

GOVERNMENT DEGREE COLLEGE

NARASANNAPETA-SRIKAKULAM DIST.-532421.





Andhra Pradesh State Council of Higher Education: Hyderabad Foundation Courses under CBCS; Revised Syllabi For All Degree Programs w.e.f. 2015-16 (Revised in May 2016)

Dr. BRAU which is the affiliating university has introduced Life Skill and Skill development courses for all the UG programs under Part II of foundation courses with effect from the year 2020-2021. They are as follows

| Sl.No | Foundation Courses | Addressing Issue | Semester | Hrs per Week | Total Hrs | Credits | Marks |
|-------|---|--|-------------|--------------------|--------------|---------|-------|
| | | Life Skill | Courses | | | | |
| 1 | Human Values and Professional Ethics (HVPE) | Human Values | 1 | 2 | 30 | 2 | 50 |
| 2 | ICT | Sustainability | 1 | 2 | 30 | 2 | 50 |
| 3 | Environmental Education | Environment | 1 | 2 | 30 | 2 | 50 |
| 4 | Solar Energy | Environment, Sustainability | II | 2 | 30 | 2 | 50 |
| | | Skill Developr | nent Course | es | | | |
| 5 | Tourism and Guidance | Environment, Professional Ethics, Human Values | II | 2 | 30 | 2 | 50 |
| 6 | Insurance Promotion | Sustainability | II | 2 | 30 | 2 | 50 |
| 7 | Electrical Appliances | Environment, Sustainability | II | 2 | 30 | 2 | 50 |
| 8 | Plant Nursery | Environment | II | 2 | 30 | 2 | 50 |
| 9 | Social Work | Professional Ethics, Human Values | II | 2 | 30 | 2 | 50 |
| 10 | Online Business | Professional Ethics | II | 2 | 30 | 2 | 50 |
| 11 | Personality Development and Business Leadership | Professional Ethics, Sustainability | II | 2 | 30 | 2 | 50 |
| 12 | Dairy Technology | Environment, Sustainability | II | 2 | 30 | 2 | 50 |
| 13 | Retailing | Professional Ethics | III | 2 | 30 | 2 | 50 |
| 14 | Poultry Farming | Environment | III | 2 | 30 | 2 | 50 |
| 15 | Agriculture marketing | Sustainability | II | 2 | 30 | 2 | 50 |



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

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SYLLABUS OF HUMAN VALUES PROFESSIONAL ETHICS AS PART OF LIFE SKILLS COURSES UNDER CBCS FRAMEWORK WITH EFFECT FROM 2020-21

PROGRAMME: FOUR-YEAR UG HONOURS PROGRAMME

HUMAN VALUES AND PROFESSIONAL ETHICS (HVPE)

(SYLLABUS)

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;
- ✓ 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 (*AkhandSamaj*), Universal Order (*SarvabhaumVyawastha*)- from family to world family.

UNIT: 3Professional Ethics in Education

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

Text Books:

R R Gaur, R Sangal, G P Bagaria, 2009, A Foundation Course in Human Values and Professional Ethics.

Bhatia, R. & Bhatia, A (2015) Role of Ethical Values in Indian Higher Education.

References:

- Ivan Illich, 1974, Energy & Equity, The Trinity Press, Worcester, and Harper Collins,
 U
- E.F. Schumacher, 1973, Small is Beautiful: a study of economics as if people mattered, Blond & Briggs, Britain.
- Sussan George, 1976, How the Other Half Dies, Penguin Press. Reprinted 1986, 1991
- Donella H. Meadows, Dennis L. Meadows, Jorgen Randers, William W. Behrens III,
 1972, Limits to Growth Club of Rome's report, Universe Books.
- A Nagraj, 1998, Jeevan Vidya EkParichay, Divya Path Sansthan, Amarkantak.
- P L Dhar, RR Gaur, 1990, Science and Humanism, Commonwealth Publishers.
- A N Tripathy, 2003, Human Values, New Age International Publishers.

Mode of Evaluation:

Assignment/ Seminar/Continuous Assessment Test/Semester End Exam.

Co curricular Activities:

- 1. Visit to an Old Age Home and spending with the inmates for a day.
- 2. Conduct of Group Discussions on the topics related to the syllabus.
- 3. Participation in community service activities.
- 4. Working with a NGO like Rotary Club or Lions International, etc.

Subject Committee Members Dr.A.S.Dayakar, Head, Dept. of Political Science, Andhra Loyola College, Vijayawada Sri.R.John, Dept. of Service Learning, Andhra Loyola College, Vijayawada



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SYLLABUS OF

INFORMATION AND COMMUNICATION TECHNOLOGY

AS PART OF LIFE SKILLS COURSES UNDER CBCS FRAMEWORK WITH EFFECT FROM 2020-21

PROGRAMME: FOUR-YEAR UG HONOURS PROGRAMME

ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION B.Sc./B.Com/B.A

Syllabus under CBCS w.e.f.2020-21

INFORMATION & COMMUNICATION TECHNOLOGY

| Semester | Course Code | Course Title | Но | Credits |
|----------|----------------------|--|-----|---------|
| | | | urs | |
| I | Life skill Course | INFORMATION & COMMUNICATION TECHNOLOGY | 30 | 2 |

Objectives:

This course aims at acquainting the students with basic ICT tools which help them in their day to day and life as well as in office and research.

Course outcomes: After completion of the course, student will be able to;

- 1. Understand the literature of social networks and their properties.
- 2. Explain which network is suitable for whom.
- 3. Develop skills to use various social networking sites like twitter, flickr, etc.
- 4. Learn few GOI digital initiatives in higher education.
- 5. Apply skills to use online forums, docs, spreadsheets, etc for communication, collaboration and research.
- 6. Get acquainted with internet threats and security mechanisms.

SYLLABUS:

UNIT-I: (08 hrs)

Fundamentals of Internet: What is Internet?, Internet applications,Internet Addressing — Entering a Web Site Address, URL—Components of URL, Searching the Internet, Browser — Types of Browsers,Introduction to Social Networking: Twitter, Tumblr, LinkedIn, Facebook, flickr, Skype, yahoo, YouTube, WhatsApp.

UNIT-II:(08 hrs)

E-mail: Definition of E-mail -Advantages and Disadvantages -User Ids, Passwords, Email Addresses, Domain Names, Mailers, Message Components, MessageComposition, Mail Management.

G-Suite: Google drive, Google documents, Google spread sheets, Google Slides and Google forms.

UNIT-III:(10 hrs)

Overview of Internet security, E-mail threats and secure E-mail, Viruses and antivirus software, Firewalls, Cryptography, Digital signatures, Copyright issues.

What are GOI digital initiatives in higher education? (SWAYAM, SwayamPrabha, National Academic Depository, National Digital Library of India, E-Sodh-Sindhu, Virtual labs, e-acharya, e-Yantra and NPTEL).

RECOMMENDED CO-CURRICULAR ACTIVITIES: (04 hrs)

(Co-curricular activities shall not promote copying from textbook or from others work and shall encourage self/independent and group learning)

- 1. Assignments(in writing and doing forms on the aspects of syllabus content and outside the syllabus content. Shall be individual and challenging)
- 2. Student seminars (on topics of the syllabus and related aspects (individual activity))
- 1. Quiz and Group Discussion
- 3. Slip Test
- 4. Try to solve MCQ's available online.
- 5. Suggested student hands on activities:
 - a. Create your accounts for the above social networking sites and explore them, establish a video conference using Skype.
 - b. Create an Email account for yourself- Send an email with two attachments to another friend. Group the email addresses use address folder.
 - c. Register for one online course through any of the online learning platforms like NPTEL, SWAYAM, Alison, Codecademy, Coursera. Create a registration form for your college campus placement through Google forms.

Reference Books:

- 1. In-line/On-line : Fundamentals of the Internet and the World Wide Web, 2/e byRaymond Greenlaw and Ellen Hepp, Publishers : TMH
- 2. Internet technology and Web design, ISRD group, TMH.
- 3. Information Technology The breaking wave, Dennis P.Curtin, Kim Foley, Kunai Sen and Cathleen Morin, TMH.

Model Ouestion Paper Format

Time: 1 1/2 hrs (90 Minutes)

Max. Marks: 50 Time: 1 1/2 hrs (90 Minutes

Section -A

(Total: 4x5=20 Marks)

(Answer any four questions. Each answer carries 5 marks

(Total 8 questions. At least 1 question should be given from each Unit)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7. 8.

Section- B

(Total: 3x10 = 30 Marks)

(Answer any three questions. Each answer carries 10 marks

(Total five questions. At least 1 question should be given from each Unit)

- 1.
- 2.
- 3.
- 4.



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SYLLABUS OF

ENVIRONMENTAL EDUCATION

AS PART OF LIFE SKILLS COURSES UNDER CBCS FRAMEWORK WITH EFFECT FROM 2020-21

PROGRAMME: FOUR-YEAR UG HONOURS PROGRAMME

AP State Council of Higher Education

Revised Syllabus under CBCS Pattern

(w.e.f. 2020-'21 Academic Year)

A Mandatory Course for BA/BCom/BSc etc.

ENVIRONMENTAL EDUCATION

(Total hours of Teaching – 30 Hrs. @ 02 Hrs. per Week)

Course objective: A Generic Course intended to create awareness that the life of human beings is an integral part of environment and to inculcate the skills required to protect environment from all sides.

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

06 Hrs.

- 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 waterresources 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

10Hrs

- 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.
- 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.
- 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

10 Hrs

- 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.

Suggested activities to learner: (4 hours)

- 1. Visit to an area to document environmental assets: river/ forest/ flora/fauna, etc
- 2. Visit to a local polluted site-Urban/Rural/Industrial/Agricultural site.
- 3. Study of common plants, insects, birds and basic principles of identification.
- 4. Study of simple ecosystems-forest, tank, pond, lake, mangroves etc.
- 5. Case study of a Forest ecosystem or a pond ecosystem.

Suggested text book:

- ErachBarucha (2004) *Text book of Environmental Studies for Undergraduate courses* (Prepared for University Grants Commmission) Universities Press.
- PurnimaSmarath (2018) Environmental studies Kalyani Publishers, Ludhiana

Reference books:

- Odum, E.P., Odum, H.T. & Andrews, J. (1971) Fundamentals of Ecology. Philadelphia: Saunders.
- ➤ Pepper, I.L., Gerba, C.P. &Brusseau, M.L. (2011). *Environmental and Pollution Science*. Academic Press.
- Raven, P.H., Hassenzahl, D.M. & Berg, L.R. (2012) *Environment. 8th edition*. John Wiley & Sons.
- Singh, J.S., Singh, S.P. and Gupta, S.R. (2014) *Ecology, Environmental Science and Conservation*. S. Chand Publishing, New Delhi.
- Sengupta, R. (2003) Ecology and economics: An approach to sustainable development. OUP.
- ➤ Wilson, E. O. (2006) *The Creation: An appeal to save life on earth.* New York: Norton.
- ➤ Groom, Martha J., Gary K. Meffe, and Carl Ronald Carroll (2006) *Principles of Conservation Biology*. Sunderland: Sinauer Associates,

Model question paper for theory examination at the end of IV Semester Life Skill Course / ENVIRONMENTAL SCIENCE

Max. Time: 2 Hrs. Max. Marks: 50

| | Max. Marks: 50 Time: 1 1/2 hrs | (90 Minutes |
|---------------|--|--------------------------|
| | Section -A | (Total: 4x5=20 Mark |
| (Ans | wer any four questions. Each answe | er carries 5 marks |
| (Total 8 qu | nestions. At least 1 question should b | e given from each Unit) |
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| | Section- B | (Total: $3x10 = 30$) |
| (Answer | r any three questions . Each answ | ver carries 10 marks |
| (Total five o | questions. At least 1 question should | be given from each Unit) |
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SYLLABUS OF

TOURISM GUIDANCE

AS PART OF
SKILL DEVELOPMENT COURSES
UNDER CBCS FRAMEWORK WITH EFFECT FROM 2020-21

PROGRAMME: FOUR-YEAR UG HONOURS PROGRAMME

A.P. State Council of Higher Education

B.A., B. Com & B. Sc Programmes

Revised CBCS w.e.f. 2020-21

SKILL DEVELOPMENT COURSES

Arts Stream

Tourism Guidance

Total 30 hrs (02 h/wk, 02 Cr & Max 50 Marks)

Learning Outcomes:

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

- 1. Understand the basic tourism aspects
- 2. Comprehend the requirements, role and responsibilities of profession of a Tourist Guide
- 3. Apply the knowledge acquired in managing different groups and guiding in a tour
- 4. Explain basic values related to tourism and heritage

Syllabus:

Unit I: (06 hrs)

Tourism - What is Tourism - Characteristics of Tourist Places - Guidance in Tourism

- Meaning of Guidance - Types of Tour Guidance - Government/Department Regulations

Unit II: (10 hrs)

Types of Guides – Characteristics of a Guide - Duties and Responsibilities of a Guide - The Guiding Techniques –Guide's personality- Training Institutions – Licence. Leadership and Social Skills - Presentation and Communication Skills - Working with different age and linguistic groups - Working under difficult circumstances – Precautions at the site -Relationship with Fellow Guides and Officials.

Unit III: (10 hrs)

Guest Relationship Management- Personal and Official - Arrangements to Tourists – Coordinating transport - VISA/Passport -Accident/Death -Handling Guests with Special Needs/ Different Abilities –Additional skills required for Special/Adventure Tours - Knowledge of Local Security and Route Chart – PersonalHygiene and Grooming - Checklist - Code of Conduct

Co-curricular Activities Suggested: (04 hrs)

- 1. Assignments, Group discussion, Quiz etc.
- 2. Invited lecture/training by local tourism operators/expert/guides
- 3. Visit to local Tourism Department office and a tourist service office
- 4. Organisation of college level short-duration tours to local tourist sites.

Reference Books:

- 1. Jagmohan Negi (2006); Travel Agency and Tour Operations, Kanishka Publishers, New Delhi
- 2. Mohinder Chand (2009); Travel Agency and Tour Operations: An Introductory Text, Anmol Publications Pvt. Limited, New
- 3. Pat Yale(1995); Business of Tour Operations, Longman Scientific & Technical, New Delhi
- 4. Websites on Tourism guidance.

MODEL OUESTION PAPER FORMAT

Max Marks: 50 Time: 1 ½ hr (90 Min)

SECTION A (Total: 4x5=20 Marks)

(Answer any four questions. Each rewsna carries 5 marks (At least 1 question should be given from each Unit)

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SECTION B

(Total: 3x10 = 30 Marks)

(Answer any three questions. Each rewsna carries 10 marks (At least 1 question should be given from each Unit)

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Subject Committee Members

Prof. S. Murali Mohan,
Dept. of History,
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Dr. J. Krishna Prasad Babu,
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SYLLABUS OF

INSURANCE PROMOTION

AS PART OF SKILL DEVELOPMENT COURSES UNDER CBCS FRAMEWORK WITH EFFECT FROM 2020-21

PROGRAMME: FOUR-YEAR UG HONOURS PROGRAMME

A.P. STATE COUNCIL OF HIGHER EDUCATION

B A, B Com & B Sc Programmes

Revised CBCS w.e.f. 2020-21

SKILL DEVELOPMENT COURSES

To be Offered from Semesters I to IV

COMMERCE STREAM

Syllabus of

INSURANCE PROMOTION

Total 30 hrs (02h/wk), 02 Credits & Max 50 Marks

Learning Outcomes:

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

- 1. Understand the field level structure and functioning of insurance sector and it's role in protecting the risks
- 2. Comprehend pertaining skills and their application for promoting insurance coverage
- 3. Prepare better for the Insurance Agent examination conducted by IRDA
- 4. Plan 'promoting insurance coverage practice' as one of the career options.

SYLLABUS:

Section I: 06 Hrs

Introduction of Insurance - Types of insurances. Growth of Insurance sector in India - Regulatory mechanism (IRDA) - Its functions

Section II: 10 Hrs

Life Insurance plans. Health insurance plans. Products and features. Contents of documents—Sales Promotion methods - Finding prospective customers —Counselling — Helping customers in filing - Extending post-insurance service to customers.

Section III: 10 Hrs

General Insurance - It's products (Motor, Marine, Machinery, Fire, Travel and Transportation) and features. Contents of documents. Dealing with customers - Explaining Products to Customers - Promoting Customer loyalty. Maintenance of Records.

Co-curricular Activities Suggested: (4 hrs)

- 1. Collection of pamphlets of various insurance forms and procedures
- 2. Invited Lectures by Development Officers concerned

- 3. Mock practice of selling of insurance products
- 4. Preparation of working documents
- 5. Assignments, Group discussion, Quiz etc.

Reference books:

- 1. Principles of Insurance, Himalaya publishing House
- 2. Principles and Practice of Insurance,
- 3. Fundamentals of insurance,
- 4. Life and General Insurance Management, "
- 5. Financial services, Tata McGraw hill
- 6. Insurance Principles and Practices, Sultan Chand &Sons
- 7. Websites on insurance promotion

MODEL OUESTION PAPER FORMAT

Max. Marks: 50 Time: 1 1/2 hrs (90 Minutes)

SECTION A (Total: 4x5=20 Marks)

(Answer any four questions. Each answer carries 5 marks (At least 1 question should be given from each Unit)

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SECTION B

(Total: 3x10 = 30 Marks)

(Answer any three questions. Each answer carries 10 marks (At least 1 question should be given from each Unit)

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SYLLABUS OF

ELECTRICAL APPLIANCES

AS PART OF SKILL DEVELOPMENT COURSES UNDER CBCS FRAMEWORK WITH EFFECT FROM 2020-2021

PROGRAMME: THREE-YEAR UG PROGRAMME

A.P. STATE COUNCIL OF HIGHER EDUCATION B A, B Com & B Sc Programmes

Revised CBCS w.e.f. 2020-21 **SKILL DEVELOPMENT COURSES**

SCIENCE STREAM

Syllabus of **ELECTRICAL APPLIANCES**

Total 30 hrs (02h/wk),

02 Credits & Max Marks:50

Learning Outcomes:

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

- 1. Acquire necessary skills/hand on experience/ working knowledge on multimeters, galvanometers, ammeters, voltmeters, ac/dc generators, motors, transformers, single phase and three phase connections, basics of electrical wiring with electrical protection devices.
- 2. Understand the working principles of different household domestic appliances.
- 3. Check the electrical connections at house-hold but will also learn the skill to repair the electrical appliances for the general troubleshoots and wiring faults.

SYLLABUS:

UNIT-I (6 hrs)

Voltage, Current, Resistance, Capacitance, Inductance, Electrical conductors and Insulators, Ohm's law, Series and parallel combinations of resistors, Galvanometer, Ammeter, Voltmeter, Multimeter, Transformers, Electrical energy, Power, Kilowatt hour (kWh), consumption of electrical power

UNIT-II (10 hrs)

Direct current and alternating current,RMS and peak values, Power factor, Single phase and three phase connections, Basics of House wiring, Star and delta connection, Electric shock, First aid for electric shock, Overloading, Earthing and its necessity, Short circuiting, Fuses, MCB, ELCB, Insulation, Inverter, UPS

UNIT-III (10 hrs)

Principles of working, parts and servicing of Electric fan, Electric Iron box, Water heater; Induction heater, Microwave oven; Refrigerator, Concept of illumination, Electric bulbs, CFL, LED lights, Energy efficiency in electrical appliances, IS codes & IE codes.

Co-curricular Activities (Hands on Exercises): (04 hrs)

[Any four of the following may be taken up]

- 1. Studying the electrical performance and power consumption of a given number of bulbs connected in series and parallel circuits.
- 2. Measuring parameters in combinational DC circuits by applying Ohm's Law for different resistor values and voltage sources

- 3. Awareness of electrical safety tools and rescue of person in contact with live wire.
- 4. Checking the specific gravity of lead acid batteries in home UPS and topping-up with distilled water.
- 5. Identifying Phase, Neutral and Earth on power sockets.
- 6. Identifying primary and secondary windings and measuring primary and secondary voltages in various types of transformers.
- 7. Observing the working of transformer under no-load and full load conditions.
- 8. Observing the response of inductor and capacitor with DC and AC sources.
- 9. Observing the connections of elements and identify current flow and voltage drops.
- 10. Studying electrical circuit protection using MCBs, ELCBs
- 11. Assignments, Model exam etc.

Reference Books:

- 1. A Text book on Electrical Technology, B.L.Theraja, S.Chand& Co.,
- 2. A Text book on Electrical Technology, A.K.Theraja.
- 3. Performance and design of AC machines, M.G.Say, ELBSEdn.,
- 4. Handbook of Repair & Maintenance of domestic electronics appliances; BPB Publications
- 5. Consumer Electronics, S.P.Bali, Pearson
- 6. Domestic Appliances Servicing, K.P.Anwer, Scholar Institute Publications

MODEL OUESTION PAPER

Max. Marks: 50 Time: 1½ hrs (90 Minutes)

SECTION- A

(4x5M=20 Marks)

Answer any four questions. Each answer carries 5 marks (At least 1 question should be given from each Unit)

| 1. | |
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| 2. | |
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SECTION B

(3x10M = 30 Marks)

Answer any three questions. Each answer carries 10 marks (At least 1 question should be given from each Unit)

| 1. | |
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| 2. | |
| 3. | |
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SYLLABUS OF

PLANT NURSERY

UNDER SKILL DEVELOPMENT COURSES UNDER CBCS FRAMEWORK WITH EFFECT FROM 2020-21

PROGRAMME: THREE-YEAR UG PROGRAMME

A.P. STATE COUNCIL OF HIGHER EDUCATION B.A, B.Com & B.Sc. PROGRAMMES

Revised CBCS w.e.f. 2020-21 SKILL DEVELOPMENT COURSES Science Stream

Syllabus of

PLANT NURSERY

Total 30 hrs (02h/wk),

02 Credits & Max Marks: 50

Learning Outcomes:

On successful completion of this course students will be able to;

- 1. Understand the importance of a plant nursery and basic infrastructure toestablish it.
- 2. Explain the basic material, tools and techniques required for nursery.
- 3. Demonstrate expertise related to various practices in a nursery.
- 4. Comprehend knowledge and skills to get an employment or to become an entrepreneur in plant nursery sector.

Syllabus:

Unit-1: Introduction to plant nursery

06 Hrs.

- 1. Plant nursery: Definition, importance.
- 2. Different types of nurseries –on the basis of duration, plants produced, structure used.
- 3. Basic facilities for a nursery; layout and components of a good nursery.
- 4. Plant propagation structures in brief.
- 5. Bureau of Indian Standards (BIS-2008) related to nursery.

Unit-2: Necessities for nursery

09 Hrs.

- 1. Nursery beds types and precautions to be taken during preparation.
- 2. Growing media, nursery tools and implements, and containers for plant nursery, in brief.
- 3. Seeds and other vegetative material used to raise nursery.in brief.
- 4. Outlines of vegetative propagation techniques to produce planting material.
- 5. Sowing methods of seeds and planting material.

Unit-3: Management of nursery

09 Hrs.

- 1. Seasonal activities androutine operations in a nursery.
- 2. Nursery management watering, weeding and nutrients; pests and diseases.
- 3. Common possible errors in nursery activities.
- 4. Economics of nursery development, pricing and record maintenance.
- 5. Online nursery information and sales systems.

Suggested Co-curricular activities (6 Hrs.)

- 1. Assignments/Group discussion/Quiz/Model Exam.
- 2. Demonstration of nursery bed making.
- 3. Demonstration of preparation of media for nursery.
- 4. Hands on training on vegetative propagation techniques.
- 5. Hands on training on sowing methods of seeds and other material.
- **6.** Invited lecture cum demonstration by local expert.
- 7. Watching videos on routine practices in plant nurseries.
- 8. Visit to an agriculture/horticulture /forest nursery.
- 9. Case study on establishment and success of a plant nursery.

Suggested text books/reference books:

- 1. Ratha Krishnan, M., et.al. (2014) *Plant nursery management : Principles and practices*, Central Arid Zone Research Institute (ICAR), Jodhpur, Rjasthan
- 2. Kumar, N., (1997) Introduction to Horticulture, Rajalakshmi Publications, Nagercoil.
- 3. KumarMishra, K., N.K. Mishra and Satish Chand (1994) *Plant Propagation*, John Wiley & Sons, New Jersey.

MODEL OUESTION PAPER

Max. Marks: 50 Time: 1½ hrs (90 Minutes)

SECTION- A

(4x5M=20 Marks)

Answer any four questions. Each answer carries 5 marks (At least 1 question should be given from each Unit)

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SECTION B

(3x10M = 30 Marks)

Answer any three questions. Each answer carries 10 marks (At least 1 question should be given from each Unit)

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SYLLABUS OF

SURVEY AND REPORTING

AS PART OF
SKILL DEVELOPMENT COURSES
UNDER CBCS FRAMEWORK WITH EFFECT FROM 2020-21

PROGRAMME: FOUR-YEAR UG HONOURS PROGRAMME

A.P. State Council of Higher Education B.A., B. Com & B. Sc Programmes

Revised CBCS w.e.f. 2020-21 SKILL DEVELOPMENT COURSES

Arts Stream SURVEY & REPORTING

Total Hours: 30 (2h/w), Credits: 02, Max Marks: 50.

Learning Outcomes:

After successful completion of this course, the student will be able to:

- 1. Understand the basics of survey and reporting needs and methods
- 2. Comprehend designing of a questionnaire
- 3. Conduct a simple and valid survey and Collect data
- 4. Organize and interpret data and Prepare and submit report.

Syllabus:

Unit I Survey: Meaning and Definition –Identifying need for survey - Identifying 08Hrs Sample –Characteristics of Sample - Types of Survey – Survey Methods – Advantages and Disadvantages of Survey – Essential Steps in Survey – Online Survey.

Unit II Preparing Questionnaire: Types and Parts of Questionnaire — Qualities of good O9Hrs Questionnaire — Precautions inPreparing Questionnaire — Administering/Piloting Questionnaire — Collection of data - Dealing with People — Maintaining objectivity/neutrality.

Unit III Methods of Organizing data – Forms of data presentation - Tables and Figures –
10Hrs Basic Statistical Methods of Analysis of data –Percentages - Mean, Mode and
Median –Simple Ways of showing Results– Tables/Graphs/Diagrams
Report Writing: Forms of Reporting - Parts of a Report - Title page to
Acknowledgements -Characteristics of a Good Report – Style of language to be
used - Explaining Data in the Report – Writing fact-based Conclusions – making
Recommendations – Annexing required material.

Recommended Co-curricular Activities (03 hrs):

- 1. Invited Lecture/Training by a Local Expert
- 2. Collection and study of questionnaires
- 3. Preparation of sample questionnaire and conduct a live sample survey
- 4. Preparation of a sample Report
- 5. Assisting a real time field survey and report writing
- 6. Assignments, Group discussion, Quiz etc.

References:

- 1. Denscombe M., The Good Research Guide: For Small-Scale Social Research Projects, Open Uni. Press, 1998
- 2. Sudman S & Bradburn N.M., Asking Questions, 1973
- 3. Wayne W Daniel, Questionnaire Design, 1979
- 4. Websites on Survey and Reporting.

MODEL OUESTION PAPER FORMAT

Max. Marks: 50 Time: 1 1/2hrs (90 Minutes)

SECTION A (Total: 4x5=20 Marks)

(Answer any four questions. Each rewsna carries 5 marks (At least 1 question should be given from each Unit)

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SECTION B (Total: 3x10 = 30 Marks)

(Answer any three questions. Each rewsna carries 10 marks (At least 1 question should be given from each Unit)

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Subject Committee Members

Prof. S. Murali Mohan
Dept. of History,
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SYLLABUS OF

SOCIAL WORK METHODS

UNDER SKILL DEVELOPMENT COURSES
UNDER CBCS FRAMEWORK WITH EFFECT FROM 2020-21

PROGRAMME: FOUR-YEAR UG HONOURS PROGRAMME

(To be Implemented from 2020-21 Academic Year)

A.P. State Council of Higher Education B.A., B. Com., B.Sc. etc. Programmes (Revised CBCS w.e.f.2020-2021)

Skill Development Courses To be offered from Semesters I to IV

ARTS STREAM

Syllabus of

SOCIAL WORK

(Total 25 hrs (02h/wk), 02 Credits & Max. 50 Marks)

Learning Outcomes:

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

- 1. Understand the basic concepts relating to social work practice, values, principles of social work and social problems in India
- 2. List out different approaches of providing help to the people in need.
- 3. Acquaint the process of primary methods of social work
- 4. Get to know the skills of working with individuals, groups and communities.

Syllabus

Unit-I:(07Hrs)- Introduction to social work and concepts related to social work

Introduction to Social Work- Definition- Scope- objectives - Functions- social service, social welfare services, social reform, major social problems in India; Social work philosophy, values, objectives, principles, methods and fields of social work.

Unit-II:(09Hrs) Methods of Working with Individuals and Groups

Social case work –Definition-scope and importance of social case work, principles and process of social case work -<u>Tools and techniques in social case work-Counselling skills.</u> Social Group Work-Definition-scope- the need for social group work –Group work process - Principles of Group Work -Stages of Group Work-Facilitation skills and techniques.

Unit-III: (09Hrs)Workingwith Communities and Field Work in social work

Community – definition - characteristics- types- community organisation as a method of social work-definition-objectives-principles- phases of community organization -

concepts of community development, community participation and community empowerment.

Field work in social work – Nature, objectives and types of field work - Importance of field work supervision.

Suggested Co-curricular Activities: (05 hours)

- 1. Divide the students into groups, each group containing not exceeding 10 students depending upon the total number of students in a class or section. Each group can search in internetabout any <u>one</u> of the institutions which work for the welfare of children or women or elderly or scheduled caste and scheduled tribe children or differently abled persons or Juvenile homes or Correctional homes or hospitals or Mahila Pragathipranganam or Swadhar project or any social welfare project or non governmental organizations (NGOs) to have an idea about welfare agencies working for the needy.
- 2. Ask each group to exchange and discuss the information with other groups in the classroom with the information they collected on Internet.
- 3. Group Discussion with the students- what type of community problems they observe in their villages/towns/cities? Ask them to tell what are the line departments which will help to solve the problems of their communities and suggest them what type strategies help the communities to empower.
- 4. Invited lectures/Training by local experts
- 5. Visit to a community
- 6. Assignments, Quiz etc.

References:

- 1. Chowdhary, Paul. D. (1992). Introduction to Social Work. New Delhi: Atma Ram and Sons.
- 2. Friedlander W.A. (1955). Introduction to social welfare, New York, Prentice Hall.
- 3. Government of India, (1987). Encyclopedia of Social Work in India (Set of 4 Volumes). New Delhi, Publications Division, Ministry of Information and Broadcasting.
- 4. Lal Das, D.K. (2017). Practice of Social Research Social Work Perspective, Jaipur,
- 5. Rawat Publications.
- 6. Madan, G.R. (2009). Indian Social Problems (Volume 1 & 2). New Delhi: Allied publishers Private Limited.
- 7. Siddiqui, H.Y.(2007). Social Group Work. Jaipur: Rawat Publications
- 8. Pasty McCarthy & Carolin Hatcher, (2002). Presentation skills. The Essential Guide for Students. New Delhi, Sage Publications.
- 9. Websites on Social work methods.

MODEL OUESTION PAPER FORMAT

Max Marks: 50 Time: 1 ½ hr (90 Min)

SECTION A (Total: 4x5=20 Marks)

(Answer any four questions. Each rewsna carries 5 marks (At least 1 question should be given from each Unit)

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SECTION B

(Total: 3x10 = 30 Marks)

(Answer any three questions. Each rewsna carries 10 marks (At least 1 question should be given from each Unit)

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MODEL OUESTION PAPER

Max.Marks:50 Time: 1^{1/2} hour (90 minutes)

SECTION-A (Total 4x5=20 Marks)

(Answer any four questions. Each answer carries 5 marks)

- 1. Elucidate the objectives of social work.
- 2. Write the difference between social service and social welfare service.
- 3. Discuss about values of social work.
- 4. Write the various fields of social work.
- 5. Describe the techniques-ventilation and Empathy.
- 6. Write the qualities of a leader.
- 7. Explain the characteristics of community.
- 8. Describe the importance of field work in social work.

<u>SECTION-B</u> (Total=3x10 =30 marks)

(Answer any three questions. Each question carries 10 marks)

- 9. Discuss any two major social problems in India.
- 10. Write in detail principles of social work.
- 11. Define Social Case work and discuss the process of social case work.
- 12. Describe the stages of social group wok and discuss how you resolve group conflicts in a group.
- 13. Define Community Organisation? Write the phases of community organisation?



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SYLLABUS OF

BUSINESS COMMUNICATION

AS PART OF SKILL DEVELOPMENT COURSES UNDER CBCS FRAMEWORK WITH EFFECT FROM 2020-2021

PROGRAMME: FOUR-YEAR UG HONOURS PROGRAMME

(To be Implemented from 2020-21 Academic Year)

A.P.STATE COUNCIL OF HIGHER EDUCATION

B.A,B.Com & B.Sc Programmes Revised CBCS w.e.f 2020-21 SKILL DEVELOPMENT COURSE

COMMERCE STREAM

BUSINESS COMMUNICATION

Total 30 hrs (02hrs/wk), 02 Credits, Max 50 marks

Learning Outcomes:

Aftersuccessful completion of this course, students will be able to;

- 1. Understand the types of business communication and correspondence
- 2. Comprehend the processes like receiving, filing and replying
- 3. Acquire knowledge in preparing good business communications
- 4. Acquaint with organizational communication requirements and presentations.

SYLLABUS:

UNIT I: 06hrs

Introduction and Importance of communication an overview - meaning and process of communication - organizational communication and its barriers.

UNIT II: 10hrs

Types of Business Communications –Categories, methods and formats - Business vocabulary - Business idioms and collocations – Organisational Hierarchy - Various levels of communication in an organization – Top-down, Bottom-up and Horizontal-Business reports, presentations – Online communications.

UNIT III: 10hrs

Receiving business communications -Filing and processing -Sending replies. Routine cycle of communications – Writing Communications - Characteristics of a good business communication -Preparation of business meeting agenda – agenda notes - minutes –circulation of minutes – Presentations of communication using various methods.

Recommended Co-curricular Activities (04hrs):

- 1. Collection of various model business letters
- 2. Invited lecture/field level training by a local expert
- 3. Reading of various business reports and minutes and its analysis
- 4. Presentations of reports, charts etc.
- 5. Assignments, Group discussion, field visit etc.

Reference books:

- 1. Chaturvedi. P.D.Chaturvedi.M Business Communication concepts, Cases and applications Pearsons Education
- 2. Kaul Asha Effective Business Communication PHI Learning pvt Ltd
- 3. www.swayam.gov.in
- 4. Websites on business communication

MODEL QUESTION PAPER FORMAT

Max. Marks: 50 Time: 1 1/2 hrs (90 Minutes)

SECTION A

(Total: 4x5=20 Marks)

(Answer any four questions. Each answer carries 5 marks (At least 1 question should be given from each Unit)

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SECTION B

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SYLLABUS OF

LOGISTICS AND SUPPLY CHAIN MANAGEMENT

AS PART OF SKILL DEVELOPMENT COURSES UNDER CBCS FRAMEWORK WITH EFFECT FROM 2020-21

PROGRAMME: FOUR-YEAR UG HONOURS PROGRAMME

A.P. State Council of Higher Education B A, B Com & B Sc Programmes

Revised CBCS w.e.f. 2020-21 **SKILL DEVELOPMENT COURSES**

COMMERCE STREAM

Syllabus of

LOGISTICS AND SUPPLY CHAIN MANAGEMENT

Total 30 hrs (02h/wk), 02 Credits & Max 50 Marks

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

SYLLABUS:

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

Suggested Co-curricular Activities:

- 1. Invited lecture from Domain/Industry Experts
- 2. Field Visit (Manufacturing units, Suppliers)
- 3. Assignments, Seminars, Group Discussion, Quiz and Role Play
- 4. Poster presentations on SCM
- 5. Case Study Development

References:

- 1. Shailesh Kasande, Materials and logistics Management, NiraliPrakashan
- 2. Jhamb LC, Materials and logistics Management, Everest Publishing House.
- 3. Martin Christopher, Logistics & Supply Chain Management, Prentice Hall.
- 4. Alan Rushton, Phil Croucher & Peter Baker (CILT), Logistics and Distribution Management, Kogan Page Ltd.
- 5. G. Raghuram, Logics and Supply Chain Management, Macmillan.
- 6. Dr. Gopal Krishnan Material Management Rearview, Pearson New Delhi.
- 7. B.S. Sahay, Macmillan, Supply Chain Management, Pearson Education.
- 8. Bowersox, Closs & Cooper, Supply Chain Logistics Management, McGraw-Hill.
- 9. Websites on Logistics and supply chain management.

MODEL OUESTION PAPER FORMAT

Max. Marks: 50 Time: 1 1/2 hrs (90 Minutes)

SECTION A (Total: 4x5=20 Marks)
(Answer any four questions. Each answer carries 5 marks
(At least 1 question should be given from each Unit)

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SECTION B

(Total: 3x10 = 30 Marks)

(Answer any three questions. Each answer carries 10 marks (At least 1 question should be given from each Unit)

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SYLLABUS OF

SOLAR ENERGY

AS PART OF SKILL DEVELOPMENT COURSES UNDER CBCS FRAMEWORK WITH EFFECT FROM 2020-2021

PROGRAMME: FOUR-YEAR UG HONOURS PROGRAMME

A.P. STATE COUNCIL OF HIGHER EDUCATION B.A, B.Com & B.Sc. PROGRAMMES

Revised CBCS w.e.f. 2020-21 **SKILL DEVELOPMENT COURSES**

Science Stream

Syllabus of SOLAR ENERGY

Total 30 hrs (02h/wk),

02 Credits & Max Marks: 50

Learning Outcomes:

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

- 1. Acquire knowledge onsolarradiation principles with respect to solar energy estimation.
- 2. Get familiarized with various collecting techniques of solar energy and its storage
- 3. Learn the solar photovoltaic technology principles and different types of solar cells for energy conversion and different photovoltaic applications.
- 4. Understand the working principles of several solar appliances like Solar cookers, Solar hot water systems, Solar dryers, Solar Distillation, Solar greenhouses

SYLLABUS:

UNIT-I – Solar Radiation:

(6 hrs)

Sun as a source of energy, Solar radiation, Solar radiation at the Earth's surface, Measurement of Solar radiation-Pyroheliometer, Pyranometer, Sunshine recorder, Prediction of available solar radiation, Solar energy-Importance, Storage of solar energy, Solar pond

UNIT-II – Solar Thermal Systems:

(10 hrs)

Principle of conversion of solar radiation into heat, Collectors used for solar thermal conversion: Flat plate collectors and Concentrating collectors, Solar Thermal Power Plant, Solar cookers, Solar hot water systems, Solar dryers, Solar Distillation, Solar greenhouses.

UNIT-III – Solar Photovoltaic Systems:

(10 hrs)

Conversion of Solar energy into Electricity - Photovoltaic Effect, Solar photovoltaic cell and its working principle, Different types of Solar cells, Series and parallel connections, Photovoltaic applications: Battery chargers, domestic lighting, street lighting and water pumping

Co-curricular Activities (Hands on Exercises): (04 hrs)

[Any four of the following may be taken up]

- 1. Plot sun chart and locate the sun at your location for a given time of the day.
- 2. Analyse shadow effect on incident solar radiation and find out contributors.
- 3. Connect solar panels in series & parallel and measure voltage and current.
- 4. *Measure intensity of solar radiation using Pyranometer and radiometers.*
- 5. Construct a solar lantern using Solar PV panel (15W)
- 6 Assemble solar cooker
- 7. Designing and constructing photovoltaic system for a domestic house requiring 5kVA power
- 8. Assignments/Model Exam.

Reference Books:

- 1. Solar Energy Utilization, G. D. Rai, Khanna Publishers
- 1. Solar Energy- Fundamentals, design, modeling & applications, G.N. Tiwari, Narosa Pub., 2005.
- 2. Solar Energy-Principles of thermal energy collection & storage, S.P. Sukhatme, Tata McGraw Hill Publishers, 1999.
- 3. Solar Photovoltaics- Fundamentals, technologies and applications, Chetan Singh Solanki, PHI Learning Pvt. Ltd.,
- 4. Science and Technology of Photovoltaics, P. Jayarama Reddy, BS Publications, 2004.

Recommended MODEL QUESTION PAPER FORMAT

Max. Marks: 50 Time: 1½ hrs (90 Minutes)

SECTION- A

(4x5M=20 Marks)

Answer any four questions. Each answer carries 5 marks (At least 1 question should be given from each Unit)

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SECTION B

(3x10M = 30 Marks)

Answer any three questions. Each answer carries 10 marks (At least 1 question should be given from each Unit)

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SYLLABUS OF

DAIRY TECHNOLOGY

AS PART OF SKILL DEVELOPMENT COURSES UNDER CBCS FRAMEWORK WITH EFFECT FROM 2020-2021

PROGRAMME: FOUR-YEAR UG HONOURS PROGRAMME

A.P. STATE COUNCIL OF HIGHER EDUCATION

B A, B Com & B Sc Programmes

Revised CBCS w.e.f. 2020-21 SKILL DEVELOPMENT COURSES

To be Offered from Semesters I to IV

ZOOLOGY STREAM

Syllabus of

DAIRY TECHNOLOGY

Total 30 hrs (02h/wk), 02 Credits & Max 50 Marks

Learning Outcomes:

Aftersuccessful completion of the course, students will be able to;

- 1. Understand the pre-requisites for starting a Dairy farm
- 2. Recognize different breeds of Cows & buffaloes following safety precautions.
- 3. Prepare and give recommended feed and water for livestock
- 4. Maintain health of livestock along with productivity
- 5. Vaccination of cattle, nutrients requirements
- 6. Entrepreneurship i.e., Effectively market dairy products
- 7. Ensure safe and clean dairy farm and Standard safety measures to be taken in establishing am industry
- 8. Efficiently start and manage to establish or develop a Dairy Industry

SYLLABUS:

Section I (Introduction and Establishment of a Dairy Farm):

05 Hrs

- 1.1 Dairy development in India Dairy Cooperatives (NDRI, NDDB, TCMPF)(1hr)
- 1.2 Constraints of Present Dairy Farming and Future Scope of Dairy Farmer.(1 hr)
- 1.3 Selection of site for dairy farm; Systems of housing Loose housing system, Conventional Dairy Farm; Records to be maintained in a dairy farm. (2 hrs)

Section II (Livestock Identification and Management): 13 Hrs

- 2.1 Breeds of Dairy Cattle and Buffaloes Identification of Indian cattle and buffalo breeds and Exotic breeds; Methods of selection of Dairy animals. (5 hrs)
- 2.2 Systems of inbreeding and crossbreeding. (2 hrs)
- 2.3 Weaning of calf, Castration, Dehorning, Deworming and Vaccination programme (3 hrs)
- 2.4 Care and management of calf, heifer, milk animal, dry and pregnant animal, bulls and bullocks. (3 hrs)

Section III (Feed Management, Dairy Management, Cleaning and Sanitation): 8 Hrs

- 3.1 Basic Principles of Feed, Important Feed Ingredients, Feed formulation and Feed Mixing(2 hrs)
- 3.2 Operation Flood –Definition of Milk and Nutritive value of milk and ICMR recommendation of nutrients –Per Capita Milk production and availability in India and Andhra Pradesh -Methods of Collection and Storage of Milk–Labelling and Storage of milk products (4 hrs)
- 3.3 Cleaning and sanitation of dairy farm Safety precautions to prevent accidents in an industry. (2 hrs)

Co-curricular Activities Suggested: (4 hrs)

- 1. Group discussion&SWOT analysis
- 2. Visit to a Dairy Farm
- 3. Visit to Milk Cooperative Societies
- 4. Visit to Feed Milling Plants
- 5. Market Study and Identification of Government Schemes, Insurance and Bank Loans in relation to dairy farming

Reference books:

- 1. Dairy Science: Petersen (W.E.) Publisher Lippincott & Company
- 2. Principles and practices of Dairy Farm Jagdish Prasad
- 3. Text book of Animal Husbandry G C Benarjee
- 4. Hand book of Animal Husbandry ICAR Edition
- 5. Outlines of Dairy Technology Sukumar (De) Oxford University press
- 6. Indian Dairy Products Rangappa (K.S.) & Acharya (KT) Asia Publishing House.
- 7. The technology of milk Processing Ananthakrishnan, C.P., Khan, A.Q. and Padmanabhan, P.N. Shri Lakshmi Publications.
- 8. Dairy India 2007, Sixth edititon
- 9. Economics of Milk Production Bharati Pratima Acharya Publishers.
- 10. http://www.asci-india.com/BooksPDF/Dairy%20Farmer%20or%20Entrepreneur.pdf
- 11. https://labour.gov.in/industrial-safety-health

Model Format for Question Paper:

MODEL OUESTION PAPER & PATTERN

Max. Marks: 50 Time: 1 1/2 hrs (90 Minutes)

SECTION A (Total: 4x5=20 Marks)

(Answer any **four questions**. Each answer carries **5 marks** (At least 1 question should be given from each Unit)

| 1. | Conventional Dairy Farm |
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| 2. | Animal Inbreeding |
| 3. | Sanitation of Dairy Farm |
| 4. | Dairy development in India |
| 5. | Feed Mixing |
| 6. | Deworming |
| 7. | Milk Storage Methods |
| 8. | Identification of characters of any Two Dairy cattle |

SECTION B

(Total: 3x10 = 30 Marks)

(Answer any **three questions**. Each answer carries **10 marks** (At least 1 question should be given from each Unit)

| 1. | Write an essay on Dairy development in India, its current position and future scenario. |
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| 2. | List our different methods involved in selection of dairy animals and discuss briefly. |
| 3. | Give an account of feed ingredients and feed management required for dairy animals. |
| 4. | Explain different methods of collection of milk. |
| 5. | Explain two methods of systems of housing of dairy animals. |

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Note: Please read the following in addition to the Guidelines sent.

- 1. In Unit-2 and Unit-3, Sub-titles highlighted in Yellow colour are Skills. Sub-titles not highlighted are of Theoretical base.
- 2. Skills, though separately shown, shall also have 'content' to be learnt and written in the examination by the students.
- 3. The field (hands on) skills are learnt through the Co-curricular Activities.
- 4. One or two books referred shall be related to 'learning of skills'
- 5. Topics and syllabus may be prepared keeping all (BA/BSc/BCom) urban as well as rural students in view.

AP State Council of Higher Education B.A, B.Com and B.Sc Programmes Revised CBCS w.e.f 2020-21

SKILL DEVELOPMENT COURSES

ARTS STREAM

Syllabus of FINANCIAL MARKETS

Total 30 hrs (2hrs/wk) 02 credits & Maximum 50 Marks

Learning Outcomes:

After successful completion of this course, the students will be able to;

- 1. Acquire knowledge of financial terms
- 2. Know the concepts relating to and markets and different avenues of investment
- 3. Understand the career skills related to Stock Exchanges
- 4. Comprehend the personal financial planning and money market skills

Syllabus

UNIT-I: 06hrs

Indian Financial System- its components - Financial markets and institutions

UNIT-II: 10hrs

Capital Market - its function - organizations - elements - (shares, debentures, bonds, mutual funds) debt market - Equity market (SEBI) and secondary market (NSE)

UNIT-III: 10hrs

Money market - Organized - Unorganized - Sub market (call money, commercial bills, Treasury bill, Certificate of Deposit, Commercial papers)

Co-curricular activities: (04 hrs)

- Collection and study of pamphlets, application forms etc.
- 2. Invited lectures on the field topics by local experts
- 3. IntroducingOnline classes from NSE
- 4. Field visitto mutual fund offices/share brokers
- 5. Observation, study and analysis of selected companies share prices
- Assignments, Group discussion, quiz etc.

Reference books:

- 1.T.R. Jain R.L.Sarma Indian Financial System- VK Global publisher
- 2. Jithendra Gala Guide to Indian Stock markets Buzzing Stock publishing house

- 3. Saha Siddhartha- Indian financial System- and Markets McGraw hill
- 4. Websites on Indian Financial markets.

MODEL QUESTION PAPER FORMAT

Max. Marks: 50

Time: 1 1/2hrs (90 Minutes)

SECTION A (Total: 4x5=20 Marks)

(Answer any four questions. Each rewsna carries 5 marks (At least 1 question should be given from each Unit)

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SECTION B (Total: 3x10 = 30 Marks)

(Answer any three questions. Each rewsna carries 10 marks (At least 1 question should be given from each Unit)

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A.P STATE COUNCIL OF HIGHER EDUCATION

B.A, B.Com & B.Sc Programmes Revised CBCS w.e.f 2020 -21

SKILL DEVELOPMENT COURSES COMMERCE STREAM

RETAILING

Total 30hrs (02hrs/wk) 02 credits & Maximum 50 Marks

Learning Outcomes:

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

- 1. Know the retailing business, its growth in India and social impact
- 2. Understand the and organization and supply in retailing
- 3. Comprehend the opportunities and challenges in retailing
- 4. Learn the functions that support outlet operations, sales and services
- 5. Create a shopping experience model that builds customer loyalty and business promotion

SYLLABUS:

Unit I: 06hrs

Introduction -Retailing - Definition- Role of Retailing- Types of Retailing - Factors influencing the Growth of Retailing in India.

Unit II: 10 hrs

Store location – factors influencing selection of location - Types of retail outlets - stores design & operations- Merchandise planning - Administrative mechanism

Unit III: 10hrs

Human resources in retailing - Job profile- Services to customers - Customer care - Communications with customers - Visual merchandising - enhancing customer loyalty and Sales promotion.

Recommended Co-curricular Activities (04 hrs):

- 1. Collection of information on local retailing
- 2. Invited lecture/skills training by a local expert
- 3. Visit near-by stores /Godowns/warehouses and prepare study projects
- 4. Field training during leisure hours
- 5. Assignments, Group discussion, Sharing of experience etc.

Reference books:

1. I.Swapna pradhan.R.M - Retail Management - Tata Mg Graw Hill

- 2. Berman, Barry & Evans Retailing Management- A strategic Approach Pearson Publications
- 3. Lamba.A.J. The Art of Retailing Tata Mg Graw Hill Publications
- 4. Websites on Retailing.

MODEL QUESTION PAPER FORMAT

Max. Marks: 50

Time: 1 1/2 hrs (90 Minutes)

SECTION A (Total: 4x5=20 Marks)

(Answer any four questions. Each answer carries 5 marks
(At least 1 question should be given from each Unit)

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SECTION B

(Total: 3x10 = 30 Marks)

(Answer any three questions. Each answer carries 10 marks
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A.P. STATE COUNCIL OF HIGHER EDUCATION

BA, BCom & BSc Programmes

Revised CBCS w.e.f. 2020-21 SKILL DEVELOPMENT COURSES To be Offered from Semesters I to IV

ZOOLOGY STREAM Syllabus of POULRY FARMING

Total 30 hrs (02h/wk), 02 Credits & Max 50 Marks

Learning Outcomes:

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

- Understand the field level structure and functioning of insurance sector and it's role in protecting the risks
- 2. Comprehend pertaining skills and their application for promoting insurance coverage
- 3. Prepare better for the Insurance Agent examination conducted by IRDA
- Plan 'promoting insurance coverage practice' as one of the career options.

SYLLABUS:

Section I (Introduction to Poultry Farming): 10Hrs

- 1.1 General introduction to poultry farming -Definition of Poultry; Past and present scenario of poultry industry in India.
- 1.2 Principles of poultry housing. Poultry houses. Systems of poultry farming.
- 1.3 Management of chicks, growers and layers. Management of Broilers.
- 1.4 Preparation of project report for banking and insurance

Section II (Feed and Livestock Health Management): 10 Hrs

- 2.1 Poultry feed management Principles of feeding, Nutrient requirements for different stages oflayers and broilers. Feed formulation and Methods of feeding.
 - 2.2 Poultry diseases viral, bacterial, fungal and parasitic(two each); symptoms, control and management; Vaccination programme.

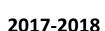
Section III(Harvesting of Eggs and Sanitation): 10 Hrs

- 3.1 Selection, care and handling of hatching eggs. Egg testing. Methods of hatching.
 - 3.2 Brooding andrearing. Sexing of chicks.
 - 3.3 Farm and Water Hygiene, Recycling of poultry waste.

M www.narasannapeta.jkc@gmail.com

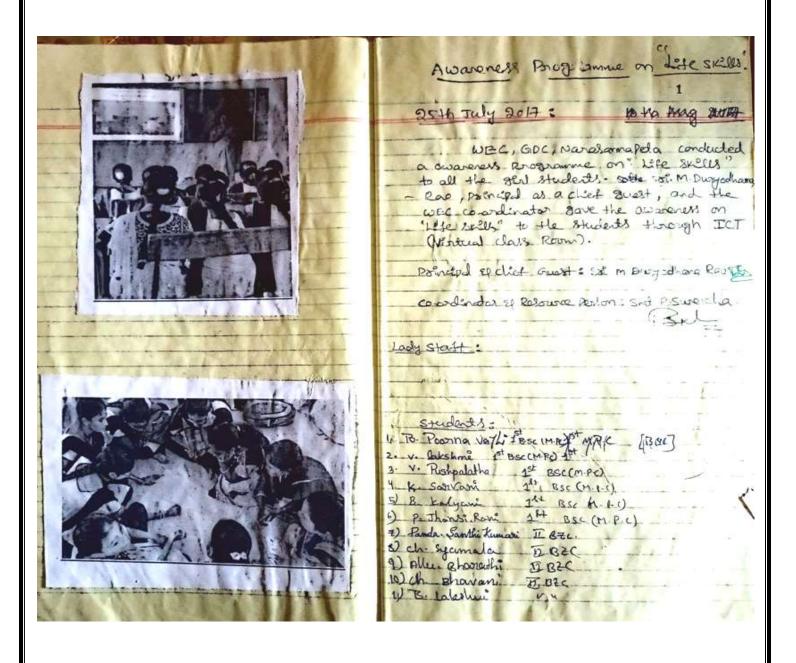


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AWARENESS PROGRAMME ON LIFE SKILLS

25-07-2017

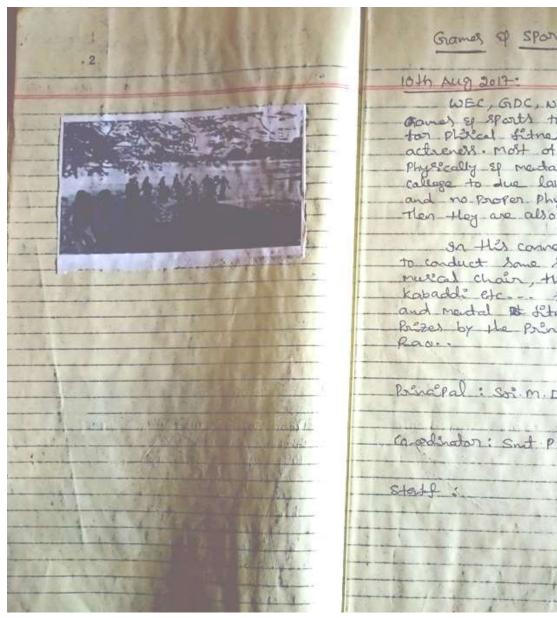




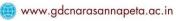
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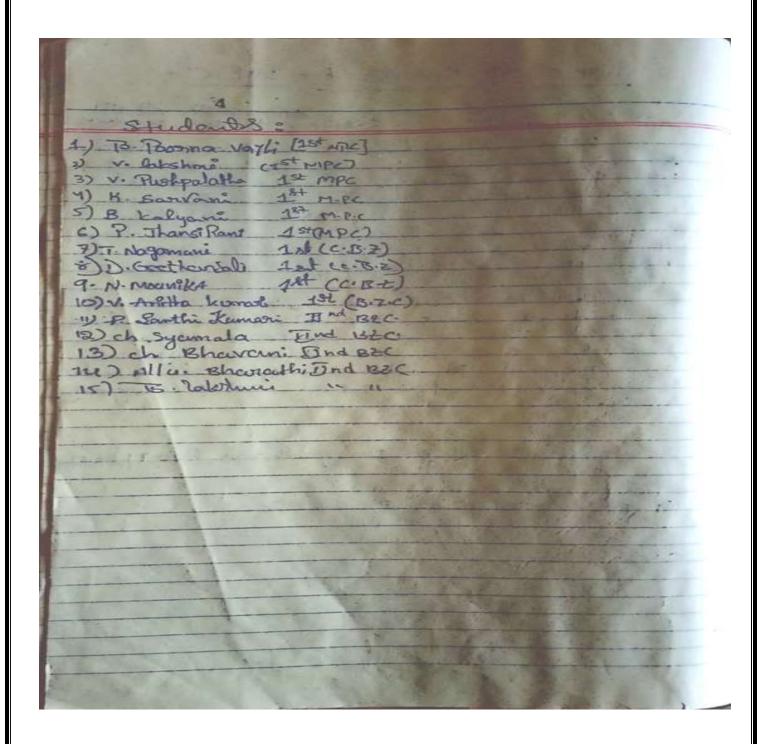




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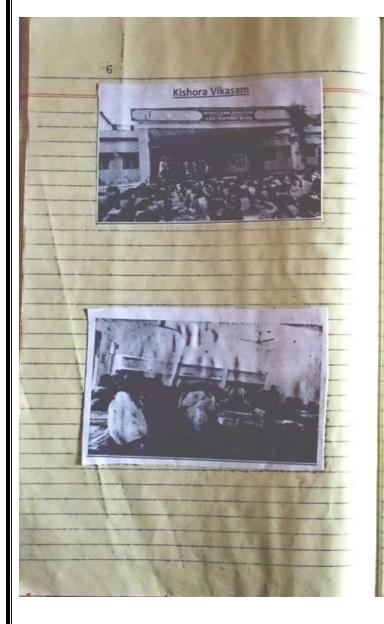


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PGT'S BY KISHORA VIKASAM

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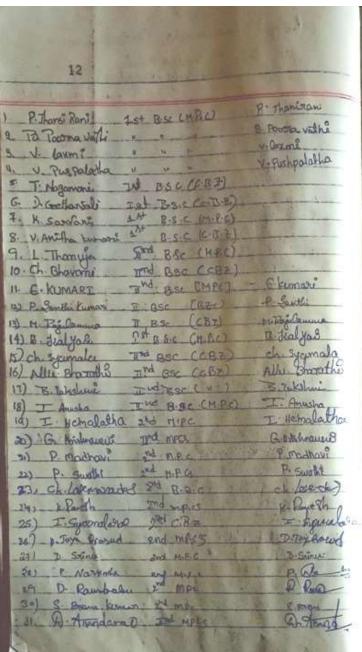
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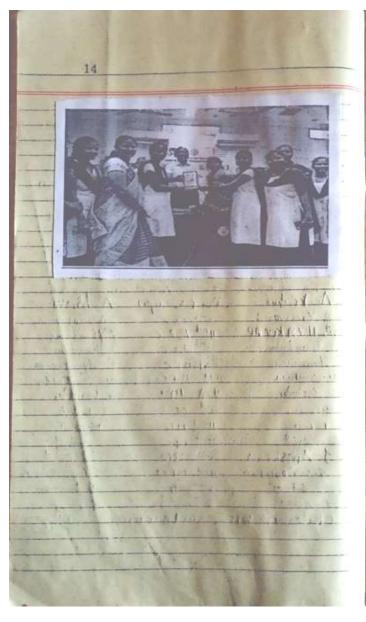


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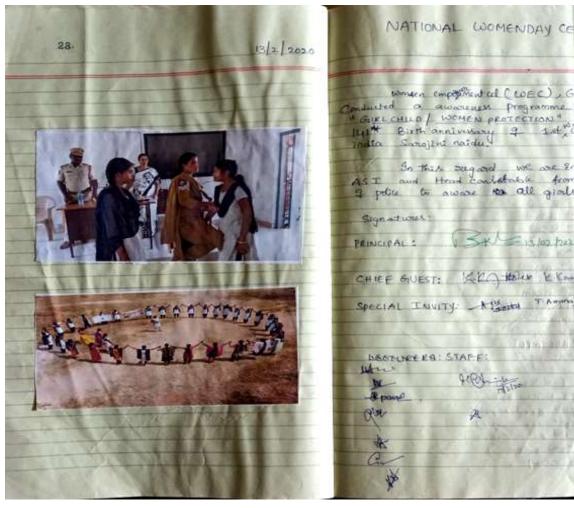


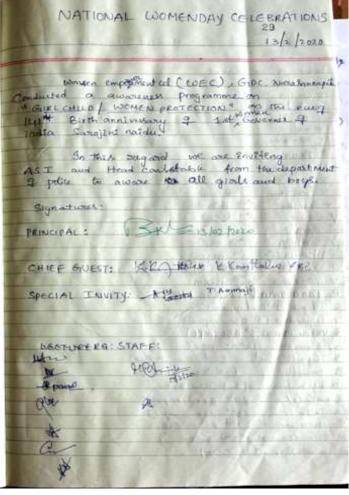
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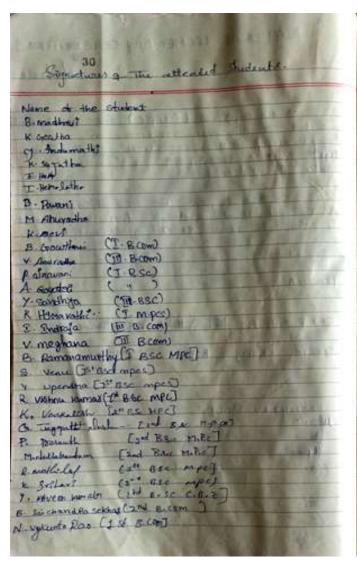


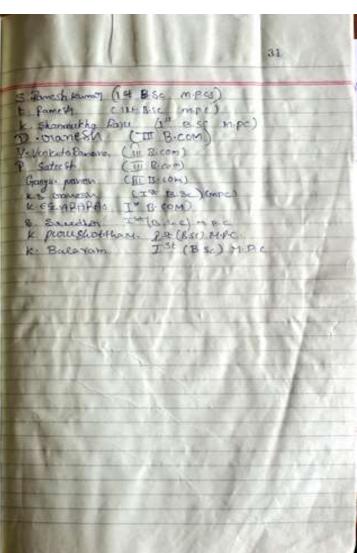


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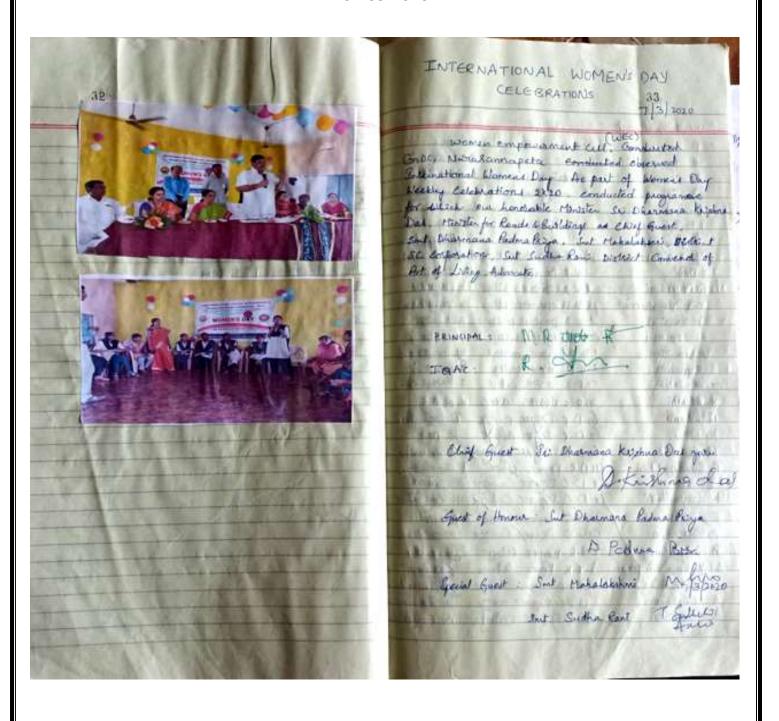




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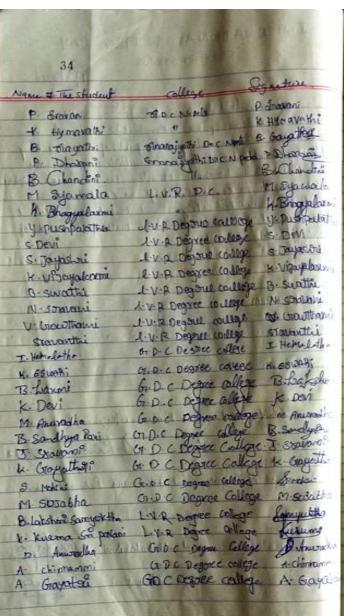
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2020-2021

NATIONAL GIRL CHILD DAY

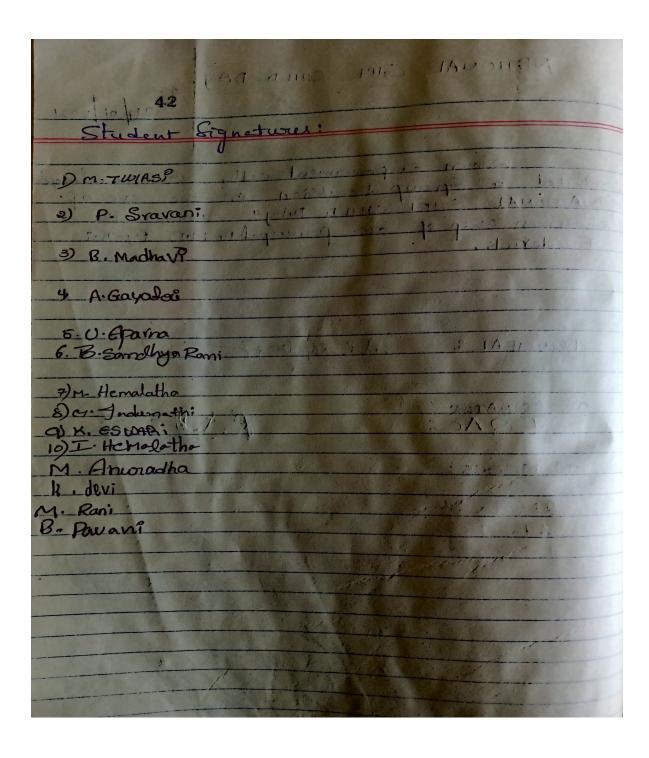
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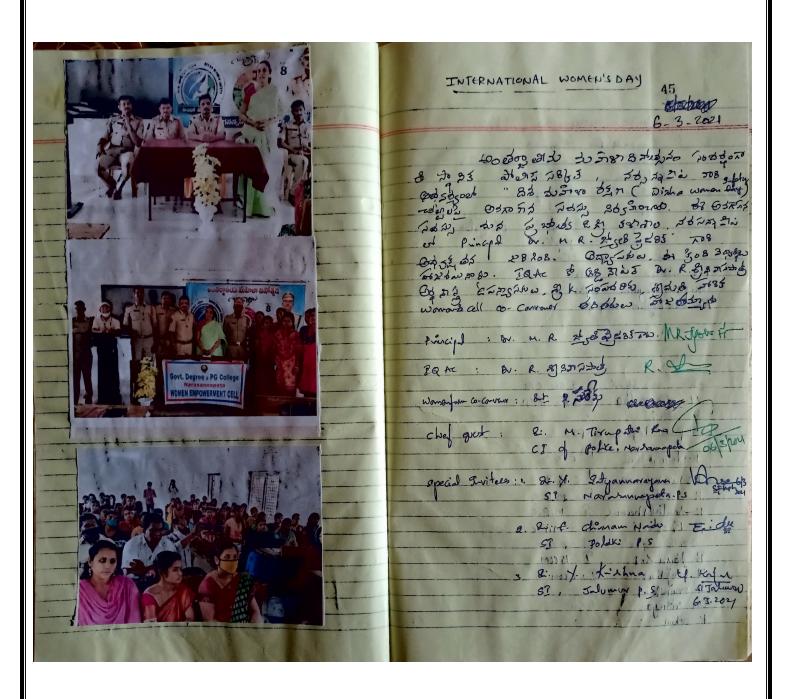




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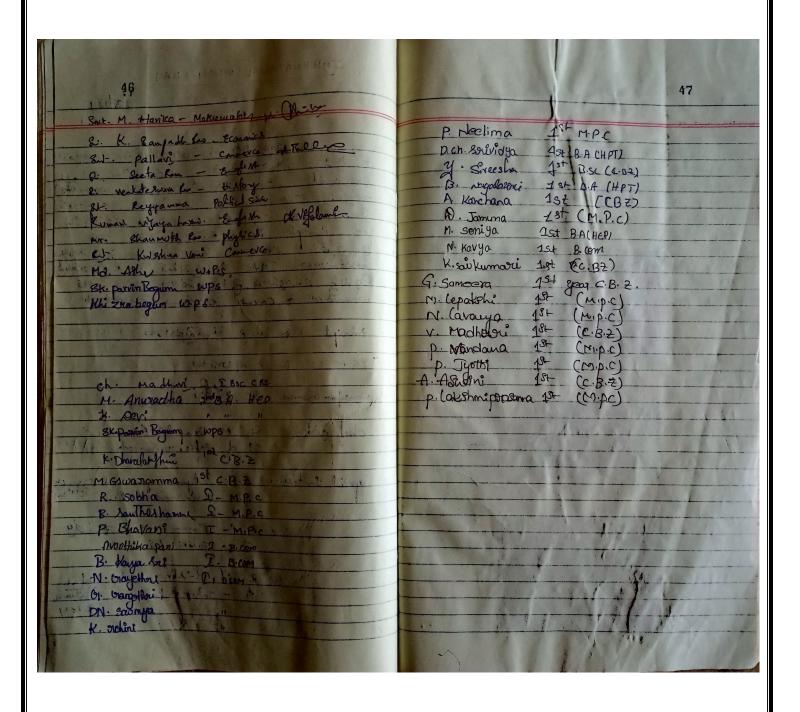


INTERNATIONAL WOMENS DAY





NARASANNAPETA-SRIKAKULAM DIST.-532421.

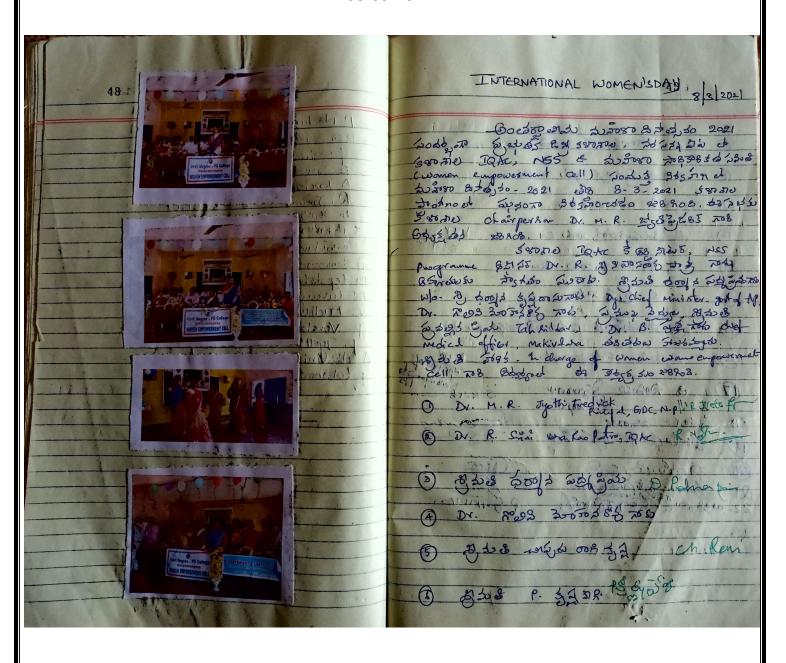




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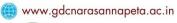
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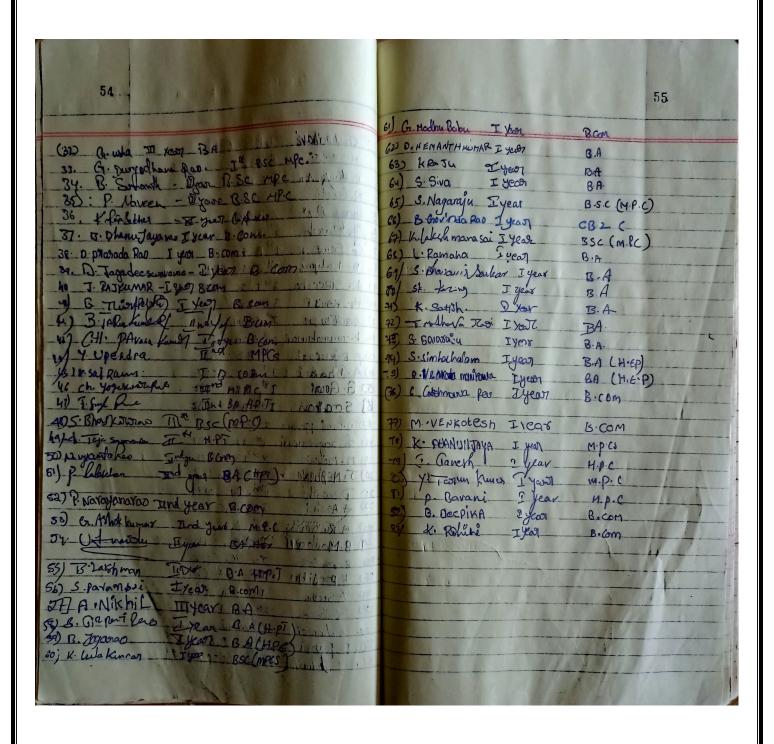
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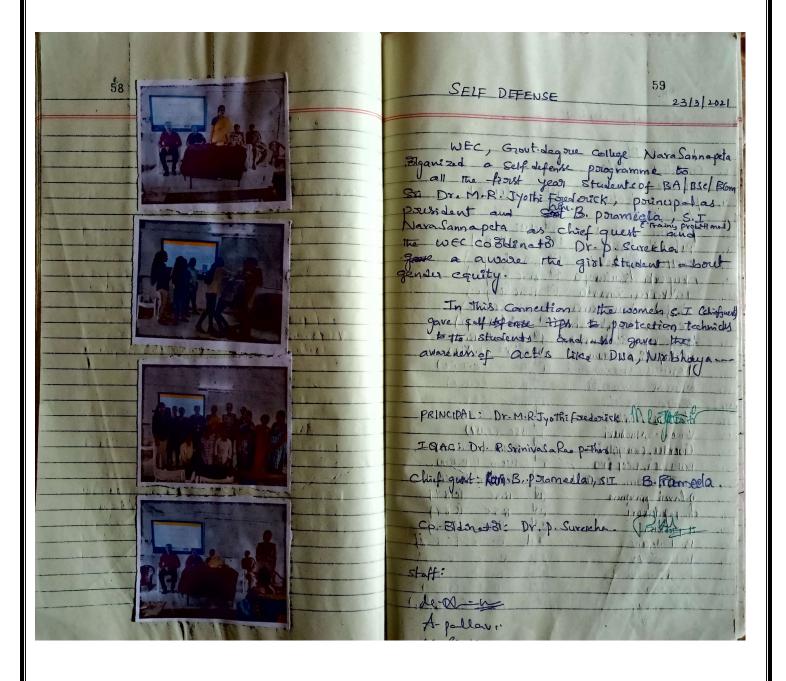


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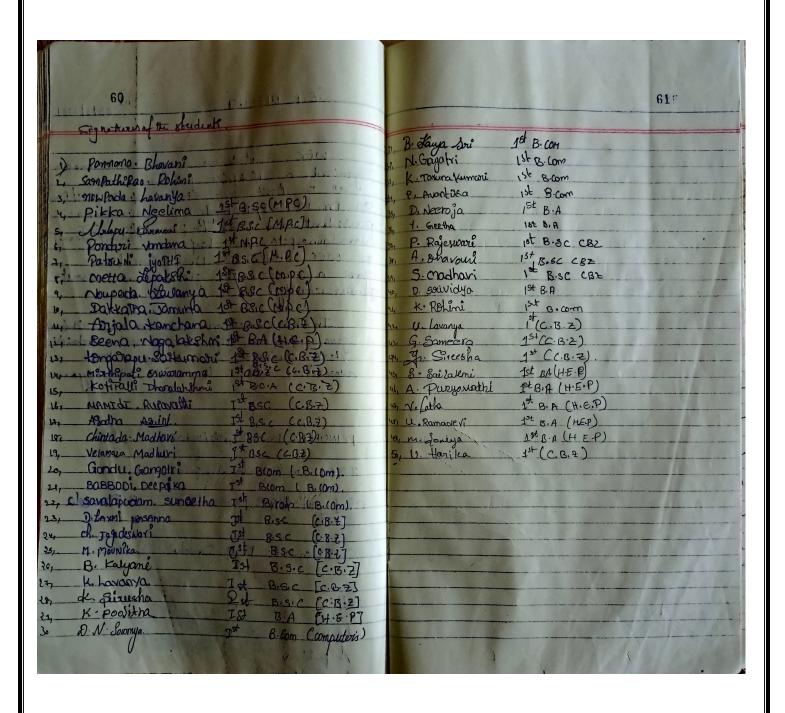


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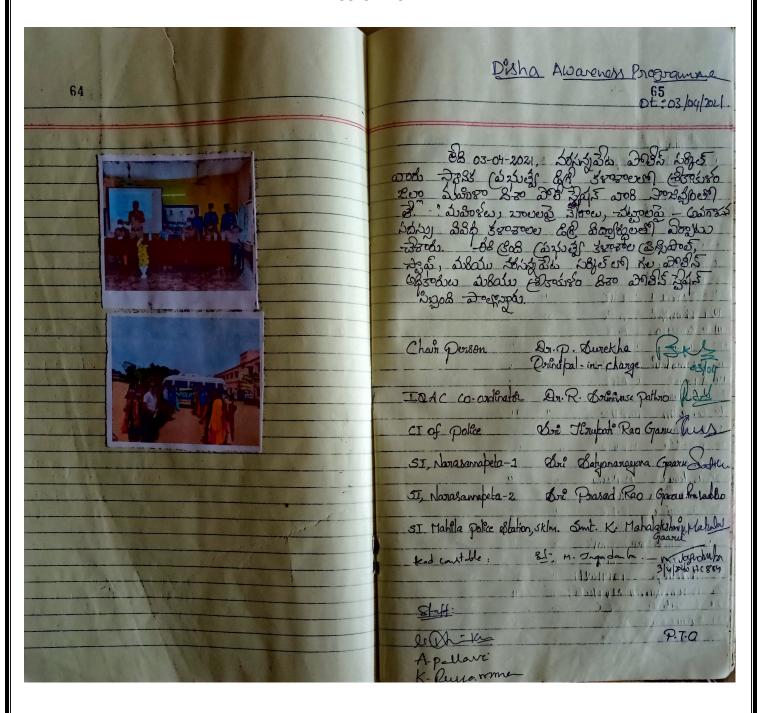
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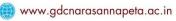
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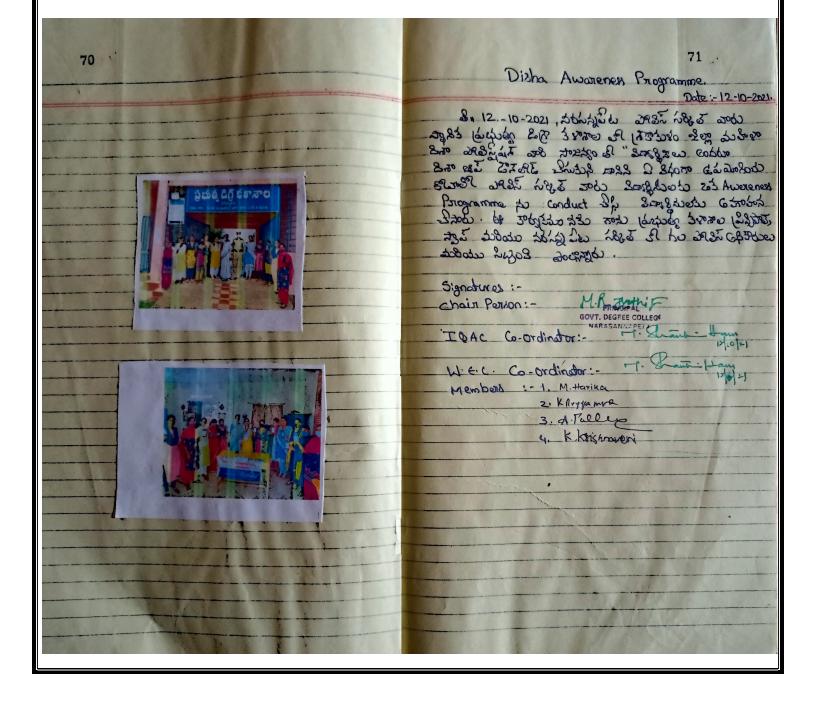


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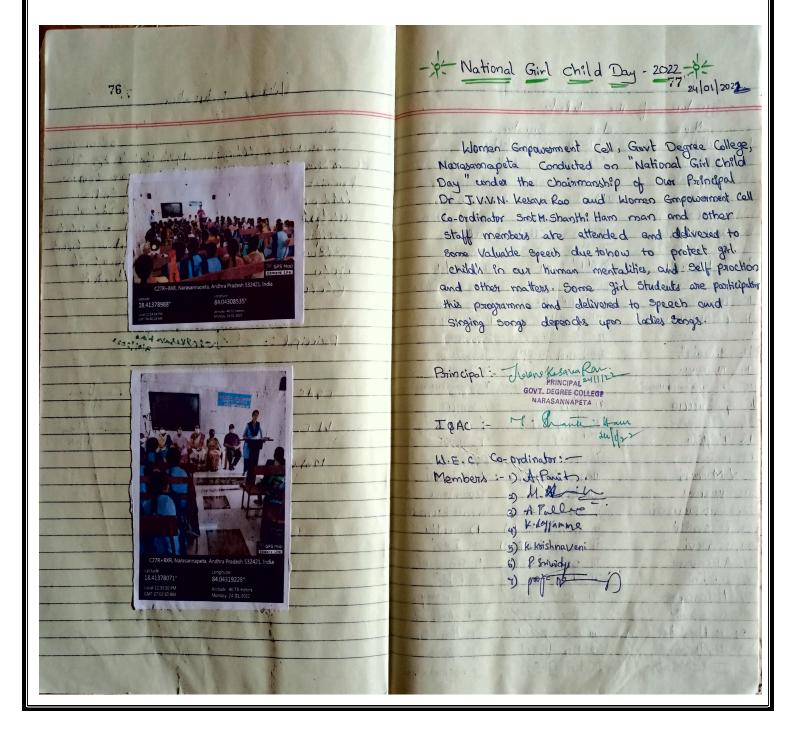


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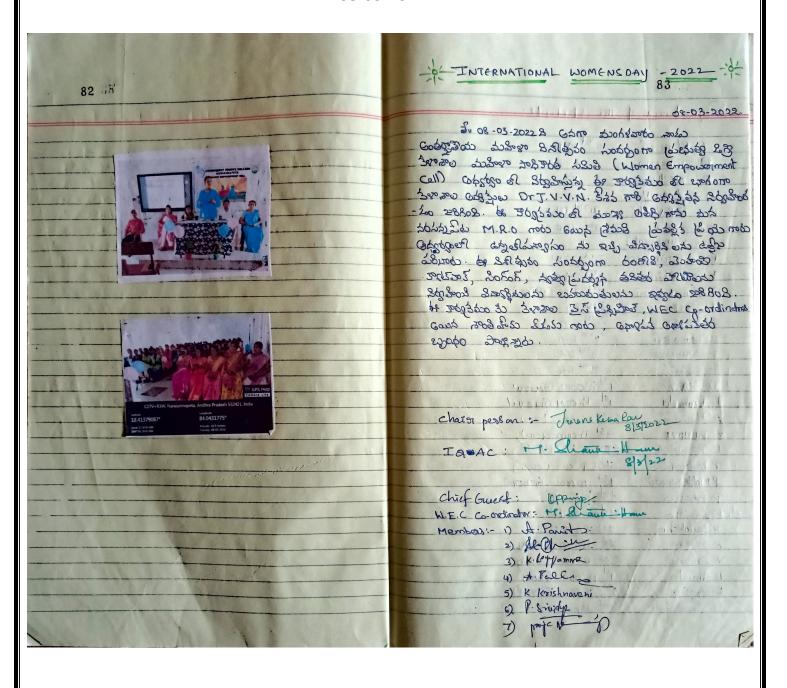
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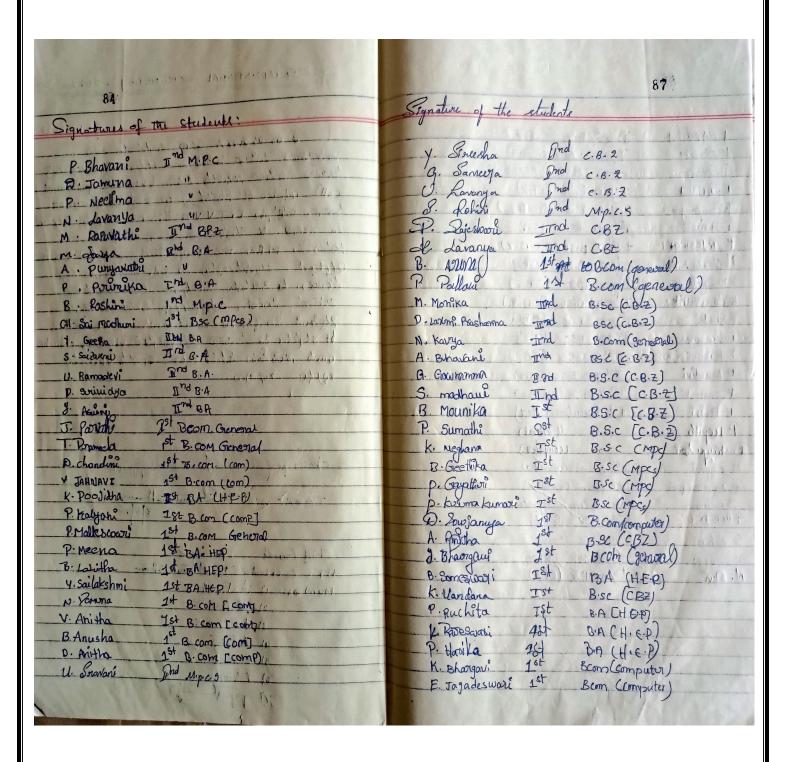
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