srilatha.
4. Environmental Pollution, download.nos.org/333courseE/10.pdf
5. CFC Replacements, butane.chem.uiuc.edu/pshapley/Environmental/L21/3.html
6. Effects of Acid Rain on Buildings www.air-quality.org.uk/12.php
7. Acid Rain Effects - Buildings - Chemistry chemistry.elmhurst.edu/vchembook/196buildings.html
8. How to protect national heritage - ways to protect monuments www.youthkiawaaz.com/2011/03/how-to-protect-national-heritage/
9. Chernobyl nuclear power plant accident - NRC www.nrc.gov/reading-rm/doc-collections/fact-sheets/chernobyl-bg.pdf
10. Side-effects of harmful radiation from mobile phones and towers pib.nic.in/newsite/printrelease.aspx?relid=116304
11. Cell Phone Radiation Protection - Highly Effective Tips https://www.electricsense.com/775/how-to-protect-yourself-from-cell-phone-radiation/
12. Chemical Waste That Impact on Aquatic Life or Water Quality blog.idrenvironmental.com/chemical-waste-that-impact-on-aquatic-life-or-waterquality
13. Trees and Your Environment - Clean Air Gardening www.cleanairgardening.com/plantingtrees
14. water quality and common treatments for private drinking water . extension.uga.edu/publications/detail.html?number=b939
15. Soil chemistry https://casfs.ucsc.edu/about/publications/Teaching-Organic-Farming/PDFdownloads/2.2-soil-chemistry.pdf
16. Soil Analysis-Determination of Available Nitrogen ... - Amrita Virtual Lab vlab.amrita.edu/?sub=2&brch=294&sim=1551&cnt=1
17. Determination of dissolved oxygen (DO) www.cutn.ac.in/pdf/env%20engg%20lab%20manual.pdf
18. Determination of chemical oxygen demand of wastewater www.pharmaguideline.com > quality control > test

B.Sc. (Computer Science)

Semester -III

OperatingSystems-1

BS302

SEC-2[B]

Theory

2Hours/Week

2 credits

Unit - I

Introduction: Computer-System Architecture, Computing Environments. Operating-System Structures: Operating-System Services, User Interface for Operating-System, System Calls, Types of System Calls, Operating System Structure.

Process Management: Process Concept, Process Scheduling, Operations on Processes, Inter process Communication, Examples-Producer-Consumer Problem.

Process Synchronization: Critical-Section Problem, Peterson's Solution, Synchronization, Semaphores, Monitors.

Unit - II

CPU Scheduling: Concepts, Scheduling Criteria, Scheduling Algorithms.

Deadlocks: System Model, Deadlock Characterization, Methods for Handling Deadlocks, Deadlock Prevention, Deadlock Avoidance, Deadlock Detection, Recovery from Deadlock.

Text AbrahamSilberschatz, PeterBaerGalvin, GregGagne, *OperatingSystemConcepts(9e)*

Reference s NareshChauhan, *Principles of Operating Systems* Thomas W. Doeppner, *Operating Systems in Depth* Andrew S. Tanenbaum, *Modern Operating Systems*

William Stallings, *Operating Systems - Internals and Design Principles* Dhananjay M. Dhandhere, *Operating Systems - A Concept Based Approach*

SEC-2

**Biofertilizers and Organic Farming**

(30h)

(15h)

**UNIT - I:**

1. Manures and Biofertilizers: Types of fertilizers, manures. Manure composition. Manures for crop productivity.
2. Differences between fertilizers and biofertilizers: pH changes and water contamination.
3. Bacterial Biofertilizers: General account on the microbes used as biofertilizer.
4. Algal Biofertilizers: Associative effect of different microorganisms. *Azolla* and *Anabaena-azollae* association, nitrogen fixation, factors affecting growth, *Azolla* in rice cultivation.

(15h)

**UNIT - II:**

5. Fungal Biofertilizers: Mycorrhizal association, types of mycorrhizal association, occurrence and distribution, phosphorus nutrition, growth and yield, colonization of VAM – isolation and inoculum production of VAM, and its influence on growth and yield of crop plants.
6. Organic Farming: Green manuring and organic fertilizers, Recycling of bio-degradable municipal, agricultural and industrial wastes, Biocompost making- types, method of vermicomposting, Panchakavya. Biological pest control (neem).

**Suggested Readings**

1. Dubey R.C. 2005. A Text book of Biotechnology. S.Chand & Co. New Delhi.
2. Kumaresan V. 2005. Biotechnology. Saras Publications. New Delhi.
3. John Jothi Prakash E. 2004. Outlines of Plant Biotechnology. Emkay Publication. New Delhi.
4. Sathe T.V. 2004. Vermiculture and Organic Farming. Daya Publishers. New Delhi.
5. Subha Rao N.S. 2000. Soil Microbiology, Oxford & IBH Publishers. New Delhi.
6. Vayas S.C, Vayas S. and Modi H.A. 1998. Bio-fertilizers and organic Farming Akta Prakashan. Nadiad.

5/20/2020  
M. B. Gupta  
H. Kumar  
K. Shailgo.  
B. Kumar  
J. J. Jena

**B.Sc. ZOOLOGY SYLLABUS UNDER CBCS 2019-20**

**B.Sc. ZOOLOGY II YEAR  
SEMESTER- III  
PAPER-III (SEC - I); APICULTURE**

**Instructions:** 2hr per week  
**No. of period:** 30  
**No. of credits:** 2

**UNIT-I:**

**(15 Periods)**

- 1.1 History, classification and present status of apiculture industry in India
- 1.2 Biology of honey bees and bee economy
- 1.3 Social organization of bee colony
- 1.4 Selection of bee species for apiculture
- 1.5 Bee rearing method: artificial Bee rearing (Apiary), Bee hives

**UNIT-II:**

**(15 Periods)**

- 2.1 Products of apiculture industry and its use – honey; Bees wax; propolic
- 2.2 Methods of extraction of honey – indigenous and modern
- 2.3 Bee keeping equipment
- 2.4 Colony inspection and maintenance of the equipment
- 2.5 Bee diseases and enemies; control and preventive method

**Suggested Reading:**

1. Textbook of Applied Zoology, Telugu Academy.
2. Apiculture by Prost P.J. Oxford aro IBH, New Delhi
3. Apiculture by Bisht, ICAR publication

**B.A. (ECONOMICS) SYLLABUS**  
**Semester - III**  
**BASICS OF COMPUTER APPLICATIONS IN ECONOMICS**  
**Skill Enhancement Course (SEC)-I - Paper - I**

**Module-I: Introduction of Computers**

Definition - Evolution of Computer - Computer Generations - Micro Computers - Structure of Computer - Uses of Computer - Basic Components of Computer - Central processing Unit (CPU) Operating System – Window Operating System - Salient Features - Merits of Windows Operating System - Accessories - System tools - Scan Disk - Word Pad - Note Pad - Paint - Imagination - Windows Explorer - Ms- Word: Creating, Opening and saving files - editing and formatting text - spell and grammar check - auto correct - creation of tables and volumes.

**Module – II Data Analysis using SPSS:** Basics of Data Analysis – Data Entry in SPSS – Computing with SPSS – Preparation of Graphs with SPSS – Distribution Functions and Density Functions – Statistical Package handling and command description for SPSS – Reports, Descriptive – Statistics, Compare Means, Time Series Analysis, Correlation and Regression Models.

**References**

1. Sinha, P.K. : Computer Fundamentals, BPB Publications, New Delhi.
2. Raja Raman.V. : Fundamentals of Computers, PHI, New Delhi.
3. Kerns : Essentials of Microsoft Windows, Word and Excel, PHI.
4. Alexis Leon & Mathews Leon : Introduction to Computers with Ms-Office, TMH.
5. Asthana & Braj Bhushan : Statistics for Social Sciences (with SPSS applications), PHI.

**TELANGANA STATE**  
**B.A. (HISTORY) SYLLABUS**  
**Semester - III**  
**Historical and Cultural Tourism**  
**(SEC - Skill Enhancement Course - I)**  
**(2019-2020)**

The main objective of this course is to make student understand the relevance of Tourism as history and its relationship with culture. This course not only deals with the various aspects of tourism industry but also deals with the impact of tourism. This course also brings out the growing trends in tourism and the demand it is generating in the present times.

Module-I: Tourism – Concept and Meaning – Nature – Scope - Tourism as an Industry - Socio-Economic Impact of Tourism - History of Tourism Development in India - Promotional Strategies of Tourism - Tools of Publicity, Role of Films, Television, Press, Poster-display, Brochures, Role of Guides - Historical Tourism - Monuments, Religious and Secular - Historical Sites - Historical Events - Impact of Tourism Development on Protection and Conservation of Historical Monuments and Sites and Vice-Versa - Socio-Cultural Tourism: Fairs and Festivals of India - Performing Arts (Dance, Drama and Music) - Museums, Art - Galleries, Yoga and Health Centers - Indian Cuisine.

Module-II: Eco-Tourism - Beaches, Hill-Resorts, Surf-Riding, Ballooning, Rafting, Gliding - Wild-life Sanctuaries - National Parks, Safaris, Mountaineering –Trekking – Skiing - Sports Tourism - Tourism in Telangana – Tourist Places - Tourism Handicrafts: Textiles – Metal Work, Stone and Wood Carvings, Furniture, Jewellery, Toys, Musical Instruments – Terracotta - Display and Sale of Handicrafts - Shops at Heritage Centers – Organizing Exhibitions – Duty Free Shops.

**Recommended Books:**

- Dallen, J. Timothy, *Cultural Heritage and Tourism: An Introduction (Aspects of Tourism Texts)*, Channel View Publications, 2011.
- INTACH, *Heritage and Development: Recent Perspectives*, Aryan Books International, 2012.
- K.R. Gupta, *Concise Encyclopedia of India: (Places of Historical and Tourist Interest)*, 2010.
- Melanie, K. Smith, *Issues in Cultural Tourism Studies*, Psychology Press, 2003.
- P.N. Girija Prasad, *Eco-Tourism and Its Development*, Adhyayan Publishers, 2012.
- S.P. Gupta & Lal Krishna (eds.), *Cultural Tourism in India: Museums, Monuments and Arts*, 2003.
- V.K. Singh, *Historical and Cultural Tourism in India*, Aadi Publications, 2008.
- Vaibhav Chauhan, *Heritage Tourism: Territory Unexplored*.
- Vanaja Uday, *Cultural Tourism and Performing Arts of Andhra Pradesh: Prospects and Perspectives*, Research India Press, 2012.
- A.K. Bhatia, *Tourism Development – Principles & Practices*, Sterling Publishers, 2016.
- Sampad Kumar, Swain & Jitendra Mohan Mishra, *Principles and Practices in Tourism*, OUP, 2011.
- Indira, *Tourism in Andhra Pradesh: Growth and Developments, 1956-2007*, Research India Press, New Delhi, 2014.
- D. Satyanarayana, *Kotha Paryataka Sthalalu (Telugu)*.

## Paper SEC1 (a): PRINCIPLES OF INSURANCE

*Objective: To make students to learn the Principles of Insurance.*

### UNIT I: RISK MANAGEMENT AND INSURANCE & INSURANCE TERMINOLOGY:

Risk Management – Types of Risks – Actual and Consequential Losses – Management of Risks – Different Classes of Insurance – Importance of Insurance – Management of Risk by Individuals and Insurers – Fixing of Premiums – Reinsurance– Role of Insurance in Economic Development and Social Security – Constituents of Insurance Market – Operations of Insurance Companies – Operations of Intermediaries – Specialist Insurance Companies – Role of Regulators – Common and specific terms in Life and Non Life Insurance - Understanding Insurance Customers – Customer Behavior at Purchase Point – Customer Behavior when Claim Occurs – Importance of Ethical Behavior.

### UNIT II: INSURANCE CONTRACT AND INSURANCE PRODUCTS:

Insurance Contract Terms – Principles of Insurance: Principle of Insurable Interest, Principle of Indemnity, Principle of Subrogation, Principle of Contribution, Relevant Information Disclosure, Principle of utmost Good Faith, Relevance of Proximate Cause - Life Insurance Products: Risk of Dying Early – Risk of Living too Long – Products offered – Term Plans – Pure Endowment Plans – Combinations of Plans – Traditional Products – Linked Policies – Features of Annuities and Group Policies - General Insurance Products: Risks faced by Owner of Assets – Exposure to Perils – Features of Products Covering Fire and Allied Perils – Products covering Marine and Transit Risks – Products covering Financial Losses due to Accidents – Products covering Financial Losses due to Hospitalization – Products Covering Miscellaneous Risks.

### SUGGESTED READINGS:

1. Principles of Insurance : A Publication of the Insurance Institute of India
2. Principles of Insurance : Telugu Academy, Hyderabad
3. Guide to Risk Management : SagarSanyal
4. Principles of Insurance : Dr V Padmavathi, Dr V Jayalakshmi - PBP
5. Insurance and Risk Management : P.K. Gupta
6. Insurance Theory and Practice : Tripathi PHI
7. Principles of Insurance Management: Neelam C Gulati, Excel Books
8. Life and Health Insurance : Black, JR KENNETH & Harold Skipper, Pearson
9. Principles of Risk Management and Insurance: George E Rejda (13<sup>th</sup> Edition)
10. Risk Management and Insurance : Trieschman ,Gustavson and Hoyt . South Western College Publishing, Cincinnati, Ohio

### Suggested Websites:

- 1) [www.irda.gov.in](http://www.irda.gov.in) 2) [www.policyholder.gov.in](http://www.policyholder.gov.in) 3) [www.irdaindia.org.in](http://www.irdaindia.org.in)

**Paper SEC2 (a): PRACTICE OF LIFE INSURANCE**

*Objectives: To make students to learn Practice of Life Insurance.*

**UNIT-I: INTRODUCTION TO LIFE INSURANCE AND TYPES OF LIFE INSURANCE POLICIES AND PREMIUM CALCULATION:** Meaning evolution, growth and principles of Life Insurance –Life Insurance Organizations in India – Competition and Regulation of Life Insurance - Types of Life Insurance Policies – Term, Whole Life, Endowment, Unit Linked and with or without Profit Policies – Customer Evaluation – Policy Evaluation – Group and Pension Insurance Policies – Special features of Group Insurance/Super Annuation Schemes – Group Gratuity Schemes. Computation of Premiums - Meaning of Premium, its calculation- Rebates – Mode of Rebates – Large sum assured Rebates – Premium Loading – Rider Premiums – Computation of Benefits – Surrender value – Paid up value.

**UNIT-II: SETTLEMENT OF CLAIMS RISK & UNDERWRITINGS AND FINANCIAL PLANNING & TAX SAVING:** Settlement of claims: Intimation Procedure, documents and settlement procedures - Underwriting: The need for underwriting – Guiding principles of Underwriting – Factors affecting Insurability – Methods of Life Classification – Laws affecting Underwriting - Financial Planning and taxation: Savings – Insurance vis-à-vis- Investment in the Units Mutual Funds, Capital Markets – Life Insurance in Individual Financial Planning – Implications in IT treatment.

**SUGGESTED READINGS:**

1. Practice of Life Insurance: Insurance Institute of India, Mumbai.
2. Insurance and Risk Management: P.K.Gupta, Himalaya Publishing House, Mumbai.
3. Fundamentals of Life Insurance Theories and Applications: Kanika Mishra, Prentice Hall
4. Principles of Life Insurance – Dr. V. Padmavathi, Dr. V. Jayalakshmi - PBP
5. Managing Life Insurance: Kutty, S.K., Prentice Hall of India: New Delhi
6. Life and Health Insurance: Black, Jr. Kenneth and Harold Skipper Jr., Prentice Hall, Inc., England.
7. Life Insurance: Principles and Practice: K.C. Mishra and C.S. Kumar, Cengage Learning, New Delhi.
8. Life Insurance in India: Sadhak, Respose Books, New Delhi.



**Paper SEC1 (b): FOUNDATION OF DIGITAL MARKETING**

*Objective: To make students to learn Foundation of digital marketing.*

**UNIT I: DIGITAL MARKETING FOUNDATIONS:**

Digital Marketing Strategy – Exploring Digital Marketing – Starting with the Website – Foundations of Analytics – Search Engine Optimization – Search and Display Marketing – Social Media Marketing – Video Marketing.

**UNIT II: OPTIMIZING MARKETING EMAILS, MOBILE MARKETING FOUNDATIONS AND CONTENT MARKETING FOUNDATIONS:**

Email marketing tools and setup – Email marketing segmentation, personalization and mobile friendly design – Content marketing foundations – Blogs for content marketing – Content marketing for staying relevant – Newsletters for content marketing – Mobile marketing foundations.

**SUGGESTED READINGS:**

1. The Art of Digital Marketing: The Definitive Guide to Creating Strategic, Targeted, and Measurable Online Campaigns by Ian Dodson, Wiley
2. Fundamentals of Digital Marketing by Puneet Singh Bhatia, Pearson
3. Foundations of Digital Marketing: Dr. K.V. Nagaraj.KUsha Rani - PBP
4. Digital Marketing by Vandana Ahuja, Oxford
5. Digital Marketing by Seema Gupta, McGraw Hill
6. Digital Marketing For Dummies by Ryan Deiss and Russ Hemeberly

## BB502: BASIC QUALITY MANAGEMENT - 502

No. of credits: 2

GE-1

### COURSE OBJECTIVE :

Quality is the most significant characteristic of product or service in today's world. This course introduces traditional and modern quality perspectives.

### UNIT – I : INTRODUCTION :

The concept of Quality. Quality Dimensions. Product and Service Quality. Inspection, Statistical Quality Control, Quality Assurance and Total Quality Management. Conventional Quality Management versus Total Quality Management. Evolution of TQM. Historical perspectives of TQM – Deming, Juran, Crosby and Taguchi's Contributions. Customer and supplier focus in TQM. Benefits and Costs of TQM.

### UNIT – II : TOOLS AND TECHNIQUES OF TQM :

Statistical Tools - Check Sheets, Histograms, Scatter Diagrams, Pareto's Chart, Regression Analysis & Control Charts. Cause and Effect Diagrams, The Five Why's, Five S's, Kaizen, JIT, Quality Circles, Gantt Chart and Balanced Score Card. Dimensions of Service Quality. An overview of TQM in Service Organisations.

### SUGGESTED BOOKS :

1. Sunil Sharma, "Total Engineering Quality Management", 2003, Macmillan India Ltd.
2. Ron Basu, "Implementing Quality: A Practical Guide to Tools and Techniques", 2016, THOMPSON.
3. Kanishka Bedi, "Quality Management", Oxford University Press.
4. Mujkherjee, PN, "Total Quality Management", 2007, PHI.
5. R. P. Mohanty & R. R. Lakhe, "TQM in the Service Sector", Jaico Books. 2016

## Course 3: Leadership and Management Skills

### Context with Justification :

Leaders are foundations of the society, who face and win against adversities and odds of life. Through their words and deeds, they show path to others and transform into inspirational role models, affecting social life vividly. In the current times of cut-throat competitions, disbelief in values, techno-centric complex lifestyles, there is a dire need to emphasise the 'human' agency in community living. This can be done by cultivating and nurturing the innate leadership skills of the youth so that they may transform these challenges into opportunities and become torch bearers of the future by developing creative solutions.

### Objectives :

The Module is designed to:

- Help students to develop essential skills to influence and motivate others
- Inculcate emotional and social intelligence and integrative thinking for effective leadership
- Create and maintain an effective and motivated team to work for the society
- Nurture a creative and entrepreneurial mindset
- Make students understand the personal values and apply ethical principles in professional and social contexts.

### Expected Outcomes :

Upon completion of the course students will be able to:

1. Examine various leadership models and understand/assess their skills, strengths and abilities that affect their own leadership style and can create their leadership vision
2. Learn and demonstrate a set of practical skills such as time management, self management, handling conflicts, team leadership, etc.
3. Understand the basics of entrepreneurship and develop business plans
4. Apply the design thinking approach for leadership
5. Appreciate the importance of ethics and moral values for making of a balanced personality.

**Credit: 02**

**Duration: 30 Hours**

**Number & Titles of Modules:**

<b>Module 1</b>	<b>Leadership Skills</b>	<b>6 Hours</b>
<b>Module 2</b>	<b>Managerial Skills</b>	<b>6 Hours</b>
<b>Module 3</b>	<b>Entrepreneurial Skills</b>	<b>6 Hours</b>
<b>Module 4</b>	<b>Innovative Leadership and Design Thinking</b>	<b>6 Hours</b>
<b>Module 5</b>	<b>Ethics and Integrity</b>	<b>6 Hours</b>

## Module Outline :

### Module 1- Leadership Skills

6 Hours

- a. **Understanding Leadership and its Importance**
  - What is leadership?
  - Why Leadership required?
  - Whom do you consider as an ideal leader?
- b. **Traits and Models of Leadership**
  - Are leaders born or made?
  - Key characteristics of an effective leader
  - Leadership styles
  - Perspectives of different leaders
- c. **Basic Leadership Skills**
  - Motivation
  - Team work
  - Negotiation
  - Networking

### Module 2 - Managerial Skills

6 Hours

- a. **Basic Managerial Skills**
  - Planning for effective management
  - How to organise teams?
  - Recruiting and retaining talent
  - Delegation of tasks
  - Learn to coordinate
  - Conflict management
- b. **Self Management Skills**
  - Understanding self concept
  - Developing self-awareness
  - Self-examination
  - Self-regulation

### Module 3 - Entrepreneurial Skills

6 Hours

- a. **Basics of Entrepreneurship**
  - Meaning of entrepreneurship
  - Classification and types of entrepreneurship
  - Traits and competencies of entrepreneur
- b. **Creating Business Plan**
  - Problem identification and idea generation
  - Idea validation
  - Pitch making

### Module 4 - Innovative Leadership and Design Thinking

6 Hours

- a. **Innovative Leadership**
  - Concept of emotional and social intelligence

- Synthesis of human and artificial intelligence
- Why does culture matter for today's global leaders

#### b. Design Thinking

- What is design thinking?
- Key elements of design thinking:
  - Discovery
  - Interpretation
  - Ideation
  - Experimentation
  - Evolution.
- How to transform challenges into opportunities?
- How to develop human-centric solutions for creating social good?

6 Hours

### Module 5- Ethics and Integrity

#### a. Learning through Biographies

- What makes an individual great?
- Understanding the persona of a leader for deriving holistic inspiration
- Drawing insights for leadership
- How leaders sail through difficult situations?

#### b. Ethics and Conduct

- Importance of ethics
- Ethical decision making
- Personal and professional moral codes of conduct
- Creating a harmonious life

**Pedagogy** : Pedagogy for the modules is as follows:

1. Leadership Skills - Lectures (augmented with videos); role-plays for leadership models; team building games
2. Managerial Skills - Lectures (augmented with videos), case studies (AMUL, TESLA, Toyota, DMRC, Tata Group, Google, The Mumbai Dabbawala), SWOT analysis, Johari window
3. Entrepreneurial Skills - Lectures (augmented with videos), case studies and practicing business plans
4. Innovative Leadership and Design Thinking- Concept discussion through lecture and videos followed by role-plays and exercises for each set of intelligence, activities using 5 steps – discovery, interpretation, ideation, experimentation, and evolution (Ref.: Workbook of Design Thinking by IDEO)
5. Ethics and Integrity- Experiential learning through stories suggested list (Ahilya Bai, Holkar, Abdul Kalam, Raja Harishchandra, Mahatma Gandhi, Abraham Lincoln), audio visual augmented role plays and storytelling (leaders from varied fields like academics, corporate, social, sports, art, etc.)

**Assessment :** It can be combination of written evaluation and presentations, including simulations, case studies and business plan.

### Bibliography and Suggested Readings :

#### Books

- Ashokan, M. S. (2015). *Karmayogi: A Biography of E. Sreedharan*. Penguin, UK.
- Brown, T. (2012). *Change by Design*. Harper Business
- Elkington, J., & Hartigan, P. (2008). *The Power of Unreasonable People: How Social Entrepreneurs Create Markets that Change the World*. Harvard Business Press.
- Goleman D. (1995). *Emotional Intelligence*. Bloomsbury Publishing India Private Limited
- Kalam A. A. (2003). *Ignited Minds: Unleashing the Power within India*. Penguin Books India
- Kelly T., Kelly D. (2014). *Creative Confidence: Unleashing the Creative Potential Within Us All*. William Collins
- Kurien V., & Salve G. (2012). *I Too Had a Dream*. Roli Books Private Limited
- Livermore D. A. (2010). *Leading with cultural intelligence: The New Secret to Success*. New York: American Management Association
- McCormack M. H. (1986). *What They Don't Teach You at Harvard Business School: Notes From A Street-Smart Executive*. RHUS
- O'Toole J. (2019) *The Enlightened Capitalists: Cautionary Tales of Business Pioneers Who Tried to Do Well by Doing Good*. Harpercollins
- Sinek S. (2009). *Start with Why: How Great Leaders Inspire Everyone to Take Action*. Penguin
- Sternberg R. J., Sternberg R. J., & Baltes P. B. (Eds.). (2004). *International Handbook of Intelligence*. Cambridge University Press.

#### E-Resources

- Fries, K. (2019). 8 Essential Qualities That Define Great Leadership. *Forbes*. Retrieved 2019-02-15 from <https://www.forbes.com/sites/kimberlyfries/2018/02/08/8-essential-qualities-that-define-great-leadership/#452ecc963b63>.
- How to Build Your Creative Confidence, Ted Talk by David Kelly - [https://www.ted.com/talks/david\\_kelley\\_how\\_to\\_build\\_your\\_creative\\_confidence](https://www.ted.com/talks/david_kelley_how_to_build_your_creative_confidence)
- India's Hidden Hot Beds of Invention Ted Talk by Anil Gupta - [https://www.ted.com/talks/anil\\_gupta\\_india\\_s\\_hidden\\_hotbeds\\_of\\_invention](https://www.ted.com/talks/anil_gupta_india_s_hidden_hotbeds_of_invention)
- Knowledge@Wharton Interviews Former Indian President APJ Abdul Kalam - "A Leader Should Know How to Manage Failure" <https://www.youtube.com/watch?v=laGZaS4sdeU>
- Martin, R. (2007). How Successful Leaders Think. *Harvard Business Review*, 85(6): 60.
- NPTEL Course on Leadership - <https://nptel.ac.in/courses/122105021/9>

## Course 4: Universal Human Values

### Context with Justification :

Human civilisation is known for the values that it cherishes and practices. Across various times and places, sages, saints and seers, drawing on their experience, developed practices that placed central importance on values, though the names used by them differed, as their languages varied but the spirit was same. Universal human values are values that human beings cherish and hold in common consciously and otherwise in most of the places and times and practice them.

Renunciation is the foundational value. Renunciation or greedlessness has two preconditions: love for all living beings and absence of selfishness. Renunciation is not self-directed but other-directed and is for life in all forms and shapes, for welfare of all. Renunciation begins when selfishness ends. Renunciation to run away from the problems of life is cowardice. Renunciation without action means parasitic life. Also, service can be practised only when renunciation with action begins. Unegoistical service is inconceivable without renunciation; and true service is possible only through love and compassion. Life and death are eternal truths, so is the truth as fact and truth as value. Truth exists between the two ends of life and death and is to be pursued.

**Truth, Love, Peace, Non-Violence and Righteous Conduct** are the Universal Human Values. Renunciation (sacrifice), Compassion and Service are also commonly acceptable human values, which at the operation level have been named differently as sincerity, honesty, righteousness, humility, gratitude, aspiration, prosperity, non-violence, trust, faith, forgiveness, mercy, peace and so on. These are needed for well-being of an individual, society and humanity and ultimately Peace in the world.

This course aims at making learners conscious about universal human values in an integral manner, without ignoring other aspects that are needed for learner's personality development.

### Objectives :

The present course deals with meaning, purpose, and relevance of universal human values and how to inculcate and practice them consciously to be a good human being and realise one's potentials.

### Learning outcomes :

By the end of the course the learners will be able to:

1. Know about universal human values and understand the importance of values in individual, social circles, career path, and national life.
2. Learn from case studies of lives of great and successful people who followed and practised human values and achieved self-actualisation.
3. Become conscious practitioners of human values.
4. Realise their potential as human beings and conduct themselves properly in the ways of the world.

**Credit: 02**

**Duration: 30 Hours**

**Number & Titles of Modules:**

**Module 1: Love & Compassion**

**5 Hours**

**Module 2: Truth**

**5 Hours**

28

<b>Module 3: Non-Violence</b>	<b>5 Hours</b>
<b>Module 4: Righteousness</b>	<b>5 Hours</b>
<b>Module 5: Peace</b>	<b>4 Hours</b>
<b>Module 6: Service</b>	<b>3 Hours</b>
<b>Module 7: Renunciation (Sacrifice)</b>	<b>3 Hours</b>

### Module Outline :

<b>Module 1: Love &amp; Compassion</b>	<b>5 Hours</b>
<ul style="list-style-type: none"> <li>• Introduction: What is love? Forms of love—for self, parents, family, friend, spouse, community, nation, humanity and other beings, both for living and non-living</li> <li>• Love and compassion and inter-relatedness</li> <li>• Love, compassion, empathy, sympathy and non-violence</li> <li>• Individuals who are remembered in history for practicing compassion and love.</li> <li>• Narratives and anecdotes from history, literature including local folklore</li> <li>• Practicing love and compassion: What will learners learn gain if they practice love and compassion? What will learners lose if they don't practice love and compassion?</li> <li>• Sharing learner's individual and/or group experience(s)</li> <li>• Simulated Situations</li> <li>• Case studies</li> </ul>	
<b>Module 2: Truth</b>	<b>5 Hours</b>
<ul style="list-style-type: none"> <li>• Introduction: What is truth? Universal truth, truth as value, truth as fact (veracity, sincerity, honesty among others)</li> <li>• Individuals who are remembered in history for practicing this value</li> <li>• Narratives and anecdotes from history, literature including local folklore</li> <li>• Practicing Truth: What will learners learn/gain if they practice truth? What will learners lose if they don't practice it?</li> <li>• Learners' individual and/or group experience(s)</li> <li>• Simulated situations</li> <li>• Case studies</li> </ul>	
<b>Module 3: Non-Violence</b>	<b>5 Hours</b>
<ul style="list-style-type: none"> <li>• Introduction: What is non-violence? Its need. Love, compassion, empathy sympathy for others as pre-requisites for non-violence</li> <li>• Ahimsa as non-violence and non-killing</li> <li>• Individuals and organisations that are known for their commitment to non-violence</li> <li>• Narratives and anecdotes about non-violence from history, and literature including local folklore</li> <li>• Practicing non-violence: What will learners learn/gain if they practice non-violence? What will learners lose if they don't practice it?</li> <li>• Sharing learner's individual and/or group experience(s) about non-violence</li> <li>• Simulated situations</li> <li>• Case studies</li> </ul>	



**Module 4: Righteousness****5 Hours**

- Introduction: What is righteousness?
- Righteousness and *dharma*, Righteousness and Propriety
- Individuals who are remembered in history for practicing righteousness
- Narratives and anecdotes from history, literature including local folklore
- Practicing righteousness: What will learners learn/gain if they practice righteousness? What will learners lose if they don't practice it?
- Sharing learners' individual and/or group experience(s)
- Simulated situations
- Case studies

**Module 5: Peace****4 hours**

- Introduction: What is peace? Its need, relation with harmony and balance
- Individuals and organisations that are known for their commitment to peace
- Narratives and Anecdotes about peace from history, and literature including local folklore
- Practicing peace: What will learners learn/gain if they practice peace? What will learners lose if they don't practice it?
- Sharing learner's individual and/or group experience(s) about peace
- Simulated situations
- Case studies

**Module 5: Service****3 Hours**

- Introduction: What is service? Forms of service, for self, parents, family, friend, spouse, community, nation, humanity and other beings—living and non-living, persons in distress or disaster.
- Individuals who are remembered in history for practicing this value.
- Narratives and anecdotes dealing with instances of service from history, literature including local folklore
- Practicing service: What will learners learn/gain gain if they practice service? What will learners lose if they don't practice it?
- Sharing learners' individual and/or group experience(s) regarding service
- Simulated situations
- Case studies

**Module 6: Renunciation (Sacrifice)****3 Hours**

- Introduction: What is renunciation? Renunciation and sacrifice. Self-restrain and Ways of overcoming greed. Renunciation with action as true renunciation
- Individuals who are remembered in history for practicing this value.
- Narratives and anecdotes from history and literature, including local folklore about individuals who are remembered for their sacrifice and renunciation.
- Practicing renunciation and sacrifice: What will learners learn/gain if they practice Renunciation and sacrifice? What will learners lose if they don't practice it?
- Sharing learners' individual and/or group experience(s)
- Simulated situations
- Case studies

## ADDITIONAL PRACTICAL MODULES or OPERATIVE ELECTIVES:

**NOTE:** The faculty/institution may choose any/some of the following modules keeping in mind the level and specific needs of learners.

### Module Outline :

#### MODULE A - Integral Human Well-Being

**5 Hours**

Importance of well-being, inter-relatedness of different kinds of well-being and definition of well-being (state of being comfortable, healthy, happy and equanimity)

#### Well-being and its Kinds

- (i) Physical (physical strength and endurance)
- (ii) Emotional (ability to respond to emotions and control them)
- (iii) Aesthetic (faculty to see and appreciate beauty in all beings)
- (iv) Intellectual (rational, logical well-being)
- (v) Relational well-being (obligation to self, parents, family society, nation humanity and other beings in the universe; living with others with their acceptance)
- (vi) Moral (difference between good and evil and practicing goodness; righteousness)
- (vii) Spiritual (thinking beyond self and journey from senses to spiritual level)

Establish and recognise various states of well-being, embedded in different creatures, but consciously understood by humans

Identify the most pronounced emotions in the individual through given activities

Anecdotes/video/activity to help identify different well-beings

Discussion of related values to well-beings: Aesthetics, ethics, gratitude, forgiveness, and spiritual health i.e., thinking beyond senses and self and for the welfare of others

Importance and practice of well-being through case study/ activity

Ways to attain different kinds of well-being

Activities

#### MODULE B - Yoga & Pranayama

**5 Hours**

Importance of Yoga and Pranayama

- Yoga and pranayama for integral well-being and balance in life
- Yoga & Pranayama: Introduction
- Mind - Body – Intellect
- Difference between Yoga and Pranayama and their inter-relatedness.

- Basic Yogasans and pranayamas for students:
  - a. Every morning
  - b. Before bedtime
  - c. Before a presentation
  - d. Before examination
  - e. To fight stomach cramps
  - f. To fight stress
- Healthy diet
- Healthy mind
- Recommended routine for yoga and pranayama

### MODULE C - Gratitude

#### Outlines:

1. Gratitude, a great embellishment to a person's mental quality
2. Duty versus Rights
  - a. What is duty?
  - b. What is right?
3. Wonderment and simplicity
4. Gratitude to one's family
5. Gratitude to one's teachers
6. Gratitude to one's society
7. Gratitude to one's nation
8. Gratitude to the universe
9. Count your blessings (activity)
10. Live in an attitude of gratitude

#### Pedagogy :

Learning is a challenging, engaging, and enjoyable activity. Learners should be encouraged to engage in a rigorous process of learning and self-discovery by adopting a highly focused approach to education versus rote learning. In teaching and learning pedagogy of universal human values, there should be a shift from domain or conclusions-based approach to the experiential or process/es based approach.

The faculty should promote learning of values on a proportionate scale of 20:30:50 principle, where lectures constitute 20 percent of the delivery (Hear); visuals 30 percent of the learning methods (See); and experience 50 percent (Do). This ratio is subject to change as per the needs. In order to achieve its objective of focused-based learning and holistic development the faculty/facilitators should use a variety of knowledge delivery methods: interactive lecture so that students

## SEMESTER-IV

### 1.11 Number Theory

(w.e.f. academic year 2020-21)

#### SEC-III

Theory: 2 credits  
Theory: 2 hours /week

**Objective:** Students will be exposed to some of the jewels like Fermat's theorem, Euler's theorem in the number theory.

**Outcome:** Student uses the knowledge acquired solving some divisor problems.

#### Unit- I

The Goldbach conjecture - Basic properties of congruences- Binary and Decimal Representation of Integers - Number Theoretic Functions; The Sum and Number of divisors- The Mobius Inversion Formula- The Greatest integer function.

#### Unit- II

Euler's generalization of Fermat's Theorem: Euler's Phi function- Euler's theorem Some Properties of the Euler's Phi function.

#### Text:

- David M Burton, *Elementary Number Theory (7e)*

#### References:

- Thomas Koshy, *Elementary Number Theory and its Applications*
- Kenneth H Rosen, *Elementary Number Theory*

phys 308

Skill Enhancement course III

BASIC INSTRUMENTATION

(Credits: 02)

30 hours

Unit I (15 hours)

Basics of Measurement: Instruments accuracy, precision, sensitivity, resolution range etc. Errors in measurements and loading effects. Multimeter: Principles of measurement of dc voltage and dc current, ac voltage, ac current and resistance. Specifications of a multimeter and their significance)

Electronic Voltmeter: Advantage over conventional multimeter for voltage measurement with respect to input impedance and sensitivity. Principles of voltage, measurement (block diagram only). Specifications of an electronic Voltmeter/ Multimeter and their significance. AC millivoltmeter: Type of AC millivoltmeters: Amplifier- rectifier, and rectifier- amplifier. Block diagram ac millivoltmeter, specifications and their significance

Cathode Ray Oscilloscope: Block diagram of basic CRO. Construction of CRT, Electron gun, electrostatic focusing and acceleration (Explanation only- no mathematical treatment), brief discussion on screen phosphor, visual persistence & chemical composition. Time base operation, synchronization. Front panel controls. Specifications of a CRO and their significance.

Use of CRO for the measurement of voltage (dc and ac frequency, time period. Special features of dual trace, introduction to digital oscilloscope, probes. Digital storage Oscilloscope: Block diagram and principle of working.

Unit II (15 hours)

Signal Generators and Analysis Instruments: Block diagram, explanation and specifications of low frequency signal generators. pulse generator, and function generator. Brief idea for testing, specifications. Distortion factor meter, wave analysis.

Impedance Bridges & Q-Meters: Block diagram of bridge. working principles of basic (balancing type) RLC bridge. Specifications of RLC bridge. Block diagram & working principles of a Q- Meter. Digital LCR bridges.


Digital Instruments: Principle and working of digital meters. Comparison of analog & digital instruments. Characteristics of a digital meter. Working principles of digital voltmeter.

Digital Multimeter: Block diagram and working of a digital multimeter. Working principle of time interval, frequency and period measurement using universal counter/ frequency counter, time- base stability, accuracy and resolution.

NOTE: Problems should be solved at the end of every chapter of all units.

Reference Books:

- A text book in Electrical Technology - B L Theraja - S Chand and Co.
- Performance and design of AC machines - M G Say ELBS Edn.
- Digital Circuits and systems, Venugopal, 2011, Tata McGraw Hill.
- Logic circuit design, Shimon P. Vingron, 2012, Springer.
- Digital Electronics, Subrata Ghoshal, 2012, Cengage Learning.
- Electronic Devices and circuits, S. Salivahanan & N. S.Kumar, 3rd Ed., 2012, Tata Mc-Graw Hill
- Electronic circuits: Handbook of design and applications, U.Tietze, Ch.Schenk, 2008, Springer
- Electronic Devices, 7/e Thomas L. Floyd, 2008, Pearson India

  
**HEAD**  
 Department of Physics  
 University College of Science  
 Osmania University, Hyd.

  
**CHAIRMAN**  
 Board of Studies in Physics  
 Osmania University, Hyd.

**B.Sc. Chemistry II Year Semester IV**  
**Skill Enhancement Course- IV (SEC - IV) (2 Credits)**  
**Chemistry of Cosmetics and Food Processing**

**Unit-I: Chemistry of Cosmetics and Perfumes**

A general study including preparation and uses of the following: Hair dye, hair spray, shampoo, sunscreen lotions, lipsticks, talcum powder, nail enamel, creams (cold, vanishing and shaving creams), antiperspirants and artificial flavours. Essential oils and their importance in cosmetic industries with reference to eugenol, geraniol, sandalwood oil, eucalyptus, 2-phenyl ethyl alcohol. Demonstration experiments or illustration of experimental procedures through charts for the preparation of talcum powder, shampoo and vanishing cream. Analysis of deodorants and antiperspirant - Aluminum, Zinc, Boric acid, Chloride and Sulphide.

**Unit-II: Food Processing and Food Adulteration**

Food processing: Introduction, methods for food processing, additives and preservatives. Food processing- impact on nutrition, analysis of calcium in milk by complexometric titration, spectrophotometric analysis of iron in foods, Spectrophotometric identification and determination of caffeine and benzoic acid in soft drinks. Field Work -Visit to Food Industries. Food adulteration: Adulterants in some common food items and their identification: Pulses, chilli powder, turmeric powder, milk, honey, spices, food grains and wheat flour, coffee powder, tea leaves, vegetable oil, ghee, ice creams, tomato sauce. Field Work-Collection of adulterated food samples, demonstration of a minimum of five experiments for testing adulterants in food items.

**References**

1. E. Stocchi: Industrial Chemistry, Vol -I, Ellis Horwood Ltd. UK.
2. P.C. Jain, M. Jain: Engineering Chemistry, Dhanpat Rai & Sons, Delhi
3. Sharma, B.K. & Gaur, H. Industrial Chemistry, Goel Publishing House, Meerut (1996).
4. Rameen Devi, Food Processing and Impact on Nutrition, Sc J Agric Vet Sci., AugSep 2015; 2(4A):304-311.
5. W.A. Poucher, Perfumes, Cosmetics and Soaps (1993).
6. Srilakshmi, Food Science. Edition: 3rd (2004). 7. Lillian Hoagland Meyer, Food chemistry (2008).
8. Handbook of Analysis and Quality Control for Fruit and Vegetable Products, S. Ranganna, Tata McGraw-Hill Education, 1986 – Food.
9. Fundamental concepts of applied chemistry J.C Ghosh, S. Chand and Co, Ltd, New Delhi.
10. Applied Chemistry K .Bhagavathi Sundhar, MJP publishers.

B.Sc. (Computer Science)

Semester -IV

Operating Systems-2

BS402

SEC-4

Theory

2Hours/Week

2credits

**Unit - I**

Main Memory: Introduction, Swapping, Contiguous Memory Allocation, Segmentation, Paging.  
Virtual Memory: Introduction, Demand Paging, Page Replacement, Allocation of Frames, Thrashing.  
Mass-Storage Structure: Overview, Disk Scheduling, RAID Structure.  
File Systems: File Concept, Access Methods, Directory and Disk Structure, File-System Mounting, Protection.

**Unit - II**

File System Implementation, Directory Implementation, Allocation Methods, Free-Space Management.

Recovery, Network File System.

Protection and Security: Goals of Protection, Principles of Protection, Domain of Protection,

Access Matrix, Access Control, Revocation of Access Rights, The Security Problem, Program Threats, System and Network Threats, Cryptography as a Security Tool, User Authentication, Implementing Security Defenses, Firewalling to Protect Systems and Networks, Computer-Security Classifications. Case Study: Windows 7 and Linux System.

**Text**

AbrahamSilberschatz, PeterBaerGalvin, GregGagne, *OperatingSystem Concepts(9e)*

**Reference s**

Naresh Chauhan, *Principles of Operating Systems*  
Thomas W. Doeppner, *Operating Systems in Depth*  
Andrew S. Tanenbaum, *Modern Operating Systems*  
William Stallings, *Operating Systems - Internals and Design Principles*  
Dhananjay M. Dhandhere, *Operating Systems - A Concept Based Approach*

B.Sc. BOTANY  
II Year: Semester-IV  
Skill Enhancement Course

SEC-4

(Credits 2)

Mushroom Culture Technology

Lectures: 30

UNIT-I  
(15h)

1. Introduction & history. Medicinal value of edible mushrooms; Poisonous mushrooms. Types of edible mushrooms available in India - *Volvariella volvacea*, *Pleurotus citrinopileatus*, *Agaricus bisporus*.
2. Cultivation Technology: Infrastructure; substrates (locally available) Polythene bag, vessels, Inoculation hook, inoculation loop, low cost stove, sieves, culture rack, mushroom unit (Thatched house) water sprayer, tray, small polythene bag.
3. Pure culture: Medium, sterilization, preparation of spawn, multiplication. Mushroom bed preparation - paddy straw, sugarcane trash, maize straw, banana leaves.
4. Factors affecting the mushroom bed preparation - Low cost technology, Composting technology in mushroom production.

UNIT-II  
(15h)

5. Storage: Short-term storage (Refrigeration - upto 24 hours) Long term Storage (canning, pickles, papads), drying, storage in salt solutions.
6. Nutritional value of Mushrooms: Proteins - amino acids, mineral elements nutrition - Carbohydrates, Crude fibre content - Vitamins.
7. Food Preparation: Types of foods prepared from mushroom. Research Centres - National level and Regional level. Cost benefit ratio - Marketing in India and abroad, Export Value.

Suggested Readings

1. Marimuthu, T. Krishnamoorthy, A.S. Sivaprakasam, K. and Jayarajan. R (1991) Oyster Mushrooms, Department of Plant Pathology, Tamil Nadu Agricultural University, Coimbatore.
2. Swaminathan, M. (1990) Food and Nutrition. Bappco, The Bangalore Printing and Publishing Co. Ltd., No. 88, Mysore Road, Bangalore - 560018.
3. Tewari, Pankaj Kapoor, S.C., (1988). Mushroom cultivation, Mittal Publications, Delhi.
4. Nita Bahl (1984-1988) Hand book of Mushrooms, II Edition, Vol. I & Vol. II.

Subhama  
K. Shaila  
M. G. B  
B. G. B  
\*\*\*  
revised



B.Sc. ZOOLOGY SYLLABUS UNDER CBCS 2019-20

B.Sc. ZOOLOGY II YEAR  
SEMESTER- IV  
PAPER-IV(SEC-3): VERMICULTURE

Instructions: 2hr per week

No. of period: 30

No. of credits: 2

**UNIT-I:** (15 Periods)

- 1.1 Scope of vermi technology- Vermiculture and vermi composting – difference between vermiculture and vermi composting –
- 1.2 Earthworm diversity – Ecological groups of earthworms, biology of composting earthworms – *Eoisena foetida*, *Eudrilus lugeniae*.
- 1.3 Soil – Physical, chemical and biological features
- 1.4 Organic waste sources – problems in traditional composting, vermi composting
- 1.5 Types small and large scale pit method, heap method.

**UNIT-II:** (15 Periods)

- 2.1. Vermiculture techniques – vermi culture process – site selection - Selection and collection of species mono and poly culture
- 2.2. Essential parameters for vermi culture – bedding. Methods of harvesting worms general manual methods, self harvesting method, mechanical method
- 2.3. Nutritive value of vermi compost, storing and packing of compost
- 2.4. Applications of vermi composting in agricultural and horticultural practices
- 2.5. Economic of vermi culture, nationalized bank, NABARD support for vermi culture.

**References:**

1. Earthworm ecology by LEE
2. Biology of earthworm by Steven son
3. Vermicomposting tech – soil health to human health by Ranganathan L.S.

**B.A. (ECONOMICS) SYLLABUS**  
**Semester - IV**  
**Skill Enhancement Course (SEC)-3 Data Analysis**

**Module -I: Collection and representation of data**

Collection of data (some methodological issues), Census, Sample survey Representation of data the basic of data Management in stata / R / Eviews / SPSS / MS Excel

**Module-II: Indian official statistics (Basic concepts)**

Central statistical office (CSO) – National Accounts statics (NAS) Industrial statics (ASI, IIP) , National sample survey Office (NSSO) - Household Consumer Expenditure Survey Rounds, Employment and Unemployment Survey Rounds. Census of India – population Census 2011. Reserve Bank of India (RBI) – Handbook of statistics on Indian Economy Selected Parts)

**Suggested Readings;**

1. Goon A.M, Gupta, M K, and Dasgupta, B. *Fundamentals of Statistics (volume One)*, The World Press private Ltd
2. GOI, *Note sample Design and Estimation procedure of NSS 68<sup>th</sup> Round, national Sample Press private Ltd*
3. GOI. *SRS statistical Report 2016* office of the Registrar General & Census commissioner of India.

**TELANGANA STATE  
B.A. (HISTORY) SYLLABUS  
Semester - IV  
Archives and Museums  
(SEC - Skill Enhancement Course – II)  
(2019-2020)**

This course introduces students to the institutions that house and maintain documentary, visual and material remains of the past. Students will be encouraged to undertake collection, documentation and exhibition of such materials in their localities and colleges. Visit to National Archives and National Museum are an integral part of the course.

Module-I: Definition of Archives – Scope – Types of Archives – Development of Archives – National and State Archives in India - Archives – Understanding the Traditions of Preservation – Collection - Purchase – Documentation: Accessioning – Indexing – Cataloguing – Digital Documentation and De-accessioning - Chemical Preservation and Restoration.

Module-II: Definition of Museum - Introduction – Scope - Types of Museums - Significance of Museums - Museums in India - Museums – Collection – Field Exploration – Excavation – Purchase – Gift and Exchanges – Treasure Trove – Documentation - Indexing – Museum Presentation and Exhibition – Outreach Activities of Museums and Archives.

**Recommended Books:**

- Saloni Mathur, *India by Design: Colonial History and Cultural Display*, University of California, 2007.
- Sengupta, S., *Experiencing History through Archives*, Munshiram Manoharlal, Delhi, 2004.
- Guha Thakurta, Tapati, *Monuments, Objects, Histories: Institution of Art in Colonial and Post-Colonial India*, New York, 2004.
- Kathpalia, Y.P., *Conservation and Restoration of Archive Materials*, UNESCO, 1973.
- Choudhary, R.D., *Museums of India and Their Maladies*, Agam Kala, Calcutta, 1988.
- Nair, S.M., *Bio-Deterioration of Museum Materials*, Agam Kala Prakashan, 2011.
- Agrawal, O.P., *Essentials of Conservation and Museology*, Sundeep Prakashan, New Delhi, 2007.

**Paper SEC3 (a): PRACTICE OF GENERAL INSURANCE**

*Objective: To make the student understand general policies and accounting.*

**UNIT I: GENERAL INSURANCE POLICIES:**

Introduction to General Insurance-Origin of general insurance—Classification of General Insurance Companies—Indian and International Insurance Market—various roles in Insurance industry—Policy Documents and forms—insurance proposals and forms—General Insurance Products-Fire, Marine, Motor, Liability, Personal Accident and Specialty Insurance, Engineering and other insurance.

**UNIT II: UNDERWRITING, PREMIUMS, CLAIMS AND INSURANCE RESERVES AND ACCOUNTING:**

Concept of Underwriting—Underwriting Process—Risk sharing and its methods—risk management and steps involved in it—Rating and Premiums—concept of soft and hard markets—Concept of Claim—understanding the process of claim management—claims fraud and fraud prevention—Insurance reserves and accounting—different types of reserves of insurance companies—reserving process followed by insurance companies—Insurance accounting.

**SUGGESTED READINGS:**

1. Practice of General Insurance – Insurance Institute of India.
2. Practice of General Insurance – D.S. Vittal-HPH.
3. Principles & Practice of Insurance- Dr. P. Periasamy – HPH.
4. Risk Management : A Publication of the Insurance Institute of India.,
5. Practice of General Insurance: Dr. V. Padmavathi, Dr. V. Jayalakshmi, PBP.
6. Insurance Theory and Practice: Tripathi PHI
7. Life and Health Insurance: Black, JR KENNETH & Harold Skipper, Pearson
8. Risk Management and Insurance : Trieschman ,Gustavson and Hoyt
9. South Western College Publishing Cincinnati, Ohio.

**Paper SEC4 (a): REGULATION OF INSURANCE BUSINESS**

*Objective: To equip the students with the knowledge regarding Insurance Business Regulations*

**UNIT I: INSURANCE LEGISLATION IN INDIA:**

History of life and non-life insurance legislation—nationalization—insurance reforms—insurance business Act, 1972—IRDA and its functions including licensing functions—Web aggregators—regulation for intermediaries—CCS-SPV-PoS—insurance repositories-TPAs—Role and duties of surveyors—Origin and development of micro-insurance—regulation of ULIPs—pension schemes—money laundering—KYC—methods of receipt of premium—Exchange control regulations relating to General and Life Insurance—IRDA Health Insurance Regulations, 2016—Health plus life combo products.

**UNIT II: POLICY HOLDERS RIGHTS OF ASSAIGNMENT, NOMINATION AND TRANSFER:**

Assignment and transfer of insurance policies—provisions related to nomination—repudiation—Fraud—protection of policyholder interest—stages in insurance policy—presale stage—post sale stage—free look period—grievance redressal—claim settlement—key feature document—dispute resolution mechanism—insurance ombudsman—solvency margin and investments—international trends in insurance regulation.

**SUGGESTED READINGS:**

1. Regulation of Insurance Business – Insurance Institute of India
2. Regulation of Insurance Business – D.S. Vittal, HPH
3. Regulation of Insurance Business: Dr. V. Padmavathi, PBP
4. Risk Management : A Publication of the Insurance Institute of India
5. Insurance Theory and Practice: Tripathi PHI
6. Life and Health Insurance: Black, JR KENNETH & Harold Skipper, Pearson
7. Risk Management and Insurance : Trieschman ,Gustavson and Hoyt
8. South Western College Publishing Cincinnati, Ohio.
9. Insurance Management – S.C. Sahoo& S.C. Das-HPH.

**Paper SEC3 (b): SOCIAL MEDIA MARKETING**

*Objective: To make students to understand the Social Media Marketing.*

**UNIT I: SOCIAL MEDIA MARKETING:**

Building an online community – Understanding Social Media Marketing – Marketing and building presence on Facebook – Marketing and building presence on Twitter – Employer branding on LinkedIn

**UNIT II: ONLINE ADVERTISING ON SOCIAL MEDIA:**

Facebook advertising overview – How Facebook ads work – How to create Facebook ads – Additional advertising options and best practices for Facebook advertising – Marketing and monetizing on YouTube – Customize your YouTube Channel – Video optimization on YouTube – YouTube Analytics

**SUGGESTED READINGS:**

1. The Art of Digital Marketing: The Definitive Guide to Creating Strategic, Targeted, and Measurable Online Campaigns by Ian Dodson, Wiley
2. Fundamentals of Digital Marketing by Puneet Singh Bhatia, Pearson
3. Digital Marketing by Vandana Ahuja, Oxford
4. Tuten: Social Media Marketing, sage
5. Digital Marketing by Seema Gupta, McGraw Hill
6. Social Media Marketing All-In-One for Dummies By Jan Zimmerman and Deborah Ng
7. Facebook Growth Hacking: How to Correctly Set Up and Maintain Your Facebook Presence and Gain Massive Amounts of Fans (Social Media Marketing) by Jeff Abston
8. Youtube Influencer: How To Become a Youtube Influencer, Why Influencer Marketing Matters, and How To Monetize Your Channel by Jeff Abston

## BB602 -STARTUP MANAGEMENT

No.of Credits:2

GE-2

### COURSE OBJECTIVE:

It helps the students to acquaint themselves with the special challenges of starting new ventures and introducing new product and service ideas.

### UNIT – I : ENTREPRENEUR AND ENTREPRENEURSHIP :

Evolution of the Concept of Entrepreneur. Characteristics of an Entrepreneur. Distinction Between an entrepreneur and a Manager. Functions of an Entrepreneur. Traits/ Qualities of Entrepreneurs: Types of Entrepreneurs. Role of Entrepreneurship in Economic Development. Growth of Entrepreneurship in India. Problems and Development of Rural Entrepreneurship.

### UNIT – II : ROLE OF SUPPORT INSTITUTIONS & MANAGEMENT OF SMALL ENTERPRISES :

Entrepreneurship Development Programmes (EDPs) –Phases of EDP's and Evaluation of EDPs. Institutional Finance to Entrepreneurs like Commercial Banks–Other Major Financial Institutions such as IDBI, IFCI, IIBI, LIC, UTI, NABARD, SFCs, SISI, SIDCs, SIDBI, and EXIM Bank and venture capital firms. Role of Small Enterprises in Economic Development. Ownership Structures, MSME act.

### SUGGESTED BOOKS :

1. Vasanth Desai, "Dynamics of Entrepreneurial Development and Management", 2007, HPH, Millenium Edition.
2. S.S. Khanka, "Entrepreneurial Development", 2007, S. Chand & Co. Ltd.
3. Poornima. M Charantimath, "Entrepreneurial Development and Small Business Enterprises" 2006, Pearson Education.
4. David H. Hott, "Entrepreneurship New Venture Creation", 2004, PHI
5. P. Narayana Reddy, "Entrepreneurship – Text and Cases", 2010, 1st Ed. Cengage Learning.
6. Longencker, Morge, Mitchell, "Managing Small Business", Sage South Asia Edition

## IV Semester Skill Enhancement Courses

Mathematics Stream:

Theory of Equations / Electrical Circuits & Network Skills

Bio-Sciences Stream:

Apiculture / Food Adulteration

Arts Stream:

Legal Literacy / Office Management

Commerce Stream:

Practice of Life Insurance / Banking Technology



# Theory of Equations

2 Credits

## Unit I

Graphic representation of a polynomial-Maxima and minima values of polynomials-Theorems relating to the real roots of equations-Existence of a root in the general equation –Imaginary roots-Theorem determining the number of roots of an equation-Equal roots-Imaginary roots enter equations in pairs-Descartes' rule of signs for positive roots- Descartes' rule of signs for negative roots-

## Unit II

Relations between the roots and coefficients-Theorem-Applications of the theorem-Depression of an equation when a relation exists between two of its roots-The cube roots of unity- Symmetric functions of the roots-examples.

### Text:

1. W.S. Burnside and A.W. Panton, *The Theory of Equations*

### References:

1. C. C. Mac Duffee, *Theory of Equations*
2. Hall and Knight, *Higher Algebra*

# ELECTRICAL CIRCUITS AND NETWORK SKILLS

2 Credits

## UNIT-I

**Basic Electricity Principles:** Voltage, Current, Resistance, and Power. Ohm's law. Series, parallel, and series-parallel combinations. AC Electricity and DC Electricity. Familiarization with multimeter, voltmeter and ammeter.

**Electrical Circuits:** Basic electric circuit elements and their combination. Rules to analyze DC sourced electrical circuits. Current and voltage drop across the DC circuit elements. Single-phase and three-phase alternating current sources. Rules to analyze AC sourced electrical circuits. Real, imaginary and complex power components of AC source. Power factor. Saving energy and money.

**Electrical Drawing and Symbols:** Drawing symbols. Blueprints. Reading Schematics. Ladder diagrams. Electrical Schematics. Power circuits. Control circuits. Reading of circuit schematics. Tracking the connections of elements and identify current flow and voltage drop.

## UNIT-II

**Generators and Transformers:** DC Power sources. AC/DC generators. Inductance, capacitance, and impedance. Operation of transformers.

**Components with DC or AC sources:** Resistors, inductors and capacitors. Diode and rectifiers. Components in Series or in shunt. Response of inductors and capacitors with DC or AC sources

**Electrical Protection:** Relays. Fuses and disconnect switches. Circuit breakers. Overload devices. Ground-fault protection. Grounding and isolating. Phase reversal. Surge protection. Relay protection device

### Reference Books:

1. A text book in Electrical Technology - B L Theraja - S Chand & Co.
2. A text book of Electrical Technology - A K Theraja
3. Performance and design of AC machines - M G Say ELBS Edn.
4. Electrical Circuits, K.A. Smith and R.E. Alley, 2014, Cambridge University Press

## Apiculture

2 Credits

### Unit- I Biology of Bees & Rearing of bees

- 1.1 History ,classificatios and Biology of honey bees
- 1.2 Social organisation of Bee colony
- 1.3 Artificial Bee rearing (Apiary), Bee keeping equipments
- 1.4 Methods of extraction of honey (indigenous & modern)

### Unit-II Bee economy & Diseases and enemies of bees :

- 2.1 Products of Apiculture industry and its uses, pollen etc.
- 2.2 Bee keeping industry recent efforts , modern methods.
- 2.3 Bee diseases and enemies.
- 2.4 Control and preventive measures.

### Suggested Readings:

1. Prost,P.J.Apiculture. Oxford and IBH, New Delhi.
2. Bisht D.S., Apiculture, ICAR Publication.
3. Singh S., Beekeeping in India, Indian Council of Agricultural Research, New Delhi.

## Food Adulteration

2 Credits

### Unit-I

Definition and introduction to food adulteration

Types of food adulteration

Common food adulterants

Causes of food adulteration

Analysis of food

### Unit-II

Effects of food adulteration

Prevention of food adulteration

Detection of common food adulterants

Food Adulteration Act-1954

### Suggested Readings:

1. Jesse Park Battershall. Food adulteration and its detection. Published by book on demand, Miami, 2015
2. R.B.Sethi's Prevention of food adulteration Act.
3. Dr. Sheela.S. prevention of Food adulteration.

## Legal Literacy

2 Credits

### Unit - I

1. Introduction: Judiciary – Significance and functions.
2. Sources of Law , Concept of Rule of Law and Judicial Review.
3. Judicial System in India – Supreme Court, High Court and District Courts.
4. Constitutional Protections of Rights: Writs- Habeas Corpus, Mandamus, Certiorari, Prohibition and Quo-warranto.
5. Arbitration, Tribunal Adjudication and Alternate Dispute Resolution – Administrative Tribunals, Ombudsman, Mediation, Conciliation, Lok Adalats, Lokpal and Lokayukta.
6. Right to information Act – 2005

### Unit – II

1. Legal Terminology: Appeals, Alimony, Backlog, Bail, Bench, Contempt of Court, Immunity, Indian Penal Code, Civil Procedure Code, Criminal Procedure Code, Juvenile Court, Power of Attorney, Petition, Plaint, Suit, Status Quo, Summons.
2. First Information Report (FIR) – Procedure and Importance.
3. Public Interest Litigation (PIL)
4. Rights of Senior Citizens, Disabled, Tribal's and Depressed Classes.

### References:

1. Jeroma Hall, Principles of Criminal Law
2. Ratan Lal & Dhiraj Law, Indian Penal Code
3. R.W.M. Dias-Jurisprudence (1994) Indian Reprint-Adithya Books, Delhi
4. D.D.Basu, Shorter Constitution of India, 2001 Wadhwa, Nagpur
5. V.R.Krishna Iyer, The Dialectics and Dynamics of Human Right in India
6. S.K.Kapoor, Human Right under Int.Law & Indian Law
7. Dr. Hemath Kumar, Lok Adalat In India - Genesis Law Practice And Prospects
8. Dr. Mamta Rao, Public Interest Litigation (PIL) - Legal Aid and Lok Adalats

## Office Management

2 Credits

### Unit I: Introduction

1. Office Management: Nature, Scope and Importance
2. Basic Principles of Office Organization
3. Office Accommodation
4. Office Automation and paperless Office

### Unit II: Office Organization and Management

1. Office Planning and Lay-out Office Environment
2. Forms: Management and Control
3. Office Filing System and Classification
4. Office Communication, Correspondence

## **Paper : (SEC-2) : PRACTICE OF LIFE INSURANCE**

Paper: SEC-2

PPW: 2 Hrs

Credits : 2

Max. Marks: 50 (40+10)

Exam Duration: Hrs

**Objectives:**a)To make the student understand Life Insurance Market in India. b) To discuss the issues related to risk management in view of life insurance.

### **UNIT-I: INTRODUCTION TO LIFE INSURANCE AND TYPES OF LIFE INSURANCE**

**POLICIES AND PREMIUM CALCULATION :**Meaning evolution, growth and principles of Life Insurance —Life Insurance Organizations in India-- Competition and Regulation of Life Insurance.Types of Life Insurance Policies – Term, Whole Life, Endowment, Unit Linked and with or without Profit Policies –Customer Evaluation – Policy Evaluation — Group and Pension Insurance Policies – Special features of Group Insurance /Super Annuation Schemes – Group Gratuity Schemes.Computation of Premiums—Meaning of Premium, its calculation--Rebates – Mode of Rebates – Large sum assured Rebates – Premium Loading – Rider Premiums – Computation of Benefits – Surrender value – Paid up value

### **UNIT-II: SETTLEMENT OF CLAIMS RISK & UNDERWRITINGS AND FINANCIAL**

**PLANNING & TAX SAVING:** Settlement of claims: Intimation Procedure, documents and settlement procedures.Underwriting: The need for underwriting – Guiding principles of Underwriting – Factors affecting Insurability – Methods of Life Classification – Laws affecting Underwriting.Financial Planning and taxation: Savings – Insurance vis-à-vis- Investment in the Units Mutual Funds, Capital Markets – Life Insurance in Individual Financial Planning – Implications in IT treatment.

### **SUGGESTED READINGS:**

1. Insurance Institute of India, Practice of Life Insurance, Mumbai.
2. P.K.Gupta, Insurance and Risk Management, Himalaya Publishing House, Mumbai.
3. Kanika Mishra, Fundamentals of Life Insurance: Theories and Applications, Prentice Hall
4. Kutty, S.K., Managing Life Insurance, Prentice Hall of India: New Delhi
5. Black, Jr. Kenneth and Harold Skipper Jr., Life and Health Insurance, Prentice Hall, Inc., England.
6. K.C. Mishra and C.S. Kumar, Life Insurance: Principles and Practice, Cengage Learning: New Delhi.
7. Sadhak, Life Insurance in India, Respose Books: New Delhi

C.B.C.S PATTERN SYLLABUS FROM 2019 ONWARDS.  
B.A., B.SC., B.COM & B.B.A 1<sup>ST</sup> SEMESTER TELUGU (11th LANGUAGE)

Unit.No. I ప్రాచీన కవిత్వం

1. శకుంతలోపాఖ్యానం - నన్నయ
2. గౌడగూచి కథ - పాల్కురికిసోమన
3. సంపరణునితవస్సు - అద్దంకిగంగాధరకవి.

Unit.No. II ఆధునిక కవిత్వం

1. కాసులు - గురజాడ అప్పారావు
2. రాజు - కవి - గుర్రంజాషువా
3. గంగిరెద్దు - పల్లదుర్గయ్య
4. జయభేరి - శ్రీశ్రీ

Unit.No. III ఉపవాచకం

రుద్రమదేవి (నవల) - ఒద్దిరాజుసోదరులు

Unit.No. IV హ్యాకటం

పర్యాయ పదాలు, నానారాలు, సంధులు సమాసాలు, తెలుగు వాక్యం

పాఠ్యగ్రంథం: తెలుగు అకాడమీ వారి సాహితీమంజీర

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Question paper model for all semesters

Part A : 6 అంశ ప్రశ్నలకు 4 చేయాలి. = 4X5 = 20

Part B : 7, 8, 9, 10 వ్యాసరూపప్రశ్నలు Internal Choice 4 x 15 = 60

Exam 80+

Internal Assessment 20 = 100 Marks

సీనియర్ ప్రొఫెసర్  
HEAD  
Dept. of Telugu  
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19/11/2019  
Chairman  
Board of Studies In Telugu  
Osmania University Hyderabad



B.A., B.SC., B.COM & B.B.A (C.B.C.S) I<sup>ST</sup> SEMESTER

TELUGU (11th LANGUAGE)

SCHEME OF THE QUESTIONPAPER

TIME :3 HRS

MARKS :80

అ భాగం (సంగ్రహసమాధానాలు)

ఏవేని నాలుగు ప్రశ్నలకు క్లుప్తంగా సమాధానాలు రాయండి. 4x5=20

1. ప్రాచీనపద్యభాగంనుండి ఒకసందర్భం
2. ఆధునికపద్యభాగంనుండి ఒకసందర్భం
3. కవిపరిచయం (ప్రాచీన, ఆధునికపద్యభాగంనుండి)
4. నానార్థాలు (5) రాయాలి. (చాయస్ లేదు)
5. పర్యాయపదాలు (5) రాయాలి. (చాయస్ లేదు)
6. నవలనుండి చిన్నప్రశ్న ఒకటి రాయాలి .

ఆ భాగం (వ్యాసరూపసమాధానాలు)

అన్ని ప్రశ్నలకు వివరంగా సమాధానాలు రాయండి.

15x4=60

7. ప్రాచీన పద్యభాగం నుండి రెండు పద్యాలు ఉంటాయి (ఒకదానికి సందర్భం, కవిపరిచయం, ప్రతిపదార్థతాత్పర్యాలు, వ్యాకరణాంశాలు వివరించాలి)
8. ప్రాచీన / ఆధునిక పద్యభాగం నుండి రెండుప్రశ్నలు ఉంటాయి. (ఒకదానికి సమాధానం రాయాలి.)
9. నవల నుండి రెండుప్రశ్నలు ఉంటాయి. (ఒకదానికి సమాధానం రాయాలి.)
10. తెలుగు వాక్యనిర్మాణరీతులను సోదాహరణంగా తెల్పండి. లేదా  
మూడుసంధులను / మూడు సమాసాలను లక్ష్యలక్షణ సమన్వితంగా వివరించాలి

.....

సమాధానాలను  
HEAD  
Dept. of Telugu  
Osmania University  
Hyderabad-07, Telangana.

19/7  
Prof. Nithyananda  
Chairman  
Board of Studies In Telugu  
Osmania University Hyderabad

C.B.C.S PATTERN SYLLABUS FROM 2019 ON WARDS.  
B.A., B.SC., B.COM & B.B.A 2nd SEMESTER TELUGU (11th LANGUAGE)

Unit.No.1 ప్రాచీన కవిత్వం

1. గజేంద్ర మోక్షం- పోతన
2. హనుమత్ సందేశం- మొల్ల
3. సుభాషితాలు-విసుగులక్ష్మణకవి

Unit.No.11 ఆధునిక కవిత్వం

1. స్నేహలతలేఖ-రాయప్రోలు సుబ్బారావు
2. అంతర్నాదం-దాశరథి
3. ప్రపంచపదులు-సి. నారాయణరెడ్డి
4. అల్పిదా-కౌముది

Unit.No.111 పచన విభాగం

1. యుగాంతం-నెల్లూరి తేజపస్వామి
2. ఎంకన్న-పి.యశోదారెడ్డి
3. మామిడిపండు-సురవరంప్రతాపరెడ్డి
4. మా డిరుపోయింది.-కృష్ణశాస్త్రి

Unit.No.1V ఛందస్సు

(ఉత్పలమాల, చంపకమాల, శార్దూలం, మత్తేభం, అటవెలది, తేటగీతి, ద్విపద, సీసం, కందం, ఉత్పాహం, తరళం, సగ్ధర, మహాసగ్ధర, ముత్యాలసరం)

పాఠ్యగ్రంథం: తెలుగు అకాడమీ వారి సాహితీమంజీర

\*\*\*\*\*

సాహితీ విభాగం  
HEAD  
Dept. of Telugu  
Osmania University  
Hyderabad-07, Telangana.

19/17  
(Prof. N. N. N. N. N.)  
Chairman  
Board of Studies in Telugu  
Osmania University Hyderabad

B.A., B.SC., B.COM & B.B.A (C.B.C.S) 2 nd SEMESTER

TELUGU (11nd LANGUAGE)

SCHEME OF THE QUESTIONPAPER

TIME :3 HRS

MARKS :80

అ భాగం (సంగ్రహసమాధానాలు)

ఏవేని నాలుగు ప్రశ్నలకు క్లుప్తంగా సమాధానాలు రాయండి. 4x5=20

1. ప్రాచీనపద్యభాగంనుండి ఒకసందర్భం
2. ఆధునికపద్యభాగంనుండి ఒకసందర్భం
3. పాఠ్యభాగంలోని కవి/రచయిత పరిచయం
4. ఆధునిక కవితాఖండిక-విశ్లేషణ
5. వచనవిభాగానికి సంబంధించి ఒక ప్రశ్న
6. పద్యపాదాన్ని ఇచ్చి గణవిభజన చేసి యతిస్థానాన్ని ఛందస్సును గుర్తించుట

ఆ భాగం (వ్యాసరూపసమాధానాలు)

అన్ని ప్రశ్నలకు వివరంగా సమాధానాలు రాయండి.

15x4=60


7. ప్రాచీన పద్యభాగం నుండి రెండు పద్యాలు ఉంటాయి (ఒకదానికి సందర్భం, కవిపరిచయం, ప్రతిపదార్థతాత్పర్యాలు. వ్యాకరణాంశాలు వివరించాలి)
8. ప్రాచీన/ ఆధునిక పద్యభాగాల నుండి రెండు ప్రశ్నలుంటాయి. (ఒకదానికి సమాధానం రాయాలి.)
9. వచనవిభాగం నుండి రెండుప్రశ్నలు ఉంటాయి. (ఒకదానికి సమాధానం రాయాలి.)
10. మూడు ఛందస్సులను లక్ష్యలక్షణ సమన్వితంగా వివరించాలి లేదా  
మూడు పద్యపాదాలను ఇచ్చి గణవిభజన చేసి యతిస్థానాన్ని ఛందస్సును గుర్తించమని అడగాలి.

.....\*\*\*.....



HEAD 19.07.2019

Dept. of Telugu  
Osmania University  
Hyderabad-07, Telangana.

  
Chairman  
Board of Studies In Telugu  
Osmania University Hyderabad

**Osmania University, Hyderabad.**  
**B.A., B.Sc., B.Com., & B.B.A., (CBCS)**  
**Syllabus - 2020**  
**Telugu (Second Language)**  
**3rd Semester**

**Unit - I. ప్రాచీన పద్యభాగం**

- |                          |     |                  |
|--------------------------|-----|------------------|
| 1. ధర్మజుని వాక్యాతుర్యం | ... | తిక్కన           |
| 2. విభీషణ శరణాగతి        | ... | గోన బుద్ధారెడ్డి |
| 3. గుణనిధి కథ            | ... | శ్రీనాథుడు       |

**Unit - II. ఆధునిక పద్యభాగం**

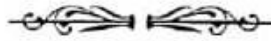
- |                          |     |                           |
|--------------------------|-----|---------------------------|
| 1. రైతు ప్రశస్తి         | ... | వానమామలై జగన్నాథాచార్యులు |
| 2. గురుదక్షిణ            | ... | అంబటి లక్ష్మీనరసింహరాజు   |
| 3. గుడిసెలు కాలిపోతున్నై | ... | డా॥ బోయి భీమన్న           |

**Unit - III. అలంకారాలు**

శబ్దాలంకారాలు : వృత్త్యనుప్రాస, ఛేకానుప్రాస, లాటానుప్రాస, అంత్యానుప్రాస, యమకం, ముక్తపదగ్రస్తాలంకారాలు.

అర్థాలంకారాలు : ఉపమ, ఉత్పేక్ష, రూపక, స్వభావోక్తి, ఉల్లేఖ, అర్థాంతరన్యాస, శ్లేష, దృష్టాంతాలంకారాలు.

పాఠ్య గ్రంథం : తెలుగు అకాడమీ వారి 'సాహితీ కిన్నెర' తెలుగు వాచకం



సూర్యమూర్తి

25-08-2020

**General of Studies in Telugu**  
**Osmania University Hyderabad**

సూర్యమూర్తి

HEAD 08.2020  
Dept. of Telugu  
Osmania University  
Hyderabad-07, Telangana

Osmania University, Hyderabad.  
B.A., B.Sc., B.Com., & B.B.A., (CBCS)  
Telugu (Second Language) - 2020  
3rd Semester - Scheme of Question Paper

Time : 3 Hrs.

Marks : 80

అ - భాగం (సంగ్రహ సమాధానాలు)

ఏదేని నాలుగు ప్రశ్నలకు సమాధానాలు రాయండి.

4×5 = 20

- 1,2. ప్రాచీన పద్యభాగం నుండి ఒక సందర్భం
- 3,4. ఆధునిక పద్యభాగం నుండి ఒక సందర్భం
5. ప్రాచీన పాఠ్యాంశాల నుండి వస్తు విశ్లేషణ / కవి పరిచయం
6. ఆధునిక పాఠ్యాంశాల నుండి కవుల / రచయితల పరిచయం

ఆ - భాగం (వ్యాసరూప సమాధానాలు)

అన్ని ప్రశ్నలకు సమాధానాలు రాయండి.

15×4 = 60

7. ప్రాచీన పద్యభాగం నుండి రెండు పద్యాలు ఉంటాయి. (ఒకదానికి సందర్భం, కవి పరిచయం, ప్రతిపదార్థ తాత్పర్యాలు, వ్యాకరణాంశాలు వివరించాలి)
8. ప్రాచీన పద్యభాగం నుండి వస్తు విశ్లేషణ సంబంధించిన రెండు ప్రశ్నలిస్తారు. (ఒకదానికి సమాధానం రాయాలి)
9. ఆధునిక పద్యభాగం నుండి రెండు ప్రశ్నలు ఉంటాయి. (ఒకదానికి సమాధానం రాయాలి)
10. మొత్తం ఆరు శబ్దార్థాలంకారాలు (3 పేర్లు + 3 ఉదాహరణలు) ఇచ్చి మూడింటికి లక్ష్యలక్షణ సమన్వితంగా వివరించమని అడగాలి.

సమాధిమూర్తి

25.08.2020

Chairman  
Board of Studies In Telugu  
Osmania University Hyderabad

సమాధిమూర్తి

25.08.2020  
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**Osmania University, Hyderabad.**  
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Syllabus - 2020  
**Telugu (Second Language)**  
**4th Semester**

**Unit - I. ప్రాచీన పద్యభాగం**

- |                     |     |                                      |
|---------------------|-----|--------------------------------------|
| 1. నారద గానమాతృర్యం | ... | పింగళి సూరన                          |
| 2. వాగ్దాన భంగం     | ... | ఆసురి మరింగంటి వేంకట నరసింహాచార్యులు |
| 3. నారసింహ శతకం     | ... | ధర్మపురి శేషప్ప                      |

**Unit - II. ఆధునిక పద్యభాగం**

- |                         |     |                          |
|-------------------------|-----|--------------------------|
| 1. నరుడ నేను, నరుడ నేను | ... | కాళోజీ                   |
| 2. ఆర్తగీతం             | ... | దేవరకొండ బాలగంగాధర తిలక్ |
| 3. దేవరకొండ దుర్గం      | ... | డా॥ ముకురాల రామారెడ్డి   |

**Unit - III. వచన విభాగం**

- |                             |     |                         |
|-----------------------------|-----|-------------------------|
| 1. అర్ధరాత్రి అరుణోదయం      | ... | దాశరథి రంగాచార్య        |
| 2. సి.పి.బ్రౌన్ సాహిత్య సేవ | ... | జానమద్ది హనుమచ్ఛాస్త్రి |
| 3. మన గ్రామ నామాలు          | ... | డా॥ కపిలవాయి లింగమూర్తి |
| 4. నివురు తొలగిన నిప్పు     | ... | పోల్కంపల్లి శాంతాదేవి   |
| 5. కొండమల్లెలు              | ... | ఇల్లందల సరస్వతీదేవి     |

పాఠ్య గ్రంథం : తెలుగు అకాడమీ వారి 'సాహితీ కిన్నెర' తెలుగు వాచకం



*సమాధిచూడండి*  
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Hyderabad-07, Telangana

Osmania University, Hyderabad.  
B.A., B.Sc., B.Com., & B.B.A., (CBCS)  
Telugu (Second Language) - 2020  
4th Semester - Scheme of Question Paper

Time : 3 Hrs.

Marks : 80

అ - భాగం (సంగ్రహ సమాధానాలు)

ఏవేని నాలుగు ప్రశ్నలకు సమాధానాలు రాయండి.

4×5 = 20

1. ప్రాచీన పద్యభాగం నుండి ఒక సందర్భం
2. ఆధునిక పద్యభాగం నుండి ఒక సందర్భం
3. ప్రాచీన, ఆధునిక పాఠ్యాంశాల నుండి వస్తు విశ్లేషణ
4. ఆధునిక పాఠ్యాంశాల నుండి కవుల / రచయితల పరిచయం
5. వచన విభాగం నుండి ప్రశ్న
6. వచన విభాగం నుండి ప్రశ్న

ఆ - భాగం (వ్యాసరూప సమాధానాలు)

అన్ని ప్రశ్నలకు సమాధానాలు రాయండి.

15×4 = 60

7. ప్రాచీన పద్యభాగం నుండి రెండు పద్యాలు ఉంటాయి. (ఒకదానికి సందర్భం, కవి పరిచయం, ప్రతిపదార్థ తాత్పర్యాలు, వ్యాకరణాంశాలు వివరించాలి)
8. ప్రాచీన పద్యభాగం నుండి రెండు ప్రశ్నలు ఉంటాయి. (ఒకదానికి సమాధానం రాయాలి)
9. ఆధునిక పద్యభాగం నుండి రెండు ప్రశ్నలు ఉంటాయి. (ఒకదానికి సమాధానం రాయాలి)
10. వచన విభాగం నుండి రెండు ప్రశ్నలు ఉంటాయి. (ఒకదానికి సమాధానం రాయాలి)



సమాధానాలి

Chairman 25.08.2020  
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సమాధానాలి

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