Bachelor of Arts

(History, Public Administration & Politics)

Syllabus

School of Distance Education
Andhra University, Visakhapatnam, Andhra Pradesh

ANDHRA UNIVERSITY
B.A. (HPP)

First Year Courses

Paper 1: English Language
Paper 2: Telugu/Hindi/Sanskrit
Paper 3: Foundation course
Paper 4: Computer Course : Introduction to Computers
Paper 5: History: History and Culture of India up to 1526
Paper 6: Public Administration: Introduction to Public Administration
Paper 7: Politics: Concept, Theories and Institutions

Second Year Courses

Paper 1: English Language
Paper 2: Telugu/Hindi/Sanskrit
Paper 3: Environmental Studies
Paper 4: History: History and Culture of India
Paper 5: Public Administration : Public Administration in India
Paper 6: Politics: Indian Government and Politics
Paper 7: Computer Course : Office Automation Tools

Third Year Courses

Paper 1: Foundation Course II
Paper 2: History: History of Modern world (1453-1945 AD)
Paper 3: History: History & Culture of Andhra Pradesh
Paper 4 : Public Administration: Management of Resources
Paper 5: Public Administration: A) Office Management
                                 B) E- Governance
                                 C) Rural & Urban Governance in India
Paper 6 : Politics: Political Thought
Paper 7 : Politics: A) International Relations
                   B) Government and Politics in Andhra Pradesh

SYLLABUS
BA/B.Com/B.Sc Common Paper

ENGLISH TRACKS

A COURSE IN POETRY, PROSE AND GRAMMAR

POETRY :

John Keats : Ode to Autumn

Matthew Arnold : Dover Beach

W.H.Auden : The Unknown Citizen

Wilfred Owen :Insensibility

R. Rarthasarathy : From Homecoming

Aduri Satyavathi Devi - Myraid - Winged Bird

Telephone Conversation

PROSE :

Bernard Shaw : Spoken English and Broken English

Will and Ariel Durant : Is Progress Real

Stephen Leacock : The Conjurer's Revenge

A.J. Cronin : The best investment I ever made

Dr. B.R. Ambedkar : Prospects of Democracy in India

Martin Luther King Jr. : I have a Dream

Students of Barbiana : Letter to a teacher

J.B.D'Souza : Taking the law into their hands

GRAMMAR :

Idioms

Tenses

Detection of Errors

BUILDING COMPETENCY

A Course in Reading and Writing English

SHORT STORIES

Leo Tolstoy :Little Girls are Wiser Than Men

Ruskin Bond : How Far Is the River

William Shakespeakare : The Merchant of Venice

Rabindranath Tagore : Sacrifice

A Course in Listening and Speaking I

పేపర్ – 1 ద్వితీయ భాష – జనరల్ తెలుగు

అభ్యసన ఫలితాలు (Course Objectives)

ఈ పాఠాన్ని ఒక క్రమబద్ధమైన పద్ధతిలో రూపొందించి అందిసున్నాం.

1.పాఠాల్లో పరిచయం, ఉద్దేశం, పాఠ్యం అర్థతాత్పర్యాలు, విషయ విభాగం పాఠ్యభాగ సారాంశం, సందర్భ సహిత వాఖ్యలు మాదిరి ప్రశ్నలు అభ్యాసాలు గుర్తించుకోవలసిన ముఖ్యాంశాలు

2. పరీక్ష దృష్ట్యా ప్రశ్నలు సమాధానాలు, ఆధారగ్రంథాలు చదవదగిన పుస్తకాలు అనే విభజన పాటించడమైంది.

3. పరిచయంలో ప్రక్రియ గురించి, రచయిత గురించి, పాఠ్యం గురించి పరిచయం ఉంటుంది.

4. ఉద్దేశంలో పాఠ్యం స్థూలపరిచయం ఉంటుంది. పాఠ్యంలో చదవలసిన అంశం ఉంటుంది

5. విషయ విభాగంలో పాఠ్యభాగ సారాంశంలోని ముఖ్యాంశాల విభజన ఉంటుంది. తద్వార పాఠ్యభాగ సారాంశం ఉంటుంది.

6. పద్యాలకు అర్థతాత్పర్యాలు, కొన్ని వాక్యాలకు సందర్భ సహిత వ్యాఖ్యలు ఉంటాయి

7. పాఠం చివర అదనపు సమాచారం చదవగిన పుస్తకాలు సమకూర్చారు

8. సాహిత్య పరనాభిలాషను, అధ్యయపన కౌశలాన్ని, విమర్శనా దృష్టినీ రచనా శక్తిని పెంపొందిస్తాయనీ ప్రత్యేకించి పరీక్షల్లో మీకు కృతార్థతను చేకూర్చి పెడతాయని మేం ఆశిస్తున్నాము.

పేపర్ – 1 ద్వితీయ భాష – జనరల్ తెలుగు పాఠ్యప్రణాళిక

ప్రాచీన కవిత్వం (Syllabus)

1. గంగాశంతనుల కథ – నన్నయ
2. మూషిక మార్జాల వృత్తాంతం – తిక్కన
3. హంసీచక్రవాక సంవాదం – అల్లసాని పెద్దన
4. ఎఱుకత – తరిగొండ వెంగమాంబ

ఆధునిక కవిత్వం

5. మా కొద్దీ తెల్లదొరతనము – గరిమెళ్ళ సత్యనారాయణ
6. మహాప్రస్థానం – శ్రీశ్రీ
7. మునసాపరులు – జాషువ
8. మేఘదూతము – పుట్టపర్తి నారాయణాచార్యులు కథానికలు
9. గాలివాన – పాలగుమ్మి పద్మరాజు
10. ఆకలి – కొలకలూరి ఇనాక్
11. నమ్ముకున్న నేల – కేతు విశ్వనాథ రెడ్డి
12. జైలు – పొట్లపల్లి రామారావు

వ్యాకరణం:

1. సవర్ణదీర్ఘ, గుణ, యణాదేశ, వృద్ధి, త్రిక, గసదదవాదేశ, రుగాగమ, టుగాగమ, ఆమ్రేడిత, అత్వసంధి మొదలైనవి. సంధులు.

2. తత్పురుష, కర్మధారయ, ద్వంద్వ, ద్విగు, బహుప్రీహి మొదలైనవి. సమాసాలు ఉపవాచకము:
నవల:

ప్రజల మనిషి – వట్టి కోట ఆశ్వారుస్వామి

I B.A. B.COM B.SC DEGREE

SANSKRIT Paper - 1

Course Objectives

1. To develop basic skills in reading, writing, and speaking Sanskrit, including mastery of the Devanagari script, pronunciation, and basic sentence construction.
2. To acquire foundational knowledge of Sanskrit grammar, including noun declensions, verb conjugations, and sentence structure.
3. To build a basic Sanskrit vocabulary, including common nouns, verbs, adjectives, and adverbs.
4. To cultivate an appreciation for the literary and cultural richness of Sanskrit, including the study of major literary genres like epic poetry, and lyric poetry.
5. To develop skills in translating simple Sanskrit sentences and passages into English or Telugu.
6. To deepen understanding of Indian culture and philosophy through the study of Sanskrit texts in these fields, including the Ramayana and Mahabharatha and Panchatantra tales.
7. To cultivate an awareness of the historical and cultural contexts in which Sanskrit was used, including the study of major periods and movements in Indian history.
8. To prepare for intermediate-level study in Sanskrit, including the mastery of more complex grammatical concepts and the study of more challenging texts.
9. To develop a critical awareness of the limitations and biases of translations of Sanskrit texts, and to develop the ability to evaluate different translations for accuracy and readability.
10. To engage with the wider community of scholars and enthusiasts of Sanskrit Language and culture, including the use of online resources, attendance at public lectures and events, and participation in student-led activities.

Syllabus

POETRY :

Lesson No. 1   Saranagathi

From Valmiki Ramayanam Yuddhakanda 17th Canto Slokas 11 – 68

Lesson No. 2   Ahimsa Paramodharmah

From Srimadbharatam, Adiparva 8th chapter Sloka 10 – to the end of 11 Chapter

Lesson No. 3   Raghoh Audaryam

From Raghuvamsa 5th Canto 1 – 35 Slokas

PROSE:

Lesson No. 4   Mitrasampraptih

                    From Pancatantra – Ist Story (Abridged)

Lesson No. 5   Modern prose Chikroda katha

                    Andhra Kavya Kathah

                    By Sannidhanam Suryanarayana Sastry

Lesson No. 6   Computer Yanthram
                    By Prof. K.V. Ramakrishnamacharyulu

GRAMMAR

DECLENSIONS:

Nouns ending in Vowels:

Deva, Kavi, Bhanu Dhatr, Pitr, Go, Rama, Mati, Nadee, Tanu,Vadhoo,

Matr, Phala, Vari & Madhu

SANDHI:

Swara Sandhi :   Savarnadeergha, Ayavayava, Guna, Vrddhi,Yanadesa

Vyanjana Sandhi :   Scutva, Stutva, Anunasikadvitva, Anunasika,Latva,

                     Jastva

Visarga Sandhi :   Visarga Utva Sandhi, Visargalopa Sandhi, Visarga Repha

                     Sandhi, Ooshma Sandhi

SAMASA :

(1)	Dwandwa	(2)	Tatpurusha (Common)
(2a)	Karmadharaya	(2b)	Dwigu
(2c)	Paradi Tatpurusha	(2d)	Gatitatpurusha
(2e)	Upapada Tatpurusha	(3)	Bahuvrihi
(4)	Avyayibhava		

CONJUGATONS

      Ist Conjugations – Bhoo, Gam, Shtha, Drhs Labh, Mud,

      IInd Conjugation – As

IIIrd Conjugation – Yudh,

IV th Conjugation – Ish

VIII Conjugation – Likh, Kri

IXth Conjugation – Kree

Xth Conjugation – Kath, Bhash, Ram, Vand,

SYLLABUS

BA/B.Com/B.Sc Common Paper
Hindi

A. Prose - Gadya Sandesh,
    Editor : Dr. V.L. Narasimham Shiva KotiLorven Publications, Hyderabad.

B. Non-Detailed - Katha LokEditor : Dr. Ghanshyam
    Sudha Publications, Hyderabad

C. **GRAMMAR** Pertaining to the following topics

    I.   Rewriting of sentences as directed based on : Case, Gender, Number, Tense, Voice.

    II.   Correction of sentences

    III. Usage of words into sentences

    IV.   Karyalaya Hindi; Administrative Terminology (Prashasanik shabdavali), officialdesignations (padnam)

          a.   Changing English terms to Hindi

          b.   Changing Hindi terms to English

    V.   Sandhi Vichchhed

    VI.   Antonyms (Vilom Shabd)

D. Letter Writing - Personal Letters, Official Letters, Letter of Complaints, Application forappointment.

UNIT - I

Basic features of Indian Economy - Trends in National Income - Role of Agriculture Sector - Problems, Remedial Measures; Industry - Large Scale, Small scale - Problems and remedial measures; a brief review of Industrial policies in India. Role of Public Sector in the context of globalization.

UNIT - II

Population, Poverty, Unemployment and Income Inequalities - Causes and Consequences - Remedies - Inflation - Causes and Remedies - Indian Tax Structure Globalisation, Economic Reforms and their impact on Indian Economy.

UNIT - III

Indian National Movement - Various stages - Its legacy. Integration of Native States and Formation of Modern India. Formation of Andhra Pradesh.

UNIT - IV

Basic Characteristics of Indian Constitution - Indian Political System, Emergence of All India Parties - Regional Parties - Coalition Politics.

Centre - State Relations - Emerging trends - Various Commissions - Rajamannar Committee, Anandpur Sahib Resolutions, Sarcaria Commission. Indian Foreign Policy - Non - Aligned Movement

- Local Self Governments in the light of 73ʳᵈ 74ᵗʰ Constitutional amendments. Right to Information Act
- Governance- factors influencing Governance - Civil Society.

UNIT - V

Salient features of Indian Social Structure, Social Groups : Primary and Secondary, Association - Institution. Status and Role - Norms, Values and Customs. Concept of Socialisation – Agencies of Socialization.
Gender Issues - Women Liberation Movements in India - Domestic Violence, Women empowerment - Entrepreneurship Programs - Child Labour.

Human Rights – Importance and violation of Human Rights.

ANDHRA UNIVERSITY

FOR ALL B.A/B.COM/B.Sc. Common Paper

I YEAR

THEORY PAPER-IV

INTRODUCTION TO COMPUTERS

Course Objectives

1. Demonstrate the basic principles of computer software and hardware, Input devices, output devices.
2. Apply skills and concepts of computer hardware and software.
3. Learning about storage devices and operating system basics
4. Learning how data communicates.
5. Understanding the basics of email and web based communication.
6. Understanding the basics of information security and privacy.
7. Create personal, academic and business documents using MS-word.
8. Create PowerPoint presentations

COURSE OUTCOMES:

1. Gaining practical experience in using office automation tools for professional and personal use.
2. Prepare for further study or careers in office administration, data entry or other related fields.
3. Able to use of office automation tools, including formatting documents, creating spreadsheets, and designing presentations.
4. Developing a foundational understanding of office automation tools and their applications.
5. Developing skills in file management and data backup.

Syllabus

Unit-1: Exploring Computers

Exploring Computers and their uses :

Overview: Computers in our world, The computer defined, Computers for individual users, Computers for organizations, Computers in society, Why are

computers so important.

Looking inside the computer system:

Overview: Detecting the ultimate machine, The parts of a computer system, The information processing cycle, Essential computer hardware: processing devices, memory devices, Input and output devices, Storage devices, System software, Application software, Computer data, Computer users.

Using the keyboard and mouse:

Overview: The keyboard and mouse, The keyboard, How the computer accepts input from the keyboard, The mouse, Variants of the mouse, Ergonomics and input devices.

Inputting data in other ways:

Overview: Options for every need and preference, Devices for hand, optical input devices, Audio-visual input devices.

Video and Sound:

Overview: Reaching our senses with sight and sound, Monitors, Ergonomics and monitors, Data projectors, Sound systems.

Unit-2:Storage Devices and Operating System Basics

Printing: Overview: putting digital content in your hands, Commonly used printers, High-quality printers, Thermal – wax printers, Dye-sublimation printers, Plotters.

Transforming data into information:

Overview: The difference between data and information, How computers represent data, How computers process data, Machine cycles, Memory, Factors effecting processing speed, The computer's internal clock, The Bus, Cache memory.

Types of storage devices:

Overview: An ever-growing need, Categorizing storage devices, Magnetic storage devices—How data is stored on a disk, How data is organized on a magnetic disk,

How the operating system finds data on a disk, Diskettes, hard disks ,Removable high-capacity magnetic disks, Tape drivers, Optical storage devices, Solid-state storage devices, Smart cards, Solid-state disks.

Operating system basics:

Overview: The purpose of operating systems, Types of operating systems, Providing a user interface, Running programs, Managing hardware, Enhancing an OS utility software.

Networking Basics:

Overview: Sharing data anywhere, anytime, The uses of a network, Common types of networks, Hybrid networks, How networks are structured, Network topologies and protocols, Network media, Network hardware.

Unit-3:Data Communications and Computer Programs

Data Communications:

Overview: The local and global reach of networks, Data communications with standard telephone lines and modems, Modems, uses for a modem, Using digital data connections, Broadband connections, Wireless networks.

Productivity Software:

Overview: Software to accomplish the work of life, Acquiring software, Commercial software, Freeware and public domain software, Open-source software, Word processing programs, Spreadsheet programs, Presentation programs, Presenting information managers.

Database management Systems:

Overview: The mother of all computer applications, Databases and Database Management Systems, Working with a database.

Creating Computer programs:

Overview: What is a computer program, Hardware/Software interaction, Code, machine code, programming languages, Compilers and interpreters, Planning a computer program, How programs solve problems. Programming languages and the programming process:

Overview: The keys to successful programming, The evolution of programming languages, Worldwide web development languages, The Systems development lifecycle for programming.

Unit-4:MS-Word

Word Basics: Starting word, Creating a new document, Opening pre existing document, The parts of a word window, Typing text, Selecting text, Deleting text, Undo, Redo, Repeat, Inserting text, Replacing text, Formatting text, Cut, Copy, Paste – Formatting Text and Documents: Auto format, Line spacing, Margins, Borders and Shading.

Headers and Footers : Definition of headers and footers, creating basic headers and footers, creating different headers and footers for odd and even pages.

Tables : Creating a simple table, Creating a table using the table menu, Entering and editing text in a table, selecting in table, adding rows, changing row heights, Deleting rows, Inserting columns, Deleting columns, changing column width.

Graphics: Importing graphics, Clipart, Insert picture, Clip Art Gallery, using word's drawing features, drawing objects, text in drawing.

Templates: Template types, using templates, exploring templates, modifying templates.

Macros: Macro, Recording macros, editing macros, running a macro.

Mail Merge: Mail Merge concept, Main document, data sources, merging data source and main document, Overview of word menu options word basic toolbar.

Unit-5:Ms-Power Point

Power Point: Basics, Terminology, Getting started, Views

Creating Presentations : Using auto content wizard, Using blank presentation option, Using design template option, Adding slides, Deleting a slide, Importing Images from the outside world, Drawing in power point, Transition and build effects, Deleting a slide, Numbering aslide, Saving presentation, Closing presentation, Printing presentation elements.

II BA/B.Com./B.Sc. Common Paper
PAPER I : General English
SYLLABUS

POETRY :
1. John Donne: THE SUN RISING
2. Wordsworth: THE SOLITARY REAPER
3. Robert Frost: THE ROAD NOT TAKEN
4. Chinua Achebe: REFUGEE MOTHER AND CHILD
5. Nissim Ezekiel: GOODBYE PARTY FOR MISS PUSHPA
6. Tripuraneni Srinivas: I WILL EMBRACE ONLY THE SUN

PROSE :
7. Satyajit Ray: FILM MAKING
8. Isai Tobolsky: NOT JUST ORANGES
9. Herman Wouk: A TALK ON ADVERTISING
10. AG Gardiner: ON SHAKING HANDS
11. Arnold Joseph Toynbee: INDIA'S CONTRIBUTION TO WORLD UNITY
12. Ngugi wa Thiongó: DECOLOISING MIND

SHORT STORIES FOR READING COMPETENCE :
13. Gita Hariharan: GAJAR HALWA
14. Norah Burke: MY BROTHER, MY BROTHER

ONE-ACT PLAYS FOR READING COMPETENCE :
15. Fritz Karinthy: REFUND (One Act Play)
16. William Shakespeare: JULIUS CAESAR (CAESAR'S MURDER SCENE)

WRITTEN COMMUNICATION:
17. WRITING CURRICULA VITAE
18. E-CORRESPONDENCE

EXERCISES FOR WRITING COMPETENCE:
19. JUMBLED PASSAGES
20. PARAGRAPH-WRITING

A COURSE IN LISTENING AND SPEAKING II:
Part- I: Listening Skills
Part- II: Speaking Skills
Part- III: communication Skills
Part- IV: Telephone Skills

పేపర్ – 2 ద్వితీయ భాష – జనరల్ తెలుగు

అభ్యసన ఫలితాలు (Course Objectives)

ఈ పాఠాన్ని ఒక క్రమబద్ధమైన పద్ధతిలో రూపొందించి అందిసున్నాం.

1. పాఠాల్లో పరిచయం, ఉద్దేశం, పాఠ్యం అర్థతాత్పర్యాలు విషయ విభాగం, పాఠ్యభాగ సారాంశం, సందర్భసహిత వ్యాఖ్యలు మాదిరి ప్రశ్నలు అభ్యాసాలు గుర్తించుకోవలసిన ముఖ్యాంశాలు

2. పరీక్ష దృష్ట్య ప్రశ్నలు సమాధానాలు, ఆధారగ్రంథాలు చదవదిగిన పుస్తకాలు అనే విభజన పాటించడమైంది.

3. పరిచయంలో ప్రక్రియ గురించి, రచయిత గురించి, పాఠ్యం గురించి పరిచయం ఉంటుంది

4. ఉద్దేశంలో పాఠ్యం స్థూల పరిచయం ఉంటుంది. పాఠ్యంలో చదవలసిన అంశం ఉంటుంది.

5. విషయ విభాగంలో పాఠ్యభాగ సారాంశంలోని ముఖ్యాంశాల విభజన ఉంటుంది తద్వార పాఠ్యభాగ సారాంశం ఉంటుంది

6. పద్యాలకు అర్థతాత్పర్యాలు, కొన్ని వాక్యాలకు సందర్భ సహిత వ్యాఖ్యలుంటాయి

7. పాఠం చివర అదనపు సమాచారం చదవగిన పుస్తకాలు సమకూర్చారు

8. సాహిత్య పరనాభిలాషను, అధ్యయన కౌశలాన్ని, విమర్శనా దృష్టిని, రచనా శక్తిని పెంపొందిస్తాయనీ ప్రత్యేకించి పరీక్షల్లో మీకు కృతార్థతను చేకూర్చి పెడతాయని మేం ఆశిస్తున్నాము.

ప్రాచీన కవిత్వం (Syllabus)

1. వామనావతారము – పోతన
2. శాలివాహన విజయము – కొఱవి గోపరాజు
3. గ్రీష్మర్తువు – రఘునాథ నాయకుడు

ఆధునిక కవిత్వం

4. హరిజన శతకము – కుసుమ ధర్మన్న
5. ధర్మసంవాదము – పింగళి, కాటూరి
6. బతకమ్మ! బ్రతుకు – కాళోజీ నారాయణరావు
7. మనిషి – డా॥అందెశ్రీ
8. రాయలసీమ – గంజి కేంద్రము – బెళ్లారి శ్రీనివాసమూర్తి
9. వంటిల్లు – విమల

గద్యభాగం

1.తెలుగుభాష – ఆచార్య గుజ్జర్లమూడి కృపాచారి
2. వ్యక్తిత్వ వికాసం – ఆచార్య రాచపాళెం చంద్రశేఖరరెడ్డి
3.మాధ్యమాలకు రాయడం – ఆచార్య యస్.జి.డి. చంద్రశేఖర్
4. అభివ్యక్తి నైపుణ్యాలు – డా॥ పి.వి. సుబ్బరావు

ఉపవాచకం:

1. పాలేరు – బోయిభీమన్న

వ్యాసాలు, వ్యాకరణం

అలంకారములు –ఉపమ, రూపక, ఉత్ప్రేక్ష, స్వభావోక్తి, అతిశయోక్తి – అర్థాంతరన్యాస, దృష్టాంతము

ఛందస్సు – ఉత్పలమాల, చంపకమాల, శార్దూలం, మత్తేభం, కందం, తేటగీతి ఆటవెలది.

School of Distance Education
Andhra University - Visakhapatnam
II B.A. B.COM B.SC DEGREE
SANSKRIT Paper – 2

<u>Course Objectives</u>

1. To continue building a strong foundation in Sanskrit grammar, including the mastery of Alankaaras, Pratyaas, andsandhi rules.
2. To develop the ability to read and comprehend simple Sanskrit texts, including prose and poetry, with the help of adictionary and basic vocabulary.
3. To deepen understanding of Sanskrit vocabulary, including the ability to recognize and use common words, idioms, andexpressions.
4. To develop skills in translating Sanskrit texts into English orTelugu, with attention to accuracy, clarity, and style.
5. To cultivate an appreciation for the literary and cultural richness of Sanskrit texts, including the study of major genreslike moral prose, drama, and lyric poetry.
6. To deepen understanding of Indian philosophy and religion through the study of Sanskrit texts in these fields, includingthe Mahabharatha and Upanishads.
7. To develop skills in analysis and interpretation of Sanskrittexts, including the ability to identify themes, motifs, and rhetorical devices.
8. To cultivate an awareness of the historical and cultural contexts in which Sanskrit texts were produced, including thestudy of major periods and movements in Indian history.
9. To prepare for advanced study in Sanskrit or related fields, including the pursuit of graduate degrees or careers in academia, publishing, translation, or cultural preservation.
10. To develop independent research skills through the completion of a assignments on a topic related to Sanskritlanguage, literature, or culture.

Syllabus

(1)	Drama	(2)	Drama (Modern)
(3)	Upanishad	(4)	Prose
(5)	Bhoja Prabandha story	(6)	History of Literature
(7)	Alankaras ,	(8)	Grammar

Drama

1) Pratima Gruham

   Pratima of Bhasa III act only

2) Modern Drama

   Bharata Samskruteh mulam

   P. Sreeramachandrudu from (Susamhata Bharatam VI act)

Prose

4) Sukanasopadesah

   From Kadambari Sangraha

5) Bhojasya Saraswati Sushama

   From Bhojaprabandha Page No. 74 (Abridged form)

6) Poets and Books from History of literature

1) Panani   (2) Kautilya

3) Bharatamuni   (4) Bharavi

5) Magha   (6) Sri Harsha

7) Bhavabhuti   (8) Sankaracharya

9) Dandin   (10) Jagannadha

7) Alankaras from Kuvalayananda

(1)   Upama   (2)   Ananvayaa

(3)   Utpreksha   (4)   Deepakam

(5)   Aprastutaprasamsa   (6)   Drstantam

(7)   Arthantaranyasa   (8)   Virodha Bhasa

(9)   Ullekha   (10)   Vyajasthuti

8) Grammar

Declensions :

Halanta Nouns

(1)	Jalamuc	(2)	Vac
(3)	Marut	(4)	Bhagavat
(5)	Pachat	(6)	Rajan
(7)	Gunin	(8)	Naman
(9)	Vidwas	(10)	Manas

Pronouns :

Asmad, Yushmad, Idam, Tat, Etat, Yat, KimParticiples :

Ktva, Lyap, tumun, Kta. Ktavat, Shatr, Shanac, Tavya

A. Poetry Text - Kavya Deep

   Editor : Sri B.Radha Krishna Murthy, Maruthi Publications, Guntur.

B. History of Hindi Literature:

   Main tendencies of all the four ages with special references to the following authors and poets:

   (1) Chand Vardai (2) Kabir das (3) Surdas (4) Tulasidas (5) Mirabai (6) Raheem (7) Biharila (8) Bharatendu Harisdhandra (9) Mahaveer Prasad Dwivedi (10) Maithilisharan Gupt (11) Premchand (12) Jayashankar Prasad (13) Pant (14) Nirala (15) Maha Devi Verma (16) Agyeya (17) Dinkar.

C. General Essay:

   (1) Sahitya Aur Samaj (2) Vidyarthi Rajiniti (3) Vidyarthi Aur Anushasan (4) Aaj Ki Shikasha Niti (5) Vigyan: Abhishap Ya Vardan (6) Nari Shikasha (7) Samaj Main Nari ka Sthan (8) Adhunik Shiksha Aur Nari (9) Bharat Main Berojgari Ki Samasya (10) Bharat Par Bhoomdalikaran Ka Prabhav (11) H.I.V./Aids (12) Paryavaran Aur Prabooshan (13) Bharat Main Badhati Hui Janasankhya Ki Samasya

D. Translation from English to Hindi

E. Prayojan Moolak Hindi: (1) Prayojanmooka Hindi: Arth Evam Swarop (2) Raj Bhasha, Rastra Bhasha aur Sampark Bhasha.

SYLLABUS
(BA/B.Sc/ B.COM COMMON PAPER)
Paper-III ENVIRONMENTALSTUDIES

Course Objectives:

1. To make the students realize the importance and their role in the protection and maintenance of a healthy Environment for sustainable development

2. To enable students to grasp the significance and issues related to ecosystems, biodiversity and natural resources, ways of managing/ protecting the environment

3. To enable students to have minimal understanding of environmental pollution, solid waste management and climate change and act with concern environmental issues.

4. To make students aware of the environmental policies and movements, and the role of individuals and communities in environmental protection for educating and inspiring the young minds.

At the end of the course, students will—

1. Understand the importance and dimension of a healthy environment, become environmentally conscious, skilled and responsible in all their action with a concern for sustainable development.

2. Comprehend the significance and issues related to ecosystems, natural resources and biodiversity and become aware of the need and ways to protect/preserve them.

3. Grasp the issues related to environmental pollution, solid waste management and climate change and become conscious and proactive in the discharge of their responsibilities towards the environment

4. Become aware and appreciate the value and concern of environmental movement and policies and the role of communities, and act responsibly on environment related issues.

Unit – 1: Environmental studies - Introduction
1. Definition of Environment-Its scope and importance.
2. Measuringand defining Environmentaldevelopment; indicators

Unit – 2: Basic principles of Ecosystem functioning
1. Concept of an ecosystem
2. Structureand function of an ecosystem.

3. Producers, Consumers and decomposers,
4. Energy flow in the ecosystem.
5. Food chains, food webs and ecological pyramids
6. Introduction, types, characteristic features, structure and functions
   - Forest ecosystem
   - Grassland ecosystem
   - Desert ecosystem
   - Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries)

Unit – 3:Environmental and Natural Resources
1. Forest resources
   - Use and over-exploitation
   - Deforestation
   - Timber extraction
   - Mining and dams- their effects on forest tribal people
   - Case studies
2. Water resources
   - Use and over—utilization of surf ace and ground water
   - Floods, droughts
   - Conflicts over water
   - Dams –benefits and costs
   - Mineral resources
   - Use and exploitations
   - Effects of extracting and using mineral resources
   - Case studies
3. Food resources
   - World food problem
   - Changes caused by agricultural and overgrazing
   - Effects of modern agriculture, fertilizer, pesticide problems, water logging and salinity.
   - Case studies
4. Energy resource
   - Growing energy needs
   - Renewal and non renewable energy sources
   - Use of alternate energy sources
   - Case studies

5. Land resources
   - Land resource
   - Common property resources
   - Land degradation
   - Soil erosion and desertification

Unit – 4:Biodiversity and its conservation
1. Introduction – Genetic, species and ecosystem diversity
2. Bio-geographical classification of India
3. Value of biodiversity – consumptive and productive use, social ethical, and option values
4. Biodiversity – global, national and local levels
5. Hot spots of biodiversity – habitat loss, poaching of wildlife, man-wildlife conflicts
6. India as mega diversity nation.
7. Endangered and endemic species of India.
8. Conservation of biodiversity -in-situ and ex-situ conservation

II YEAR B.A./B.Com., /B.Sc.,
PAPER-2 OFFICE AUTOMATION TOOLS

OBJECTIVES:

1. Understanding the features and functionality of office automation tools, including word processing software, spreadsheet software and presentation software.
2. Learning how to create and manage databases.
3. Understanding the basics of email and web based communication.
4. Understanding the basics of information security and privacy.

COURSE LEARNING OUTCOMES:

1. Gaining practical experience in using office automation tools for professional and personal use.
2. Prepare for further study or careers in office administration, data entry or other related fields.
3. Able to use of office automation tools, including formatting documents, creating spreadsheets, and designing presentations.
4. Developing a foundational understanding of office automation tools and their applications.
5. Developing skills in file management and data backup.

Unit-1: MS EXCEL BASICS

Excel basics: The usual spread sheet features, overview of excel features, Getting Started, creating a new work sheet, selecting cells, navigating with the undoing and repeating actions, entering and formatting numbers, entering and editing formulas, repeating cells, order of evaluation in formulas, look up tables, copying entries and equations to minimize typing, more auto fill examples, creating custom fill lists, protecting and an protecting documents and cells.

Rearranging worksheets: Moving cells, copying cells, sorting cell data, inserting rows, inserting columns, inserting cells, inserting as you paste, deleting parts of a worksheet, clearing parts of a worksheet, how formulas react to worksheet design changes, auditing tools help spot potential problems.

Excel formatting tips and techniques: Excel page setup, changing column widths and row heights, auto format, manual formatting, using styles, forma codes alter a number's appearance, format printer speeds up format copying, changing font sizes and attributes, adjusting alignments, centering text across columns, using border

buttons and commands, changing colors and shading, inserting and removing page breaks, hiding rows and columns.

Organizing large projects: Using names, splitting windows and fixing titles, outlining your worksheets, working with multiple worksheets, using multiple worksheets in a workbook, viewing multiple windows, summarizing information from multiple worksheets.

An introduction to functions: Parts of a function, functions requiring add-ins, online functions help, the function wizard, examples of functions by category, error messages from functions.

Unit-2: EXCEL CHARTS, GRAPHICS AND FUNCTIONS Excel's chart features: chart parts and terminology, instant charts with the chart wizard, creating charts on separate worksheets, resizing and moving charts, adding chart notes and arrows, editing charts, rotating 3-D charts, changing worksheet values by drawing chart parts, printing charts, deleting charts, setting the default chart type, controlling which series on which axis, adding overlay charts, creating trend lines, data map.

Working with graphics in Excel: Creating and placing graphic objects, resizing graphics, positioning graphics on worksheets, drawing lines and shapes, examples of graphics, possible sources of excel graphics, excel slide shows.

Introduction to Excel's command macros: Recording your own macros, running macros, assigning macros to buttons.

Using worksheets as databases: Database concepts and terms, creating an excel database, working with data forms, filtering-a better way to find, sorting excel databases, cross-tabulating databases, adding subtotals to databases.

Automating what-if projects: General organizational tips, scenario manager, finding the right number with solver.

Auditing and troubleshooting worksheets: Using error values to locate problems, using iteration to solve circular references, using the info window to find errors, using the auditing command to trouble shoot.

Unit-3: MS ACCESS BASICS

Introduction to Access : Access concepts and terms, starting and quitting access, the access workspace and tools, the views.

Creating a simple database and tables: The access table wizard, creating databases without the wizard, field names, data types and properties, adding or deleting fields in tables, resizing fields, changing the appearance of text in tables, freezing columns, primary key fields, indexing fields, viewing a list of database properties.

Forms: The form wizard, saving forms, modifying forms.

Entering and editing data: Typing, adding records, duplicate previous entries without retyping, switching out of data entry mode, when do entries get saved?, undo, correcting entries, global replacements, moving from record to record in a table, entry and navigational shortcuts.

Finding, sorting and displaying data: Queries and dynasets, creating and using queries, returning to the query design, multiple search criteria, finding incomplete matches, using wildcards in queries, requesting range of records, hiding columns, reformatting dynasets, multilevel sorts, showing all records after a query, saving queries for latter use, cross tab queries, find and replace.

Unit-4: ACCESS REPORTS, FORMS AND GRAPHICS

Printing reports, forms, letters and labels: Simple table, forms, and database printing, defining advanced reports, manual reporting and modifying, modifying section contents, properties in reports, saving formula for reuse, printing mailing labels, changing label designs.

Relational databases: Flat versus relational, how relationships work, exercise: creating a simple relationship, types of relationships, defining and redefining relationships, deleting relationships, creating relationships.

Expressions, macros and other automation: Expressions, using expressions in reports, using expressions in queries, using expressions in forms, expression builders.

Graphics in databases: Objects: linked, embedded, bound and unbound, graphics as form and report embellishments, bound graphics in records, adding graphics to buttons, chart wizard: charting your data.

Linking, importing and exporting records: Importing versus linking, linking other databases as tables, importing data from spread sheet files, importing data from word files, exporting access data.

Unit-5: FUNDAMENTALS OF INTERNET

The Internet and the world wide web: Overview: What is Internet, the Internet's history, The Internets major services, Understanding the world wide web, using your browser and the world wide web, navigating the web, closing your browser, getting help with your browser, searching the web, search results and web sites.

E-mail and other Internet Services: Overview: Communicating through the Internet, using e-mail, using an e-mail program, stomping out spam, using web-based e-mail services, more features of the Internet.

Connecting to the Internet: Overview: Joining the Internet phenomenon, connecting to the Internet through wires, how PC applications access the Internet, connecting to the Internet wireless.

Doing business in the online world: Overview: commerce on the world wide web, E-commerce at the consumer level, E-commerce at the business level, Business, the Internet and everything, telecommuters.

III BA/B.Com./B.Sc. Common Paper

Paper I :

Science, Technology & Development(Foundation Course - II)

Course Objectives :

CO1 : Learner will get the knowledge on Earth system
CO2 : Able to develop the concept on Evolution
CO3 : Gets general awareness about drugs
CO4 : Telecommunication types familiarity

Unit - I : Science :

1. Earth System : Characteristics features - Lithosphere, Hydrosphere - Atmosphere, Lithosphere- Soil Characteristics, texture, fertility and its control. Hydrosphere - Hydrological cycle - water bodies - ponds, lakes, rivers and their characteristics - Water consumption at global level and regional level - Management of water bodies. Atmosphere - Troposphere, Stratosphere, Ionosphere - Composition of air - Ozone - Ozone layer - its importance.

2. Life Sciences - Concepts of origin life - Evolution and diversity of life - Cell - Molecular basis of life and living forms - Mendelian concepts on inheritance - its impact on society - Blood - Blood groups - transfusion - Wild life and its conservation.

3. Chemical Science - The definitions, general awareness and importance of

   i) Drugs - Antibiotics, Penicillin, Tetracycline, Sulpha Drugs, Anti - Malarials, Anti pyretics,Analgesics.

   ii) Soaps and Detergents - Sources - mechanism of soap action - development of detergents
   - applications - disadvantages of detergents.

   iii) Plastics and polymers - Polyethylene, polyvinlychloride (PVC), nylon 66 - rubber and synthetic rubber.

   iv) Agrochemical and Fertilizers - Pesticides - Introduction - DDT, BHC, Malathion, Parathion - Fungicides - Rodenticides, Weedicides, Nitrogen and Phosphorus fertilizers - Microfertilizers, Bio - pesticides, neem and bacillus thuringensis.

   v) Bio fertilizers - Applications and their affects on nature.

   vi) Vitamins - Natural sources - importance - deficiencies (Structure and preparation methodsfor the syllabus mentioned in (i) to (iv) are excluded).

Unit - II : Technology and Development :

1. Communication - Definition, nature and concept of communication role of communication in society. Types of Communication - Intrapersonal, Interpersonal, group and mass communication. Traditional and folk forms of communication in India. New Media technologies - Satellite, Cable and Internet. Process of Communication : Functions of communication, elements and barriers of communication. Mass Media - Press, Radio, TV and Films. Functions of mass communication. Transport - Wheel, Steam, Engine, Automobile, Ship, Airplane. Comparison of Road, Rail, Water and Air transports in terms of infrastructure, speed, costs etc.

2. Energy - Sources - Renewable sources of energy - Non - renewable sources of energy - Conventional energy sources - non conventional energy- wind, water, tidal, Solar, geothermal, atomic energy, bio - fuels - sources and their applications - Energy Management - Energy Conservation - Future needs of energy.

3. Health - Problems - Sex education - Venereal diseases, AIDS, General Protozoan, Bacterial & Viral diseases.

4. Bio - Technology - Introduction - Applications - health and Human welfare - Agriculture - Mush- room culture - Medical Plants.

5. Green Revolution - Introduction - Types of crops developed in green revolution.

6. Food Technology - Introduction - Food processing - Methods of processing - Food preservation and methods of preservation.

7. National institutions (Science) - Institutions imparting education - Institutions performing research and development - Role of Scientific institutions in Research, Technology and Development.