#### Program: B.A. SPECIAL ENGLISH

## SRI VENKATESWARA UNIVERSITY - TIRUPATI FIRST YEAR - I SEMESTER

#### PAPER - 1FUNDAMENTALS OF SOCIAL SCIENCES

**Learning objectives:** The student will be able to understand the nature, various approaches, organs of the state, social perspectives and application of ICT.

Learning Outcomes: On successful completion of the course the student will be able to:

- 1. Learn about the nature and importance of social science.
- 2. Understand the Emergence of Culture and History
- 3. Know the psychological aspects of social beahaviour
- 4. Comprehend the nature of Polity and Economy
- 5. Knowledge on application of computer technology

Unit - I - What is Social Science?

- 1. Definition and Scope of Social Science Different Social Sciences
- 2. Distinction between Natural Science and Social Sciences
- 3. Interdisciplinary Nature of Social Sciences
- 4. Methods and Approaches of Social Sciences

Unit -II: Understanding History and Society

- 1. Defining History, Its Nature and Scope
- 2. History- A Science or an Art
- 3. Importance of History in the Present Society
- 4. Types of History and Chronology of Indian History

Unit - III - Society and Social Behaviour

1. Definition , Nature and Scope of Psychology

2. Importance of Social Interact

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REGISTRAR 8.V. UNIVERSITY 4. Thought process and Social Behavior

Unit – IV – Political Economy

- 1. Understanding Political Systems
- 2. Political Systems Organs of State
- 3. Understanding over Economics Micro and Macro concepts
- 4. Economic Growth and Development Various aspects of development

Unit - V - Essentials of Computer

- Milestones of Computer Evolution Computer Block Diagram, Generations of Computers
- Internet Basics Internet History, Internet Service Providers Types of Networks IP
   Domain Name Services Applications
- 3. Ethical and Social Implications Network and Security concepts Information assurance fundamentals
- Cryptography Symmetric and Asymmetric –malware Fire walls Fraud
   Techniques Privacy and Data Protection

#### **Reference Books**

1. The social sciences: An Integrated Approach by James M. Henslin and Danniel F.

Chambliss

- 2. The Wonder that was India A.L.Bhasham
- 3. Introduction to Psychology Morgan and King
- 4. Principles of Political Science A.C. Kapoor
- 5. Contemporary Political Theory J.C.Johari
- 6. M.L.Jhingan Economic Development Vikas, 2012
- 7. ML Seth Macro Economics Lakshminarayana Agarawal, 2015
- 8. Fundamentals of Computers by V. Raja Raman

9. Cyber Security Essentials by James Graham, Richard Howard, Ryan Olson

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#### **Activities:**

- 1. Group Project Work
- 2. PPT Presentation, Participation in Webinars
- 3. Field visits
- 4. Group Discussion
- 5. Survey and Analysis
- 6. Charts and Poster presentation
- 7. Identifying the attributes of network (Topology, service provider, IP address and bandwidth of your college network) and prepare a report covering network architecture.
- 8. Identify the types of malwares and required firewalls to provide security.
- 9. Latest Fraud techniques used by hackers.

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#### Program: B.A. **SPECIAL ENGLISH**

## SRI VENKATESWARA UNIVERSITY - TIRUPATI FIRST YEAR - I SEMESTER

#### PAPER - II PERSPECTIVES ON INDIAN SOCIETY

Learning objectives: The student is expected to demonstrate the significance of social sciences through better understanding of various fields of social experience and would be able to apply methods and approaches to social phenomena.

Learning Outcomes: On successful completion of the course the student will be able to:

- 1. Learn about the significance of human behavior and social dynamics.
- 2. Remembers the Indian Heritage and freedom struggle
- 3. Comprehend the philosophical foundations of Indian Constitution
- 4. Knowledge on Indian Economy

Unit – 1 – Man in Society

- 1. Human Nature and Real-Life Engagement
- 2. Social Groups and Social Dynamics
- 3. Individualism and Collectivism Ethical Concerns
- 4. Human Life Social Influence and Social Impact

Unit-II: Indian Heritage and Freedom Struggle in India

- 1. Cultural & Heritage sites of Tourism in India
- 2. Indian Dance, Music and Yoga
- 3. Rise of Nationalism Under British Rule in brief (1857-1947)
- 4. Contemporary history of India-integration of Princely States, abolition of Zamindari, formation of linguistic states

Unit – 3 – Indian Constitution

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1. Philosophical Foundations of Indian Constitution

2. Elements of Indian Constitution

3. Study of Rights in Indian

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#### Unit – 4. Indian Economy

- 1. Indian Economy Features Sectoral contribution in income
- 2. Role of Financial Institutions RBI Commercial Banks
- 3. Monetary and Fiscal Policies for Economic Development
- 4. Economic Reforms Liberalization Privatization Globalization

Unit – 5 - Impact on Society & Analytics

- 1. Role of Computer, impact of Computers on human behavior, e-mail,
- 2. Social Networking- WhatsApp, Twitter, facebook, impact of Social Networks on human behavior.
- Simulating, Modeling, and Planning, Managing Data, Graphing, Analyzing Quantitative Data,
- 4. Expert Systems and Artificial Intelligence Applications in the Social Sciences

#### References

- 1. Introduction to Psychology Atkinson RC
- 2. History of the freedom movement in India Tarachand
- 3. India since Independence Bipinchandra
- 4. Introduction to the Constitution of India D.D.Basu
- 5. S.K Misra & V.K Puri Indian Economy, Himalaya Publishing House, 2015
- 6. Government of India, Economic Survey (Annual), New Delhi
- 7. Information and Communication Technology by APCCE
- 8. Computer Applications in the Social Sciences by Edward E. Brent, Jr. and Ronald

E. Anderson

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#### **Activities:**

- 1. Assignment
- 2. PPT Presentation, Participation in Webinars
- 3. Field visits
- 4. Group Discussion
- 5. Survey and Analysis
- 6. Charts and Poster presentation
- 7. Identify the peripherals connected to a system and label them as either Input or Output or both.
- 8. Identify the Operating System loaded in your system and compare the features with other existing Operating System.
- 9. Collect latest census data and draw a graph indicating the growth rate.
- 10. Predicting the risk of depression, substance dependency, drinking, obsessive compulsive disorders, and suicide using Al.

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## **B.A(HISTORY)**

## **HISTORY AND CULTURE OF INDIAN UP TO AD 1526**

I- B.A(HISTORY) / I - Semester

As per Choice Based Credit System (CBCS)

#### **Authors**

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#### History and Culture of Indian up to AD 1526

#### Unit I:

Influence of Geography on History – Survey of the Sources – pre-historic period Paleolithic. Moselithic and Neolithic cultures – Role of Technology. Indus valley Civilization –Its characteristic features – Vedic culture – Early and later Vedic Period – Post-Vedic period Emergence of Varna and caste system – Rise of new Religious Movements-Jainism and Buddhism in 6<sup>th</sup> Century B.C. Impact on Society and culture.

#### Unit II:

A brief survey of political conditions in ancient India – Magadha, Alexander's Invasion and Mauryas – Ashoka's Dhama, Its nature and propagation – Mauryan Administration – Economy – Art and Architecture:

#### **Unit III:**

Post-Mauryan period in North India-A brief political survey of Kushans, Guptas, Puswabuthi and Rajputs: Polity and Administration-SocialConditions-Caste System – position of Women-Economy,-Indian Feudalism Art-Architecture-Education, Literature, Philosophy, Science and Technology.

#### **Unit IV:**

A brief political survey of South India-Sangham Age-Satavahanas-Pallavas-Cholas-Chalukyas, and Rashtrakutas-Kakatiya and Vijayanagara-Polity and Administration, Society, Economy-Art and – Architecture.

#### Unit V:

Invasions of Arabs, Ghaznavids and Ghoris and Delhi Sultanate – A brief Political Survey, Polity and Administration under Delhi Sultanate, society, Composition of rural Society, Nobility-Status of Women, Economic and Technological developments. Agriculture-Industry-Trade and Commerce-Urbanisation, Art and Architecture-Fine Arts-Education and Literature.

#### Unit VI:

Impact of Islam on Indian Society and culture-Bhakti and Sufi Movements Emergence of Composite culture.

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# HISTORYAND CULTURE OF INDIA(1526-1946AD)

I-B.A(HISTORY) / II - Semester

As per Choice Based Credit System (CBCS)

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#### Unit - I

#### **Survey of Sources**

Establishment of Mughal Emprie – Sur Interrugnam – Brief Survey of Political History up to 1707 AD - Polity and administration - Society-Social Composition-Uleme-Nobilitypeasantry – artisans – Slaves-Status of Women – Economy: Agriculture Industries, Trade and Commerce Economic and Technology development.

Religion – Hindu – Muslim relations – Composite Culture. Education, Literature, Art, Architecture and Fine Arts.

Decline and Disintegration of Mughal Empire – Rise of Regional Powers-Marathas – Sikhs

#### Unit-II

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into Indian Union.

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### HISTORYAND CULTURE OF ANDHRA PRADESH

(from Satavahanas to 1956 A.D.)
II- B.A(HISTORY) / III - Semester

As per Choice Based Credit System (CBCS)

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#### History and Culture of Andhra Pradesh

#### Unit-I:

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#### Unit-V:

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**Political Consciousness in Telangana :** Nizam Andhra Maha Sabha, Hyderabad

State Congress, Razakars, Police Action and Accession of Telangana into Indian Union.

#### Unit-VI:

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Movement for Separate Andhra State: Andhra Mahila Sabha-Sree Bagh pact-Martyrdom of Potti Sree Ramulu-Formation of Andhra State, 1953-Vishalandhra Movement-State's Re-organization Commission-Gentlemen's Agreement-Formation of Andhra Pradesh in 1956.

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## HISTORY OF MODERN WORLD (1453-1945 AD) II- B.A(HISTORY) / IV- Semester

As per Choice Based Credit System (CBCS)

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#### **Unit-II**:

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#### **Unit-III**:

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#### **Unit-IV:**

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#### **Unit-VI:**

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# B.A(POLITICAL SCIENCE)

# POLITICAL SCIENCE CONCEPTS, THEORIES AND INSTITUTIONS

### I- B.A(POLITICAL SCIENCE) / I - Semester

As per Choice Based Credit System (CBCS)

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#### I- B.A. POLITICAL SCIENCE

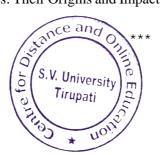
#### PAPER - I: Political Science : Concepts, Theories and Institutions

- 1. Introduction: Definition, Scope and Importance of Political Science
- 2. Approaches to the Study of Political Science: Liberal and Marxist
- 3. State Nation and Civil Society
- 4. Sovereignty: Monism and Pluralism
- 5. Theories of Origin of the State; Social Contact and Evolutionary (Historical)
- 6. Concepts:
  - 6.1 Law: Sources of Law and Concepts of Rule of Law
  - 6.2 Liberty and Equality Their Relationship
  - 6.3 Theories and Kinds of Rights
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- 7. Ideologies: Individualism, Anarchism, Fascism and Socialism
- 8. Forms of Government:
  - a. Democracy: Direct and Indirect
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- 9. Theory of Separation of Powers
- 10. Organs of Government
  - a) Legislature: i. Unicameral and Bi-cameral
    - ii. Powers and Functions
  - b) Executive: i. Powers and Functions.
  - c) Judiciary: i. Powers and Functions
    - ii. Independence of Judiciary and Judicial Review.

#### **Books Recommended:**

- 1. Principals of Political Science: Prof.A.C. Kapoor.
- 2. Grammar of Politics: Laski H.J.
- 3. Substance of Politics: A. Appadorai
- 4. Political Theory: Ashirvadam
- 5. Political Idelogies: Their Origins and Impact, Baradar, Prentice Hall of Inida

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# INDIAN GOVERNMENT AND POLITICS I- B.A(POLITICAL SCIENCE) / II - Semester

As per Choice Based Credit System (CBCS)

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### **B.A.** - Political Science INDIAN GOVERNMENT AND POLITICS

- Salient Features of Indian Constitution a Comparative Perspective with the 1. Constitutions of UK, USA and Switzerland.
- 2. Evolution of Indian Constitution – Nationalist Movement and Philosophical Foundations.
- 3. Indian Federation – Centre – State Relations – Recent Trends.
- 4. Fundamental Rights and Duties, Constitutional Remedies with special reference to Writes – Directive Principles of state policy.
- 5. President - Election, Powers and Functions - Prime Minister and Council of Ministers.
- 6. Parliament – Composition, Powers and Functions.
- 7. Judiciary - Supreme Court, Composition, Powers, Functions and Judicial Review-Judicial Activism.
- 8. Party System: National and regional Parties; Coalitional Politics
- 9. Election Commission – Electoral Reforms and voting Behavior.
- State Government Governor, Chief Minister and Council of Ministers Powers 10. and Functions.
- 11. Social and Economics Factors-Language, Religion, Caste and Regional identities.
- Social movements: Agrarian, Working class, Women, Tribal, Dalit and 12. Environmental.
- 13. Challenges to National Integration – Communalism and Terrorism

#### **Books Recommended**

- Politics in India: Rajini Kothari
- 2. Indian Constitution: M.V. Pylee
- 3. Indian Government and Politics: S.S. Awasti
- 4. Introduction for Constitution of India: D.D. Basu
- 5. Indian Government and Politics: K.R. Acharya.
- Indian Politics: Contemporary issues and Concerns, Singh & Sax 6.

Introduction to the Constitution of India, 5th ed., Sharma. 7. \

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# **POLITICAL THOUGHT**

## II-B.A(POLITICAL SCIENCE)/III-Semester

As per Choice Based Credit System (CBCS)

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### II - B.A.(Political Science) POLITICAL THOUGHT

#### Unit-I

#### 1. Ancient Indian Political Thought

- a) Sources of Ancient Indian Political Thought
- b) Manu: Varnadharma and Dandaneeti
- c) Kautilya: State and Society
- d) Goutama Buddha: Dhamma and Sangha

#### **Unit-II**

#### 2. Modern Indian Political Thought

- a) Gandhi: Ahimsa and Satyagraha
- **b)** Nehru: Democratic Socialism
- c) Ambedkar: Annihilation of Caste
- d) M.N. Roy: Radical Humanism

#### **Unit-III**

#### 3. Western Political Thought

Plato, Aristotle, St. Thomas Aquinas, Machiaveeli, Thomas Hobbes,

John Locke, J.J. Rousseau, Jermy Benthom, J.S. Mill.

Hegel, Marx and Gramsci.

#### **Books Recommended**

- 1. Political Ideas in Ancient India: R.S. Sharma
- 2. Western Political Thought: Amal Kumar Mukopadhyay
- 3. A History of Political Thought: Sabine G.H.
- 4. Annihilation of Caste: Ambedkar G.H.
- 5. Modern Political Theory & Ebentein

6. A History of Political Thought: Plate to Marx, Mukherjee &

7. Political Ideologies Their Prigins and Impact, Baradat, Pr

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# INTRODUCTION TO PUBLIC ADMINISTRATION

## II- B.A(POLITICAL SCIENCE) / IV - Semester

As per Choice Based Credit System (CBCS)

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తెలుగు విభాగం ఎస్. వి. విశ్వ విద్యాలయం తిరువతి, ఆం(ధ)పదేశ్ – 517 502

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ఈ కోర్సు విజయవంతంగా ముగించాక, విద్యార్థులు క్రింది అభ్యసన ఫలితాలను పొందగలరు.

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- తిక్కన భారతంనాటి మత, ధార్మిక పరిస్థితులను, తిక్కన కవితాశిల్పాన్ని, నాటకీయతను అవగాహన చేసుకోగలరు.
- ఎఱ్ఱన సూక్తివైచిత్రిని, ఇతిహాస కవిత్వంలోని విభిన్న రీతులపట్ల అభిరుచిని పొందగలరు. (శీనాథుని కాలం నాటి కవితావిశేషాలను, మొల్ల కవితా విశిష్టతను గుర్తించగలరు.
- తెలుగు పద్యం స్వరూప–స్వభావాలను, సాహిత్యాభిరుచిని పెంపొందించుకుంటారు. ప్రాచీన కావృభాషలోని వ్యాకరణాంశాలను అధ్యయనం చేయడం ద్వారా భాషాసామర్థ్యాన్ని, రచనలో మెళకువలను గ్రహించగలరు.

పాఠ్య ప్రణాళిక

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రాజనీతి నన్నయ

మహాభారతం – సభాపర్వం – బ్రాష్ట్రమాశ్వాసం –  $(26-57\ \mathrm{acr})$ లు)

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## వ్యాకరణం

సంధులు: ఉత్వ, త్రిక, ద్రుత్రపకృతిక, నుగాగమ, ద్విరుక్తటకారాదేశ, యణాదేశ, వృద్ధి, శ్చుత్వ, జశ్త్వ, అనునాసిక సంధులు.

సమాసాలు: అవ్వయిభావ, తత్పురుష, కర్మధారయ, ద్వంద్వ, ద్విగు, బహుబ్రీహి.

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# ఆధునిక తెలుగు సాహిత్యం

డిగ్రీ (జనరల్) / సెమిస్టర్ -  ${f II}$ 

#### రచయితలు

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దా ఎస్. సునీల్ కుమార్

తెలుగు విభాగం ఎస్. వి. విశ్వ విద్యాలయం తిరుపతి, ఆంధ్రప్రదేశ్ – 517 502



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## జనరల్ తెలుగు / సెమిస్టర్ - II

## ఆధునిక తెలుగు సాహిత్యం

## అభ్యసన ఫలితాలు

ఈ కోర్సు విజయవంతం ముగించాక, విద్యార్థులు క్రింది అభ్యసన ఫలితాలను పొందగలరు.

- 1. ఆంగ్లభాష (పథావం కారణంగా తెలుగులో వచ్చిన ఆధునిక సాహిత్యాన్ని, అని విశిష్టతను గుర్తిస్తారు.
- 2. సమకాలీన ఆధునిక సాహిత్య ప్రక్రియలైన వచన కవిత్వం, కథ, నవల, నాటకం, విమర్శ లపై అవగాహన పొందుతారు.
- 3. భావకవిత, అభ్యుదయ కవితలక్ష్యాలను గూర్చిన జాన్హాన్ని పొందుతారు. అస్తిత్వవాద ఉద్యమాలపుట్టుకను, అవశ్యకతను గుర్తిస్తారు.
- 4. కథాసాహిత్యం ద్వారా సామాజిక చైతన్యాన్ని పొందుతారు. సిద్ధాంతాల ద్వారా కాకుండా, వాస్తవ పరిస్థితులను తెలుసుకోవడం ద్వారా సిద్ధాంతాన్ని సమీక్షించగలరు.
- 5. ఆధునిక తెలుగు కల్పనాసాహిత్యం ద్వారా సామాజిక, సాంస్కృతిక, రాజకీయ చైతన్యాన్ని పొందుతారు.

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(కవికోకిల గ్రంథావళి ఖండకావ్యాలు నక్షత్రమాల సంపుటి నుండి)

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ರಾಂಟಾಲ ನಾಗೆ ಕ್ಷಂಕಾಣಿ

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# సృజనాత్మక రచన

డిగ్రీ (జనరల్) / సెమిస్టర్ - III

రచయితలు

සා ඩී. **ම**ණි්්

దా ఎస్. సునీల్ కుమార్

తెలుగు విభాగం ఎస్. వి. విశ్వ విద్యాలయం తిరుపతి, ఆంధ్రపదేశ్ – 517 502



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## జనరల్ తెలుగు / సెమిస్టర్ - III

# సృజనాత్మక రచన

## అభ్యసన ఫలితాలు

ఈ కోర్సు విజయవంతం ముగించాక, విద్యార్థులు క్రింది అభ్యసన ఫలితాలను పొందగలరు.

- 1. తెలుగు సాహిత్య అభ్యసన ద్వారా నేర్చుకున్న నెపుణ్యాలను, సృజనాత్మక నైపుణ్యాలుగా మార్చుకోగలరు.
- 2. విద్యార్థులు భాషాతత్వాన్ని, భాష యొక్క ఆవశ్యకతను, భాష యొక్క ప్రాధాన్యాన్ని గుర్తిస్తారు. మనిషి వ్యక్తిగత జీవనానికి, సామాజిక వ్యవస్థ పటిష్టతకు భాష ప్రధానమని తెలుసుకుంటారు.
  - తెలుగుభాషలోని కీలకాంశాలైన 'వర్ణం–పదం–వాక్యా'ల ప్రాధాన్నాన్ని గుర్తిస్తూ, వాగ్రూప– లిఖితరూప వ్యక్తీకరణ ద్వారా భాషానైపుణ్యాలను మొరుగుపరచుకోగలరు.
- 3. భాషానైపుణ్యాలను అలవరుచుకోవడంతోపాటు వినియోగించడం నేర్చుకుంటారు. రచనా, భాషణానైపుణ్యాలను సృజనాత్మక రూపంలో వ్యక్తీకరించగలరు.
- 4. ప్రాచీన పద్యరచనతో పాటు ఆధునిక కవిత, కథ, వ్యాసం మొదలైన సాహిత్యప్రక్రియల నిర్మాణాలకు సంబంధించిన సిద్ధాంతవిషయాలను నేర్పడంతో పాటు వారిలో రచనా నైపుణ్యాలను పెంపొందించుకోగలరు.
- 5. సృజన రంగర, ప్రసారమాధ్యమ రంగాల్లో ఉపాధి అవకాశాలను అందిపుచ్చుకోగలరు.
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2. వర్ణం, పదం, వాక్యం : (లక్షణాలు, సామాన్య– సంయుక్త– సంశ్లిష్ట వాక్యాలు)

3. భాషా నిర్మాణంలో వర్ణం, పదం, వాక్యం

4. కవిత్వారచన DIRECTOR

5. Centre for Distance and .
Online Education (CDC)

6. Sri Venkateswara University

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- 7. అనువాదం నిర్వచనం, అనువాద పద్ధతులు
- 8. అనువాద సమస్యలు భౌగోళిక, భాషా, సంస్మృతిక సమస్యలు, పరిష్కారాలు
- 9. అభ్యాసం ఆంగ్లం నుండి తెలుగుకు, తెలుగు నుండి ఆంగ్లానికి ఒక పేరును అనువదించడం

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- 10. ముద్రణామాధ్యమం: పరిచయం పరిధి వికాసం
- 12. పత్రికా రచన : (వార్తా రచన, సంపాదకీయాలు, సమీక్షలు అవగాహన)

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- 13. ట్రసార మాధ్యమాలు : (నిర్వచనం,రకాలు, విస్తృతి ట్రాయోజనాలు)
- 14. డ్రవణ మాధ్యమాలు : (రచన, రేడియో రచన, ప్రసంగాలు, నాటికలు, ప్రసార సమాచారం)
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Centre for Distance and
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# A Course in Communication and Soft Skills

As per Choice Based Credit System (CBCS)
For Degree I-Year/I-sem
Common to all Branches

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Tirupathi AP 517/502

## A Course in Communication and Soft Skills

#### **Learning Outcomes**

#### By the end of the course the learner will be able to:

- Use grammar effectively in writing and speaking.
- Demonstrate the use of good vocabulary
- Demonstrate an understating of writing skills
- Acquire ability to use Soft Skills in professional and daily life.
- Confidently use the tools of communication skills

**Unit-1: Listening Skills** 

- i. Importance of Listening
- ii. Types of Listening
- iii. Barriers to Listening
- iv. Effective Listening

**Unit-2: Speaking Skills** 

- a. Sounds of English: Vowels and Consonants
- b. Word Accent
- c. Intonation

Unit-3: Grammar

- a. Concord
- b. Modals
- c. Tenses (Present/Past/Future)
- d. Articles
- e. Prepositions
- f. Question Tags
- g. Sentence Transformation (Voice, Reported Speech & Degrees of Comparison)
- h. Error Correction

**Unit-4: Writing** 

- i. Punctuation
- ii. Spelling
- iii. Paragraph Writing
- a. SWOC
- b. Attitude CTOP
- c. Entrional Intelligence
- d. stelaphonerEtiqueste
- e. Interpersonal Skills



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# A Course in **Reading & Writing Skills**

As per Choice Based Credit System (CBCS) For Degree I-year / II-sem Common to all Branches

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### A Course in Reading & Writing Skills

#### **Learning Outcomes**

#### By the end of the course the learner will be able to:

- Use reading skills effectively
- Comprehend different texts
- Interpret different types of texts
- Analyse what is being read
- Build up a repository of active vocabulary
- Use good writing strategies
- Write well for any purpose
- Improve writing skills independently for future needs

Unit-1

**Prose**: 1. How to Avoid Foolish Opinions Bertrand Russell

**Skills**: 2. Vocabulary: Conversion of Words

: 3. One Word Substitutes

: 4. Collocations

Unit-2

Unit-3 e and

Tirupati

Prose Katherine Mansfield : 1. The Doll's House

: 2. Ode to the West Wind **Poetry** P B Shelley

**Non-Detailed Text** : 3. Florence Nightingale Abrar Mohsin

Skills : 4. Skimming and Scanning

: 1. The Night Train at Deoli Kriskin Bond Prose

Upagapta Rabindranath Tagory. University Poetry

Skill Sentre for Distance and Comprehension

Sri Venkateswara University
TIRUPATI - 5:145 Mote Making/Taking

#### Unit-4

**Poetry** : 1. Coromandel Fishers Sarojini Naidu

**Skills** : 2. Expansion of Ideas

: 3. Notices, Agendas and Minutes

(Unit-5)

Non-Detailed Text : 1. An Astrologer's Day R K Narayan

**Skills** : 2. Curriculum Vitae and Resume

: 3. Letters

: 4. E-Correspondence

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# A Course in Conversational Skills

As per Choice Based Credit System (CBCS) For Degree I - Year / III - Semester Common to all Branches

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#### A Course in Conversational Skiils

#### **Learning Outcomes**

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

- Speak fluently in English
- Participate confidently in any social interaction
- Face any professional discourse
- Demonstrate critical thinking
- Enhance conversational skills by observing the professional interviews

Unit-I

**Speech**: 1. Tryst with Destiny Jawaharlal Nehru

**Skills**: 2. Greetings

3. Introductions

**Unit-II** 

**Speech**: 1. Yes, We Can Barack Obama

Interview: 2. A Leader Should Know How to Manage Failure Dr.A.P.J. Abdul Kalam/ India

Knowledge at Wharton

**Skills**: 3. Requests

Unit-III

**Interview**: 1. Nelson Mandela's Interview With Larry King

**Skills**: 2. Asking and Giving Information

3. Agreeing and Disagreeing

Unit-IV

Unit

niversity

Tirupati

**Interview**: 1. JRD Tata's Interview With T.N.Ninan

**Skills**: 2. Dialogue Building

3. Giving Instructions/Directions

**Speech**: 1. You've Got to Find What You Love

Skills: DIFFERENCES

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## Life Skill Course Human Values and Professional Ethics

As per Choice Based Credit System (CBCS)
Common to all Branches

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#### Human Values and Professional Ethics

#### **Learning Outcome**

On completion of this course, the UG students will be able to:

- Understand the significance of value inputs in a classroom and start applying them in their life and profession
- Distinguish between values and skills, happiness and accumulation of physical facilities, the Self and the Body, Intention and Competence of an individual, etc.
- Understand the value of harmonious relationship based on trust and respect in their life and profession
- Understand the role of a human being in ensuring harmony in society and nature.
- Distinguish between ethical and unethical practices, and start working out the strategy to actualize a harmonious environment wherever they work.

## Unit-1: Introduction - Definition, Importance, Process & Classifications of Value Education

- Understanding the need, basic guidelines, content and process for Value Education
- Understanding the thought provoking issues; need for Values in our daily life
- Choices making Choosing, Cherishing & Acting
- Classification of Value Education: understanding Personal Values, Social Values, Moral Values & Spiritual Values.

## Unit-2: Harmony in the Family - Understanding Values in Human Relationships

- Understanding harmony in the Family- the basic unit of human interaction
- Understanding the set of proposals to verify the Harmony in the Family;

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- Trust (*Vishwas*) and Respect (*Samman*) as the foundational values of relationship
- Present Scenario: Differentiation (Disrespect) in relationships on the basis of body, physical facilities, or beliefs.
- Understanding the Problems faced due to differentiation in Relationships
- Understanding the harmony in the society (society being an extension of family): Samadhan, Samridhi, Abhay, Sah-astitva as comprehensive Human Goals
- Visualizing a universal harmonious order in society- Undivided Society (*Akhand Samaj*), Universal Order (*Sarvabhaum Vyawastha*)- from family to world family.

#### **Unit-3: Professional Ethics in Education**

- Understanding about Professional Integrity, Respect & Equality, Privacy, Building Trusting Relationships.
- Understanding the concepts; Positive cooperation, Respecting the competence of other professions.
- Understanding about Taking initiative and Promoting the culture of openness.
- Depicting Loyalty towards Goals and objectives.

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#### Life Skill Course

### Indian Culture & Science

As per Choice Based Credit System (CBCS)
Common to all Branches

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#### Indian Culture & Science

#### **Learning Outcomes**

By successful completion of the course, students will be able to:

- 1. Understand the evolution of India's culture.
- 2. Analyze the process of modernization of Indian society and culture from past to future.
- 3. Comprehend objective education and evaluate scientific development of India in various spheres.
- 4. Inculcate nationalist and moral fervor and scientific temper.

#### **Unit-I: Unity in Diversity in India**

Coexistence of various religions since ancient times - Hinduism, Buddhism, Jainism and Atheism, and later Sikhism, Islam and Christianity

The Bhakti (Vishnavite and Saivaite) and Sufi Movements

The concepts of seela, karuna, kshama, maitri, vinaya, santhi and ahimsa Achievements in Literature, Music, Dance, Sculpture and Painting - Craftsmanship in cloth, wood, clay, metal and ornaments

Cultural diversity, Monogamy, Family system, Important seasonal festivals

#### **Unit-II: Social Reforms and Modern Society**

Reforms by Basaveswara - Raja Rama Mohan Roy - Dayananda Saraswathi - Swamy Vivekananda - Mahatma Gandhi - B. R. Ambedkar - Reforms in Andhra by Vemana, Veerabrahmam, Gurajada, Veeresalingam and GurramJashua (only reforms in brief, biographies not needed)

**Modern Society:** Family unity, Community service, Social Harmony, Civic Sense, Gender Sensitivity, Equality, National Fervor

#### **Unit-III: Science and Technology**

Objectivity and Scientific Temper - Education on Scientific lines (Bloom's Taxonomy) - Online Education

Developments in Industry, Agriculture, Medicine, Space, Alternate Energy, Communications, Media through ages

#### Co-curricular Activities Suggested

- 1. Assignments, Group discussions, Quiz etc
- 2. Invited Lecture by a local expert

3. Visit to a scientific institutions, local heritage sites, museums, industries etc

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#### Life Skill Course

## **Environmental Education**

As per Choice Based Credit System (CBCS)
Common to all Branches

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#### **Environmental Education**

#### Learning outcomes

On completion of this course the students will be able to .....

- 1. Understand the nature, components of an ecosystem and that humans are an integral part of nature.
- 2. Realize the importance of environment, the goods and services of a healthy biodiversity, dependence of humans on environment.
- 3. Evaluate the ways and ill effects of destruction of environment, population explosion on ecosystems and global problems consequent to anthropogenic activities.
- 4. Discuss the laws/ acts made by government to prevent pollution, to protect biodiversity and environment as a whole.
- 5. Acquaint with international agreements and national movements, and realize citizen's role in protecting environment and nature.

#### **Unit-1: Environment and Natural Resources**

- 1. Multidisciplinary nature of environmental education; scope and importance.
- 2. Man as an integral product and part of the Nature.
- 3. A brief account of land, forest and water resources in India and their importance.
- 4. Biodiversity: Definition; importance of Biodiversity ecological, consumptive, productive, social, ethical and moral, aesthetic, and option value.
- 5. Levels of Biodiversity: Genetic, species and ecosystem diversity.

#### **Unit-2: Environmental Degradation and Impacts**

- 1. Human population growth and its impacts on environment; land use change, land degradation, soil erosion and desertification.
- 2. Use and over-exploitation of surface and ground water, construction of dams, floods, conflicts over water (within India).
- 3. **Deforestation:** Causes and effects due to expansion of agriculture, firewood, mining, forest fires and building of new habitats.
- 4. Non-renewable energy resources, their utilization and influences.

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- 5. A brief account of air, water, soil and noise pollutions; Biological, industrial and solid wastes in urban areas. Human health and economic risks.
- 6. Green house effect global warming; ocean acidification, ozone layer depletion, acid rains and impacts on human communities and agriculture.

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**7. Threats to biodiversity:** Natural calamities, habitat destruction and fragmentation, over exploitation, hunting and poaching, introduction of exotic species, pollution, predator and pest control.

#### **Unit-3: Conservation of Environment**

- 1. Concept of sustainability and sustainable development with judicious use of land, water and forest resources; afforestation.
- 2. Control measures for various types of pollution; use of renewable and alternate sources of energy.
- 3. Solid waste management: Control measures of urban and industrial waste.
- **4. Conservation of biodiversity:** In-situ and ex-situ conservation of biodiversity.
- **5. Environment Laws:** Environment Protection Act; Act; Wildlife Protection Act; Forest Conservation Act.
- **6. International agreements:** Montreal and Kyoto protocols; Environmental movements: Bishnois of Rajasthan, Chipko, Silent valley.

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#### Life Skill Course

# Personality Enhancement & Leadership

As per Choice Based Credit System (CBCS)
Common to all Branches

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### Personality Enhancement & Leadership

#### **Learning Outcomes**

By successful completion of the course, students will be able to:

- Develop comprehensive understanding of personality
- Know how to assess and enhance one's own personality
- Comprehend leadership qualities and their importance
- Understand how to develop leadership qualities

Unit-I

Meaning of Personality – Explanations of Human Personality – Psychodynamic Explanations – Social Cognitive Explanation – Big Five traits of Personality

Unit-II

Assessment of Personality - Projective & Self Report Techniques - Building Self-Confidence – Enhancing Personality Skills

Unit-III

Leadership Characteristics – Types of Leaders – Importance of Leadership – Leadership Skills – Building and Leading Efficient Teams – Leadership Qualities of Abraham Lincoln, mahatma Gandhi, Prakasam Pantulu, Dr. B. R. Ambedkar & J.R.D.Tata

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#### **Skill Development Course**

# Office Secretaryship

As per Choice Based Credit System (CBCS)
Common to all Branches

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### Office Secretaryship

#### **Learning Outcomes**

By the successful completion of course, the student will be able to;

- Understand the organizational hierarchy and outlines of functioning.
- 2. Comprehend the role of office secretaryship in a small and medium organization.
- 3. Acquire knowledge on office procedures and interpersonal skills.
- 4. Apply the skills in preparing and presenting notes, letters, statements, reports in different situations.

### **Unit-I: Introduction**

Introduction - Organisational structure of a small and medium organization - Types of offices - Kinds of secretaries - The scope of office secretaryship.

### **Unit-II: Office Secretary**

The role of an office secretary - Duties and responsibilities - Usage of different devices - Flowchart and office manuals - Coordinating different wings of an office/organisaton - Arranging common meetings - Operations of banking and financial services - travel and hospitality management services.

### **Unit-III: Office Procedures**

Office procedures - Filing - Circulating files - Preparation of notes, circulars, agenda and minutes of meetings - Issue of press notes - Maintenance of files and records - Inventory, office, human resources, financial and confidential - maintaining public relations.

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#### **Skill Development Course**

## Advertising

As per Choice Based Credit System (CBCS)
Common to all Branches

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### Advertising

#### **Learning Outcomes**

After Successful completion of this course, the students are able to;

- 1. Understand the field of Advertising
- 2. Comprehend opportunities and challenges in Advertising sector
- 3. Prepare a primary advertising model
- 4. Understand applying of related skills
- 5. Examine the scope for making advertising a future career

Unit-1

Introduction of advertising concepts- functions - Types of advertising - Creative advertising messages - Factors determining opportunities of a product/service/Idea

Unit-2

Role of advertising agencies and their responsibilities - scope of their work and functions - Ethical issues - Identifying target groups -Laws in advertising. Advertising Statutory Bodies in India - Role of AAAI (Advertising Agencies Association of India), ASCI (Advertising Standard Council of India)

Unit-3

Types of advertising - Basic characteristics of a typical advertisement - Reaching target groups - Local advertising - Feedback on impact of advertisement - Business promotion.

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#### **Skill Development Course**

# Logistics and Supply Chain Management

As per Choice Based Credit System (CBCS)
Common to all Branches

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### Logistics and Supply Chain Management

#### **Learning Outcomes**

At the successful completion of the course, the student will able to;

- 1. Summarize relationship between marketing and Logistic Management
- 2. Understand the concepts of Supply Chain Management in connection with products.
- 3. Understanding various types of seller and suppliers
- 4. Evaluate best logistic method among all means of transport operations
- 5. Analysis of different distribution strategies online and physical distribution
- 6. Compare the Logistics in National and International Scenario.
- 7. Design and develop new methods and models of Logistics in SCM

**Unit-1: Introduction to Logistics and Supply Chain Management (SCM)** 

Functions of Logistics - Structure of logistics - Logistics Costs - Modes of Logistics - Logistics in 21st Century - Role of Supply Chain Management - Design and Development of Supply Chain Network - Different types of Supply Chain Networks

Unit-II: Logistics

Customer Selection - Process -Customer Service and Customer Retention - Relationship Management - Integrating Logistics and Customer Relationship Management

**Unit-III: Supply Chain Management** 

Managing and Estimating Supply Chain Demand - Forecasting Techniques - Supplier Networks – Skills to Manage SCM - Recent Trends in SCM

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#### **Skill Development Course**

# Disaster Management

As per Choice Based Credit System (CBCS)
Common to all Branches

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### Disaster Management

#### **Learning Outcomes**

After successful completion of the course, the students are able to;

- 1. Understand the nature, cause and effects of disasters
- 2. Comprehend the importance of Disaster Management and the need of awareness
- 3. Acquire knowledge on disaster preparedness, recovery remedial measures and personal precautions
- 4. Volunteer in pre and post disaster management service activities

Unit-I

Introduction of Disaster - Different types of disasters- Natural- (flood, cyclone, earthquake, Famine and pandemic) - Accidental- (Fire, Blasting, Chemical leakage, Rail, Aviation, Road boat tragedies and nuclear pollution) - Disaster Management Act 2005

Unit-II

Causes and immediate effects of Disasters - Preparedness of disasters - Precautions - Dissemination of information - Nature and concepts - Role of National Disaster Management Authority and Role of Government and non governmental organizations in protecting human livestock and natural resources.-Use of technology -Role of Citizens and Youth in the prevention.

Unit-III

Post disaster effects - short term - Procedures for Rehabilitation and Recovery - Role of volunteers and Safety Precautions - Long term remedial and preventive measures - Collection, filing and storage of information - Case studies.

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