

FOUNDATION COURSE
I. HUMAN VALUES AND PROFESSIONAL ETHICS
Common for BA/BCom/BSc/BBA/BCA Programmes
I Semester

Unit-I : Introduction to Value Education

1. Value Education, Definition, Concept and Need for Value Education
2. The Content and Process of Value Education
3. Basic Guidelines for Value Education
4. Self Explanation as a means of Value Education
5. Happiness and Prosperity as parts of Value Education

Unit-II : Harmony in the Human Being

1. Human Being is more than just the Body
2. Harmony of the Self ('I') with the Body
3. Understanding Myself as Co-existence of the Self and the Body
4. Understanding Needs of the Self and the Needs of the Body
5. Understanding the Activities in the Self and Activities in the Body

Unit-III : Harmony in the Family and Society and Harmony in the Nature

1. Family as a basic unit of Human Interaction and Values in Relationships
2. The Basics for respect and today's Crisis : Affection, Care, Guidance, Reverence, Glory, Gratitude and Love
3. Comprehensive Human Goal : The Five dimensions of Human Endeavour
4. Harmony in Nature : The Four orders in Nature
5. The Holistic Perception of harmony in Existence

Unit-IV : Social Ethics

1. The Basics for Ethical Human conduct
2. Defects in Ethical Human Conduct
3. Holistic Alternative and Universal order
4. Universal Human Order and Ethical Conduct
5. Human Rights violation and Social Disparities

Unit-V : Professional Ethics

1. Value Based Life and Profession
2. Professional Ethics and Right Understanding
3. Competence in Professional Ethics
4. Issues in Professional Ethics - The Current scenario
5. Vision for Holistic Technologies, Production System and Management Models

Reference Books :

1. A.N.Tripathy, Human Values, New Age International Publishers, 2003
2. Bajpai.B.L., Indian Ethos and Modern Management, New Royal Book Co., Lucknow, Reprinted, 2004
3. Bertrand Russell, Human Society in Ethics and Politics
4. Corliss Lamont, Philosophy of Humanism
5. Gaur.R.R., Sangal.R, Bagaria.G.P., A Foundation Course in Value Education, Excel Books, 2009
6. Gaur.R.R., Sangal.R, Bagaria.G.P., Teacher's Manual, Excel Books, 2009
7. I.C.Sharma, Ethical Philosophy of India, Nagin & Co., Julundhar
8. Mortimer.J.Adler, What Man has Made of Man
9. R.Subramanian, Professional Ethics, Oxford University Press
10. Text Book for Intermediate Ethics and Human Values, Board of Intermediate Education & Telugu Academy, Hyderabad
11. William Lilly, Introduction to Ethics, Allied Publishers

FOUNDATION COURSE

ENVIRONMENTAL STUDIES

Common for BA/BCom/BSc/BBA/BCA Programmes

I Semester

Unit-I : Natural Resources

The Multidisciplinary nature of Environmental Studies. Definition, scope and importance. Need for public awareness. Renewable and non-renewable resources: Natural resources and associated problems

Forest resources: Use and over-exploitation, deforestation, case studies.

Timber extraction, mining, dams and their effects on forests and tribal people

Water resources: use and over - utilization of surface and ground water, floods, drought, conflicts over water, dams- benefits and problems

Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies

Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer- pesticide problems, water logging, salinity, case studies

Energy resources Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources, case studies

Land resources: Land as resources, land degradation, man induced landslides, soil erosion and desertification

a. Role of an individual in conservation of natural resources

b. Equitable use of resources for sustainable lifestyles

Unit-II : Ecosystems, Biodiversity and its conservation

Concept of an ecosystem

Structure and function of an ecosystem

Producers, consumers and decomposers

Energy flow in the ecosystem

Ecological succession

Food chains, food webs and ecological pyramids

Introduction, types, characteristic features, structure and function of the following ecosystem:- Forest ecosystem, Grassland ecosystem, Desert ecosystem, Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries)

Introduction - Definition genetic, species and ecosystem diversity

Biogeographically classification of India

Value of biodiversity: Consumptive use, productive use, social, ethical aesthetic and option values

Biodiversity at global, National and local levels

India as a mega - diversity nation

Hot-spots of biodiversity

Threats to biodiversity habits loss, poaching of wildlife, man wildlife conflicts

Endangered and endemic species of India

Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity

Unit-III : Environmental Pollution

Definition

Causes, effects and control measures of :-

- a. Air pollution
- b. Water pollution
- c. Soil pollution
- d. Marine pollution
- e. Noise pollution
- f. Thermal pollution
- g. Nuclear pollution

Solid waste management: Causes, effects and control measures of urban and industrial wastes

Role of individual in prevention of pollution

Disaster management: floods, earthquake, cyclone and landslides

Unit-IV : Social Issues and the Environment

From Unsustainable to Sustainable development

Urban problems related to energy

Water conservation, rain water harvesting, watershed management

Resettlement and rehabilitation of people; its problems and concerns

Case studies

Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust, case studies

Wasteland reclamation, Consumerism and waste products

Environment protection Act

Air (Prevention and control of Pollution) Act

Water (Prevention and control of Pollution) Act

Wildlife Protection Act, Forest Conservation Act

Issues involved in enforcement of environmental legislation

Public awareness

Unit-V : Human Population and the Environment

Population growth , variation among nations

Population explosion- Family welfare Programme

Environment and human health

Human Rights

Value Education

HIV/AIDS

Women and Child Welfare

Role of Information Technology in Environment and human health

Reference Books :

1. Environmental Studies (for Non-Engineering Students) by Prof. B.Sudhakara Reddy, Prof. T.Shivaji Rao, Prof. U.Tataji and Prof. K.Purushotham Reddy, published by Maruthi Publications, Guntur. (prescribed by APSCHE)
2. Environmental Studies by Dr.M.Satyanarayana, Dr.M.V.R.K.Narasimhacharyulu, Dr.G.Rambabu and Dr.V.Viveka Vardhani, Published by Telugu Academy, Hyderabad.
3. Environmental Studies by R.C.Sharma, Gurbir Sangha, published by Kalyani Publishers.
4. Environmental Studies by Purnima Smarath, published by Kalyani Publishers.

SYLLABUS-SEMESTER – I

Unit – I

PROSE

1. A.P. J. Abdul Kalam: The Knowledge Society (from *Ignited Minds*)
2. C.Rajagopalachary: Good Bricks

Unit – II

POETRY

1. Robert Frost: The Road Not Taken
2. Nissim Ezekiel: Night of the Scorpion

Unit – III

SHORT STORY

1. Mulk Raj Anand : The Lost Child
2. Henry Lawson: The Loaded Dog

Unit – IV

ONE - ACT PLAY

- William Shakespeare: The Merchant of Venice (Court Scene – Act IV Scene -1)

Unit – V

LANGUAGE ACTIVITY

1. Classroom and Laboratory Activities
 - i. Single Sentence Answer Questions on Vocabulary (spelling), sound(pronunciation), sense (meaning), and syntax (usage)
2. Classroom Activity
 - i. Exercises in Articles and Prepositions
 - ii. Exercises in Tenses, Interrogatives and Question tags

Andhra Pradesh State Council of Higher Education
General Telugu Syllabus for B.A/ B.Com/B.Sc., Courses Under CBCS
W.e.f. 2015-16 (Revised in April - 2016)

SEMESTER - I

I. ప్రాచీన కవిత్వం:

- (అ) నన్నయ - గంగాశంతనుల కథ
ఆంధ్రమహాభారతం-ఆదిపర్వం-నాల్గవ ఆశ్వాసం (120-165)
“నరవరుడగు శంతనునకు” నుండి “దివ్య భూషణాలంకృత” వరకు
- (ఆ) తిక్కన - ద్రౌపది పరిదేవనం - ఆంధ్రమహాభారతం - ఉద్యోగపర్వం -
తృతీయ ఆశ్వాసం - (100-125)
“ధర్మనందను పలుకులు” నుండి “అని యూఱడిలగ బలికిన” వరకు

II ఆధునిక కవిత్వం

- (అ) గురజాడ - కన్యక
(ఆ) శ్రీశ్రీ - దేశచరిత్రలు

III కథానికలు

- (అ) పాపినేని శివశంకర్ - చింతల తోపు
(ఆ) బండి నారాయణస్వామి - సావుకూడు

IV వ్యాకరణం

- (అ) సంధులు - సవర్ణదీర్ఘ, గుణ, వృద్ధి, యణాదేశ, త్రిక, గ.స.డ.ద.వాదేశ,
రుగాగమ, టుగాగమ, ఆమ్రేడిత, అత్వ, ఇత్వ, ఉత్వ సంధులు.
(ఆ) సమాసాలు - తత్పురుష, కర్మధారయ, ద్వంద్వ, ద్విగు, బహువ్రీహి.
(ఇ) అక్షర దోషాలు - దోషాలు సరిదిద్ది సాధు రూపాలు రాయాలి.

విద్యార్థి కృత్యాలు:

1. శ్రీశ్రీ కవిత దేశ చరిత్రలకు సంబంధించిన పేరడీలు సేకరించండి.
2. ముత్యాల సరాలు ఛందస్సులో రచనలు చేసే ప్రయత్నం చేయండి.
3. ఆనాటి ద్రౌపది పరిస్థితిని ప్రస్తుత సమాజ పరిస్థితికి అన్వయించండి.
(పైన సూచించిన విద్యార్థి కృత్యాలు కొన్ని ఉదాహరణలు మాత్రమే. ఇటువంటివి మరిన్ని ప్రయత్నించగలరు.)

SRI RAMA KRISHNA (AUTONOMOUS) DEGREE COLLEGE, NANDYAL
 BA/B.COM&BSC Ist YEAR Ist SEMISTER
 SUBJECT: SANSKRIT
SYLLABUS (2015-2016) REGULATIONS

I. प्राचीन साहित्यम्

1. अभिज्ञानम्

2. आतिथ्यम्

II. आधुनिक साहित्यम्

1. उन्नतिः

2. विविक्तपुष्पकरण्डः

III. गद्य काव्यम्

1. मूर्खता

IV. व्याकरणम्

1. शब्दाः - अजन्तशब्दाः

देव, कवि, भानु, धातृ, पितृ, गो, रमा, मति

2. धातवः

भू, गम्, ष्ठा, दृशिर्, लभ्, मुद, अस्, भाष्

3. सन्धयः

सवर्णदीर्घ, अयवायाव संधि, गुण, वृद्धि, यनादेश, श्चुत्व, ष्टुत्व,

अनुनासिक

4. समासाः

द्वन्द्व, तत्पुरुष, कर्मधारय, द्विगु

SEMESTER - I

Title of the Paper : **MANAGEMENT PROCESS**

UNIT-I :

Introduction : Meaning and importance of Management; Role and responsibilities of top, middle and lower managers. Functions of management. Challenges of Management in the context of new era.

UNIT-II:

Planning: Concept- Significance- Process- Techniques- Problems- Planning Principles.

UNIT-III

Organizing Concept- Significance- Process- Techniques - Problems . Principles of organizing. Formal and informal organizations. Organizational design. Departmentation types: advantages and disadvantages. Span of control. Delegation of authority. Delegation Vs. decentralization. Line and Staff Positions – Committees.

UNIT-IV

Staffing: Meaning and importance of staffing. Recruitment–Selection– interviewing – induction.

Leading: Meaning – importance of leading .Leadership Styles. Developing leadership skills.

Motivating: Meaning– importance of Motivating. Theories of motivation.

Communicating: Meaning – importance – Process – problems of communication. Barriers of Communication – Measures towards effective communication.

UNIT – V

Controlling – Importance – Process - Problems of controlling. Control as a feedback System. Requirements of effective control. Preventive and overall controls.

RECOMMENDED BOOKS:

1. Pro. D. A. R. Subrahmanyam, & Smt. D. Swapna, A test Book on Principles of Management, Maruthi Book Depot, Gudur.
2. Koontz, H. and Wihrich H, Management, Mc Graw Hill.
3. Stoner, J etc., Management , Pearson Education. Sharma, Principles of Management, Kalyani Publishers, Hyderabad.

SEMESTER – I

Title of the Paper : **MANAGERIAL ECONOMICS**

UNIT –I: Introduction Economic and not-economic activities; Business – Meaning and its importance in the economy; Economics: Definitions – Distinction between micro and macro economics; Concept of Utility; Cardinal and ordinal utility; Law of Diminishing Managerial utility; Law of substitution.

UNIT – II: Demand , Supply and Market Equilibrium Demand: Meaning, Importance, Types of Demand; Law of Demand; Elasticity of Demand: Different types of elasticity of demand – Price elasticity, income elasticity, cross elasticity and promotional elasticity – Determinants of elasticity of demand; Supply: Meaning and importance, law of supply; Market equilibrium; Consumer's surplus.

UNIT-III : Production and Costs Concept of Production; Production function; Distinction between short run and long run; Law of variable proportions; Law of Returns to Scale; Concept of cost of production; Cost function: Costs in short run and costs in long run.

UNIT-IV: Market Structures and Pricing Market structures: Characteristics – Perfect Competition – Monopoly – Monopolistic Competition – Oligopoly; Pricing in various market structures during short run and long run; Different types of pricing and pricing strategies.

UNIT-V: National Income, Trade Cycles and International Trade National Income; Definition – Measurement – Difficulties and problems in measurement of national income – different concepts of national income; Trade Cycles: Definitions – Causes – Control of Trade Cycles; Monetary policy and Fiscal Policy; International Trade: Meaning, Theories of international trade; Concept of Balance of Payments.

RECOMMENDED BOOKS:

1. Prof. D.A.R. Subrahmanyam, & Dr. V. Hari Leela, A Text book on Managerial Economics, Maruthi Book Depot, Guntur.
2. Gupta G.S., Managerial Economics, Tata McGraw Hill.
3. Mithani D.M., Fundamentals of Business Economics, Himalaya Publishing House.
4. A.V.R. Chary, Business Economics Entrepreneurship & Development, Kalyani Publishers, Hyderabad

SEMESTER – I

Title of the Paper : **INFORMATION TECHNOLOGY FOR MANAGERS**

Unit I: IT in the Modern Organization: Basic concepts of Information System – Organizational structure and IT support. IT support at different organizational levels managing information technology in organizations. Introduction to Computer Systems: Introduction to Computers – Five generations of Modern Computers – Classification of Digital Computer Systems.

Unit II: Computer Hardware: Computer Hardware: Central Processing Unit (CPU). Control Unit. Arithmetic Logic Unit (ALU). Memory: Memory Organization – Random Access Memory (RAM), Dynamic RAM (DRAM, Static Ram (SRAM). Read only Memory (ROM), Registers. Factors affecting Processor Speed – Instruction Set, Mechanic Cycle **Secondary Storage Devices:** Magnetic Tape, magnetic Disks, Hard Disks, Flexible Disks, Optical Disk. **Input Devices:** Key Board, Mouse, Trackball, Game Controllers, Scanners, Voice Recognition, Web Cams, Digital Cameras, OCR, OMR, MICR. **Output Devices Monitor:** CRT Monitors, Flat-Panel Monitors – **Printer:** Daisy –wheel, Dot Matrix, Ink-jet Printer – Plotter, Multimedia Projector.

Unit III : Computer Software: System Software and Application Software. Operating Systems: Windows Operating Systems, Mobile device operating Systems, and Notebook Operating systems. **Introduction to MS-Office:** Importance-features – system requirements – advantages **MS-Word:** basic editing, formatting, paragraph formatting, borders & sharing, tables, lists, page formatting, inserting pictures, cliparts, shapes, mailmerge, proofing tools, templates & macros. **MS-Excel:** worksheet, workbook, templates, entering data, formatting, headers, footers, data analysis, charts, names, filters, sort, validation lists, function, macros.

Unit IV: MS-Power Point: Creating basic presentation, master view, slide design, building blocks of presentation, themes and styles, charts, graphs and tables, media clips and animation, transition, slide setup, rehearsal, narrations, macros and customization **Networks:** Local Rea Networks, LAN Topologies, Wide Area Networks (WAN) – Value Added Networks (VAN)- Virtual Private Networks (VPN) The internet, intranets and extranets: the evolution of the internet, services provided by the internet, World Wide Web: intranets and extranets.

Unit V: New Technologies in Information Technology: introduction to hyper media, artificial intelligence and business intelligence, Knowledge Discovery in Database: (KDD). Data Warehouses and Data Marts. Data Mining and On-line Analytical Processing (OLAP)- Enterprise Resource Planning (ERP) – Supply Chain Management (SCM) – Customer Relationship Management (CRM) – Geographic Information System (GIS).

RECOMMENDED BOOKS:

1. Ms. J.J.L.R. Bharathi Devi, A Text Book on Information Technology, Maruthi Book Depot, Guntur.
2. N.V.N.Chary & Lalitha S., Fundamentals of Informational Technology, Kalyani Publishers, Hyderabad.
3. Turban, Rainer, Potter —Introduction to Information Technology, Wiley India (2nd Edition).
4. Microsoft Office Reference Guide – Tom Bunzel
5. Microsoft office Suite of Applications – Orin Thomas
6. Microsoft Office – The Complete Reference – Stephen Nelson