



MAHATMA GANDHI UNIVERSITY  
NALGONDA  
CHOICE BASED CREDIT SYSTEM (CBCS)  
(With Effect from Academic Year 2016 -17)

**SEMESTER -1**

**COMMUNICATIVE ENGLISH & SOFT SKILLS**

**Unit I ORAL AND AURAL SKILLS**

1. Sounds of English vowels sounds and constant sounds.
2. Word Accent and connected speech- contractions, questions tags.
3. Listening for information; taking notes while listening to lectures (use of Dictionary, CD- ROM for phonetics sounds, pronunciation and listening practice.)

**Unit II WRITING SKILLS**

1. Sentence writing and paragraph writing; use of linkers and appropriate vocabulary
2. Business letters and E-mail (writing & etiquette)
3. Descriptive writing (describing a person, product and process)

**Unit III JOB SKILLS**

1. Group discussions and debates
2. Presentation skills –kinesis.
3. Interview skills.

**Unit IV SOFT SKILLS**

1. Interpersonal communication-verbal and nonverbal etiquette
2. Critical thinking
3. Teamwork.

**Suggested reading**

1. English for Success Suresh Kumar, Cambridge University Press India Pvt. Ltd. 2010.
2. Communication Skills & Soft Skills - An Integrated Approach, Dorling Kindersley, India Pvt. Ltd. 2013.



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SEMESTER -2

## HUMAN VALUES AND PROFESSIONAL ETHICS

### UNIT I

Ethics -Definitional aspects; relevance of ethics in society; scope of ethics

### UNIT II

The philosophical basis of ethics, considerations on moral philosophy personal and family ethics.

### UNIT III

Ethics in public affairs - Ethical standards for elected representatives of the people; ethics for the bureaucracy, police and other institutions of coercive authority; basic values in the civil services such as dispassion, non-partisanship, moral integrity, objectivity, dedication to public service and empathy for weaker sections and groups in society, and non-corruptibility.

### UNIT IV

Ethics and professions: - ethical values, standard and practices concerning the legal profession, medicine, engineering, etc.

Ethics at the workplace: - cybercrime, plagiarism, sexual misconduct, fraudulent use of institutional resources, etc.

#### Text and Reference Books:

1. A Textbook on Professional Ethics and Human Values by R S Naagarazan.
2. A Foundation Course in Human Values and Professional Ethics by R.R. Gaur, R. Sangal, G.P. Bagaria.
3. Human Values And Professional Ethics by Vaishali R Khosla, Kavita Bhagat



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	All Physical Sciences Stream	a. Number Theory
			b. Basic Instrumentation
			c. Chemistry of Cosmetics and Food Processing
			d. Operating System-2
	All Life Sciences Stream	All Life Sciences Stream	a. Mushroom Culture Technology
			b. Vermiculture
			c. Chemistry of Cosmetics and Food Processing
	All Arts and Social Sciences Stream	All Arts and Social Sciences	a. Data Analysis
			b. Archives and Museums
	All Commerce (Gen, Comp. & Business Analytics) Stream	All Commerce (Gen, Comp. & Business Analytics)	a. Practice of General Insurance
b. Regulation of Insurance Business			
c. Social Media Marketing			
BBA	BBA	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".

*[Signature]*  
REGISTRAR  
MAHATMA GANDHI UNIVERSITY  
NALGONDA-508 254.

To  
The Director,  
CDC, MAU, Nalgonda.

## V Semester Skill Enhancement Courses

### Mathematics Stream:

Laplace Transforms / Chemistry of Cosmetics & Perfumes

### Bio-Sciences Stream:

Mushroom Cultivation Technology / Chemistry of Cosmetics & Perfumes

### Arts Stream:

Archives and Museums / Interview Skills and Ethics

### Commerce Stream:

Practice of General Insurance / International Banking



#### 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