

Add On Courses

BROCHURES

SOC | CCA | COC | IDC | MAOC



UG Skill Oriented Courses (SOC)

Skill Oriented Courses (SOCs) have been started with objectives to develop aesthetic sensitivity and creativity and learn new skills and provide avenues of self-employment. These courses are organized mostly with hands-on learning experience, which encourage the students to enhance, learn and nurture their latent skills or talents.

1. Bible Foundation Course
2. Calligraphy
3. Photography
4. Hardware and Networking
5. Embroidery
6. Fabric Painting
7. Glass Painting
8. Handicrafts
9. Home Decoration
10. Light Music - Vocal (Telugu & Hindi)
11. Oil Painting
12. Cosmetology
13. Self Defense
14. Flower Arrangement
15. Travel & Tourism
16. Office Management
17. Instrumental Music – Guitar
18. First Aid
19. Digitalisation
20. Care for Elderly
21. Urdu Qaida Course



22. Beginner's Course in Spanish Language
23. Beginner's Course in Japanese Language
24. Western Dance
25. Web Designing
26. Pencil Sketching, Shading and Portrait Making
27. Beginner's Course in German Language
28. Fashion Designing Illustrations & Design Concept
29. ABC (Appearance, Behaviour and Communication) of Professional Branding
30. Happiness
31. Sand, Nib and Mural Painting
32. Interview Skills



UG Co-Curricular Activities (CCA)



Co-Curricular activities (CCA) complement the curricular activities and groom the students in the art of living. The main goal of CCA is to inculcate a sense of Sportsmanship, Competitive spirit, Leadership, Co-operation and Team Spirit



NCC

The N.C.C. sub-unit at St. Ann's has an intake of 200 students. The cadets are trained in different fields, including social service and leadership. Ever since its inception in 1989, the cadets have distinguished themselves at national and international levels. Several cadets have joined the defense services.



NSS

The N.S.S. unit of St. Ann's has provided a platform for active student participation in community service and developmental activities. The contribution and commitment of the N.S.S. volunteers is directed towards the following programs - blood donation camp, eye donation & HIV awareness, slum development, giving time for street children, mentally challenged children and residents of old-age homes.



Environment Education

Environmental issues are addressed by student volunteers engaged in activities like green greening, Haritha Haram and Swachh Bharat campaign.



UG Co-Curricular Activities (CCA)

Outreach - SAHHARA

(St. Ann's Helping Hands and Reaching Arms)

SAHHARA is a centralized extension activity involving staff and students. It provides a link between college and the community, sensitizing students to the problems of society. SAHHARA along with NSS, NCC, Eco-Club and Rotaract organize activities in the areas of Healthcare, Environment, Education, Women Empowerment and Leadership. The neighboring community and Zila Parishad High School are part of the target group.

NGO Management

The course enables students in developing a better understanding about the basic managerial concepts of NGO workers.

Consumer Education

The course enables students to be well-informed & responsible consumers and also educates them on Consumer Protection Act.

Innovate 2 Enterprise

The course educates students on Entrepreneur Development Skills and provides them with hands on training.

Innovation and Start-Up Management

The objective of this activity is to make the students aware of the special challenges of starting new ventures and introducing new product and service ideas and to enable the students to nurture their Business ideas to Start-Up level, fostering the culture of innovation and entrepreneurship in the college ecosystem.

Monument Culture and Tradition of Telangana

The course brings awareness about the heritage and culture of Hyderabad and inculcates a sense of responsibility in students to preserve the monuments.



Community Theatre- An Innovative Community Participation

The course aims to create awareness on societal issues and helps students develop creativity and sense of community through theatre.

Physical Education

The Department of Physical Education offers 5 courses in the following :

1. Basketball
2. Throughball
3. Kho Kho
4. Yoga
5. Chess

Career Oriented Courses - COC

1. Women and Career
2. Communication skills for Professional and Personal Effectiveness
3. Phonetics (Arabic)
4. Media Communication, Anchoring, Script Writing, Editing & News Reading (Hindi)
5. Acting Course (Sanskrit)
6. Anchoring (Telugu)
7. Event Management
8. Insurance Licentiate
9. Entrepreneurial Development Skills
10. Retail Management
11. Basic Financial Intelligence
12. Molecular Diagnostics
13. Bioinformatics
14. Medical Coding
15. Fitness and Nutrition
16. Baking Techniques
17. Culinary Techniques
18. Herbal Medicine and Beauty Care
19. Dyes and Textiles
20. Environment Management
21. Sericulture
22. Python Programming
23. General Mathematics
24. Robotics
25. Advanced MS Excel & R-Programming
26. Disaster Management
27. Sociology of Culture
28. Women's Studies



29. International Travel & Tourism Management
30. American Government & Politics
31. Interpersonal Communication
32. Sports Coaching
33. Election Studies
34. Development Studies
35. Vermiculture & Vermicomposting
36. Aquarium Maintenance & Pathology
37. Clinical Cytogenetics
38. Global Mobility - Immigration & Travel
39. Light Music
40. Medical Lab Technology

UG Interdisciplinary Courses (IDC)

1. Creative Writing
2. Functional Arabic
3. Spoken French
4. Science & Technology in Sanskrit literature
5. Journalism in Telugu
6. Advertising & Creative Writing
7. Telangana Economy
8. South Indian Heritage
9. Indian Constitution
10. Positive Psychology
11. Good Governance
12. Talent & Knowledge Management
13. Investment Management
14. Computerized Accounting
15. E-Commerce
16. Project Management
17. Managerial Communications
18. Home Gardening and Landscaping
19. Research Methodology
20. Women & Health
21. Needful Nutrition - A way of life
22. Health and Biomarkers
23. Plant Tissue Culture
24. Medical Billing
25. Practical Computing and Internet Security
26. Open Source Software Tools
27. Mathematics for competitive exams
28. Digital Photography
29. Basic Statistics and Data Analysis
30. Sports Management
31. Integrated Microbiology for Business (Microbiology for Health & Wealth)

PG Add-On Courses (MAOC)

MBA

| | |
|--------|-------------------------------------|
| Sem I | Communicative English & Soft skills |
| Sem II | NGOs and Rural Development |

MCA

| | |
|--------|---|
| Sem I | Communicative competence |
| Sem II | Soft Skills (Interview Skills, Personality Development, Group discussion) |

M.Com.

| | |
|--------|--|
| Sem I | Communicative English & Soft Skills |
| Sem II | Statistical Package for Social Sciences (SPSS) |

M.Sc. Chemistry

| | |
|--------|-------------------------------------|
| Sem I | Communicative English & Soft Skills |
| Sem II | Basics of Computer Science |

M.Sc. Clinical Nutrition & Dietetics

| | |
|--------|-------------------------------------|
| Sem I | Communicative English & Soft Skills |
| Sem II | Computer Skills |

PG Interdisciplinary Courses (MIDC)

1. Executive Communication
2. Entrepreneurship & Small Business Management
3. Environment Management
4. Applications of Mathematics
5. Basic Mathematics
6. Needful Nutrition - a way of life



ST. ANN'S COLLEGE FOR WOMEN AUTONOMOUS

SYLLABUS

VALUE ADDED COURSES

St. Ann's College for
Women

ABILITY ENHANCEMENT COURSES

Human Values & Professional Ethics-AECC101

(Ability Enhancement Compulsory Course for all Degree Students)

| | |
|--|-------------|
| Chapter-I : Values for Life | 1- 8 |
| Definition of values, value inculcation, objectives and approaches to value education, kinds of values - personal, social and spiritual values,value oriented education. | |

| | |
|--|---------------|
| Chapter-II: Personal Values & Ethics | 9 - 31 |
| Ambition, cleanliness contentment, courage,determination, diligence, honesty, dignity of labour,excellence, punctuality, maturity, simplicity etc. | |

Unit - II

| | |
|--|----------------|
| Chapter III : Behavioural Values & Social Skills | 32 - 51 |
| Basis of good manners - at home-at college - interaction with other students, social behaviour and conduct, etiquette,concern fornvirnonment, justice, team spirit, tolerance. | |

| | |
|---|----------------|
| Chapter-IV : Adolescence & Inter personal relationships | 52 - 69 |
| Physical and psychosocial development, idenity crisis, generation gap, adolescence and healthy parental attitudes, emotions, infatuations Vs true love, emotional and rational behavior, conflict management. | |

Unit - III

Chapter-V : Life Enrichment Skills 70 - 89

Characteristics and elements of personality,
psychosocial stages of personality development,
knowing oneself, self esteem, steps to building
up a positive self esteem, goal setting.

Chapter-VI: Moral and Spiritual Values 90 - 104

Faith, Loyalty, non violence, obedience, prayer,
purity, renunciation, truthfulness, forgiveness,
repentance.

Unit - IV

Chapter VII :Mental Health & Emotional Management 105 - 119

Anxiety, stress, eustress and distress, signs of
emotional stress, stress management,
counselling, problems solving process,
importance of prayer and relationship with God.

Chapter VIII :Meaning of Marriage 120 - 135

Sacredness of marriage, meaning of sexuality,
preparation for marriage, choice of life partner,
qualities in a healthy marriage - premarital sex
and its implication, STD, AIDS etc.

INDIAN HERITAGE & CULTURE-AECC202

(Ability Enhancement Compulsory Course for all Degree Students)

Objectives:

1. To understand the importance of the past history of India;
2. To develop an understanding of major events and issues related to a period in Indian history;
3. To assess the significance of events, ideas, or artifacts in their historical context.

Learning Objectives:

Students should

1. be capable of researching historical topics independently;
2. develop the ability to locate a variety of historic source materials in the library and other locations;
3. be able to organize an oral presentation on a historical subject;
4. present work in class using appropriate methods and means of presentation.

SYLLABUS

- **UNIT 1 - SOCIETY IN INDIA THROUGH THE AGES**
- **UNIT 2 - RELIGIONS IN INDIA**
- **UNIT 3 - INDIAN ART & ARCHITECTURE**
- **UNIT 4 - INDIAN INDEPENDENCE MOVEMENT**

UNIT 1 SOCIETY IN INDIA THROUGH THE AGES

1. Vedic, and Post -Vedic Societies of India –. (The status of women, the emergence of caste based societies)
2. Social Organisations - Purusharthas - Varna and Ashrama Dharma.
3. Changes in society during early medieval period (Proliferation of caste, degradation of women)
4. Social Reform Movements (Raja Ram Mohan Roy, Ishwar Chandra Vidyasagar, Dayanand Saraswati, Theosophical Society, Swami Vivekanand, Ramakrishna Paramahansa, Veerasalingam, Mahatma Gandhi and others).

UNIT 2 RELIGIONS IN INDIA

1. Hinduism - Pre - Vedic. Vedic, Post Vedic
2. Jainism – Origin and Spread – Main Tenets.
3. Buddhism - Origin and Spread – Main Tenets.
4. Islam - Origin and Spread - Main Tenets – Impact on Indian Culture.
5. Christianity and Sikhism - Origin and Spread - Main Tenets - Impact on Indian Culture
6. Religious Reform Movements – Sufi and Bhakti Movement.

UNIT 3 - INDIAN ART & ARCHITECTURE

1. Art and Architecture of Harappa Civilization
2. Jain Architecture
3. Buddhist Art & Architecture under Mauryas, Guptas, Satavahanas
4. Dravidian Art & Architecture of Pallavas, Cholas and Vijayanagar Empire
5. Mughal Art & Architecture
6. Colonial Architecture

UNIT 4 - INDIAN INDEPENDENCE MOVEMENT

1. Rise of Indian Nationalism
2. Mahatma Gandhi
3. Legacy of British Rule
4. Partition of India

Science & Environment: AECC303

Mandatory course from Science Departments to Non-Science Students

SCIENCE & ENVIRONMENT (Ability Enhancement Compulsory Course - AECC)

SYLLABUS - SEMESTER - III

UNIT-I

Ecosystem diversity

Introduction - Genetic, Species and Ecosystem diversity. Biogeographically classification of India - biodiversity at global, National and local levels. India as mega-diversity nation. Hot spots of biodiversity, Endangered and endemic species of India.

Threats to biodiversity - habitat loss, poaching of wildlife, man-wildlife conflicts.

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

UNIT-II

Social issue and the Environment

Sustainable development-water conservation, rain water harvesting, watershed management, - Resettlement and rehabilitation of people, its problems and concerns

Environmental ethics - Issues and possible solutions, Consumerism and waste products, Public awareness & People's participation, Role of an individual in conservation of natural resources.

Climate change, global warming, ozone layer depletion acid rain and impact on human communities and agriculture

UNIT-III

Environmental Pollution

Causes, effects and control measure- air pollution, water pollution, soil pollution, noise pollution, nuclear hazards, solid waste management, urban and industrial waste Pollution control methods, Disaster management: Floods, Earthquake, cyclones and landslides. Fireworks hazards and safety measures.

UNIT-IV

Method of Science

Impact of Science on Civilization and Society - Great discoveries in Physical, Biological and Medical Sciences. Advancement in space explorations. Observation, Hypothesis, Experiment and Theory. Modern Science. Scientific management for human relations.

UNIT – V

Current trends in Information Technology

Digital India, Smart Cities, Online education, e-commerce, e-shopping, mobile applications, Remote patient monitoring, Internet of things, Digital technologies in film industry, Robotic surgeries, Surveillance technologies, GPS.

Computer Skills- Mandatory for Non-computer Science Students from Dept. of Computer Science

- For all B.A. /B.Sc. programs with no computer course as core subject.

Course Objectives:

- The course covers Microsoft Excel, Access and Internet Fundamentals.
- The basic idea behind the course is to familiarize students regarding the use of common software packages that are of immense help in the workplace.
- Necessary skills like word and spreadsheet processing, developing and using simple databases, browsing the internet and improving ease of computer use are all taught as a part of the course.

Course Outcome:

- Improve computer literacy and proficiency among all types of students.

Syllabus

Unit-1: MS EXCEL BASICS

6 hrs

Excel basics : The usual spread sheet features, Overview of excel features, Getting Started, Creating a new work sheet, Selecting cells, Navigating with the mouse and keyboard, Entering and editing text, text boxes, text notes, checking spelling, undoing and repeating actions, entering and formatting numbers, entering and editing formulas, referencing 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 un 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, format codes alter a number's appearance, format painter 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

6 hrs

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 dragging 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.

Unit-3: MS ACCESS BASICS

6 hrs

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, renaming fields and their captions, moving fields, 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 select queries, returning to the query design, multiple search criteria, finding incomplete matches, using wildcards in queries, requesting range of records, hiding columns.

Unit-4: ACCESS REPORTS, FORMS AND GRAPHICS

6 hrs

Printing reports, forms, letters and labels: simple table, form, and database printing, defining advanced reports, manual reporting and modifying, modifying section contents, properties in reports, saving report formats 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.

Unit-5: FUNDAMENTALS OF INTERNET

6 hrs

The Internet and the World Wide Web : Overview: what is Internet, The Internet's history, The Internet's 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 Email, 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 wirelessly. Doing business in the online world: Overview: commerce on the World Wide Web, Ecommerce at the consumer level, E-commerce at the business level, Business, the Internet, Telecommuters.

Prescribed books:

1. Ron Mansfield, Working in Microsoft office, Tata McGraw Hill (2008) (chapters 13 to 23 and 29 to 38)
2. Peter Norton, Introduction to computers, Sixth Edition Tata McGraw Hill (2007)(Chapters 8A, 8B, 9A, 9B).

Reference Books:

1. Michael Miller, Absolute Beginner's guide to computer Basics, Fourth Edition, Pearson Education (2007).
2. Deborah Morley, Charles S.Parker, understanding computers today

Human Rights Mandatory course for Non-Arts Students from dept. of Political Science AECC404B

Learning Objectives:

- Exploring Human Rights Education
 - Major Declarations on Human Rights
 - Human Rights Movement
 - Human Rights Activism
 - Basic knowledge on Human Rights Education
 - Interpretation various typologies and instruments of Human Rights
 - Human Rights Movement
-
- **Course Outcome**
 - Sensitizing the learners about the basic human needs
 - Documenting Human Rights Violation
 - Role of Human Rights Legal Network
 - Understanding and interpreting the Reports of National Human Rights Commission
 - A study of State Human Right Commission
 - Designing Policies
 - Interventions

Syllabus

Unit I -Evolution of Human Rights

Human Rights -Major Sources, Meaning, Definition, Classification, Features, Concepts, Human Rights Education –Future, Human Rights Activism , Human Rights Training-Importance –Career Opportunities –Higher Learning

Unit II Human Rights Instruments

Magnacarta, Universal Declaration on Human Rights, Vienna Declaration, United Nations Human Rights Council (UNHRC) , UN High Commissioner for Human Rights &Role , UN High Commissioner for Refugees

Unit –III Human Rights in Indian Context

Human Rights Movement in India, Human Rights in Indian Constitution

Statutory Bodies, National Human Rights Commission &State Human Rights Commission

Unit III Typologies of Human Rights

Women's, Child, Refugee, Physically challenged & Prisoner

Unit IV Environmental Rights

Environmental Movements in India, Environmental Rights & Rio Summit (Earth Summit)

Unit V Human Rights Scenario in the 21st Century

Global Violation of Human Rights, Challenges, Implications & Developmental Rights

Film: “ A Path to Dignity: The Power of Human Rights Education”

Gender Studies form Centre for Women Studeis-AECC505A

3rd Year Students (Bsc, BBM, Bcom, B.A)

Objectives of the Course:

- . To develop students' sensibility with regard to issues of gender in contemporary India.
- . To provide a critical perspective on the socialization of men and women.
- . To introduce students to information about some key biological aspects of genders.
- . To expose the students to debates on the politics and economics of work.
- . To help students reflect critically on gender violence.
- . To expose students to more egalitarian interactions between men and women.

Learning Outcomes:

- > Students will have developed a better understanding of important issues related to gender in contemporary India.
- > Students will be sensitized to basic dimensions of the biological, sociological, psychological and legal aspects of gender. This will be achieved through discussion of materials derived from research, facts, everyday life, literature and film.
- > Students will attain a finer grasp of how gender discrimination works in our society and how to counter it.
- > Students will acquire insight into the gendered division of labour and its relation to politics and economics.

- > Men and women students and professionals will be better equipped to work and live together as equals.
- > Students will develop a sense of appreciation of women in all walks of life.
- > Through providing accounts of studies and movements as well as the new law provide protection and relief to women, the textbook will empower students to understand and respond to gender violence.

Thrust areas: Empowering Women through Education, Gender Sensitization, Legal rights of women, Status of women in Indian society.

Teaching Models used: As an interdisciplinary course gender studies adopts the mode of teaching which is interactive and participatory in nature. Apart from the lectures, teaching methods include group discussion, film reviewing, book and article reviewing and presentations.

Teaching Aids used: The course instructor uses visual aids and audio visual aids etc. Visual aids PPT, pictures etc while audio visual aids include the movies and documentaries.

Any two of the below methods to be adopted in internal assessment

- Term Papers
- Seminar
- Project Reports
- Book Reviews
- Discussions (Films related to the course objective)

Unit – V: GENDER STUDIES

Knowledge: Through the Lens of Gender (*Towards a World of Equals: Unit -5*)

Point of View. Gender and the Structure of Knowledge. Further Reading: Unacknowledged Women Artists of Telangana.

Whose History? Questions for Historians and Others (*Towards a World of Equals: Unit -9*)

Reclaiming a Past. Writing other Histories. Further Reading: Missing Pages from Modern Telangana History.

Very Important
Essential Reading: All the Units in the Textbook, "*Towards a World of Equals: A Bilingual Textbook on Gender*" written by A.Suneetha, Uma Bhrugubanda, Duggirala Vasanta, Rama Melkote, Vasudha Nagaraj, Asma Rasheed, Gogu Shyamala, Deepa Sreenivas and Susie Tharu.

Note: Since it is Interdisciplinary Course, Resource Persons can be drawn from the fields of English Literature or Sociology or Political Science or any other qualified faculty who has expertise in this field.

Reference Books:

1. Sen, Amartya. "More than One Million Women are Missing." *New York Review of Books* 37.20 (20 December 1990). Print. 'We Were Making History...' *Life Stories of Women in the Telangana People's Struggle*. New Delhi: Kali for Women, 1989.
2. Tripti Lahiri. "By the Numbers: Where Indian Women Work." *Women's Studies Journal* (14 November 2012) Available online at: <http://blogs.wsj.com/India/real-time/2012/11/14/by-the-numbers-where-indian-women-work/>
3. K. Satyanarayana and Susie Tharu (Ed.) *Steel Nibs Are Sprouting: New Dalit Writing From South India, Dossier 2: Telugu And Kannada* http://harpercollins.co.in/BookDetail.asp?Book_Code=3732
4. Vimala. "Vantillu (The Kitchen)". *Women Writing in India: 600 BC to the Present. Volume II: The 20th Century*. Ed. Susie Tharu and K. Lalita. Delhi: Oxford University Press, 1995. 599-601.
5. Shatrughna, Veena et al. *Women's Work and its Impact on Child Health and Nutrition*, Hyderabad, National Institute of Nutrition, Indian Council of Medical Research. 1993.
6. Stree Shakti Sanghatana. "We Were Making History' *Life Stories of Women in the Telangana People's Struggle*. New Delhi: Kali for Women, 1989.

Finishing School-Mandatory Course for III Year Students from Dept. of EnglishAECC606

Objective:

- a. EC - To equip women students with essential training on all aspects of Communication
- b. CR – To equip the students with an basic awareness of essential skills requirements in a professional environment.

Expected Outcome – Students will be able understand the necessity of these skills and develop personal and professional effectiveness .

Syllabus

- **Effective Communication:** 8 interactive classes -a combination of both theory and practical activities
- **Corporate Ready:** 7 interactive classes combination of both theory and practical activities

Effective Communication

- 1. Communication**
 - a. Verbal **4 Hrs**
 - b. Writing
 - c. Reading
 - d. Listening
- 2. Business Correspondence**
 - a)Business English
 - b) Social Media and E mail etiquette**4 Hrs**

Corporate Ready

- 1. Business Etiquette** **4 hrs**
 - a)Executive presence and image
 - b) Developing professional relationship
- 2. Relationship Management** **3 hrs**
 - a) Networking skills
 - b) Corporate hosting skills

COMMUNICATIVE ENGLISH AND SOFT SKILLS

MAOC 101B

2 hrs/ week

UNIT I

ORAL AND AURAL SKILLS

A. Phonetics

B.. Listening skills

(Use of Dictionary with CD-Rom for phonetic symbols, pronunciation and listening practice)

UNIT –II WRITING SKILLS

A. Sentence Writing and Paragraph Writing; Use of linkers and appropriate vocabulary

B. Business Letters and E-mail (writing and etiquette)

C. Descriptive writing (describing a person, product and process)

UNIT –III JOB SKILLS

i) Group discussions and debates ii) Presentation skills-kinesis iii) Interview skills

UNIT –IV SOFT SKILLS

i) Interpersonal communication-Verbal and Non-verbal, etiquette ii) Critical thinking

iii) Team Work

Suggested Reading:

1. English for Success, Suresh Kumar et al., Cambridge University Press India Pvt .Ltd.,2010

2. Communication Skills and Soft Skills : An Integrated Approach, Dorling Kindersley(India)pvt.Ltd.,2013

3. Inter-Personal Communication by Radly-1989 4. Soft Skills –AV Suresh Kumar- Rishi Publication-2009

5. New Technologies in the class Room. Dhanvel -McMillan Publications-2010

ENGLISH AND SOFT SKILLS

MAOC 101B

2 hrs/ week

UNIT I

ORAL AND AURAL SKILLS

A. Phonetics

B.. Listening skills

(Use of Dictionary with CD-Rom for phonetic symbols, pronunciation and listening practice)

UNIT –II WRITING SKILLS

A. Sentence Writing and Paragraph Writing; Use of linkers and appropriate vocabulary

B. Business Letters and E-mail (writing and etiquette)

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3. Inter-Personal Communication by Radly-1989 4. Soft Skills –AV Suresh Kumar- Rishi Publication-2009

5. New Technologies in the class Room. Dhanvel -McMillan Publications-2010

INDIAN ETHOS & CULTURE

UNIT I: Indian Ethos and Business Ethics:

History & Relevance, Principles Practiced by Indian Companies, Role of Indian Ethos in Managerial Practices, Ethics v/s Ethos, Indian v/s Western Management, Work Ethos and Values for Indian. Managers- Relevance of Value Based Management in Global Change- Impact of Values on Stakeholders, Trans-Cultural Human Values, Secular v/s Spiritual Values, Value System in Work Culture, Stress Management.

UNIT II: Understanding the need for ethics: Ethical values, myths and ambiguity, ethical codes, Ethical Principles in Business; Theories of Ethics, Absolutism verses Relativism, Teleological approach, the Deontological approach, Kohlberg's six stages of moral development (CMD), Managing Ethical Dilemma; Characteristics, ethical decision making, ethical reasoning, the dilemma resolution process; ethical dilemmas in different business areas of finance, marketing HRM and international business, Ethical Culture in Organization, Developing codes of Ethics and conduct, Ethical and value based leadership. Role of scriptures in understanding ethics, Indian wisdom & Indian approaches towards business ethics

Essential Readings:

1. Tushar Agarwal, "Indian Ethos in Management, Himalaya Publishing House, 2017.
2. Murthy, C.S.R. Business Ethics, Himalaya Publishing House, Mumbai, 2009.

Suggested Readings

3. Chakraborty S.K., "Management Transformation by Values", New Delhi, Sage Publication, 1990.
4. Chakraborty S.K., "Management by Values", New Delhi, Oxford University Press, 1992.
5. Chakraborty S.K., Chakraborty Debangshu, Spirituality in Management: Means Or End? Oxford University Press, 2008.
6. Chakraborty, S.K., Ethics in Management-Vedantic Approach, New Delhi, Oxford India Ltd. 1995.
7. Weiss, Business Ethics concept & cases, 1st edition, Cengage Learning, 2009.

Soft Skills

Lab Course

Code:MOC111

Internal Marks: 25M

External Marks: 50M

Course Objectives:

1. Learn conversational skills
2. Learn reading strategies
3. Learn time management
4. Learn stress management
5. Learn career planning

Course Outcomes:

1. Express conversational skills
2. Specify reading strategies
3. Perform time management
4. Perform stress management
5. Explore career planning

Activities:

1. Conversation skills, Listening dialogues from TV/radio/Tedtalk/Podcast
2. Group discussion
3. Interview skills, Making presentation
4. Listening to Lectures and News Programmes, listening to Talk show
5. Watching videos on interesting events on Youtube,
6. Reading different genres of texts ranging from newspapers to philosophical treatises
7. Reading strategies – graphic organizers, Reading strategies –summarizing
8. Reading strategies – interpretation, Reports
9. Cover letter,Resume,
10. Writing for publications, Letters, Memos, Emails and blogs
11. Civil Service (Language related), Verbalability
12. Motivation, Selfimage
13. Goal setting, Managing changes
14. Time management, Stress management
15. Leadership traits
16. Teamwork

- 17. Career and life planning.
- 18. Multiple intelligences
- 19. Emotional intelligence
- 20. Spiritual quotient(ethics)
- 21. Intercultural communication
- 22. Creative and critical thinking
- 23. Learning styles and strategies

Suggested Readings:

- 1. Business English Certificate Materials, Cambridge University Press.
- 2. Graded Examinations in Spoken English and Spoken English for Work downloadable
- 3. materials from Trinity College, London.
- 4. International English Language Testing System Practice Tests, Cambridge University Press.
- 5. Interactive Multimedia Programs on Managing Time and Stress.
- 6. Personality Development (CD-ROM), Times Multimedia, Mumbai.
- 7. Robert M Sherfield and et al. "Developing Soft Skills" 4th edition, New Delhi: Pearson Education,2009.

Fundamentals of Digital Marketing

Course Code: MAOC 201

Internal Marks: 20M

External Marks: 40M

Course Objectives:

The course emphasizes at helping the students understand the Digital Marketing concepts and its trends par with today's online world.

Course Outcomes:

On successful completion of this course, the students should have understood

1. Understand the difference between Digital Marketing and Traditional Marketing
2. Knows the objectives and Online Ads and Email marketing
3. Understand the need of Social Media Marketing
4. To learn how SEO influences the search engine process

UNIT- I:

Digital Marketing: Introduction to Digital Marketing. Traditional Vs. Digital Marketing, Digital Marketing Platforms, Characteristics of Digital Marketing

UNIT-II:

Online Advertising: Objectives of Advertising, Online Ad Formats, Affiliate Programs, Landing Pages, Intro to Email Marketing.

UNIT-III:

Social Media Marketing (SMM): What is Social Media Marketing, Seven Myths of SMM, Characteristics of Successful Social Media Marketer, Publishing Blogs, Podcast and Webinars.

UNIT-IV:

Search Engine Optimization (SEO): Understanding SEO, Search Engine Optimization Process – Goals, On-Page Optimization, Off-Page Optimization and Analyze.

Suggested Books:

1. Understanding Digital Marketing, Marketing Strategies for engaging the digital generation
Damian Ryan & Calvin Jone
2. The Art of Digital Marketing: The Definitive Guide to Creating Strategic by Ian
Dodson
3. Internet Marketing: A Practical Approach by Alan Charlesworth
4. Social Media Marketing: A Strategic Approach by Melissa Barker, Donald I.
Barker, Nicholas F. Bormann, Krista E. Neher

Lab Work:

1. Online
Advertising
2. Email
Marketing

3. Social Media

Marketing

4. Conducting

Webinars

5. You tube

Marketing

6. Search Engine Optimization

COMPUTER APPLICATION

MAOC201

Total 30 hours

COURSE OBJECTIVES:

- To understand the fundamentals of computer applications.
- To understand the practical applications of computer in nutrition science

COURSE OUTCOMES:

To operate a variety of advanced spreadsheet, operating system, word processing functions and software applications to be applied in the field of nutrition.

COURSE SPECIFIC OUTCOMES:

CO1: the students will understand the basics of computers and ms office

CO2: the students will gain knowledge about the MS Excel and MS Publisher

CO3: the students will understand the use of computers in the field of nutrition

CO4: the students will be introduced to the software tools like SPSS package and be able to know about the usage of nutrition related mobile apps/ software.

UNIT I

5 hours

Basics of Computers

- Introduction to Computer , I/O devices ,Operating system – Types and Functions
- MS – Office: Word: Manipulating text, Formatting the text, Mail merge ,Inserting tables in a document.
- Power point: Creating a Presentation, Inserting Slides , Slide transition and animation, Using templates , Slides with sounds , Inserting clip arts, pictures, tables and graphs , Presentation options

UNIT II

10 hours

MS Excel: Creating table in MS-Excel, Cell editing, Using formulas and functions, Manipulating data with excel , Using sort function to sort numbers and alphabets, Drawing graphs and charts using data in excel , Auto formatting , Inserting data from other worksheets.

MS Publisher: Creating a Publication, Working with Objects, Creating Publications from Scratch Using Page Setup, Inserting Images into Publications, Applying Formatting and Other Corrections to Images, Inserting Shapes and Other Items. Working with Text, Create a Publication, Publishing, Printing, and Sharing

UNIT III:

5 hours

Use of computers in the field of nutrition

- patient registration, diet prescription,
- Counseling, research applications.

- Google Web Applications: Introduction to Google Drive, Basics of setting up a Google Drive Account, Working with folders. Google Docs, Creating documents, Formatting text, Different sharing modes/permissions. Google Forms, Designing surveys using forms, Collecting and sorting Responses

UNIT IV

10 hours

Research tools

- Introduction to SPSS, Data analysis with SPSS, Descriptive analysis of data , Frequencies, Statistical tests, Means, One-way Correlation and regression, Linear correlation and regression
- Web based tools: Creating Concept Maps (Using xmind or alternate software) , Identifying topics and concepts, Develop a Concept map. Creating Flash Cards – Create , Print and share flash cards using goconqr.com free tools.
- Useful mobile apps/ software for Nutrition – Digest Software, Nutrisoft software, Calorie Counter and Food Diary (Software/app choices may change based on availability)

BOOKS RECOMMENDED

- MS Office – Introduction to Computers by Peter Norton
- Working in MS Office – By Ron Mansfield
- Using SPSS in Research By Keith McCormick
- Online resources available freely on internet for following topics:
- Google Apps
- Concept Maps/ Flash Cards
- Mobile Apps
- Useful Softwares

Statistical package for social sciences (SPSS)

Standard of Instruction (SOI) of 12 periods of 1hour each in semester-II of M.com

Paper code: MAOC 201

Max.

Marks: 40+10 IA

SOI: 2

Exam duration:

2Hrs

***Objective:** The course is designed to provide students with skills, to understand the uses of SPSS, as a tool to summarize and in the interpretation of research findings.*

UNIT-1: Overview of SPSS:

Navigating through data view, variable view, understanding data structure (variable type, variable labels, value labels etc. mouse and key board processing, frequently-used dialog boxes, editing output, printing results, creating and editing a data file.

UNIT-II: Charts and graphs:

Frequencies, bar charts, histograms. Creating and editing graphs and charts.

UNIT-III: Generating descriptive statistics:

Cross tabulation, frequencies, descriptive like mean, median, mode, standard deviation, skewness, and kurtosis.

UNIT-IV: Generating and analyzing Statistics

T-test, Chi-square Test, ANOVA, Correlation, Regression.

Suggested readings:

1. Vijay Gupta: SPSS for beginners, VJ Books Inc.
2. Field, Andy: "Discovering Statistics Using SPSS". 3rd Ed, Sage Publishers.
3. Sidney Tyrrell: SPSS: Stats Practically Short and Simple, BookBoon.com
4. Dr. S L Gupta and Hitesh Gupta: SPSS 17.0 fir Researchers, International Book House Pvt., Ltd

Title: Basics of Computer Science (30 Hrs)

Code: MAOC-201

Unit – I

Computer Hardware- Main Components (Motherboard Components and Uses, Memory Hierarchy)

Operating System- Types of OS, Various Functions of OS

Software – Types (OS, Application, Firmware), FOSS tools used in Maths

Unit – II

Internet – Types of Networks and topologies,, Connecting to Internet, Applications of Internet

WWW- Web Browsing, Basics of Search engines, Ecommerce and Online Education (MOOC's)

PowerPoint : Creating Presentations, Animating slideshows

Unit – III

(Ms Excel)Spreadsheets: Basics of Ms Excel, Using Function and formulas, Creating charts

Internet Security: Issues – Viruses, Worms , Malware, Spam, Hacking, Phishing, Using Antivirus software, Firewalls, Types , Hard ware and Software Firewalls, Security functions implemented in firewalls.

Reference Books:

1. Fundamentals of Computers – E Balaguruswamy, McGraw Hill Education
2. Fundamentals of Computers – S Ramani and N V Koteswararao , Asian publications

Syllabus for IDC
Environment Management
Semester III for PG
No. of hours: 30
Course Code: MIDC 301

Unit –I Ecosystem, Biodiversity & Conservation.

- Concept of Ecosystem
- Types and characteristic features of 2 major ecosystems(Terrestrial & Aquatic, Examples –forest & Pond Ecosystems)
- Introduction & Types of Natural Resources
- Overexploitation of Natural Resources & Equitable use of resources for sustainable lifestyles
- Brief account on Biodiversity & Conservation

Unit-II Environmental Pollution & Management

- Air Pollution: Sources of air pollution & Management measures
- Water Pollution: Sources of water pollution & Management measures
- Land/ Soil Pollution: Sources of land/ soil pollution & Management measures
- Brief account on Solid Waste Management

Unit III Environmental Ethics Environmental Economics, Environmental Audit

- Environmental Ethics: Intrinsic and instrumental value, anthropocentric approach, different philosophies of environmental ethics.
- Environmental Economics, significance, environmental taxes.
- Environmental Audit: Meaning and its importance.

Unit IV Environmental laws , environment impact analysis and global issues

- Environmental laws and their implementation, green courts, National green Tribunal, public litigation.
- Definition and basic principles of EIA.
- Global issues, climate change, sustainability and global measures for combating pollution.

REFERENCES:

1. Bharucha, Erach (2003) Biodiversity of India, The Mapin Publishing.
2. Callenbach, E (1999) Ecology: A pocket guide, Universities press.
3. Cunningham W.P and Cooper; TH. (2001), Environmental Encyclopedia, Jaico Publishing.
4. Firr John and Judith. E Jacobson (2003) Crowded Green house, Universities Press.
5. Gadgil Madhav (2001) Ecological journeys, The science and politics of conservation in India, Permanent Block.
6. Golley F B (2000) Primer for Environmental literacy, Universities Press.
7. Hawkins R.E (1989) Encyclopedia of Indian natural history, Oxford University.

Entrepreneurship and Management of MSME's

Course Code: MIDC301
Marks: 50m
PPW: 2 CREDITS: 1
Duration: 2Hrs

Maximum
Exam

Course Objective: The aim of this course is to have a comprehensive perspective of inclusive learning, ability to understand the role of entrepreneurial leadership plays in the nurturing and growth of a startup. To enable students understand entrepreneurship, its relevance and importance in the 21st century & how to become an entrepreneur.

Course Outcome: It enables students to learn the basics of Entrepreneurship and entrepreneurial development which will help them to provide vision for their own Start-up.

Unit – 1: Entrepreneurial Perspectives: Evolution, Concept of Entrepreneurship, Types of Entrepreneurs, Entrepreneurial Competencies, Capacity Building for Entrepreneurs. Entrepreneurial Training Methods, Entrepreneurial Motivations, Models for Entrepreneurial Development, process of Entrepreneurial Development. Startup India, T-hubs & various government initiatives.

Unit- II: Business Opportunity Identification: Business ideas, methods of generating ideas, and opportunity recognition, preparing a Business Plan: Meaning and significance of a business plan, components, drawing a business plan, preparing a project report, and presenting a business plan to investors and feasibility study- market feasibility, technical/operational feasibility, financial feasibility.

Unit III: Financing the New Venture: Importance of new venture financing, types of ownership securities, venture capital, types of debt securities, determining ideal debt-equity mix, and financial institutions and banks. Launching the New Venture: Choosing the legal form of new venture, marketing the new venture, Managing Growth in New Venture, strategies for growth, and building the new venture capital.

Unit IV: Incubation – Definition and Principles, Models and Success Factors & its Operations, Planning an Incubator; Business Incubation Marketing and Stakeholder Management, Financing a Business Incubator, Managing the Business Incubator, Monitoring, Evaluation and Benchmarking , Implementing a Mentoring Program.

SUGGESTED READINGS:

- Entrepreneurship Development and Small Business Enterprises, Poornima M. Charantimath, 2e, Pearson, 2014.
- Entrepreneurship, A South – Asian Perspective, D. F. Kuratko and T.V. Rao, 3e, Cengage, 2012.
- Entrepreneurship, Arya Kumar, 4 e, Pearson 2015.

- The Dynamics of Entrepreneurial Development and Management, Vasant Desai, Himalaya Publishing House, 2015.

Department Of Mathematics

Semester-III

Course Title: Applications of Mathematics (30hrs)
MIDC-301

Course Code:

Unit-1 Permutations and Combinations:

Permutations – Fundamental Principle – Problems – Combinations – Problems.

Unit-2 Probability:

Introduction – Definition – Events – Addition Theorem of Probability – Multiplication Theorem of probability – Problems.

UNIT 3 Differential Calculus:

Functions –Continuity and Differentiability-Rules for differentiation- Differentiation of Algebraic,Exponential, Logarithmic and Composite functions-problems

UNIT 4 Integral Calculus:

Basic rules for integration- Methods for evaluating integrals by substitution methods-use of partial fraction- integration by parts-definite integrals-Problems

References:

- 1)Discrete Mathematics for Computer Scientists & Mathematicians by joe L.Mott,Abraham Kandel,Theodore P.Baker (Unit-I)
- 2)Fundamentals of Statistics by S.C Gupta
- 3)Text book of Intermediate Mathematics -Telugu Academy

Executive Communication

Unit I: Introduction:

Meaning & Definition, Role, Classification – Purpose of communication – Communication Process – Characteristics of successful communication – Importance of communication in management – Communication structure in organization

Unit II: Oral Communication:

Meaning – Principles of successful oral communication – Barriers to communication - Listening as a Communication Skill, Nonverbal communication.

Unit III: Written Communication:

Purpose of writing – Clarity in writing – Principles of effective writing – Specific writing features – Coherence – Electronic writing process.

Unit IV: Business Letters and Reports:

Introduction to business letters – Types of Business Letters - Writing Reports: Purpose, Kinds and Objectives of reports

Unit V: Employment communication:

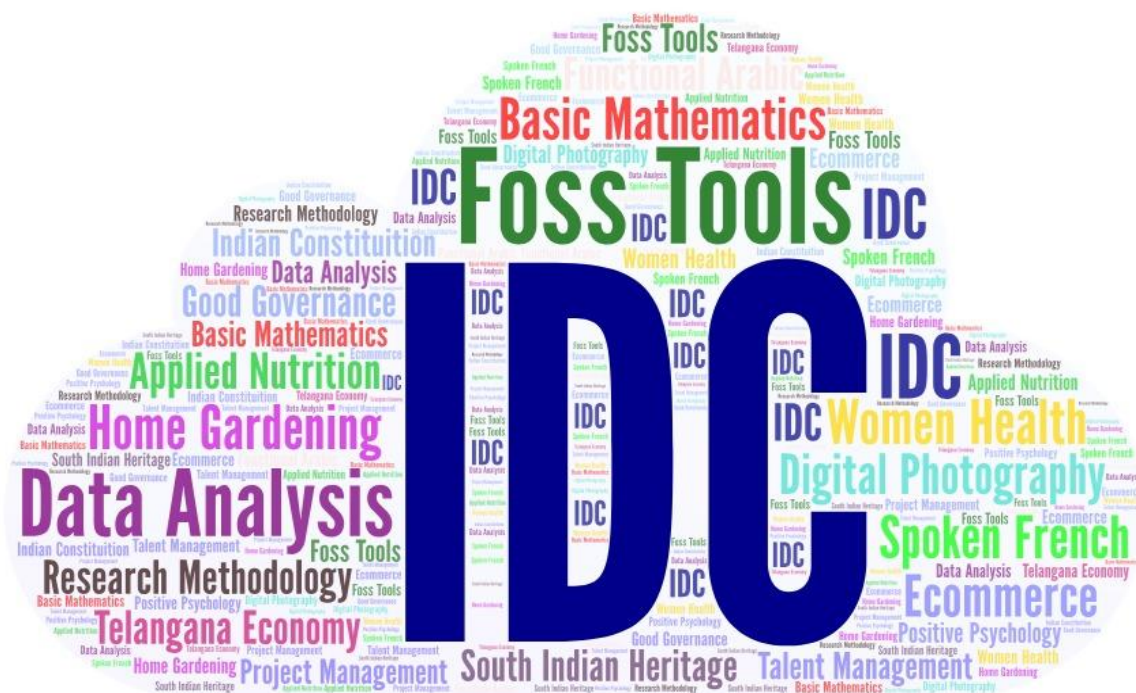
Writing CVs – Group discussions – Interview skills

Essential Readings:

1. Business Communication: Concepts, Cases And Applications – Chaturvedi P. D, & Mukesh Chaturvedi, 2/e, Pearson Education, 2011
2. Business Communication: Process and Product – Mary Ellen Guffey, 3/e, Cengage Learning, 2002.

Suggested Readings:

3. Communication – Rayudu C. S, HPH.
4. Business Communication – Lesikar, Flatley, Rentz&Pande, 11/e, TMH, 2010
5. Advanced Business Communication – Penrose, Rasberry, Myers, 5/e, Cengage Learning,
6. BCOM – Lehman, DuFrene, Sinha, Cengage Learning, 2/e 2012
Business Communica



St. Ann's College for Women(Autonomous)

Mehdipatnam, Hyderabad.

Inter Disciplinary Courses – Syllabus

(With effect from 2017-18)

Semester - V

English & II

Languages

English

Course Title: Creative Writing For Print and Electronic Media

UNIT I : Reading

- Headlines
- Editorials
- Sports page
- Letters to the Editor
- Book/Movie Reviews
- Travel/Cooking/Culture/Interviews

UNIT II : Vocabulary

- Subject specific vocabulary-lexical sets
- Word Analogies
- Abbreviations/ Synonyms/ Antonyms
- Quizzes
- Spell Check

UNIT III : Writing

- Photo-captioning
- Ad-slogans
- Picture descriptions
- Face Reading
- Dialogue writing

UNIT IV : Speaking

- J.A.M.s
- Debates
- Presentations
- Brain storming
- GDs

Arabic

Course Title: Functional Arabic

UNIT I Prescribed books

- 1 حروف الهجاء
- 2 الصرف و النحو برفيسر بديع الدين الصابري
- 3 النكرة و المعرفة .
- 4 المذكر و المونث
- 5 حروف جر
- 6 جملة اسمية و فعلية
- 7 واحد ,ثنائية و جمع

UNIT II Translation from Arabic into English: Simple descriptive news items

الترجمة : Al-QiraatulWadiha (Part-2) by Wahiduz Zaman Keranwi

- 1 فيما يتعلق بجواز السفر
- 2 فيما يتعلق بالجمارك
- 3 فيما يتعلق بالزائر
- 4 فى وكالة السفریات
- 5 السفر بالقطار و الطائرة
- 6 عن النقود و البنوك
- 7 الشراء
- 8 فى الدكان
- 9 الجمل المترقات
- 10 حين و دهر

UNIT III

- القران الكريم تفسير فخرالدين سورة العلق
- سورة الشمس
- سورة الليل
- سورة الدهر
- سورة التكویر
- سورة المففين
- سورة الانفطار

سورة الانشقاق

سورة الطارق

سورة الغاشية

| | |
|--------------------------------|---|
| Topics for Conversation | <ul style="list-style-type: none">○ Introduction of self, family and friends○ Greetings○ Interests & hobbies○ Daily routine○ Home & locality○ Shopping○ Directions○ Travel & Transport○ Restaurant○ Accommodation |
| Grammar | <ol style="list-style-type: none">1. Articles (indéfinis, définis, contractés, partitifs)2. Adjectifs (possessifs, démonstratifs, qualificatifs, interrogatifs)3. Conjugation of Verbs4. Tenses (présent, impératif)5. Interrogation6. Negation7. Pronouns (sujets, toniques, direct, indirect)8. Prépositions |
| Vocabulary | Nouns related to the themes |
| Study Resource Book | Any textbook used for teaching |

FRENCH

Course Title: Spoken French for Beginners

HINDI

Course Title: Advertising and creative Writing

UNIT-1

1. Nature and importance of communication,
2. Types of communication, Features and Objectives of Communication.
3. Communication Process, Elements of the Communication process,

UNIT-2

1. Application of the Communication process in marketing,
2. Steps to develop effective marketing communication.

UNIT-3

1. Definition, importance and functions of advertising.
2. Importance of advertising in modern marketing,
3. Types of advertising: Commercial, Non-commercial, primary demand and selective demand.

SANSKRIT

Course Title: Science and Technology in Sanskrit literature

Course Topics:

- ☐ Ancient Indian Economy & Management
- ☐ Sciences: Chemistry, Physics, Botany & Zoology
- ☐ Geology based on Varahamihira's 'Brihat Samhita'.
- ☐ Personality Development

Reference Books:

1. Arthashastra of Kautilya with Shama Shastry English commentary
2. Dharmashastra and Arthashastra by Dr. T. Satyanaryana, Bharatiya Vidyabhavan
3. Kautilya's Arthashastra
4. Geology based on Varahamihira's 'Brihat Samhita'.
5. Bhavadgeeta & Ramayana
6. India's Glorious Scientific Tradition - by Suresh Soni

TELUGU

Course Title: Journalism in Telugu

Course Syllabus

1. Introduction and development of journalism in Telugu,
2. News reporting, news writing,
3. Feature writing .
4. Editing,
5. Newspaper language and style sheet.

Course contents in Telugu

1. తెలుగులో పత్రక రచన ఆవిర్భావ వికాసములు.
2. వార్తల సేకరణ, వార్తా రచన .
3. ఫీచర్లను(సృజనాత్మక వ్యాసాలను) వ్రాయుట
- 4.. సంపాదకత్వము- సంపాదకీయాలు
5. వార్తా పత్రికల బాష - శైలి విధానము ప్రత్యేక శైలి విధానము.

COMMERCE & BBM

BBM

Course Title: Project Management

Unit – I : Introduction

Introduction-Project management-What is Project Management-why Project Management-Project Lifecycle- Project Management Research in brief, Project Management today, Organization strategy and structure and culture, Forma of organization structure, stake holder management, organization culture, creating a culture for Project Management.

Unit – II : Project Planning and Execution

Project Planning : Defining the project, Approaches to project screening and selection, Work breakdown structure, financial Module, Getting Approval and compiling a project charter, setting up a monitoring and controlling process.

Project Execution: Initiating the Project, Controlling and Reporting project objectives, conducting project Evaluation, Managing Risk-Four Stage Process, risk management an integrated approach, cost Management, Creating a project Budget.

Unit – III : Leading Project Teams

Building a project Team, Characteristics of a Effective project Team, achieving cross-functional co-operation, virtual project teams, Conflicts management, Negotiations

Unit – IV: Performance Measurement and Evaluation

Project control cycles, monitoring project performances, Earned value management, Human factors in project Evaluation and control, Project termination, Types of project terminations, Project management and future current and future trends in project management.

BBM

Course Title: Managerial Communication

Unit 1 Communication Process

Role and process of communication - Barriers to communication - Surmounting barriers to communication - Types of communication - Listening process: Elements of good listening, Improving listening competence - Importance of feedback – Principles of feedback.

Unit 2 Verbal and non verbal Communication

Characteristics of non verbal communication - Types and functions of non verbal communication- Interpreting non verbal communication – Negotiations - Approaches to negotiations – Preparing for and conducting negotiations.

Unit 3 Presentation

Making Presentations - Choosing a method of speaking - Analyzing the audience – Nonverbal dimensions of presentations - Speeches for commemorative occasions - Effective presentation strategies - Persuasive speaking

Unit 4 Report Writing & Media Communication

Report writing - Types of reports - Structure of reports - Individual and committee reports - Essentials of good report writing - Business letters - Drafting letters relating to enquires and replies, Orders and replies, Complaints and claims - Effective business correspondence - Drafting a resume. Media relations - Building better relations with media; Investor relations - Framework for managing investor relations; Managing government relations - Ways and means of managing governing power; Crisis communication - Do's and dont's in the wake of a crisis.

COMMERCE

Course Title: Talent and Knowledge Management

Unit – I: Introduction to Talent Management

Introduction, Talent Management – Overview, Talent Management – History, the Scope of Talent Management, Need of Talent Management, Key Processes of Talent Management, Talent Vs knowledge people, Source of Talent Management, Consequences of Failure in Managing Talent, Tools for Managing Talent

Unit – II: Approaches to Talent Management

Talent Management Approaches, Developing a Talent Management Strategy, Mapping Business Strategies and Talent Management Strategies, Post Recession Challenges of Talent Management.

Unit – III: Talent Management System

Introduction, Talent Management System, Critical Success Factors to Create Talent Management System, Some other critical success factors of best practice Talent Management System, Factors of unique talent management approach, Key Elements of Talent Management System.

Unit – IV: Role of HR in Talent Management

Introduction, Overview of Human Resource Management, and Role of HR in Talent Management, Role of the HR Manager

Suggested Books:

1. Ed by Lance A. Berger and Dorothy R Berger. “The Talent Management Hand book”, 2004, Tata McGraw Hill edition.
2. Ed by Larry Israelite, “Talent Management”, ASTD Press.
3. Sajjad M Jasmuddin, “Knowledge Management”, 1st ed, 2009, Cambridge.
4. Stuart Barnes, “Knowledge Management Systems”, Ed, Cengage Learning

5. Irma Becerra-Fernandez, Avelino Gonzalez and Rajiv Sabherwal “Knowledge Management”,

COMMERCE

Course Title: INVESTMENT MANAGEMENT

UNIT- I : INTRODUCTION

Investment: Meaning – Characteristics – Importance – Objectives – Factors of Sound Investment – Investment Environment – Investment Media – Principles of Investment – Speculation – Gambling – Investment Process (Theory).
Financial Assets: Meaning – Classification – Shares – Debentures – Bonds – Innovative Financial Assets- Properties of Financial Assets (Theory).

UNIT - II : INDIAN CAPITAL MARKETS - AN OVERVIEW:

Primary Market: Meaning – Growth and Development – Role of NIM – Methods of Issues – Parties Involved – Allotment Process – Investor Protection – Recent Trends (Theory).
Secondary Market: Meaning – History – Functions – Regulatory Framework – Listing and Delisting of Securities – Trading Procedure – Stock Exchanges in India – Growth of Stock Exchanges in India – SEBI – Its Functions and Role (Theory).

UNIT-III: RISK AND RETURN ANALYSIS:

Return: Meaning – Holding Period Return – Equivalent Annual Return – Expected Value of Return – Sources of Risk – Market Risk – Interest Risk – Interest Rate Risk – Purchasing Power Risk – Business Risk – Financial Risk – Types of Risk – Systematic Risk – Unsystematic Risk – Risk Aversion and Risk Premium

Unit IV: PORTFOLIO ANALYSIS

Portfolio Analysis: Meaning – Traditional Vs Modern Portfolio Analysis – Return on Portfolio – Risk on Portfolio.

Suggested Readings:

1. Agarwal: A Guide to Indian Capital Market, New Delhi;
2. Avadhani, V.A: Indian Capital Markets, Himalaya;
3. Mayo: Investments, 7e Thomson;
4. Bhalla, V.K: Investment Management. S. Chand & Co.;

5. Sulochana M, Investment Management, Kalyani Publishers
6. Preeti Singh, Investment Management, Himalaya

COMMERCE

Course Title: COMPUTERIZED ACCOUNTING

UNIT-I: INTRODUCTION TO COMPUTERISED ACCOUNTING

Introduction – Importance - Application - Advantages and disadvantages – Difference between Manual Accounting and Computerized Accounting

UNIT II: FEATURES OF ACCOUNTING PACKAGES

Creation: Company – Groups – Ledgers, Pre-defined vouchers - Displaying - Altering – Deleting. b. Reports: Account Books – Registers - Statement of Accounts - Bank Reconciliation Statement - Day Book – Cash and Bank Books. Final Accounts of Sole Traders: Trail Balance - Profit and Loss Account - Balance Sheet.

UNIT-III: ACCOUNTS WITH INVENTORY

Creation of company – Creation of Groups - Stock categories - Stock items – Godowns - Units of Measure - Inventory Vouchers - Pure Inventory Vouchers - Creating purchase order & Sales order – Invoicing - Display of inventory reports & statements.

UNIT-IV: FINAL ACCOUNTS OF BUSINESS ORGANISATIONS

Preparation of Final Accounts: Nonprofit organizations - Partnership firms - Corporate companies - Bank Accounts.

REFERENCE BOOKS:

1. Computerised Accounting: A.Murali Krishna, Vaagdevi publications
2. Aakash Business Tools: Spoken Tutorial project IIT Bombay
3. Mastering Tally: Dinesh Maidasani, Firewal Media
4. Implementing Tally ERP 9: A.K Nadhani and K.K Nadhani, BPB publications
5. Computerised Accounting and Business systems: Kalyani publications
6. Manuals of Respective Accounting packages
7. Tally ERP 9: J.S. Arora, Kalyani publications.

COMMERCE

Course Title: E-COMMERCE

Unit-I: Introduction

E-Commerce: Introduction - Advantages & Limitations, E-Business - Impact of E-Commerce on Business Models.

Unit-II: Classification of E-Commerce:

B2B, B2C, C2B, C2C, B2E. Applications of E-Commerce: E-Commerce Organization Applications – E-Marketing - E-Advertising - E-Banking - Mobile Commerce - E-Trading - E-Learning - E-Shopping - Virtual Reality & Consumer Experience.

Unit-III Electronic Payment Systems:

E-Cash & E-Cheque - Electronic Fund Transfer (EFT) - Advantages and Risks - Digital Token-Based - E-Payment System - Smart Cards.

Unit-IV: Electronic Data Interchange (EdI):

EDI Types - Applications in Business -EDI and E-Commerce.

Suggested Readings:

1. Frontiers of Electronic Commerce: Ravi Kalakota, Andrew B Whinston, Pearson
2. E-Commerce, an Indian Perspective: Joseph, PHI
3. Electronic Commerce: A Managers' Guide: Ravi Kalakota, Andrew B Whinston
4. E-Commerce & Computerized Accounting: Rajinder Singh, Er. Kaiser Rasheed, Kalyani
5. E-Commerce and Mobile Commerce Technologies: Pandey, Saurabh Shukla, S.Chand
6. E-Business 2.0, Roadmap for Success: Ravi Kalakota, Marcia Robinson, Pearson

Physical Sciences

COMPUTER SCIENCE

Course Title: Free Open Source Software Tools (FOSS Tools)

Unit I

Introduction to ICT – ICT Usage in Education- Open Source Foundation – Types of Licenses – Downloading and Installing Open Source Software- Introduction to MOOC Learning

Unit II

Introduction to Concept Mapping – Various Concept mapping tools available- Creating and editing Audio and Video Content using free online tools

Unit III

Introduction to Content Management Systems - Installing a Content Management System – Using a Content Mgmt System

Unit IV

Use of Graphics and Animation in Content Preparation- Developing A Project using FOSS tools.

Prescribed Textbooks:

1. Producing Open Source Software: How to run a Successful Free Software Project- Karl Fogel
2. Free and Open Source Software: Policy, Law and Practice – Noam Shemtov and Ian Walden
3. Handbook of Research on Open Source Software: Technological, Economic, and Social Perspectives Hardcover – April 30, 2007 - Kirk St.Amant (Author), Kirk St.Amant and Brian Still
4. Understanding Open Source and Free Software Licensing Paperback – Andrew M. St. Laurent

MATHEMATICS

Course Title: Mathematics for Competitive Examinations

Unit I: Surds, Indices, Logarithms, Area, Volume & Surface Area.

Unit II : Solid Geometry; Lines, Properties of Triangles, Properties of Circles, Properties of 2D figures.

Unit III : Logical Reasoning; Blood Relations, Directions, Logical Deductions.

Reference Books:

1. Quantitative Aptitude By R.S.Aggarwal (S.Chand Company)
2. Quantitative Aptitude By Abhijeet Guha (MC.Graw Hill)
3. A Modern Approach to Verbal & Non-Verbal Reasoning By R.S.Aggarwal (S.Chand Company)

Physics & Electronics

Course Title: Digital Photography

Unit I

Basics of photography – Principles – functions - camera structure – Types of film, Human Eye and Camera, Visual Perception, Understanding film and paper photography, learning about the digital revolution, Advantages and disadvantages of digital photography, Computers as photographic tools

Unit II

Camera parts & functions - Shutter speed, - Aperture – depth of field - Lens selection- wide angle, telephoto, zoom lens, prime lens- Tripod usage ,ISO how it affect exposure function - Depth of the field - Creative uses – manual mode- Auto mode- Types of angles and frames.

Unit III

Introduction to computer – Downloading images from Digital camera – image formats, Editing Photos - Installation Photoshop software

Unit IV

Photoshop Software : Introduction and features – Masking, Image framing, Cloning, Photo repairing

Practical Sessions:

- Basic camera operation such as holding the camera firmly, setting exposures manually, focusing correctly and composing a picture, releasing the shutter gently
- Effects of different exposure setting in the same light condition.
- Effects of different shutter speeds and apertures.
- Photograph a subject of interest using different shooting modes to see how that affects the images (10 final images)
- Practice shooting portraits using different lighting techniques

- Exercises on Image Editing using Photoshop

Recommended Textbooks:

1. The Textbook of Digital Photography – Dennis P. Curtin
2. Shoot Like a Pro! Digital Photography Techniques – Julie Adair King
3. Absolute Beginner's Guide to Digital Photography – Joseph Ciaglia, Barbara London, John Upton
4. Basic Photography using a Digital Camera – JongPil Cheon
5. The Digital Photography Book – Scott Kelby
6. Digital Photography : Basic skills for the beginner – by Jirr
7. Photoshop – Techmedia, New Delhi, Carala Rose

STATISTICS

Course Title: Basic Statistics & Data Analysis

Unit I

Descriptive Statistics - Types of Data, Scales of Measurements, Likert scale, Measures of Central Tendency, Partition Measures- Quartiles, Deciles, Percentiles, Measures of Dispersion, Moments, Skewness and Kurtosis.

Diagrammatic representation of data (Bar and Pie charts)

Graphical representation of data (Histogram, frequency polygon, Ogives)

Basic concepts of probability & random variables, Bernoulli, Binomial, Poisson (only mean and variance), Normal distributions.

UNIT II

Correlation and Regression Analysis (simple linear).

Inferential statistics - Concepts of confidence intervals, hypothesis testing, Large sample tests-Means and proportions, Small sample tests -t test, F test, χ^2 test, ANOVA (one way & two way).

Non -Parametric tests – Run test, Sign test, Wilcoxon signed rank test, Kruskal –Wallis test, Median test.

References:

1. S.C.Gupta: Fundamentals of Statistics Himalaya Publishing House.
2. Jerrold H.Zar: BioStatistical Analysis.
3. Hugh Coolican: Research Methods and Statistics in Psychology.
4. R.S.N.Pillai, Bagavathi: Practical Statistics S.C.Chand & Company Ltd.
5. Maracello Pagano, Kimberlee Gauvreau: Principles of BioStatistics.
6. B.L .Agarwal :Basic Statistics New Age international publishers.

LIFE SCIENCES

APPLIED NUTRITION

Course Title: Introduction to Human Nutrition/ Needful Nutrition

UNIT 1:

6 hours

Importance of nutrition in maintenance of health. Concept and definition of terms-Nutrition, food, nutrients, health, balanced diet, Classification of Nutrients, food groups and food pyramid , RDA, Factors affecting RDA principles of menu planning for Indians.

Elementary idea of Probiotics, Prebiotics, anti oxidants Organic Food, Prevention of loss of nutrients during cooking, Role phytonutrients and their impact on health.

UNIT 2:

6 hours

Carbohydrates - Sources, functions. Glycemic Index. –foods high and low in GI.

Proteins - Sources, functions, effects of deficiency.

Lipids - Sources, functions. Role & nutritional significances of PUFA, MUFA, SFA, W-3 fatty acid.Cis & Trans fatty acid

UNIT 3:

8 hours

Vitamins – Classification, functions, sources, deficiency.

Minerals: Calcium, Iron Sodium, Potassium, Iodine- functions, sources, deficiency.

Dietary Fiber - Classification, sources, & Nutritional significance.

Water - Functions, daily requirements.

UNIT 4:

10 hours

Feeding of pregnant and lactating mothers. Importance of Breast milk, Advantages of exclusive breast feeding colostrums, Supplementary foods. Nutritional importance weaning Obesity- definition, causes, Grades, management, dietary guidelines. Lifestyle modifications.Diabetes-definition, causes, types, symptoms, diagnosis, management, dietary guidelines

Hypertension- definition, causes, symptoms, diagnosis, management, dietary guidelines.

Importance of physical exercise in maintenance of health.

Suggested Reading:

- Food science 6 th Edition –B Srilakshmi
- Clinical Dietetics and Nutrition New Edition ,FP Antia and Philp Abraham
- Food and Nutrition Vol 1 &2-M.Swaminathan
- Fundamentals of food and Nutrition- Sumathi R Mudambi and M.V Rajagopal.
- Nutrition Science -B Srilakshmi
- Human Nutrition –B Srilakshmi
- Foods Facts and Principle-Shakuntala Manay
- Food, Nutrition and Health-Vijaya Khader
- Dietetics- 7 th Edition -B Srilakshmi

BIOTECHNOLOGY

Course Title: Plant Tissue Culture

Unit-I Fundamentals of Plant tissue culture

- Introduction to Plant Tissue culture (Explant, Callus, Cell Differentiation, Totipotency)
- Methods of sterilization- Laboratory contaminants- its control and measures.
- Media Preparation- MS, B5, SH
- Role of Micro and macro nutrients, Vitamins, carbon, pH, Temperature.

Unit-II Culture techniques and applications

- Types of Cultures: Callus culture - Micropropagation through various explants (Leaf, Stem, Axillary bud, Tuber, Corms and Bulbills). Organ Culture - Anther, Pollen, Embryo and Endosperm culture, Hairy Root Culture, Organogenesis and Somatic embryogenesis. Protoplast Culture - Isolation, regeneration and Viability test, Somatic hybridization and methods of protoplast fusion- chemical, Viral, electrofusion.
- Methods of gene transfer in plants - Agrobacterium and CaMV mediated gene transfer; direct gene transfer using PEG, micro injection, electroporation, microprojectile (biolistics) method, liposome mediated DNA delivery ; Transposons as vectors.
- Maintenance of cultures

Unit-III Crop Improvement

- Somaclonal variation, its genetic basis and application
- Cell/callus line selection for resistance to herbicide, stress and diseases.
- Role of tissue culture in rapid clonal propagation, production of pathogen – free plants and “synthetic seeds”

Unit-IV Advances in Plant tissue culture

- Germplasm preservation - Definition, Importance and Methods, In-situ and Ex-situ conservation, Centers of germplasm preservation in India, Centers of plant tissue culture research in India
- Commercial Floriculture - Production of cut flowers and home floriculture.
- Commercial Horticulture – Production and establishment of Horticultural plants by Micropropagation (forest trees, medicinal plants, Aromatic plants and ornamentals).

Practical syllabus:

- Sterilization and media preparation.
- Isolation of explants, establishment and maintenance of culture.
- Preparation of callus & plant propagation from various explants (Embryogenesis, Micropropagation)
- Protoplast isolation and culture.
- Production of haploid plant - Anther and ovule culture.
- Initiation and establishment of cell suspension cultures.

Reference books:

1. Plant tissue culture by K.K.Dey.
2. Methods in plant tissue culture by Razdan.
3. Plant tissue culture by Jha & Ghosh.
4. Trends in plant tissue culture by pareek.
5. Plant cell, Organ & tissue culture by Norasa.
6. Plant cell & tissue culture by S.Narayaswami.

Course Title: Home Gardening and Landscaping

UNIT I

Introduction to Gardening, Garden Implements and Accessories, Layout - Planning, Different Designs. Containers - Earthen containers, pots, poly bags, cement pots, ceramic pots. Preparation of potting mixture, potting and repotting.

UNIT II

Principles and Practices of landscape design for home gardens and public parks (Types of Gardening – Formal & informal landscape - institutions, public gardens, parks, Hindu, Mughal, Japanese and English Gardens).

UNIT III

Ornamental Gardening - Scope; importance; nursery management; lawns, layout of lawn, and its maintenance, Design and layout of gardens for home, school, college, public buildings, parks, villages and kitchen garden.

UNIT IV

Propagation - Seeds, cuttings, layering, budding and grafting, Green Houses-shade houses, uses, application in horticulture, Pruning and training methods. Raising of root stocks for grafting and budding, Propagation of plants through cuttings.

Suggested Reading

- Indian Garden Flowers Home Gardeners Guide by Amarjeet Singh Bhatt
- Home Gardening by Romen Kapoor
- A handbook for Garden Designers by Rosemary Alexander , Karena Batstone
- Landscaping and Lawn Care by Kristen Hampshire
- Complete Gardening India - K.S.s Gopalaswamiengar
- Gardening in India - Bose T. K. and Mukherjee
- Design Elements of Landscape Gardening - Nambisan K.M.P.
- Text-Book of Horticulture - Rao K. M.
- Fruits-topical and sub-tropical - Bose, T.K. and Mitra, S. K.
- Vegetables - Chaudhary, B.

- Floriculture in India - Randhawa, G.S. & Mukhopadhyay. A.

Practical Syllabus

1. Study of Tools and Equipments used in Gardening

Digging tools: Spade, Garden Forks, Tools for interculture operations: Weeding fork, Hoe, Appliances for watering: Water can, Seedling water can, Bucket, Syringe, Garden hose, Sprinkler, Drip unit, Pruning Tools: Secateurs, Trace pruner, Garden knives, Pruning saws, Garden shears, Lawn mower, Grass shears, Rakes: Garden rake, Lawn rake Sowing and planting: Trowels, Dibbers, Hand forks, General garden equipment: Wheel Barrows, Baskets, Roller, Pickaxe, Shovel, Sieves, Garden gloves

2. Designing of home gardens- Preparation of potting mixture, potting and repotting.

3. Landscape designing- Layout of land for lawn. Preparation of land for lawn. Methods of making lawn, turf

4. Visit to local Nursery/park.

CHEMISTRY

Course Title : Research Methodology

Unit I - Literature Survey

Print: Sources of information: Primary, secondary, tertiary sources; Journals:

Introduction to Chemical Abstracts and others, Subject Index, Substance Index, Author Index, Formula Index, and other Indices with examples. Digital: Web resources, E-journals, Journal access, Citation index, Impact factor, H-index, E-consortium, UGC infonet, E-books, Internet discussion groups and communities, Blogs, Search engines, Scirus, Google Scholar, Wiki-Databases, SciFinder, Scopus. Information Technology and Library Resources: The Internet and World Wide Web.

Unit II - Methods of Scientific Research and Writing Scientific Paper

Reporting practical and project work. Writing literature surveys and reviews. Organizing a Poster display. Giving oral presentation. Writing scientific papers – justification for scientific contributions, bibliography, description of methods, conclusions, the need for illustration, style, publications of scientific work. Writing ethics. Plagiarism.

Unit III - Data Analysis

The Investigative Approach: Making and Recording Measurements. SI Units and their use. Scientific method and design of experiments. Analysis and Presentation of Data: Descriptive statistics. Choosing and using statistical tests.

Unit IV - Report writing

MICROBIOLOGY

Course Title: Medical Billing

Collaborating Organization's Name: BRP Technologies.

Class 1:

- 1) Introduction to US Healthcare
- 2) Introduction to Revenue Cycle Management
- 3) How does the process work?
- 4) Where can we see this process?

Class 2:

- 1) Details of Revenue Cycle Management
- 2) Introduction to Insurance

Class 3:

- 1) Demographic entry
- 2) Types of insurances
- 3) How to select insurance
- 4) How to recognize insurance plan
- 5) Introduction to insurance web portals

Class 4:

- 1) Practical Session 1
- 2) Test on demographic entry

Class 5:

- 1) Introduction to CPT
- 2) Introduction to ICD
- 3) Introduction to Modifiers
- 4) How to check CPT, ICD & Modifiers online?

Class 6:

- 1) Introduction of fee-schedule
- 2) Overview of charge entry
- 3) Introduction to CMS-1500 claim form

Class 7:

- 1) Practical Session 2
- 2) Test on demographic & charge entry

Class 8:

- 1) Submitting claims to insurance
- 2) Types of submission
- 3) Rejections – explanation in detail

Class 9:

- 1) Introduction to Explanation of Benefits

- 2) Types of EOBs
- 3) Payment postings in detail

Class 10:

- 1) Practical Session 3
- 2) Test on demographic and charge entry & payment posting

Class 11:

- 1) Introduction to Denials
- 2) Types of Denials
- 3) How to fix the Denials?

Class 12:

- 1) Overview of Denials
- 2) How to re-file denied claims
- 3) Introduction to AR

Class 13:

- 1) AR work
- 2) AR reporting & analysis
- 3) AR calling

Class 14:

- 1) Practical Session 4
- 2) Test on AR analysis

Class 15:

- 1) Overview of entire billing process
- 2) Question & answer session
- 3) Test on entire billing process

GENETICS & BIOCHEMISTRY

Course Title: Health and Biomarkers

UNIT 1 BIOCHEMICAL PROFILES

1. Introduction to health and Biomarkers, Medical report formats and interpretations
2. Biochemical profiles of Diseases - Hypertension, Heart attacks, Cancers
3. Diabetic profile-Overview of diabetes, Fasting and Post Prandial blood sugar,HbA1C,Random blood sugar, urine sugar and ketone bodies
4. Lipid profile and cardiovascular risk-Serum cholesterol, Serum Triglycerides, HDL, LDL, Total/HDL,LDL/HDL Ratio
5. Renal Profile –Overview of kidney functions, Serum creatinine and urea values, Blood urea Nitrogen, Serum sodium and potassium
6. Thyroid profile-overview of thyroid functions,Total Triiodothyronine T3,Total ThyroxineT4,TSH
7. Liver profile- overview of functions of liver, Serum Bilirubin and Jaundice,SGOT,SGPT,SALP,Serum Protein, Serum Albumin, Serum Globulin,
8. Albumin /globulin ratio

UNIT 2 GENETIC PROFILES

1. Hemogram-Total RBC, WBC, Differential count, MCV, PCV, Haemoglobin, platelet count, Blood grouping
2. Genetic profiles of Thalassemia, Sickle cell anemia, Hemophilia and color blindness
3. Karyotyping profiles of chromosomal syndromes –Down's Syndrome, Patau's syndrome, Turner's syndrome, Klinefelter syndrome, sexing of a child –male ,female
4. Construction of pedigrees- Utility in tracing hereditary conditions, Risk from related marriages.
5. Health and wellness- lifestyle, stress management, Mind and body, Diet and exercise
6. Case study/ Exercise-Understanding medical reports

ZOOLOGY

Course Title: WOMEN HEALTH

Unit I- Female Physiology before Pregnancy and Female Hormones

- Physiologic Anatomy of the female sexual organs.
- Female Hormonal system.
- Menstrual cycle
- Functions of ovarian Hormones.
- Abnormalities of secretion by the ovaries.
- PCOD.
- Breast cancer.
- Cervical cancer

Unit II - Pregnancy and Lactation

- Maturation and Fertilization of the ova.
- Early Nutrition of the Embryo.
- Function of Placenta.
- Hormonal Factors in Pregnancy.
- Amniocentesis.
- Nutrition in Pregnancy and Lactation.
- Breast feeding.

Unit III - Fetal and Neonatal Physiology

- Growth and functional development of fetus.
- Adjustment of the Infant to Extra uterine life.
- Special problems of Prematurity.
- Growth and Development of Child.
- Vaccines.
- Nutrition in infancy.

Unit IV - Contraception

- Methods.
- Barrier method
- IUCD
- Steroidal
- Sterilization

Suggested Reading:

- a. *'Animal Physiology'*-**Agarwal, R.A. Srivastava, Kaushal, Anil and Kumar.**
- b. *'Principles of Animal Physiology'* by **Christopher D. Moyes, Patricia M Schulte.**
- c. *'Essentials of Animal Physiology'* by **S.C. 'Rastogi'.**
- d. *'Text Book of Medical Physiology'* by **Guyton & Hall.**
- e. *'Textbook of Gynaecology'* by **DC Dutta.**
- f. *'Nutrition through life cycle'* by **Sara Abraham.**
- g. *'Medical Physiology'* by **Anil Baran Singha Mahapatra.**

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Social Sciences

Economics

Course Title: Telangana Economy

UNIT I: State and District domestic product

Growth and Sectoral Composition-Per capita Income of **Telangana** State and its districts

UNIT II: Trends in Population growth

Occupational structure work participation – Population policies, Unemployment and its magnitude and direction

UNIT III: The structure of Agriculture and allied sectors

Trends in productivity of food and non-food crops. Profile of Irrigation policies and institutional support to Agricultural Marketing, Sources of Agricultural finance

UNIT IV: The structure of industrial development

Commodity specific growth rates in industrial sector- Infrastructure development -Industrial policies and programs in support of industrial growth

UNITV: The structure of Tertiary Sector

Service specific growth rates, Policies and Programs initiated to promote growth of services in Telangana State

Reading List:

1. Rao S Kishan and Rahul A Shastry (2009): Andhra Pradesh Economy – Dynamics of Transformation with a focus on Regional Disparities, National Academy of Development,
2. Mahendra Dev, S.C.Ravi and M.Venkatanarayana (2009); Human Development in Andhra Pradesh: Experiences, Issues and Challenges; Centre for Economic and Social Studies (CESS), Hyderabad.
3. Rao, R.S., V. Hanumantha Rao and N. Venugopal (2006); Fifty years of Andhra Pradesh 1956-2006; Centre for Documentation, Research and Communication [CDRC], Hyderabad.
4. P.Sundaraya, Telangana People's Struggle and Its Lessons, Calcutta, CPI-M, 1972
5. Ravi Narayan Reddy, Heroic Telangana: Reminiscences and Experiences, New Delhi, CPI, 1973
6. Directorate of Economics, Govt. of Telangana "Methods and Sources of State Domestic Product".
7. Census Reports 1961, 1971, 1981, 1991, 2001 and 2011

History

Course Title: South Indian Heritage

UNIT I

1. Introduction to heritage studies.
2. Meaning and definition-Type of Heritage-Natural and Cultural Heritage.
3. Conservation of Heritage-Convention and Acts-National and International heritage related government departments.

UNIT II

1. International organization for preservation heritage.
2. Role of UNESCO.
3. Heritage destination to south India-Heritage of Hyderabad,Group of monuments at Pattadakal,Monuments at Hampi,group of Cholas Temples and Monuments at Mahabalipura.

Suggested Readings:

- David Lowenthal, POSSESSED BY THE PAST: The heritage crusade and the spolls of history,Cambridge University Press
- AGRWAL O P, Essentials of Conservation and Museology, Sundeep Prakashan , New Delhi,2007.

Webliography

www.unesco.org

www.asi.nic.in

<http://whc.unesco.org/archive/convention-en.pdf>

Political Science

Course Title: Indian Constitution

Unit I

Making of the Indian Constitution

Constituent Assembly

Objectives of the constitution

Social and Economic Philosophy of the Indian Constitution

Unit II

Features of the Indian Constitution

Written Constitution

Preamble

Fundamental Rights

Directive Principles of State Policy

Fundamental Duties

Unit-III

Amendment Procedure

Judicial Review

Unitary & Federal Features

Single Citizenship

Local Self –Governing Bodies

Others

Unit-IV:

Working of the Indian Constitution

Challenges to Indian Democracy

Unit V

Project

References:

Niraja Gopla Jayal&Pratap Bhanu Mehta”The Oxford Companion to Politics in India”

N.P.Chaudhary &A.K.Ojha (edited) “Indian Democracy contemporary Challenges”

P.M.Bakshi , The Constitution of India

Peu Ghosh , Indian Government and Politics

D.D.Basu , Introduction to the Constitution of India

M.V.Pylee, Indian Constitution

J.C.Johari Indian Government and Politics Vol I& VolII

S.S.Awasthy Indian Government and Politics

Psychology

Course Title: Positive Psychology

Unit – I : Introduction to Positive Psychology

- Positive Psychology: Assumptions, Goals, and Definitions
- Understanding Positive Emotions: Success and Flourishing
-

Unit – II Resilience, Self-Regulation and Self-Control

- Understanding Resilience, factors
- Growth through Trauma
- Personal Goals and Self-Regulation and Locus of Control
-

Suggested Reading:

- Baumgardner, S. and Crothers, M. (2009). Positive psychology. Upper Saddle River, N.J.: Prentice Hall.
- Snyder, C. R., Shane J. Lopez, and Jennifer Teramoto Pedrotti. Positive Psychology: The Scientific and Practical Explorations of Human Strengths. 2nd ed. Thousand Oaks, Calif.: SAGE, 2011.

Public Administration

Course Title: Good Governance

UNIT - I: Introduction

- Meaning and Definitions of Governance
- Government and Governance
- Concepts of Good Governance

UNIT - II: State and Governance

- Origin and types of State
- Democratic State and Democratic Administration
- Neo-Liberalism and Rolling Back State
- Reforming Institutions: The State, Market and Civil Society

UNIT - III: Citizen and Governance

- Rule of Law and Human Rights
- Accountability
- Participation

UNIT - IV: Techniques of Good Governance

- Openness and Transparency
- Citizen Charter
- Social Audit

UNIT - V: Emerging Trends

- Public and Private Governance
- Good Governance and Civil Society
- ICT and Good Governance

References:

- Governance in India : M.Laxmi Kanth, McGraw Hill Education; Second edition
- Good Governance in India - E. Vayunandan & Dolly Mathews
- Good Governance: Initiatives & Impact -Ramesh K Arora& RM

EVALUATION PATTERN

Continuous Internal Examination – 15 Marks

- Seminars

- Quizzes
- Projects
- Assignments
- Written Exam
- Case Studies
- Group Projects
- Marks for Attendance

End Semester Examination, ESE - 35 Marks

Individual Course Teachers conduct examinations in their respective classes. Exmas can also be in the form of written assignments, Project Work, Online submission etc.

Examination Pattern – Arabic

Q1. Translate any ten of the following sentences in Arabic. 10×1=10

Q2. Answer any 10 of the following questions in Arabic. 10×1=10

Q3 Write a note on any one of the following topic. 10M

Q4. Give the summary of any one of the following in Arabic language .1×5=05

Internal exam - 15 Marks

1. Viva 5 M
2. Project 5M
3. Attendance 5M

Examination Pattern – Commerce

Evaluation : Group Discussions, Quiz, Assignments, Study Projects and Continuous Class Assessment,

End Semester Exam for 35 marks

Examination Pattern – Nutrition

Internal Exam – Assignment and Quiz

External Exam – Written Exam for 35 M

Examination Pattern – History

2-3 page descriptive note followed by a discussion and interactive session.

Examination Pattern – Psychology

Continuous Internal Assessment through skill building exercises and final evaluation through end of course examination

Politics of Development – IDC – Dept of Political Science

Learning outcome of Generic Elective (IDC)

- Focus on major issues of development in India
- Interlinking the factors of growth and development
- Introduction and imparting knowledge on basic theories and concepts
- Relate the theoretical studies to a practical reality and a possible future job market
- Appreciate the importance of emerging trends post LPG era

Politics of Development

Unit- I Development: Meaning, Nature, Importance → Types of Development: Economic, Political and Social.

Unit- II : Development Debates → Capitalist , Socialist , Gandhian , Sustainable Development

Unit- III State and Development in India → Planning, Mixed Economy, Socialistic Pattern of Society → Sectors of Development: Industry, Agriculture, Irrigation, Land Reforms.

Unit- IV : Issues of Development in the Post-Economic Reforms period → Economic Reforms: Liberalisation , Privatisation, Globalisation → Development and Displacement → Development and Environment

Model Question Paper IDC or Generic Elective Politics of Development – Generic Elective

Duration: 3hours

Time :35 marks

Note: Attempt any three from Section- A Marks 3x10=30

1 What is Development? Discuss the meaning, nature and interpret the growing importance of Development?

or

2What are the various types of Development? Explain any two a) Economic and b) Political

3 Explain the Gandhian and Sustainable Debate on Development ?

Or

4 Explain the Capitalist and Socialist theories on Development?

5 Describe the process of Industrialization?

Or

6 Discuss the Socialistic Pattern of society?

Or

7 Write an essay on Development and Displacement?

Or

8 Discuss the role of environment in the process of development. In the post LPG era what is the impact on environment.

Section –B

Marks- 1x5= 5marks

Answer any five of the following questions in five lines each.

9 Liberalisation 10 Globalization 11 Economic Reforms 12 Land Reforms
13 Relevance of Mixed Economy 14 Displacement 15 Definitions on Development 16
Agriculture 17 Critique of Socialistic Pattern of Society 18 Irrigation Projects

Essential Reading List

Essential Readings

G. Rist, *A History of Development*, London, Zed Books, 1997.
J. Crush, *Power of Development*, Routledge, 1995.
AshisNandy, *Bonfire of Creeds*, New Delhi, OUP, 2004.
Richard Peet and Elaine Hartwick, *Theories of Development*, New Delhi, Rawat, 2005.
Jan NederveenPieterse, *Development Theory, Constructions/Deconstructions*, New Delhi, Vistaar, 2001.
Wolfgang Sachs, *The Development Dictionary*, Zed Books, London, 1992.
Amartya Sen, *Development as Freedom*, New Delhi, OUP, 2002.
John Hariss, *Depoliticising Development*, Leftword Books, New Delhi, 2001.
Visvanathan, Nalini, Lynn Duggan, Nan Wiegersma, and Laurie Nisonoff (eds) 2011,
The Women, Gender & Development Reader, London, Zed Books
Willis, Katies. 2011. *Theories and practices of development*. Abingdon: Routledge.
Jayamt Chaudhary “ A Textbook of Human Rights ”

References

Chandhoke, Neera. 2007. “Civil society.” *Development in Practice* 17:607. Civil Society and other institutions
Schurmann, Frans. 1993. (ed). *Beyond the Impasse: New Directions in Development Theory*. London:
Zed. Booth, David. (ed). 1994. *Rethinking Social Development: Theory, Research and Practice*.
Longman Scientific and Technical. Noble, Trevor. 2000. *Social theory and social change*. Palgrave.
Baxi, Upendra (2002), *The Future of Human Rights*, Oxford University Press, Delhi.
Rahul Ranjan , “Human Rights of Women National & International Perspectives ”
Pearson, R. and Jackson, C. (1998), Introduction: Interrogating development: Feminism, gender and policy, in Jackson, C. and Pearson, R (eds.) *Feminist Visions of Development: gender analysis and policy*, Routledge: London
Zed. Booth, David. (ed). 1994. *Rethinking Social Development: Theory, Research and Practice*. Longman Scientific and Technical.
Noble, Trevor. 2000. *Social theory and social change*. Palgrave
A. Frank, (1966) ‘The Development of Underdevelopment’ *Monthly Review*, pp. 17-30.

Nutritional Psychosomatics and Ancient Indian Medicinal Systems – Dept of Sanskrit

Details of Course

Course Title: Nutritional Psychosomatics and Ancient Indian Medicinal Systems

Department: Sanskrit

Objective:

To create awareness among the students about the connection between food and mind in the contemporary psychiatry scenario in order to maintain physical and mental health and prevent psychological disorders by following the ancient Indian medicinal systems.

Expected Outcome:

It is expected that the students would come to know the role of food and nutrition in the ancient Indian medicinal traditions and would try to find its contemporary relevance.

Syllabus

1. Concept of Mind in Indian medicinal systems with special reference to Ayurveda

Definition, Mind and senses, Functions of Mind, Jana (Cognition), Mind in Ayurveda-physiological aspect, location of mind, Gunas (Properties) of Manas, Karma (functions) Manas, Arthas (objects) of Manas, Mind as a cognitive processor, Faculties related with Manas, Prakrti of Manas

2. Concept of Food in Ayurveda

Traditional diet, contemporary diet habits, Diet and Health, Health and Exercise, What is Nutrition?, Mood and Food, Types of Food in Indian context, Aharamatra (Quantity of food), concept of viruddhahara (dietetic incompatibility), concept of Vihara in Ayurveda.

3. Mental Disorders

The concept of Ahara (diet) in Ayurveda, Ayurvedic psychiatry, Classification of Manovyadhi (psychological disorders) and its various stages according to ancient Indian medicinal systems.

4. Life style and Mental Health

Dinacharya (Daily regimen), Ritucharya (seasonal regimen), Sadvritta (Ethical regimen), Ayurvedic management and life style advocacy for prevention and management of psychiatric illness.

Reference Books:

- Rik Samhita
- Yajussamhita
- Charaka Samhita
- Susruta Samhita
- Ashtangahridayam

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|--|--|-----------------------------|-----------------|
| Generic Code SEC 2 Course Code: SEC 302 | Course Title Skill Enhancement Course Business Exposure and Women Entrepreneurship | Credits: 2 | Hours:30 |
| Learning Objectives: <ul style="list-style-type: none">To foster the culture and significance of women Entrepreneurship among girl child.To impart Knowledge of various avenues available for the women entrepreneurs. | | | |
| COURSE CONTENTS | | | |
| Unit 1 | Creativity - Start-up's & Innovation | 10 Hours | |
| Ideas , need importance creativity – innovation in creativity, Family run business , inherited business,innovation in current environment , types of innovation, school, challenges , steps of innovationmanagement , idea management system, experimentation, idea championship ,marketing innovation,sustainability innovation and entrepreneurship. Managing investors for innovation , future markets and innovation needs for India , creating IPR –types, patents ©rights, | | | |
| Unit 2 | Women Entrepreneurship and Opportunities | 10 Hours | |
| Contents, characteristics ,success stories , Financial Assistance – loans , govt schemes ,policies incubation centres- ALEAP, T-Hub , WE-Hub , COWE , business training programs , challenges faced. | | | |
| Unit 3 | Business Plan and Business Model | 10Hours | |
| Building the Business Plan- Beginning Considerations -Building a competitive advantage. Conducting a feasibility analysis and Scalability of a product. Forms of Business ownership: Franchising and Entrepreneurship. Business Model Business models and value preposition , Business models failure – reasons and remedies, preparation ofmodels. | | | |

Suggested Books:

1. 8 steps to Innovation: Going From Jugaad To Excellence- Book by Rishiksha T. Krishnan and Vinay Dabholkar
2. Innovation and Entrepreneurship Book by Peter Drucker
3. HBS series on Innovation and Entrepreneurship
4. Dr. S. S. Khanka and S. Chand, “ Entrepreneurial Development”
Vasant Desai, “ Dynamics of Entrepreneurial Development and Management”, HPP



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Mehdipatnam, Hyderabad.

R21

End Semester Examination (Regular) NOV 2022

B.B.A.

Semester-III

Subject: **BUSINESS EXPOSURE AND WOMEN ENTREPRENEURSHIP**

Course Title: **Business Exposure and Women Entrepreneurship**

Duration: **1½ hrs**

Course Code: **SEC302**

Max.Marks:**35M**

Department of Commerce
St. Ann's College for Women, Mehdiapatnam, Hyderabad.
Autonomous, Affiliated to Osmania University
NAAC Reaccredited with A+ Grade & College with Potential for Excellence by UGC

PAPER TITLE: PRINCIPLES & PRACTICES OF INSURANCE - I

PAPER CODE: BCO/DSEC/302

DURATION: 2 HOURS

MAXIMUM MARKS: 35

SYLLABUS

**BCO/SEC/304 PRINCIPLES AND PRACTICES OF INSURANCE - I
(INTRO & LIFE INSURANCE)**

Credits: 2
PPW -3

Max marks: 35
Exam Duration: 2hrs

UNIT I: RISK MANAGEMENT AND INSURANCE & INSURANCE TERMINOLOGY:

Risk Management - Types of Risks - Actual and Consequential Losses - Management of Risks - Risk of Dying Early - Risk of Living too Long - Different Classes of Insurance - Importance of Insurance - Management of Risk by Individuals and Insurers - Fixing of Premiums - Reinsurance - Role of Insurance in Economic Development and Social Security - Constituents of Insurance Market - Operations of Insurance Companies - Operations of Intermediaries - Specialist Insurance Companies - Role of Regulators - Common and specific terms in Life and Non-Life Insurance - Understanding Insurance Customers - Customer Behavior at Purchase Point - Customer Behavior when Claim Occurs - Importance of Ethical Behavior

UNIT II: INSURANCE CONTRACT AND INSURANCE PRODUCTS: Insurance Contract Terms - Principles of Insurance: Principle of Insurable Interest, Principle of Indemnity, Principle of Subrogation, Principle of Contribution, Relevant Information Disclosure, Principle of utmost Good Faith, Relevance of Proximate Cause - **Life Insurance Products:** Term Plans - Pure Endowment Plans - Combinations of Plans -

Traditional Products - Linked Policies - Features of Annuities and Group Policies - **General Insurance Products:** Risks faced by Owner of Assets - Exposure to Perils - Features of Products Covering Fire and Allied Perils - Products covering Marine and Transit Risks - Products covering Financial Losses due to Accidents - Products covering Financial Losses due to Hospitalization - Products Covering Miscellaneous Risks

SUGGESTED READINGS:

1. Principles of Risk Management and Insurance: George E Rejda (13th Edition)
2. Risk Management and Insurance: Trieschman ,Gustavson and Hoyt . South Western College Publishing,
3. Principles of Insurance: A Publication of the Insurance Institute of India
4. Principles of Insurance: Telugu Academy, Hyderabad
5. Guide to Risk Management: SagarSanyal
6. Principles of Insurance: Dr V Padmavathi,Dr V Jayalakshmi - PBP
7. Insurance and Risk Management : P.K. Gupta
8. Insurance Theory and Practice :Tripathi PHI
9. Principles of Insurance Management: Neelam C Gulati, Excel Books
10. Life and Health Insurance: Black, JR KENNETH & Harold Skipper, Pearson, Cincinnati,Ohio

Suggested Websites:

- 1) www.irda.gov.in
- 2) www.policyholder.gov.in
- 3) www.irdaindia.org.in

**B. Sc BIOTECHNOLOGY II YEAR
SEMESTER- III
SKILL ENHANCEMENT COURSE
SEC 302: IMMUNOLOGICAL TECHNIQUES**

Syllabus

Unit 1: Antibody assays - Principle, Methodology and Applications

- 1.1 Antigen - Antibody reactions: opsonisation, neutralization, precipitation and agglutination
- 1.2 Immuno diffusion & radial diffusion
- 1.3 Immuno electrophoresis-rocket and counter current
- 1.4 ELISA & western blotting
- 1.5 Radioimmunity assay & immune fluorescent assay
- 1.6 Immuno histo-chemistry

Unit 2: Cellular Assays - Principle, Methodology and Applications

- 2.1 Total and differential count in human peripheral blood
- 2.2 Separation of mononuclear cells from human peripheral blood
- 2.3 Cell viability assay using trypan blue
- 2.4 Lymphocyte transformation assay
- 2.5 Enumeration of T & B cells from human peripheral blood
- 2.6 Micro cytotoxicity assay for HLA typing

Questions

Unit I: Antibody assays - Principle, Methodology and Applications

Essay type questions

1. What are antigen antibody reactions? Explain in detail different types?
2. Explain radial immunodiffusion? Mention its Applications?
3. Explain in detail about immune electrophoresis?
4. Explain in detail about ELISA?
5. Write an essay on Western blotting?
6. Explain about immunofluorescent assay? Mention its applications?
7. Mention in detail about immune histochemistry with examples?
8. What are the two types of immunoelectrophoresis?
9. Explain in detail about radioimmunity assay?
10. Explain in detail about the following
 - a. Agglutination
 - b. Precipitation

Short answer type questions

1. Write a short note on
 - a. Antibody
 - b. Antigen
2. Write a short note on
 - a. Neutralization
 - b. Opsonisation reactions
3. Write a short note on
 - a. Agglutination reactions
 - b. Precipitation reactions
4. Write a note on immune histochemistry
5. Write a short note on ELISA
6. Write a short note on Radial immune diffusion method
7. Write a short note on rocket immune electrophoresis
8. Western blotting method.
9. Properties of a good antigen.
10. Define antibody? Mention different types of Antibodies?

Unit II: Cellular Assays - Principle, Methodology and Applications

Essay Questions

1. Explain the method involved in differential count of human peripheral blood
2. Write the principle and applications of total count of human peripheral blood
3. How do you separate mononuclear cells from human peripheral blood?
4. Write the principle and applications of separation of mononuclear cells from human peripheral blood.

5. Explain cell viability assay and write their applications?
6. Write the principle involved in cell viability assay
7. Explain the procedure involved in lymphocyte transformation assay
8. Write the procedure involved in enumerating T & B cells from human peripheral blood?
9. Write the principle and applications of enumerating T & B cells from human peripheral blood
10. Write the procedure involved in micro-cytotoxicity assay for HLA typing

Short answer type questions

1. Differential count method
2. Cell viability assay
3. Lymphocyte transformation
4. HLA Typing
5. Micro-cytotoxicity
6. Types on mononuclear cells in blood
7. T & B cells
8. Applications of Lymphocyte transformation assay
9. Principle involved in micro-cytotoxicity assay for HLA typing
10. Trypan blue

Skill Enhancement Course- I (SEC-I)

Safety Rules in Chemistry Laboratory and Lab Reagents

Unit I: Laboratory Safety Rules and Regulations 15hrs (1 hr/week)

General rules and regulations for lab safety: Minimizing Risks of Hazards, Personal Protective Equipment (PPE) - Hair, Dressing for the Laboratory, Eye Protection, Eyewash fountain, Gloves, Laboratory Protocols, Labeling Chemicals, Careful reading of labels Prevention of Inhaling Harmful Chemicals, Guide to Chemical Hazards, Chemical Spills etc., Accidents use of fire extinguisher and first aid kit in the laboratory, safety symbols- Preparation of the charts by the students and display of charts in chemistry labs. Calibration of fractional weights, calibration of glass ware - burette, pipette, standard flask, Normality/Molarity and specific gravity of concentrated acids – Preparation of dilute solutions (Numerical problems). Precautions to be taken in the preparation of dilute acids and bases and bases. Preparation of stock solutions of salts with specific examples. Properties of primary standard salt and preparation of standard solution. Good laboratory practices-maintenance of observation book record.

Unit 2: Preparation of Lab Reagents 15hrs (1 hr/week)

Preparation of indicators and use of indicators in volumetric analysis- acid base titrations, redox titrations, precipitation titrations and complexometric titrations. Role of an indicator in detecting end point (Phenolphthalein, Methyl orange, Methyl-red, Potassium Chromate, Diphenylamine, EBT, Murexide, etc). Preparation of buffers – pH 10 ammonical buffer and acetate buffer solutions. Preparation of commonly used reagents : Ammonium hydroxide solution, Ammonium molybdate reagent, Ammonium hydrogen phosphate solution, Bayer's reagent, Benedict's solution, Bromine water, Dimethyl glyoxime reagent, 2,4-Dinitrophenyl hydrazine reagent, Eriochrome black-T reagent Fehling solution, Ferric chloride solution, Ferrous sulphate solution, Iodine solution, Molisch's reagent, Nessler's reagent, Neutral FeCl₃, Schiff's reagent, Silver nitrate solution, Sodium carbonate solution, Sodium hydroxide (Caustic soda) solution, Starch solution, Tollen's reagent. (reference work and submission of assignments). Charts preparation depicting course content.

References

1. Vogel's Text Book of Quantitative Chemical Analysis, 5th edition.
2. Vogel's Text Book of macro and semimicro qualitative inorganic analysis. G. Svehla, 5th edition.
3. Chemistry Reagent Manual Prepared by Chemistry Department, SGTB Khalsa College under DBT's Star College Scheme, University of Delhi.
4. American Chemical Society Safety in Academic Chemistry Laboratories 8th edition.

Skill Enhancement Course

Syllabus:

Unit –I:

Overview of Python- Uses of python, Applications of Python.

Variables, Data Types.

Basic statements, Operators and Expressions, Running Python programs interactively.

Selection Structures a) if statement b) If/else statement c) if/elif/else statement

Repetition Structures a) while loops b) for loops c) break d) continue e) Nesting

String Manipulation: Accessing Strings, Basic Operations, String slices.

Functions: Function Definitions, Scope, Function Arguments and its types, Argument Passing, Anonymous Functions, Global and local variables

Unit-II:

Lists: Introduction, accessing list, Operations, Working with lists, Function and Methods

Tuples, Introduction, accessing tuples, Operations, working with tuples, Functions and Methods used on tuples

Dictionaries, Introduction, accessing values in dictionaries, working with dictionaries Properties, Functions

Modules: Importing module, Math module, Random module,

Packages, Composition

Input-Output: Printing on screen, reading data from keyboard, Opening and closing file, Reading and writing files, Functions

OOPs concepts in Python: Class and object, Attributes, Inheritance, Overloading, Overriding, Data hiding

Regular expressions, Match function, Search function, Matching VS Searching, Modifiers, Patterns

Mini Project

External Examination Pattern

SEC (Skill Enhancement Course)-Theory Exam

Time: 2hrs

Maximum Marks:35

Section A

**Answer any Three from the following five questions. Each Question carries 3 marks
(3*5=15)**

1. From Unit I
2. From Unit I
3. From Unit II
4. From Unit II
5. From Unit I or II

Section B

Answer all the following questions. Each question carries 10 marks. (2*10=20)

1. Answer a or b from Unit I
2. Answer a or b from Unit II

Question Bank

Section A – 5M

1. What is Logical Operator? Explain with an example.
2. What is Arithmetic Operator? Explain with an example.
3. What is a variable? Explain in detail.
4. What is Python Programming Language? What are the applications of Python?
5. What is the difference between a programming language & a scripting language?
6. What are modules and packages in Python?
7. What are the key features of Python Language?
8. What are tuples?
9. What are OOPs concepts in Python? Explain briefly.
10. What is String data type? Explain with an example.

Section B – 10M

UNIT I

1. What are the features of Python Language?
2. What are the built-in data types available in Python?
3. What are relational operators, assignment operators, and membership operators?
4. Write about different types of operators in Python?
5. . What are relational operators, assignment operators, and membership operators?

UNIT II

6. What is the difference between list and tuples in Python?
7. What are the functions in Python?
8. What are python modules?
9. What are OOPs concepts in Python?
10. What Dictionaries explain in detail.

B.A. (ECONOMICS) SYLLABUS
Semester - III
RURAL DEVELOPMENT
Skill Enhancement Course-I - Paper – II

Module-I Aspects of Rural Development

Concept of Rural Development, Rural Development vs. Agricultural Development, Role of NGOs in Rural Development, Rural Non farm sector and Rural Development, Decentralized planning and Participatory development, role Panchayats in decentralized in rural development.

Module-II Rural Credit and Self Help Groups

Role of National Bank for Agriculture and Rural Development (NABARD) for rural development, Constraints of micro-enterprises in rural areas, credit need for rural non farm sector, the concept of micro credit, Micro credit role of Grameen Bank, SHG's in India Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA) and rural development.

REFERENCES

1. Katar Singh , Rural Development : Principles, Policies and Management, Sage Publications, New Delhi
2. K.G. Karmakar, Rural Credit and Self-Help Groups, Sage Publications, New Delhi
3. S.Sau, Rural Industrialization –Development Trajectory in India, Farma K.L.M., Kolkata
4. Misra D. and Puri K. Indian Economy, Himalaya Publishing House
5. Datt and Sundharam (Revised by G.Datt and A. Mahajan), Indian Economy, 70th edition, S. Chand
6. N. Narayanasami, Participatory Rural Appraisal: Principle, Methods and Applications, Sage Publications, New Delhi, 2009.
7. Vasant Desai, A Study of Rural Economics, Himalaya Publishing House, New Delhi.
8. Mahi Pal, —Panchayati Raj and Rural governance , Economic and Political Weekly, Jan. 10-16, vol. XXXIX, 2004, No.2, p.13 16.
9. Raghava, D. V. Rao, Panchayats and Rural Development, Ashish Publishing House, New Delhi, 1980.
10. Ram Reddy, Pattern of Panchayati Raj in India, Heritage Publishers, New Delhi,



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R21

End Semester Examination (Regular) NOV 2022

B.A.

Semester-III

Subject: ECONOMICS

Course Title: **Rural Development**

Course Code: **SEC302**

Max.Marks:**35M**

Duration: **1½ hrs**

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PAPER TITLE: INSURANCE FOR BPS-1

PAPER CODE:BCO/SECM/302

DURATION:2HRS

MAXIMUM MARKS:35

SYLLABUS

UNIT - 1: Insurance - Generic Overview 10 Hrs

Concept of Risk – Risk of Management – Basic concept (Hazards, Perils, Assets, etc.) - Life Stages,

Income and Expenses - Fundamentals of Insurance - Characteristics of a valid contract – Insurance

contract- Principles & Practices of insurance contract – Important terminologies & parties in insurance contract – Types of Insurance (Personal, Commercial, Health, Life, etc.) – History of Insurance – Types of Insurance companies – Business units in an Insurance company – Overview

of Insurance Life Cycle (Underwriting, Policy Servicing, Claims, etc.) - Reinsurance concept.

UNIT - 2: Life Insurance

Important terminologies in a Life Insurance policy – Parties in a Life Insurance policy – Individual Life Insurance plans – Supplementary Benefits – Policy Provisions – Ownership rights – Life insurance policy life cycle (New Business & Underwriting, Policy servicing, Claims, etc.)– Concept of Annuity – Types of Annuity – Annuity contract provisions

–Annuity: USA – Fixed Annuity, Fixed Index Annuity, Variable Annuity – Qualified & Non-Qualified Annuity – Principles of Group Insurance – Group Retirement Plans.

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UNIT - 3: Property & Casualty Insurance

Non-Life Insurance concepts: Hazards, Perils, Catastrophe, Property Damage & Business Interruption, Policy exclusions, Indemnity, Deductibles, Retention, Premiums, Limits, Salvage, Subrogation, etc. – Insurance Providers – Co-Insurance, Reinsurance, Captive Insurance – Underwriting process – Policy Servicing process – Claims process – Reinsurance.

COMMUNICATIVE ENGLISH AND SOFT SKILLS

MAOC 101B

2 hrs/ week

UNIT I

ORAL AND AURAL SKILLS

A. Phonetics

B.. Listening skills

(Use of Dictionary with CD-Rom for phonetic symbols, pronunciation and listening practice)

UNIT –II WRITING SKILLS

A. Sentence Writing and Paragraph Writing; Use of linkers and appropriate vocabulary

B. Business Letters and E-mail (writing and etiquette)

C. Descriptive writing (describing a person, product and process)

UNIT –III JOB SKILLS

i) Group discussions and debates ii) Presentation skills-kinesis iii) Interview skills

UNIT –IV SOFT SKILLS

i) Interpersonal communication-Verbal and Non-verbal, etiquette ii) Critical thinking

iii) Team Work

Suggested Reading:

1. English for Success, Suresh Kumar et al., Cambridge University Press India Pvt .Ltd.,2010
2. Communication Skills and Soft Skills : An Integrated Approach, Dorling Kindersley(India)pvt.Ltd.,2013
3. Inter-Personal Communication by Radly-1989 4. Soft Skills –AV Suresh Kumar- Rishi Publication-2009
5. New Technologies in the class Room. Dhanvel -McMillan Publications-2010

ENGLISH AND SOFT SKILLS

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ORAL AND AURAL SKILLS

A. Phonetics

B.. Listening skills

(Use of Dictionary with CD-Rom for phonetic symbols, pronunciation and listening practice)

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3. Inter-Personal Communication by Radly-1989 4. Soft Skills –AV Suresh Kumar- Rishi Publication-2009

5. New Technologies in the class Room. Dhanvel -McMillan Publications-2010

INDIAN ETHOS & CULTURE

UNIT I: Indian Ethos and Business Ethics:

History & Relevance, Principles Practiced by Indian Companies, Role of Indian Ethos in Managerial Practices, Ethics v/s Ethos, Indian v/s Western Management, Work Ethos and Values for Indian. Managers- Relevance of Value Based Management in Global Change-Impact of Values on Stakeholders, Trans-Cultural Human Values, Secular v/s Spiritual Values, Value System in Work Culture, Stress Management.

UNIT II: Understanding the need for ethics: Ethical values, myths and ambiguity, ethical codes, Ethical Principles in Business; Theories of Ethics, Absolutism verses Relativism, Teleological approach, the Deontological approach, Kohlberg's six stages of moral development (CMD), Managing Ethical Dilemma; Characteristics, ethical decision making, ethical reasoning, the dilemma resolution process; ethical dilemmas in different business areas of finance, marketing HRM and international business, Ethical Culture in Organization, Developing codes of Ethics and conduct, Ethical and value based leadership. Role of scriptures in understanding ethics, Indian wisdom & Indian approaches towards business ethics

Essential Readings:

1. Tushar Agarwal, "Indian Ethos in Management, Himalaya Publishing House, 2017.
2. Murthy, C.S.R. Business Ethics, Himalaya Publishing House, Mumbai, 2009.

Suggested Readings

3. Chakraborty S.K., "Management Transformation by Values", New Delhi, Sage Publication, 1990.
4. Chakraborty S.K., "Management by Values", New Delhi, Oxford University Press, 1992.
5. Chakraborty S.K., Chakraborty Debangshu, Spirituality in Management: Means Or End? Oxford University Press, 2008.
6. Chakraborty, S.K., Ethics in Management-Vedantic Approach, New Delhi, Oxford India Ltd. 1995.
7. Weiss, Business Ethics concept & cases, 1st edition, Cengage Learning, 2009.

Soft Skills Lab

Course Code: MAOC111

Internal Marks: 25M

External Marks: 50M

Course Objectives:

1. Learn conversational skills
2. Learn reading strategies
3. Learn time management
4. Learn stress management
5. Learn career planning

Course Outcomes:

1. Express conversational skills
2. Specify reading strategies
3. Perform time management
4. Perform stress management
5. Explore career planning

Activities:

1. Conversation skills, Listening dialogues from TV/radio/Tedtalk/Podcast
2. Group discussion
3. Interview skills, Making presentation
4. Listening to Lectures and News Programmes, listening to Talk show
5. Watching videos on interesting events on Youtube,
6. Reading different genres of texts ranging from newspapers to philosophical treatises
7. Reading strategies – graphic organizers, Reading strategies –summarizing
8. Reading strategies – interpretation, Reports
9. Cover letter, Resume,
10. Writing for publications, Letters, Memos, Emails and blogs
11. Civil Service (Language related), Verbalability
12. Motivation, Selfimage
13. Goal setting, Managing changes
14. Time management, Stress management

15. Leadership traits
16. Teamwork
17. Career and life planning.
18. Multiple intelligences
19. Emotional intelligence
20. Spiritual quotient(ethics)
21. Intercultural communication
22. Creative and critical thinking
23. Learning styles and strategies

Suggested Readings:

1. Business English Certificate Materials, Cambridge University Press.
2. Graded Examinations in Spoken English and Spoken English for Work downloadable materials from Trinity College, London.
4. International English Language Testing System Practice Tests, Cambridge University Press.
5. Interactive Multimedia Programs on Managing Time and Stress.
6. Personality Development (CD-ROM), Times Multimedia, Mumbai.
7. Robert M Sherfield and et al. "Developing Soft Skills" 4th edition, New Delhi: Pearson Education,2009.

Fundamentals of Digital Marketing

Course Code: MAOC 201

Internal Marks: 20M

External Marks: 40M

Course Objectives:

The course emphasizes at helping the students understand the Digital Marketing concepts and its trends par with today's online world.

Course Outcomes:

On successful completion of this course, the students should have understood

1. Understand the difference between Digital Marketing and Traditional Marketing
2. Knows the objectives and Online Ads and Email marketing
3. Understand the need of Social Media Marketing
4. To learn how SEO influences the search engine process

UNIT- I:

Digital Marketing: Introduction to Digital Marketing. Traditional Vs. Digital Marketing, Digital Marketing Platforms, Characteristics of Digital Marketing

UNIT-II:

Online Advertising: Objectives of Advertising, Online Ad Formats, Affiliate Programs, Landing Pages, Intro to Email Marketing.

UNIT-III:

Social Media Marketing (SMM): What is Social Media Marketing, Seven Myths of SMM, Characteristics of Successful Social Media Marketer, Publishing Blogs, Podcast and Webinars.

UNIT-IV:

Search Engine Optimization (SEO): Understanding SEO, Search Engine Optimization Process – Goals, On-Page Optimization, Off-Page Optimization and Analyze.

Suggested Books:

1. Understanding Digital Marketing, Marketing Strategies for engaging the digital generation
Damian Ryan & Calvin Jone
2. The Art of Digital Marketing: The Definitive Guide to Creating Strategic by Ian Dodson
3. Internet Marketing: A Practical Approach by Alan Charlesworth
4. Social Media Marketing: A Strategic Approach by Melissa Barker, Donald I. Barker,
Nicholas F. Bormann, Krista E. Neher

Lab Work:

1. Online Advertising
2. Email Marketing
3. Social Media Marketing
4. Conducting Webinars
5. You tube Marketing
6. Search Engine Optimization

COMPUTER APPLICATION

MAOC201

Total 30 hours

COURSE OBJECTIVES:

- To understand the fundamentals of computer applications.
- To understand the practical applications of computer in nutrition science

COURSE OUTCOMES:

To operate a variety of advanced spreadsheet, operating system, word processing functions and software applications to be applied in the field of nutrition.

COURSE SPECIFIC OUTCOMES:

CO1: the students will understand the basics of computers and ms office

CO2: the students will gain knowledge about the MS Excel and MS Publisher

CO3: the students will understand the use of computers in the field of nutrition

CO4: the students will be introduced to the software tools like SPSS package and be able to know about the usage of nutrition related mobile apps/ software.

UNIT I

5 hours

Basics of Computers

- Introduction to Computer , I/O devices ,Operating system – Types and Functions
- MS – Office: Word: Manipulating text, Formatting the text, Mail merge ,Inserting tables in a document.
- Power point: Creating a Presentation, Inserting Slides , Slide transition and animation, Using templates , Slides with sounds , Inserting clip arts, pictures, tables and graphs , Presentation options

UNIT II

10 hours

MS Excel: Creating table in MS-Excel, Cell editing, Using formulas and functions, Manipulating data with excel , Using sort function to sort numbers and alphabets, Drawing graphs and charts using data in excel , Auto formatting , Inserting data from other worksheets.

MS Publisher: Creating a Publication, Working with Objects, Creating Publications from Scratch Using Page Setup, Inserting Images into Publications, Applying Formatting and Other Corrections to Images, Inserting Shapes and Other Items. Working with Text, Create a Publication, Publishing, Printing, and Sharing

UNIT III:**5 hours****Use of computers in the field of nutrition**

- patient registration, diet prescription,
- Counseling, research applications.
- Google Web Applications: Introduction to Google Drive, Basics of setting up a Google Drive Account, Working with folders. Google Docs, Creating documents, Formatting text, Different sharing modes/permissions. Google Forms, Designing surveys using forms, Collecting and sorting Responses

UNIT IV**10 hours****Research tools**

- Introduction to SPSS, Data analysis with SPSS, Descriptive analysis of data , Frequencies, Statistical tests, Means, One-way Correlation and regression, Linear correlation and regression
- Web based tools: Creating Concept Maps (Using xmind or alternate software) , Identifying topics and concepts, Develop a Concept map. Creating Flash Cards – Create , Print and share flash cards using goconqr.com free tools.
- Useful mobile apps/ software for Nutrition – Digest Software, Nutrisoft software, Calorie Counter and Food Diary (Software/app choices may change based on availability)

BOOKS RECOMMENDED

- MS Office – Introduction to Computers by Peter Norton
- Working in MS Office – By Ron Mansfield
- Using SPSS in Research By Keith McCormick
- Online resources available freely on internet for following topics:
- Google Apps
- Concept Maps/ Flash Cards
- Mobile Apps
- Useful Softwares

Statistical package for social sciences (SPSS)

Standard of Instruction (SOI) of 12 periods of 1 hour each in semester-II of M.com

Paper code: MAOC 201

Max. Marks:

40+10 IA

SOI: 2

Exam

duration:

2Hrs

***Objective:** The course is designed to provide students with skills, to understand the uses of SPSS, as a tool to summarize and in the interpretation of research findings.*

UNIT-1: Overview of SPSS:

Navigating through data view, variable view, understanding data structure (variable type, variable labels, value labels etc. mouse and key board processing, frequently-used dialog boxes, editing output, printing results, creating and editing a data file.

UNIT-II: Charts and graphs:

Frequencies, bar charts, histograms. Creating and editing graphs and charts.

UNIT-III: Generating descriptive statistics:

Cross tabulation, frequencies, descriptive like mean, median, mode, standard deviation, skewness, and kurtosis.

UNIT-IV: Generating and analyzing Statistics

T-test, Chi-square Test, ANOVA, Correlation, Regression.

Suggested readings:

1. Vijay Gupta: SPSS for beginners, VJ Books Inc.
2. Field, Andy: "Discovering Statistics Using SPSS". 3rd Ed, Sage Publishers.
3. Sidney Tyrrell: SPSS: Stats Practically Short and Simple, BookBoon.com
4. Dr. S L Gupta and Hitesh Gupta: SPSS 17.0 fir Researchers, International Book House Pvt., Ltd

Title: Basics of Computer Science (30 Hrs)

Code: MAOC-201

Unit – I

Computer Hardware- Main Components (Motherboard Components and Uses, Memory Hierarchy)

Operating System- Types of OS, Various Functions of OS

Software – Types (OS, Application, Firmware), FOSS tools used in Maths

Unit – II

Internet – Types of Networks and topologies,, Connecting to Internet, Applications of Internet

WWW- Web Browsing, Basics of Search engines, Ecommerce and Online Education (MOOC's)

PowerPoint : Creating Presentations, Animating slideshows

Unit – III

(Ms Excel)Spreadsheets: Basics of Ms Excel, Using Function and formulas, Creating charts

Internet Security: Issues – Viruses, Worms , Malware, Spam, Hacking, Phishing, Using Antivirus software, Firewalls, Types , Hard ware and Software Firewalls, Security functions implemented in firewalls.

Reference Books:

1. Fundamentals of Computers – E Balaguruswamy, McGraw Hill Education
2. Fundamentals of Computers – S Ramani and N V KoteswarRao , Asian publications

DEPARTMENT OF MATHEMATICS

SKILL ENHANCEMENT COURSE (2022-23 Onwards) R₂₂ Batch

(MSCs ,MPCs ,MECs ,MSDs)

Course Title: Logic and Sets

Course Code: SEC 404(A)

Objective:

To enable the students develop logical thinking.

Outcome:

- Students learn to analyse, classify and organise the knowledge acquired.
- Students develop conceptual thinking, problem-solving skills, and reasoning ability.
- Critical thinking skills involving issues on probability would be imparted.

Unit-I

Basic Connectives and truth tables, logical equivalence, Laws of logic, Logical Implication, Rule of Inference, The use of Quantifiers, Definitions and proofs of Theorems.

Unit II

Sets and Subsets, Set operations and the Laws of Set Theory, Counting and Venn Diagrams, Probability, axioms of Probability, Conditional Probability, Independence, Discrete Random variables.

Prescribed Textbook: Ralph P Grimaldi, Discrete and Combinatorial Mathematics (5e)

LOGIC AND SETS

SEC 404(A)

Model paper for CIA

Answer any 3 questions out of 5 questions(3X5M=15M)

Max Marks:15M

Duration:1 Hour

Model paper for ESE

Answer 7 questions out of 10 questions(7X5M=35M)

Max Marks:35M

Duration:2 Hours

QUESTION BANK (Logic & Sets)

UNIT I

1. Let p, q, r denote the following statements about a particular triangle ABC

p : Triangle ABC is isosceles

q : Triangle ABC is equilateral

r : Triangle ABC is equiangular

Translate each of the following into an English sentence.

a) $q \rightarrow p$ b) $\neg p \rightarrow \neg q$ c) $q \leftrightarrow r$ d) $p \wedge \neg q$ e) $r \rightarrow p$

2. Construct a truth table for each of the following compound statements, where p, q, r denote primitive statements

a) $\neg (p \vee \neg q) \rightarrow \neg p$

b) $p \rightarrow (q \rightarrow r)$

c) $(p \rightarrow q) \rightarrow r$

d) $(p \rightarrow q) \rightarrow (q \rightarrow p)$

e) $[p \wedge (p \rightarrow q)] \rightarrow q$

f) $q \leftrightarrow (\neg p \vee \neg q)$

g) $[(p \rightarrow q) \wedge (q \rightarrow r)] \rightarrow (p \rightarrow r)$

3. Verify that $[p \rightarrow (q \rightarrow r)] \rightarrow [(p \rightarrow q) \rightarrow (p \rightarrow r)]$ is a tautology

4. Determine the truth value of each of the following Implications.

a) If $3+4 = 12$ then $3+2 = 6$.

b) If $3+3 = 6$ then $3+4 = 9$.

c) If Thomas was the third president of the United States then $2+3 = 5$.

5. Verify the Absorption law by means of a truth table.

6. If p, q are primitive statements, prove that $(\neg p \vee q) \wedge (p \wedge (p \wedge q)) \Leftrightarrow (p \wedge q)$

7. Use truth tables to verify the following logical equivalences.

i) $p \rightarrow (q \wedge r) \Leftrightarrow (p \rightarrow q) \wedge (p \rightarrow r)$

ii) $[(p \vee q) \rightarrow r] \Leftrightarrow [(p \rightarrow r) \wedge (q \rightarrow r)]$

iii) $[p \rightarrow (q \vee r)] \Leftrightarrow [\neg r \rightarrow (p \rightarrow q)]$

8. Negate each of the following statements.

a) $p \wedge (q \vee r) \wedge (\neg p \vee \neg q \vee r)$

b) $(p \wedge q) \rightarrow r$

c) $p \rightarrow (\neg q \wedge r)$

d) $p \vee q \vee (\neg p \wedge \neg q \wedge r)$

e) $p \cdot q$

f) $p \rightarrow q$

9. Let $p(x), q(x)$ denote the following open statements.

$p(x): x \leq 3$ $q(x): x+1$ is odd

If the Universe consists of all integers what are the truth values of the following statements?

- a) $q(1)$ b) $\neg p(3)$ c) $p(7) \vee q(7)$ d) $p(3) \wedge q(4)$ e) $\neg p(-4) \vee q(-3)$
f) $\neg p(-4) \wedge \neg q(-3)$

10. Let $p(x)$ be the open statement " $x^2 = 2x$ " where the universe comprises all integers.

Determine whether each of the following statements is true or false.

- a) $p(0)$ b) $p(1)$ c) $p(2)$ d) $p(-2)$ e) $\exists x, p(x)$ f) $\forall x, p(x)$

11. For the universe of all integers, let $p(x)$, $q(x)$, $s(x)$ and $t(x)$ be the following open statements.

$p(x): x > 0$

$q(x): x$ is even.

$r(x): x$ is a perfect square.

$s(x): x$ is divisible by 4.

$t(x): x$ is divisible by 5.

Write the following statement in symbolic form,

- (i) At least one integer is even.
- (ii) there exists a positive integer that is even.
- (iii) If x is even then x is not divisible by 5.
- (iv) No even integer is divisible by 5.
- (v) There exists an even integer divisible by 5.
- (vi) If x is even and x is a perfect square then x is divisible by 4.

12. Determine whether the following argument is valid or not.

$\forall x [p(x) \vee q(x)]$

$\forall x [(\neg p(x) \wedge q(x)) \rightarrow r(x)]$

Therefore $\forall x [\neg r(x) \rightarrow p(x)]$

13. All Mathematics professors have studied calculus.

Dr.Santoshi is a Mathematics professor

Therefore Dr.Santoshi has studied calculus.

14. In triangle XYZ there is no pair of angles of equal measure

If a triangle has two sides of equal length then it is isosceles .

If a triangle is isosceles then it has two angles of equal measure

Therefore triangle XYZ has no two sides of equal length.

15. No junior or senior is enrolled in a physical education class

Mary is enrolled in a physical education class.

Therefore Mary is not a senior.

16. $\forall x [p(x) \vee q(x)]$

$\forall x [(\neg p(x) \wedge q(x)) \rightarrow r(x)]$

 $\therefore \forall x [\neg r(x) \rightarrow p(x)]$

17. Let $p(x)$, $q(x)$, and $r(x)$ be the following open statements

$p(x): x^2 - 7x + 10 = 0$

$q(x): x^2 - 2x - 3 = 0$

$r(x): x < 0$

(a) Determine the truth or falsity of the following statements, where the universe is all integers if a statement is false, provide a counter example or explanation.

(I) $\forall x [p(x) \rightarrow \neg r(x)]$

(II) $\forall x [q(x) \rightarrow r(x)]$

(III) $\exists x [q(x) \rightarrow r(x)]$

(IV) $\exists x [p(x) \rightarrow r(x)]$

(b) Find the answers to part (a) when the universe consists of all positive integers

18. S.T. $p \rightarrow (q \rightarrow r) \leftrightarrow \neg p \vee q$ is a Tautology Or not

19. Check the validity of the following argument

$$\neg p \leftrightarrow q$$

$$q \rightarrow r$$

$$\neg r$$

Therefore p

20. (i) Find the contrapositive of $\forall x [p(x) \rightarrow q(x)]$

(ii) Find the converse of $\forall x [p(x) \rightarrow q(x)]$

(iii) Find the inverse of $\forall x [p(x) \rightarrow q(x)]$

(iv) State the rules of Modus Ponens, Law of Syllogism, Modus Tollens , Rule of conjunction and the rule of disjunctive syllogism

UNIT – 2

21. Which of the following sets are equal

a. $\{1,2,3\}$ b. $\{3,2,1,3\}$ c. $\{3,1,2,3\}$ d. $\{1,2,2,3\}$

22. Let $A = \{1, \{1\}, \{2\}\}$ which of the following statements are true?

a. $1 \in A$

b. $\{1\} \in A$

c. $\{1\} \subseteq A$

d. $\{\{1\}\} \subseteq A$

e. $\{2\} \in A$

f. $\{2\} \subseteq A$

g. $\{\{2\}\} \subseteq A$

23. Determine all the elements in each of the following sets

(a) $\{1+(-1)^n / n \in \mathbb{N}\}$

(b) $\left\{ \frac{n + \left(\frac{1}{n}\right)}{n} \right\} \quad n \in \{1,2,3,5,7\}$

(c) $\{n^3 + n^2 / n \in [0,1,2,3,4]\}$

24. Consider the following six subsets of \mathbb{Z}

$$A = \{2m+1 / m \in \mathbb{Z}\}$$

$$B = \{2n+3 / n \in \mathbb{Z}\}$$

$$C = \{2p-3 / p \in \mathbb{Z}\}$$

$$D = \{3r+1 / r \in \mathbb{Z}\}$$

$$E = \{3s+2 / s \in \mathbb{Z}\}$$

$$F = \{3t-2 / t \in \mathbb{Z}\}$$

Which of the following statements are true and which are false

(a) $A=B$ (b) $A=C$ (c) $B=C$ (d) $D=E$ (e) $D=F$ (f) $E=F$

25. For $A = \{1,2,3,4,5,6,7\}$

Determine the number of

- a) Subsets of A
- b) Non empty subsets of A
- c) Proper subsets of A
- d) Non empty proper subsets of A
- e) Subsets of A containing 3 elements
- f) Subsets of A containing 1,2

26. Which of the following sets are nonempty?

a) $\{x / x \in \mathbb{N}, 2x+7=3\}$

b) $\{x \in \mathbb{Z} / 3x+5=9\}$

c) $\{x / x \in \mathbb{Q}, x^2+4=6\}$

d) $\{x \in \mathbb{R} / x^2+4=6\}$

e) $\{x \in \mathbb{R} / x^2+3x+3=0\}$

27. For $A, B \subseteq \mu$ define the following

(a) $A \cup B$ (b) $A \cap B$ (c) $A \Delta B$

For $\mu = \{1, 2, 3, 4, 5, 6, 7, 8, 9, 10\}$

$A = \{1, 2, 3, 4, 5\}$

$B = \{3, 4, 5, 6, 7\}$

$C = \{7, 8, 9\}$

Find $A \cap B$

$A \cup B$

$A \Delta B$

$A \Delta C$

$A \cup C$

28. If $S, T \subseteq \mu$ then prove that S and T are disjoint if and only if $S \cup T = S \Delta T$

29. For any Universe μ and any sets $A, B \subseteq \mu$. Prove that following statements are equivalent.

(a) $A \subseteq B$

(b) $A \cup B = B$

(c) $A \cap B = A$

(d) $\overline{B} \subseteq \overline{A}$

30. State and prove De Morgan's Laws

31. State and prove Distributive Laws

32. Using membership table prove that $A \cup (B \cap C) = (A \cup B) \cap (A \cup C)$

33. Simplify the expression $\overline{(\overline{A \cup B} \cap C) \cup \overline{B}}$

34. Prove that $\overline{A \Delta B} = A \Delta \overline{B}$

35. $\mu = \{1, 2, 3, 4, 5, 6, 7, 8, 9, 10\}$

$A = \{1, 2, 3, 4, 5\}$ $B = \{1, 2, 4, 8\}$

$C = \{1, 2, 3, 5, 7\}$ $D = \{2, 4, 6, 8\}$

Determine the following

a) $(A \cup B) \cap C$

- b) $\overline{A} \cap \overline{B}$
- c) $A \Delta B$
- d) $A - B$
- e) $(A - B) \cup (C - D)$

36. Determine the sets A, B where $A - B = \{1,3,7,11\}$; $B - A = \{2,6,8\}$;

$$A \cap B = \{4, 9\}$$

37. Determine the sets C, D where $C - D = \{1,2,4\}$; $D - C = \{7,8\}$ and

$$C \cup D = \{1,2,4,5,7,8,9\}$$

38. Out of 100 students who appeared for the SSC examination from a school. 15 students in English, 12 students in Mathematics, 8 students in science, 7 students in Mathematics and Science, 4 students in English and Science, 6 students in English and Mathematics, 4 students in all the three subjects could get first class marks. How many of them have got first class marks.

- i. Only in Mathematics
- ii. Only in Science
- iii. Only in English
- iv. Exactly in two subjects
- v. In more than one subject

39. A survey conducted on 60 families of a locality reveals that 40 families subscribe for the daily Eenadu, 25 subscribe for Times of India, 15 families neither.

Answer the following

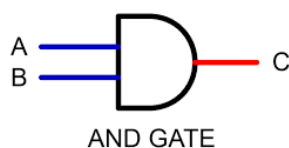
- i. How many families subscribe only for Eenadu.
- ii. How many families subscribe only for Times of India
- iii. How many families subscribe both

40. Using the laws of set theory, simplify each of the following

- a) $A \cap (B - A)$
- b) $(A \cap B) \cup (A \cap B \cap \overline{C} \cap D) \cup (\overline{A} \cap B)$
- c) $(A - B) \cup (A \cap B)$
- d) $\overline{A} \cup \overline{B} \cup (A \cap B \cap \overline{C})$

41. In a class of 50 college freshmen, 30 are studying C++, 25 are studying Java and 10 are studying both languages. How many freshman are studying either computer language

42. An AND gate is an application specific integrated circuit has two inputs A,B and one output C. Such an AND gate can have any or all of its following defects.



D_1 : The input A is stuck at 0

D_2 : The input B is stuck at 0

D_3 : The output C is stuck at 1

For a sample of 100 such gates

We let X, Y and Z be the subsets having defects D_1 , D_2 and D_3 respectively with

$$|X| = 23, |Y| = 26, |Z| = 30, |X \cap Y| = 7, |X \cap Z| = 8, |Y \cap Z| = 10, |X \cap Y \cap Z| = 3$$

How many gates in the sample have at least one of the defects D_1 , D_2 , D_3 ?

43. If $A = \{1, 2, 3\}$ and $B = \{x, y\}$ then find $A \times B$, $B \times A$

If $A = \{1, 2, 3, 4\}$ and $B = \{x, y, z\}$ and $C = \{u, v, w\}$ then find $|A \times B \times C|$

44. Let S be the sample space for an experiment. Let A & B be events

$$P(A) = 0.4, P(B) = 0.3, P(A \cap B) = 0.2$$

Determine $P(\bar{A})$, $P(\bar{B})$, $P(A \cup B)$, $P(\overline{A \cup B})$, $P(A \cap \bar{B})$, $P(\bar{A} \cap B)$, $P(\bar{A} \cup B)$, $P(\bar{A} \cup \bar{B})$

45. Ten ping – pong balls are label 1 to 10 are placed in a box. Two of these balls are then drawn, in succession and without replacement, from the box

(a) Find the sample space for this experiment

(b) Find the probability that the label on the second ball drawn is smaller than its label on the first.

46. Let S be the sample space for an experiment and let $A, B \subseteq S$. If $P(A) = P(B)$, $P(A \cap B) = 1/5$, $P(\overline{A \cup B}) = 1/5$.

Determine $P(A \cup B)$, $P(A)$, $P(A - B)$, $P(A \Delta B)$

47. Let X be a random variable which the following g probability distribution

| | | | | | |
|----------|-----|-----|-----|-----|-----|
| x | 0 | 1 | 2 | 3 | 4 |
| P (X= x) | 1/8 | 1/4 | 1/4 | 1/4 | 1/8 |

Determine (a) $P(X = 3)$

(b) $P(X \leq 4)$

(c) $P(X > 0)$

(d) $P(X \geq 0)$

(e) $P(1 \leq X \leq 3)$

(f) $P\left(\frac{X=2}{X \leq 3}\right)$

(g) $P(X \leq 1 \text{ or } X=4)$

48. A random variable X has probability distribution given by

$$P(X=x) = \begin{cases} c(6-x) & x=1,2,3,4,5 \\ 0 & \text{otherwise} \end{cases}$$

Where c is a constant

Determine

(a) the value of c

(b) $P(X \leq 2)$

(c) $E(X)$

(d) $\text{Var}(X)$

MEDICAL CODING SYLLABUS

| DETAILED SYLLABUS OF MEDICAL CODING TRAINING PROGRAM | |
|--|------|
| Total 30 Classes | |
| Unit I | |
| Topics | Hour |
| 1. Introduction to US Healthcare <ul style="list-style-type: none"> • Healthcare in India and US • Patient, Provider and Payers Relationship • Importance and significance of coding in today's world | 1 |
| 2. Anatomy, Terminology and Pathophysiology <ul style="list-style-type: none"> • Terminology – Root word, suffix, prefixes, and combining forms • Human body – Anatomical Position, Body Cavities • Pulmonology • Cardiology • Gastroenterology • Genitourinary system • Gynecology and Obstetrics • Orthopedics • Endocrinology | 5 |
| 3. ICD-10-CM <ul style="list-style-type: none"> • History, Difference between ICD 9 and ICD 10 • Symbols & Significance • Conventions • General Coding Guidelines | 9 |
| Unit II | |
| Topics | Hour |
| 4. Current Procedural Terminology <ul style="list-style-type: none"> • Introduction to CPT • Category I, II & III • Six sections of CPT - • Evaluation and Management • Anesthesiology • Surgery • Radiology • Pathology and Laboratory • Medicine • Symbols and significance • Evaluation and Management - • CC, HPI, ROS, PE, MDM, Decision of E & M level • New Patient & Established Patient office visit E & M code and criteria • Injection and Vaccine Admin Codes | 11 |

MEDICAL CODING SYLLABUS

| | |
|--|-----------|
| 5. HCPCS (Healthcare Common Procedure Coding System) 1 Hour • Introduction to HCPCS • Significance and Usage • Types of HCPCS | 1 |
| 6. CPT & HCPCS Modifiers | 1 |
| 7. Case Studies & Software's of Medical Coding | 2 |
| TOTAL | 30 |

St. Ann's College for Women
(Autonomous), Osmania University
NAAC Reaccredited with 'A+' Grade, College with Potential for Excellence by UGC
Mehdipatnam, Hyderabad

Department of Nutrition
Skill Enhancement course SEC-2

Food Preservation

Applicable for R21 Batch onwards

30 Hours

UNIT I: BASICS OF FOOD SPOILAGE AND FOOD PRESERVATION **14 hours**

Chapter 1. Food spoilage-Definition, and causes, Classification of foods based on stability, factors affecting the stability of foods. Study of agents causing food spoilage.

Types of Food spoilage- physical, chemical and Microbial spoilage of foods; Nutrient losses during storage-physical, chemical, and microbial spoilage of foods.

Chapter 2: Food preservation -Definition, the importance, methods & principles of food preservation. Methods of food preservation- Effect of heat- Blanching, pasteurization, sterilization

UNIT II: FOOD PRESERVATION TECHNIQUES **16 hours**

Chapter1- Commercial methods of food preservation- preservation by high temperature-canning, Low temperature-freezing, Dehydration-spray drying, and Vacuum drying. Food Irradiation and use of chemical preservatives.

Chapter 2: Home scale methods of food preservation - sun drying, refrigeration, use of salt, pickling, and use of sugars. Preparation of fruit Squashes, Preparation of Jams and Jellies, Preparation of Sauces.

Calculation of market price for each preparation and profit obtained.

MEDIA MANAGEMENT

SEC IV SEMESTR SYLLABUS

Unit-I - Media Management – Principles of management, Functions & Significance - Media - a profession and industry - Ownership pattern of newspaper, radio and TV : Private Ltd., Public Ltd.; Individual ownership, Partner, Trust, Society Transnational ownership, Cross media ownership; mergers and acquisitions

Unit-II - Business and legal aspects of media management - Advertising, PR, Brand Promotion & Marketing Strategies, HRD, Employee/employer relationship, customer relationship - Problems specific to media management

Unit-III - Editorial Management: Changing role of editorial staffs and other media persons - Editorial response system. - -Market survey techniques .

Unit-IV : Organisational structure in newspapers, television and Radio, Space/Time, Circulation-Reach Promotion

Unit-V - Personal Management and Financial management - Production, Cost, Capital Cost, Commercial Polity - Budgeting, Production Scheduling, Media Scheduling –

SEMESTER-III, SEC-II
PUBLIC HEALTH AND HYGIENE
No. of period: 30

No. of credits: 2

UNIT-I: Nutrition, Environment and Health

(15 Periods)

- 1.1 Classification of foods- Carbohydrates, proteins, lipids, Vitamins and minerals
- 1.2 Nutritional deficiencies and disorders- Carbohydrates, proteins, lipids, vitamins and minerals, Disorders – Kwashiorkor, Marasmus and Obesity.
- 1.3 Environment and health impact assessment: concept, steps and applications.
- 1.4 Occupational, Industrial, agricultural and urban Health- Exposure at workplace, urban areas, health disorders and diseases.
- 1.5 Environmental pollution and associated Health hazards

UNIT-II: Communicable and Non Communicable disease

(15 Periods)

- 2.1 Causes, Symptoms, Diagnosis, Treatment and Prevention of Communicable diseases- Malaria, Filaria, Measles, Polio, Chicken Pox, Tuberculosis and AIDS and Covid-19
- 2.2 Causes, Symptoms, Diagnosis, Treatment and Prevention of Non- Communicable diseases- Hypertension, Coronary heart diseases, Stroke, Diabetes, Obesity and Mental ill- Health.
- 2.3 Water borne diseases: Cholera, E.Coli, Hepatitis and Polio; Air borne diseases : Chicken Pox, Influenza, Measles and Tuberculosis
- 2.4 Health care legislation in India- termination of pregnancy act, Maternity benefits act, Transplantation of human organs act, Child Labour act, Biomedical waste act, ESI act. Aid and Health awareness, personal health care record maintenance.
- 2.5 WHO Programmes – Government and Voluntary Organizations and their health services ■

Skill Oriented Courses Syllabi

List Of Courses

UG Skill Oriented Courses (SOC)

Skill Oriented Courses (SOCs) have been started with objectives to develop aesthetic sensitivity and creativity and learn new skills and provide avenues of self-employment. These courses are organized mostly with hands-on learning experience, which encourage the students to enhance, learn and nurture their latent skills or talents.

1. Bible Foundation Course
2. Calligraphy
3. Photography
4. Hardware and Networking
5. Embroidery
6. Fabric Painting
7. Glass Painting
8. Handicrafts
9. Home Decoration
10. Light Music - Vocal (Telugu & Hindi)
11. Oil Painting
12. Cosmetology
13. Self Defense
14. Flower Arrangement
15. Travel & Tourism
16. Office Management
17. Instrumental Music – Guitar
18. First Aid
19. Digitalisation
20. Care for Elderly
21. Urdu Qaida Course



22. Beginner's Course in Spanish Language
23. Beginner's Course in Japanese Language
24. Western Dance
25. Web Designing
26. Pencil Sketching, Shading and Portrait Making
27. Beginner's Course in German Language
28. Fashion Designing Illustrations & Design Concept
29. ABC (Appearance, Behaviour and Communication) of Professional Branding
30. Happiness
31. Sand, Nib and Mural Painting
32. Interview Skills



SOC- HAPPINESS

Objectives:

- To grow Wellbeing and build community
- To explore attitudes to Happiness

Outcomes:

- To apply it the pursuit of greater Happiness in their personal experience and professional goals
- To grasp basic principles of positive psychology
- To get acquainted with recent scientific studies on Happiness

Syllabus :

Semester I

- What is Happiness

What it is

How it is measured

Why some people are more happier than others

Class Discussion

Class Exercise

- Why be Happy

Is Happiness is a good thing or does it simply feel good

Benefits of acting Happy

Class Discussion

Class Exercise

- Is it possible to increase Happiness

How to increase it

Sustainable increase

Class Discussion

Class Exercise

Semester II

- Determinants of Happiness

Happiness Set Point

Hedonic adaptation-Barriers

Class Discussion

Class Exercise

- Positive Emotions

Emotions and their measurements

Introduction to Broaden & Build Model

Introduction to flow

Class Discussion

Class Exercise

- Gratitude and Positive Thinking

Optimism

Love and Kindness

Consequences of Rumination

Coping and forgiveness

Class Discussion

Class Exercise

GERMAN LANGUAGE DETAILED SYLLABUS

Day 1: Introduction to German Language, Letters and Greetings.

Day 2: Pronunciation of words, Numbers, Basic Self-Introduction.

Day 3: Days, Months, Seasons, Festivals, Wishes and Reading Practice

Day 4: Personal Pronouns, Gender of Nouns, Plurals

Day 5: Definite and Indefinite Articles (Nominativ)

Day 6: Possessive Pronouns and Conjugation of Verbs in Present Tense

Day 7: Present Tense Continued and Numbers

Day 8: Sentence Structure, Basic Translation Practice and Using a Dictionary

Day 9: The Verbs SEIN and HABEN, Personal Information and Introducing Others

Day 10: Demonstratives and Numbers

Day 11: Irregular Verbs and Akkusativ Case

Day 12: Akkusativ-II and Family

Day 12: Akkusativ Prepositions
Day 13: Hobbies and Free Time Activities
Day 14: Modal Verbs and Translation II
Day 15: INTERNAL EXAM – 1 (Marks: 30)
Day 16: Reading Short Paragraphs
Day 17: Present Tense Revision
Day 18: Reflexive Verbs and Daily Routine
Day 19: Basic Conversations
Day 20: Expressing Time and Describing Climate
Day 21: People and Places
Day 22: Dativ Case and Likes & Dislikes
Day 23: Dativ Prepositions
Day 24: Past using Perfekt
Day 25: Past Experiences and Events
Day 26: Trennbare Verben - Starke Verben
Day 27: Reading Activity
Day 28: Imperativ (Orders & Instructions)
Day 29: Writing Short Paragraphs
Day 30: INTERNAL EXAM – 2 (Marks: 30)
Day 31: Past using Präteritum
Day 32: Describing Future using Futur
Day 33: Speaking Session
Day 34: Adjektiv
Day 35: Essential Vocabulary Building
Day 36: Revision
Day 37: FINAL EXAM (Marks: 70)

By the end of this course, the students will be able to maintain a conversation in German. Students will be familiar with the topics like Introductions, Describing People, Places & Time, Likes & Dislikes, Obligations & Compulsions, Hobbies, Free Time Activities, Family, Daily Routine, Education & Work, Past and Future Actions. Students will have a good proficiency in reading, writing, and speaking German.

Supplementary Materials like Handouts, and Online Resources will be provided.

Bible Foundation Course

Session 1 - Building a strong Foundation (BFC)

Matthew 7:24 (NLT)

²⁴“Anyone who listens to my teaching and follows it is wise, like a person who builds a house on solid rock.”

How do we hear & follow (put into practice)?

Habit of listening to His Teaching & grasping so as to follow:

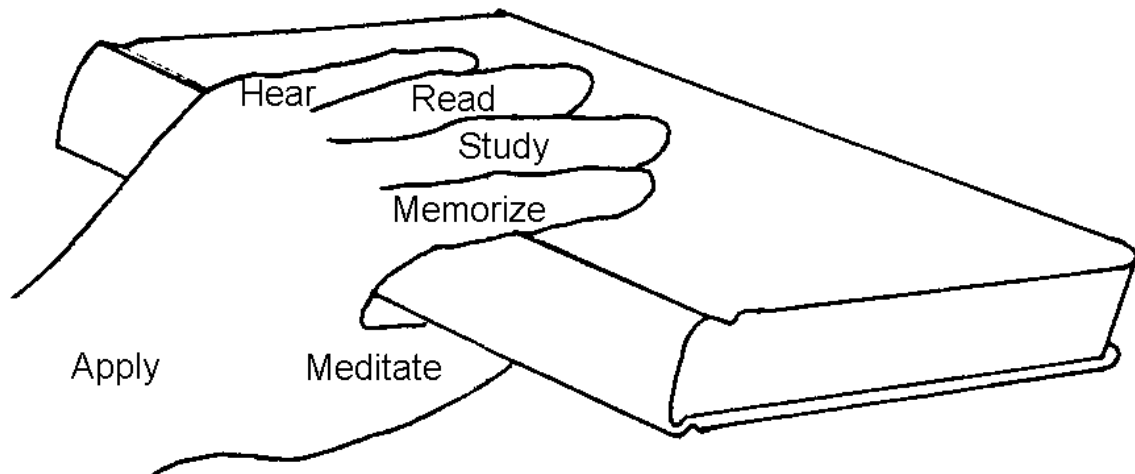
Introduction:

It is necessary for every child of God to develop some good habits. Our character is developed by a “habitual” way of doing something.

We must replace bad habits with good habits.

Colossians 3: 9, 10 (GNT) - 9, for you have put off the old self with its habits ¹⁰and have put on the new self. This is the new being which God, its Creator, is constantly renewing in his own image, in order to bring you to a full knowledge of himself.

How to get a grasp of the teaching?



HEAR Romans 10:17 tells us that faith comes from hearing the Word of Christ. Hearing the Word from godly pastors and teachers stimulates our faith and our own desire to know the Word.

READ Deuteronomy 17:19 explains that reading the Word enables us to learn to revere the Lord and to follow carefully His laws and decrees.

STUDY Acts 17:11 gives the example of the Bereans, who being of noble character, examined the Scriptures every day to see if what Paul said was true. They authenticated what they heard by their own study of the Scriptures.

MEMORIZE Colossians 3:16 commands us to allow God's Word to dwell in us richly. To dwell means that our thoughts are continually directed toward the Word. Memorizing Scripture provides us with the tool to accomplish that goal.

MEDITATE Psalms 1:2-3 tells us that the one who delights in God's Word meditates on it. Meditation is the key to producing stability, effectiveness and propriety in our walk with God. Just as the thumb touches all four fingers of the hand, so we must meditate on what we hear, read, study and memorize.

APPLY Joshua 1:8 explains that the result of meditation is application. Only as we apply God's Word in our daily lives will we experience God's prosperity and success. Just as the wrist provides the source of strength and power for the hand, so also application provides for God's strength and power in our lives.

It is not possible to build a strong grip without all five fingers. Nor is it possible to wield a sword without a strong wrist. If we are to use the Sword of the Spirit correctly and accurately, we must hear, read, study, memorize and meditate on the Word of God and apply it daily in our lives.

1. How to hear God's Word?

We often hear God's Word when it is preached through the Radio/TV or when we listen to a sermon on an audio tape or online. But we often forget 95% of what we hear within 72 hours. So we may not grow. To improve our hearing we must:

- a. Be ready and eager to hear God (James 1:19 – “Be quick to listen...”; Luke 8:8; Psalms 119:103)

The Parable of the Sower

4 People kept coming to Jesus from one town after another; and when a great crowd gathered, Jesus told this parable:

5 “Once there was a man who went out to sow grain. As he scattered the seed in the field, some of it fell along the path, where it was stepped on, and the birds ate it up. 6 Some of it fell on rocky ground, and when the plants sprouted, they dried up because the soil had no moisture. 7 Some of the seed fell among thorn bushes, which grew up with the plants and choked them. 8 And some seeds fell in good soil; the plants grew and bore grain, one hundred grains each.”

And Jesus concluded, “Listen, then, if you have ears!”

Jesus Explains the Parable of the Sower

11 “This is what the parable means: the seed is the word of God. 12 The seeds that fell along the path stand for those who hear; but the Devil comes and takes the message away from their hearts in order to keep them from believing and being saved. 13 The seeds that fell on rocky ground stand for those who hear the message and receive it gladly. But it does not sink deep into them; they believe only for a while but when the time of testing comes, they fall away. 14 The seeds that fell among thorn bushes stand for those who hear; but the worries and riches and pleasures of this life crowd in and choke them, and their fruit never ripens. 15 The seeds that fell in good soil stand for those who hear the message and retain it in a good and obedient heart, and they persist until they bear fruit.

- b. Deal with attitudes that prevent hearing God (Luke 8:4-15):

Rocky ground – Hardened heart which actually believes the Word of God for a while but soon the preconceived notions takes over when the time of testing comes and the enemy takes it away.

Thorny Bushes – Distracted heart which is clouded with doubts, worries and cares of this life and temporary pleasures.

- c. Confess any sin in your life

James 1:21 - James 1:21 Good News Translation (GNT)

21 So get rid of every filthy habit and all wicked conduct. Submit to God and accept the word that he plants in your hearts, which is able to save you.

- d. Take notes on what you hear

Hebrews 1:21 Hebrews 2:1 Good News Translation (GNT)

2 That is why we must hold on all the more firmly to the truths we have heard, so that we will not be carried away.

Keep a spiritual notebook (Journal) in which you note down as you hear from God.

- e. Act on what you hear

James 1:22-24 New Living Translation (NLT)

22 But don't just listen to God's word. You must do what it says. Otherwise, you are only fooling yourselves.

23 For if you listen to the word and don't obey, it is like glancing at your face in a mirror.

24 You see yourself, walk away, and forget what you look like.

James 1:25

25 But if you look carefully into the perfect law that sets you free, and if you do what it says and don't forget what you heard, then God will bless you for doing it.

Embroidery syllabus

Syllabus for 1st semester

#broad lines basic stitches

*Running stitch

*Running with variation

*Back stitch

*Stem stitch

* Button hole stitch

*Chain stitch

*Cross stitch

*Fly stitch

*Satin stitch

*Lazy daizy

*Long and short stitch

*Spider web stitch

designs using above stitches

project 2 hand kerchiefs, 2 pillow or cushion cover using any above stitches.

Syllabus for 2nd semester

#Patch work (dupatta, top

smoking (cushion cover)

#matty stitch (table cloth)

mirror work (top)

Crochet work (pouches, mats)

advance stitches (rose stitch, french knot)

SELF DEFENSE

ACTIVITIES:

1. Orientation/Introduction

2. Warmup and Basic exercises

3. Why is Self Defense considered a need for Girls/Women .?

4. Learning Different Martial Art Forms

Brief Introduction to Different Martial forms and the role of Martial Art in self defense.

5. Poster Making.

6. Strength building Exercises,Falls and beginning techniques.

7. Judo/Aikido

8. Taekwondo/Kick boxing/MMA

9. Jujitsu

10. Awareness program

self defense video / Live Demo

Implementation

Learning Context

Students learn different self defense techniques from various martial art forms to defend oneself from unknown threats or danger. The classes are organized in context to create awareness about healthy, disciplined and confident Lifestyle among youngs.

Procedure

- a. One on one activity
- b. Direct Instruction
- c. Guided Practice
- d. Check for Understanding.
- e. Independent Practice

1

f. In house competition

Differentiated Instruction

With keeping in mind that students learn in many different ways. By consciously thinking about it,

we use different teaching techniques to reach as many students as possible in every session!

- a. Visual Learning
- b. Auditory Learning
- c. Individual practice
- d. Students counseling
- e. Personal training
- f. Activity based training

Assessment

Assessment is made on the basis of students' performance.

Handicrafts

1. Candle Making
2. Paper Quilling
3. Punch Craft
4. Bead Work
5. Greeting Cards Making
6. Jewellery Making
7. Envelope Making
8. Best Out of Waste
9. Flower Making
10. Jute Work

Calligraphy

1. different types of quotes using brush pen, calligraphy pen, painting work.
2. western calligraphy
3. mandala calligraphy
4. British font
5. Gothic style
6. calligraphy in canvas board

Oil Painting

SYLLABUS FOR OIL PAINTING - 2021

- Teaching how to learn all kinds of art in short time with basic and easy techniques.
- Still life sketching and colouring.
colour tones - light, medium and dark.
- Techniques of painting without using brush.
- 3d sketching and painting.
- Abstract paintings and Sceneries.
- Embossing with clay, like flowers and birds.
- Portraits, human and animal figures with dividing for perfect shapes.
- Oil Paintings.

Cosmetology

COSMETOLOGY – COURSE CONTENT

- ☒ The Basics of Skin Care
- ☒ Skin Treatment & Skin Pack Preparations
- ☒ Facial
- ☒ Nutrition & Diet for Perfect Skin
- ☒ Hygiene
- ☒ Hair Care
- ☒ Threading
- ☒ Waxing
- ☒ Bleaching
- ☒ Cosmetic Maintenance & Uses
- ☒ Types of Make-up
- ☒ Manicure & Pedicure
- ☒ Nail Art
- ☒ Hair Straightening
- ☒ Hair Styles
- ☒ Tips to Stay Slim

Evaluation

- ☒ This course helps the students for Self Grooming and giving them practical and theoretical knowledge.
- ☒ Students are trained in Hygiene, Nutrition & Diet for perfect skin and Cosmetic Maintenance & Uses.
- ☒ Evaluation is done seeing the record maintenance and practical's.

Basic Vocal Music

Module I

Sarali Swaras

Janta Swaras

High Notes

Low Notes

Alternate Notes

Alankaras

Module – II

Simple Short Songs

Module – III

Kritis – Simple Ragas

Module – IV

Devotional Songs

 Annamchaya Krithis

 Ramadasu Kirtanas

Module – V

Patriotic Songs

Light Music

Contemporary Melodies

Urdu Qaida Course

Urdu is the second official language it is also used in many parts of India. The spoken form is almost identical to the principal difference between the two languages being the choice of alphabet. This course is for absolute beginners.

Objectives:

- To give students a basic functional knowledge of the language and to develop their reading, listening, speaking and writing skills.
- To explore the Language and culture through prose and poetry.
- To standard Urdu script is taught during the course.

They will also be expected to communicate with native speakers in the local Urdu-speaking community wherever possible in order to develop linguistic skills and cultural competence.

Learning outcomes

Upon successful completion of the course, students should be able to:

1. Understand short, simple messages and announcements.
2. Read short simple texts and find specific information.
3. Communicate in simple, routine situations.
4. Write simple notes and messages.

Design Thinking as a Skill

Title of the course: Design Thinking as Skill

Name of the Department offering: Biochemistry

Resource Person:

1. **Pratheeksha PS**,Product Design Consultant,Freelancer.
2. **VigneshKarthic S** Associate Manager ,UX Architect, Hyderabad,

Who can take the course:

This course can be attended by any students from across domains.

About the course:

Design Thinking is a problem solving methodology especially well-suited for investigating ill-defined problems. It uses methods derived from the discipline of design to match people's needs with what is feasible and what a viable organizational strategy can convert into customer/stakeholder value in a financially sustainable way. It was initially proposed as a way for corporations to more quickly, creatively, and effectively develop new offerings but has since been further adapted to address issues in the public and social sectors as well. The range of topics and applications related to design thinking is vast. Therefore, this course will act as an introduction to the key concepts, methods, and general uses of design thinking in the public, private, and social sectors. It is directed at future problem solvers, and those who will be leading and overseeing their efforts. In short, we hope that this course will arm the students with a set of topics, tools, and techniques that are both relevant and impactful to their career plans, and potentially motivate them to learn even more about design thinking in the future.

Eligibility: Open to all UG students

BA, B.Com, BBM, B.Sc life sciences and B.Sc Physical science

Course Objective:Introduce student to a discipline –

- Design Thinking that enhances innovation activities in terms of value creation, speed and sustainability.
- Strengthens students individual and collaborative capabilities to identify problems/issues/ need, develop sound hypothesis, collect and analyze appropriate data and develop ways to collect meaningful feedback in the real-world environment.

- Teach students to translate broadly defined opportunities into actionable innovation possibilities and recommendations for key stakeholders and their organizations.

Learning Outcome:

Knowledge

- The students know how to approach innovation challenges from a human-centered perspective. They understand that the best innovations are usually the ones that address deep human needs which point to meaning and the human experience.
- The students also uncover the importance of approaching innovation projects with a prototyping mind set, where iterations, trial and error, and even failure are all part of a valuable, creative learning process.

Skill

- The students are able to empathize with a broad group of stakeholders to understand their needs through the ethnographic method.
- The students are able to define and re-define innovation challenges by asking the right questions, and not necessarily focusing on the answers.
- The students are able to develop many creative ideas through structured brainstorming sessions.
- The students are able to develop rapid prototypes to bring their ideas into reality as quickly as possible, and obtain feedback.

General Competence

- The students, more broadly, gain a greater acceptance towards dealing with ambiguity and uncertainty in their professional and personal lives.
- They also learn to work with many different people in fast-paced, dynamic, cross-disciplinary team settings.
- Students also gain the competence to approach many different problems and challenges with an open, creative, empathetic, and prototype-driven mind set.

Department of Biochemistry

Skill Oriented Course -Design Thinking as Skill

Syllabus

First Semester 14 Hours

The first part of the semester will be learning-based, asking students to embrace the methodology. We will go through all the phases of design thinking, first through the wallet/bag challenge. Then we will start with Design Challenge #1 and go through all the phases more in depth from coming up with the right question to empathizing to ideating to

prototyping and to testing. At the end, students will be evaluating the course, the teachers as well as one another.

Week 1: Everyone is a Designer

Understand class objectives & harness the designer mindset

Week 1 & 2: The Wallet/Bag Challenge

- o Gain a quick introduction to the design thinking methodology
- o Go through all stages of the methodology through a simple design challenge

Week 3: The design thinking process

- o Framework of design thinking process and various approaches.

Week 4: Observe

- o What is empathy and its importance
- o Learn techniques on how to empathize with users
- o Start Design thinking Challenge #1. Go to the field and interview people in their environments

Week 5 : Observe

- o Field work

Week 6 & Week 7: Imagine

- o Continue Design Challenge #1 and learn how to brainstorm effectively
- o Encourage exploration and foster spaces for brainstorming

Week 8, Week 9 & Week 10: Make

- o Continue Design Challenge #1 and learn how to create effective prototypes
- o Build tangible models and use them as communication tools
- o Start giving constructive feedback to classmates and teammates

Week 11: Guest lecture

- o Demonstration of 3D prototyping and introduction to Rapid Prototyping

Week 12 & Week 13: Testing

- o Finish Design Challenge #1 and iterate prototypes and ideas through user

feedback

- o Evolve ideas and prototypes through user feedback and constructive criticism
- o Get peer feedback on individual and group performance

Week 14: Final Presentation

- o Design Challenge #1 final report & presentation
- o Reflection & final feedback
- o Class party !!

**Tentative Course Schedule (Our Actual Mileage May Vary)*

Second Semester 14 Hours

The second part will be more discussion-based and will focus on building some necessary skills as designers and learning about complementary material for human centered design. Starting with refreshing what they have learnt in the first semester and understanding how to give an effective presentation before getting into the final project

Week 1: Rewind First semester on Design Thinking

- o Look-back on what was learnt in semester one

Week 2: Introduction to story telling

- o Gain a quick introduction to the story telling and its importance
- o How to give an effective Presentation

Week 3 to Week 11: Design challenge #2 [Final Project]

- o will start with a pitch party wherein a few students can talk about a real design challenge they want to solve. The class will then divide into teams and they will be working with one another. These teams and design challenges will be the basis for the final project and final presentation

Week 12 &13: Jury

- o Final presentation to be presented to the jury
- o Professionals from the industry will be invited for the jury to give feedback and to grade

Week 14: Guest Lecture

- o Professionals from the Industry will be giving lecture on being an entrepreneur and skills required to be developed

CCA Courses 2020-21

Syllabus /Action plans

1.Consumer Education and Awareness

Year: 2020-2021

LOGO: “Enlightened Consumer is an Empowered Consumer”

Motto: It aims at creating awareness on consumer rights and legal issues involved in it to its students and consumers in general.

Syllabus Details:

SEMESTER-I

UNIT- I “CONSUMER RIGHTS”

Genesis of the consumer rights-UN role-Right to be informed-Right to choose-Right to be heard and assured-Right to redressal-Right to consumer education.

UNIT -II “LEGISLATIVE FRAMEWORK ON CONSUMER PROTECTION IN

INDIA: Evolutionary steps of consumer protection laws in India-a historical perspective-Some consumer-friendly legislations-Prevention of Food Act, 1954, Standards of Weights and Measures Act, 1976, MRTP Act, The Drugs and Magic remedies (Objectional Advertisement) Act 1954, Sale of Goods Act,1930, Consumer Protection Act,1986-the vision of legislation.

UNIT- III “ACTIVITY 1”

Elocution on Consumer Rights.

UNIT-IV “ACTIVITY 2”

Field Trip to school-to create awareness on Consumerism.

UNIT-V “ACTIVITY 3”

Educating Housewives on conservation of LPG gas.

SEMSTER -II

UNIT-I “SALIENT FEATURES OF CONSUMER PROTECTION ACT”

Objective of legislation-Definitions-Three tier system of grievance redressal system-Jurisdiction of consumer Fora’s –Complaints that can be made under the C.P Act-Relief available to consumer – Appeals, limitations, adjournments and other procedures – Amendments to C.P Act-An Appraisal of C.P Act with all its amendments –Advisory councils.

UNIT-II “EMERGING ISSUES IN CONSUMER PROTECTION AND LAW”

WTO and consumer protection –E-Commerce and consumer rights-Role of civil society in consumer protection-Access to justice and consumer laws-ADR in resolution of consumer disputes-Data protection.

UNIT -III “ACTIVITY 1”

Debate on “Impact of Advertisement on consumers (health drinks)”.

UNIT-IV “ACTIVITY 2”

Photo Montage

UNIT-V “ACTIVITY 3”

Case studies on Consumerism.

Action Plans for the Year 2020-21

| S. No | Student Activity |
|--------------|---|
| 1 | Elocution on ‘Consumer Rights |
| 2 | Art-Contest |
| 3 | Discussion on ‘Impact of Misleading Advertisements’ |
| 4 | Assignment on consumerism, case-studies |
| 5 | Discussion on ‘How to choose healthy drinks’ |

Innovate to Enterprise

SYLLABUS- SEM –I

FACULTY:

Ms.J.P. Bharathi

Time and Day: Every Friday, from 3 to 4.30 pm

Class Room: ONLINE

Books Referred: Entrepreneurship Development

By, Gangadhar, Narsimha chary, Naresh Reddy, Amaraveni, Rajender

| |
|---|
| Unit I- Entrepreneur – qualities and functions |
| Concept of entrepreneurship |

| |
|--|
| Unit III – Activity – MEHNDI DESIGNING |
| Unit III – Activity – FLOWER MAKING |
| Opportunities and challenges of an entrepreneur |
| - |
| Unit II- Market Assessment |
| Trend spotting and how to study market requirements |
| Interaction with students – class level discussion |
| Unit III – Activity- SOFT TOYS |
| Unit III – Activity- BAKES AND CAKES |
| Creativity and Innovation |
| Innovative Process |
| Selection of right opportunity |

SYLLABUS- SEMESTER- II

| |
|---|
| Introduction to the Semester II |
| Unit I- environment scanning, Transformation of ideas into opportunities |
| ED opportunities in India, idea and opportunity assessment, Market assessment, Trend spotting, |
| |
| Unit III- Activity – LOGO DESIGNING,CAPTION DESIGNING |
| Class discussion of completed topics |
| Qualities of an entrepreneur |
| Types of entrepreneurs |
| Basic challenges of women entrepreneurs |
| Idea generation, Creativity, Innovative process, |
| Idea Generation, selection of right opportunity |
| Unit II project and MSMEs |

| |
|---|
| Concept of projects and classification, project identification |
| Project formulation and project design, project report , project planning |
| Appraisal of a project, Social cost and benefit analysis, |
| Project financing, MSME, Government policy and support. |
| |

CCA INNOVATE 2 ENTERPRISE

FACULTY:

Ms.J.P. Bharathi

Time and Day: Every Friday, from 3 to 4.30 pm

Class Room: ONLINE

Books Referred: Entrepreneurship Development

By, Gangadhar, Narsimha chary, Naresh Reddy, Amaraveni, Rajender

INDEX OF ACTIVITIES CONDUCTED IN THE YEAR 2020-21

SEMESTER I

| <u>S.No</u> | <u>Day, Date</u> | <u>Syllabus</u> | <u>Activity Conducted</u> |
|--------------------|-------------------------|--|--|
| 1. | | Unit I- Entrepreneur – qualities and functions | Narrate your talent and enterprising qualities |
| 2. | | Concept of entrepreneurship | How can we enhance creativity by using innovative ideas. |
| 3. | | Unit III – Activity | Workshop: Paper flower and bouquet making workshop by |
| 4. | | Unit III – Activity | Stall in the college Display of talent; exhibition and sale by students paper flowers and bouquets |
| 5. | | Opportunities and challenges of an entrepreneur | Gave Assignment in the I unit |

| | | | |
|-----|--|---|---|
| 6. | | - | Mehndi stall in the quadrangle |
| 7. | | Unit II- Market Assessment | |
| 8. | | Trend spotting and how to study market requirements | |
| 9. | | Interaction with students – class level discussion | |
| 10. | | Unit III – Activity | Stall in college- Rakhis, Bracelets, Bookmarks, Vase, and other handicrafts |
| 11. | | Unit III – Activity | Interaction with young student entrepreneurs in the college |
| 12. | | Creativity and Innovation | Seminar by the students |
| 13. | | Innovative Process | Seminar by the students |
| 14. | | Selection of right opportunity | Seminar by the students |

SEMESTER II

| <u>S.No</u> | <u>Day, Date</u> | <u>Syllabus</u> | <u>Activity Conducted</u> |
|-------------|------------------|---|------------------------------|
| 1. | | Introduction to the Semester II Unit I- environment scanning, Transformation of ideas into opportunities | Discussion with the students |
| 2 | | ED opportunities in India, idea and opportunity assessment, Market assessment, Trend spotting, | Discussion with the students |

| | | | |
|-----------|--|---|---|
| 3 | | Classes suspended | Students attended chocolate making workshop by the resource person |
| 4 | | Unit III- Activity | Interaction with an Entrepreneur |
| 5 | | Class discussion of completed topics | |
| 6 | | Qualities of an entrepreneur Types of entrepreneurs | Stall by the students- Chocolates and cup cakes |
| 7 | | Basic challenges of women entrepreneurs Idea generation, Creativity, Innovative process, | Assignment to students |
| 8 | | Idea Generation, selection of right opportunity | Seminar by students |
| 9 | | Unit II project and MSMEs Concept of projects and classification, project identification | Seminar by students |
| 10 | | Project formulation and project design, project report , project planning | |
| 11 | | Appraisal of a project, Social cost and benefit analysis, | |
| 12 | | Project financing, MSME, Government policy and support. | |

Co-Curricular Activity Course

NGO Management Centre for Women's Studies (UGC) 2020-21

CHAPTER 1

General Information & Objectives

1.1 Objectives of the course:

1. To provide domain knowledge and skills to students in NGOs, volunteer in social work and developmental administration sector.
2. To train who are keen to start a NGO.
3. To provide quality social work education.

1.2 Teaching Aids to be used The course instructor uses visual aids and audio visual aids etc. Visual aids PPT, pictures etc while audio visual aids include the movies and documentaries. Workshop/Seminars/Exercises/Field Visits to develop social analytical skills Active Participation and discussion Survey, Field visit report

2. Course Coordinator name: Popy Devi Nath Director, Centre for Women's Studies, St. Ann's College for Women, Mehdiapatnam, Hyderabad

3. Syllabus Details:

Two Semesters

Concepts and Functions of NGO

To introduce the students to NGO Sector.

To provide an overview of NGOs.

To introduce the Basic Concepts.

To provide basic managerial skills for NGO personal

Administration of NGOS

To equip the students for formation of NGO.

To equip students to manage all aspects of NGO Manpower,

Mobilization and Project Management.

NGOs, Co-Ordinating Agencies, Funding Agencies and Schemes

To expose students to the success stories of NGO and other organization International / National / Regional level.

To account students with schemes available under Government of India 4. Social Work and Developmental Administration

To expose student with basic concepts and processes of social work.

To provide basics of Training/ Field work.

To introduce Role of NGO in Social Change and progress.

Class Requirements: The class will constitute of few lectures, group assignments, discussions, Volunteership, Internship and video screening

MONUMENTS, TRADITIONS AND CULTURE OF TELANGANA 2020-2021

DEPARTMENT OF HISTORY

Objectives of the course: This course aims to introduce students to understand the Monuments, Tradition & Culture of Telangana. It focuses on a rich study about the historical value of the monuments, culture & traditions of Telangana. Outcome of the course: The course enables the students in knowing the different Monuments of Hyderabad. The students will get acquainted with the traditions and culture of Telangana.

Course co-ordinator: Ms Meeta Joshi • Summary of Skills, Professional & Practical Training and Experience. • B.Sc, M.A(History)MBA(HR) • International Seminar organized-3 • National Seminar organized-2 • Papers presented-3(International),5(National) • Book authored- Lakshmi Calling, ISBN-978-1-948146-89-0 • Member of Deccan History Society • Member of Historical Society of India • Member of ISRD(International Society for Research and Development) • 8 Years experience in Under Graduate teaching. • Writing poetry, research papers etc.

Syllabus Details: ➤ To study the different monuments of Telangana. ➤ Overview of the traditions and culture of Telangana. ➤ Visits to Charminar, Golconda Fort, Qutub Shahi tombs, Chowmahala Palace, Falaknuma Palace, ➤ Understanding the History and the Architecture of the monuments. Plan of Action (2020-2021) ➤ Students will be taught about the various monuments of Hyderabad City. ➤ Field trips to the monuments will be conducted so that the students can understand the monument practically. ➤ Projects to be made by the students on the monuments, traditions & culture of Telangana.

NATIONAL CADET CORPS

(UNITY & DISCIPLINE)

AIMS

It Develops:

- ✓ Courage,
- ✓ Comradeship,
- ✓ Discipline,
- ✓ Leadership,
- ✓ Secular outlook,
- ✓ Spirit of adventure
- ✓ Sportsmanship

The ideals of selfless service among the youth to make them useful citizen

NCC VISION

Extraordinary Youth Leaders

NCC MISSION

To nurture inspiring leaders and committed citizens through fun, adventurous and military-related activities.



Course objectives:

To develop qualities of character, courage, comradeship, discipline, leadership, secular outlook, spirit of adventure and sportsmanship and the ideals of selfless service among the youth to make them useful citizen.

To create a human resource of organized trained and motivated youth to provide leadership in all walks of life including the Armed forces and be always available for the service of the nation.

Training:

Drill, shooting, Physical fitness, map reading, First aid, Gliding/Flying, boat pulling, sailing and camp training covering basic of military training in Army.

This training is mostly carried out in colleges by the cadets. In addition basic knowledge of the service is imparted to the cadets.

SAHHARA -St. Ann's Helping Hands & Reaching Arms
(OUTREACH CCA Course)
ACTION PLAN: 2020-21

Student Club: Rotaract Club of St. Ann's College

Motto: Heart to God, Hand to Man

| AVENUES OF OUTREACH | Focus Areas | Objectives | Related Support Activities |
|---------------------|---------------------------------------|--|---|
| | 1. Empowerment of Women | Advancement and development of women, foster women's economic development and improving their decision making capacity in every walk of life | <ul style="list-style-type: none">• Vocational Training Programmes• Awareness on Gender Equality & Right |
| | 2. Environment Awareness & Protection | To create awareness, educate, participate, bring change in attitude and capacity building in individuals to respect, protect, and preserve the natural world | <ul style="list-style-type: none">• Significance of 3R's-Reuse, Reduce & Recycle Activities• Waste disposal & Recycling• Green Greeting Programme• Initiation of Swach Bharat Program in Schools• "Go Green" competitions |
| | 3. Health Care | Health education and community-based programs designed to prevent disease, | <ul style="list-style-type: none">• Health Awareness Drives & Rallies• Nutrition & Fitness related Activities• Health Camps |

| | | | |
|--|--------------------------|---|--|
| | | improve health, and enhance quality of life. | <ul style="list-style-type: none"> • Development of e-content on awareness of issues related to health |
| | 4.Education | Developing the spirit of giving back to society and reaching out to the less privileged and marginalized. | <ul style="list-style-type: none"> • Facilitating schools in e-content development for school kids • Career counseling sessions • Life Skills Sessions • Psychological well being/Positive Psychology among school students • Online Course on Social Responsibility in MOOCS |
| | 5.Leadership Development | To make competent leaders, manage and function effectively by improving the critical skill i.e. visioning process | <ul style="list-style-type: none"> • Leadership Development Workshops/Training Programs • Participation in Personality Development Seminars/ Programs • Online Course on Leadership Development through community outreach in MOOCS |

Environment Education CCA -Plans for Year 2020-2021

| Month | Activities Planned |
|-------------------|---|
| December | Orientation and enrolment of students |
| Eco club calendar | Observing World population day, wild life week, Ozone day, Habitat day, Water day, Energy conservation day etc |
| January | i) Pot painting activity and plantation of air purifiers in the pots ii) Guest lecture-Climate change iii) Quiz |
| February | i) E-Waste seminar and collection OF E WASTE ii) Native seed collection –Green Mitti iii) Newspaper Bag Making Workshop |
| March | I. Upcycling waste-Plastic bottle crafts II. Know your plastic footprint activity |
| April | i) Bio enzymes/Bio fertilisers ii) Natural sanitisers iii) Poster making /Slogan writing -Earth day celebrations |
| May | i) Making Eco friendly products-Competition |
| June | i) Vermicompost /Compost pile/Kitchen waste composting ii) Guest lecture on wildlife conservation /Bird watching iii) Online quiz |
| July | i) Guest lecture on Menstrual Hygiene ii) Nature walk/Vegetable gardening |
| | i) Competition-Essay writing/Quiz ii) Cloth bag designing |

Community Theatre-CCA 2020-21

Objectives of the course-

- 1. Edutainment and infotainment through Drama, Music, street play, theatre form by integrating the rural folk composed of wide variety of trades, professional, ages and different walks of life for societal development
- 2. Impart Out –of-Class room education in the form of field visit to a village for community participation.
- 3. To grow in confidence and self-esteem among the participants as well as among the students.
- 4 To create awareness on societal issues prevailing in the society.
- 5. Mobilize people to impart education and entertainment on developmental schemes and isolated areas.

Course Co-ordinator: Name and Department- Dr. Archana jha , Dept. Of Hindi .

Resource Person – Rajnish Sharma, Theatre Personality

Syllabus Details: This is a studio style PERFORMANCE class and that active participation is an important part of that .It is NOT a class for people who want to read about different acting techniques and approaches. It is a class for someone who will learn by doing, someone who is willing to invest fully in the exercises and someone who is willing to put in time outside of class to work on material. It is really the only way that one can feel and experience for themselves what acting requires and get the most out of the class.

Students demonstrate competence in the terminology, concepts, theories and methodologies used within the discipline. Communication: Students communicate knowledge, ideas and reasoning clearly and effectively in written and oral forms appropriate to the discipline.

Critical Thinking: Students analyze information carefully and logically from multiple perspectives, using discipline-specific methods, and develop reasoned solutions to problems.

Student learning outcomes will be assessed in various ways. Exams and quizzes on assigned readings will test mastery of content. Communication and critical thinking will be tested through the writing of papers that critique live performance, creative projects that interpret the symbology of theatrical texts, and performance in class discussions. Course Requirements
In order to be successful in this course



ST. ANN'S COLLEGE FOR WOMEN AUTONOMOUS

SYLLABUS

VALUE ADDED COURSES

COMMUNICATIVE ENGLISH AND SOFT SKILLS

MAOC 101B

2 hrs/ week

UNIT I

ORAL AND AURAL SKILLS

A. Phonetics

B.. Listening skills

(Use of Dictionary with CD-Rom for phonetic symbols, pronunciation and listening practice)

UNIT –II WRITING SKILLS

A. Sentence Writing and Paragraph Writing; Use of linkers and appropriate vocabulary

B. Business Letters and E-mail (writing and etiquette)

C. Descriptive writing (describing a person, product and process)

UNIT –III JOB SKILLS

i) Group discussions and debates ii) Presentation skills-kinesis iii) Interview skills

UNIT –IV SOFT SKILLS

i) Interpersonal communication-Verbal and Non-verbal, etiquette ii) Critical thinking

iii) Team Work

Suggested Reading:

1. English for Success, Suresh Kumar et al., Cambridge University Press India Pvt .Ltd.,2010
2. Communication Skills and Soft Skills : An Integrated Approach, Dorling Kindersley(India)pvt.Ltd.,2013
3. Inter-Personal Communication by Radly-1989 4. Soft Skills –AV Suresh Kumar- Rishi Publication-2009
5. New Technologies in the class Room. Dhanvel -McMillan Publications-2010

UNIT I

ORAL AND AURAL SKILLS

A. Phonetics

B.. Listening skills

(Use of Dictionary with CD-Rom for phonetic symbols, pronunciation and listening practice)

UNIT –II WRITING SKILLS

A. Sentence Writing and Paragraph Writing; Use of linkers and appropriate vocabulary

B. Business Letters and E-mail (writing and etiquette)

C. Descriptive writing (describing a person, product and process)

UNIT –III JOB SKILLS

i) Group discussions and debates ii) Presentation skills-kinesis iii) Interview skills

UNIT –IV SOFT SKILLS

i) Interpersonal communication-Verbal and Non-verbal, etiquette ii) Critical thinking

iii) Team Work

Suggested Reading:

1. English for Success, Suresh Kumar et al., Cambridge University Press India Pvt .Ltd.,2010

2. Communication Skills and Soft Skills : An Integrated Approach, Dorling Kindersley(India)pvt.Ltd.,2013

3. Inter-Personal Communication by Radly-1989 4. Soft Skills –AV Suresh Kumar- Rishi Publication-2009

5. New Technologies in the class Room. Dhanvel -McMillan Publications-2010

INDIAN ETHOS & CULTURE

UNIT I: Indian Ethos and Business Ethics:

History & Relevance, Principles Practiced by Indian Companies, Role of Indian Ethos in Managerial Practices, Ethics v/s Ethos, Indian v/s Western Management, Work Ethos and Values for Indian. Managers- Relevance of Value Based Management in Global Change- Impact of Values on Stakeholders, Trans-Cultural Human Values, Secular v/s Spiritual Values, Value System in Work Culture, Stress Management.

UNIT II: Understanding the need for ethics: Ethical values, myths and ambiguity, ethical codes, Ethical Principles in Business; Theories of Ethics, Absolutism verses Relativism, Teleological approach, the Deontological approach, Kohlberg's six stages of moral development (CMD), Managing Ethical Dilemma; Characteristics, ethical decision making, ethical reasoning, the dilemma resolution process; ethical dilemmas in different business areas of finance, marketing HRM and international business, Ethical Culture in Organization, Developing codes of Ethics and conduct, Ethical and value based leadership. Role of scriptures in understanding ethics, Indian wisdom & Indian approaches towards business ethics

Essential Readings:

1. Tushar Agarwal, "Indian Ethos in Management, Himalaya Publishing House, 2017.
2. Murthy, C.S.R. Business Ethics, Himalaya Publishing House, Mumbai, 2009.

Suggested Readings

3. Chakraborty S.K., "Management Transformation by Values", New Delhi, Sage Publication, 1990.
4. Chakraborty S.K., "Management by Values", New Delhi, Oxford University Press, 1992.
5. Chakraborty S.K., Chakraborty Debangshu, Spirituality in Management: Means Or End? Oxford University Press, 2008.
6. Chakraborty, S.K., Ethics in Management-Vedantic Approach, New Delhi, Oxford India Ltd. 1995.
7. Weiss, Business Ethics concept & cases, 1st edition, Cengage Learning, 2009.

Soft Skills Lab

Course Code: MAOC111

Internal Marks: 25M

External Marks: 50M

Course Objectives:

1. Learn conversational skills
2. Learn reading strategies
3. Learn time management
4. Learn stress management
5. Learn career planning

Course Outcomes:

1. Express conversational skills
2. Specify reading strategies
3. Perform time management
4. Perform stress management
5. Explore career planning

Activities:

1. Conversation skills, Listening dialogues from TV/radio/Tedtalk/Podcast
2. Group discussion
3. Interview skills, Making presentation
4. Listening to Lectures and News Programmes, listening to Talk show
5. Watching videos on interesting events on Youtube,
6. Reading different genres of texts ranging from newspapers to philosophical treatises
7. Reading strategies – graphic organizers, Reading strategies –summarizing
8. Reading strategies – interpretation, Reports
9. Cover letter, Resume,
10. Writing for publications, Letters, Memos, Emails and blogs
11. Civil Service (Language related), Verbalability
12. Motivation, Selfimage
13. Goal setting, Managing changes
14. Time management, Stress management
15. Leadership traits
16. Teamwork

- 17. Career and life planning.
- 18. Multiple intelligences
- 19. Emotional intelligence
- 20. Spiritual quotient(ethics)
- 21. Intercultural communication
- 22. Creative and critical thinking
- 23. Learning styles and strategies

Suggested Readings:

- 1. Business English Certificate Materials, Cambridge University Press.
- 2. Graded Examinations in Spoken English and Spoken English for Work downloadable materials from Trinity College, London.
- 3. International English Language Testing System Practice Tests, Cambridge University Press.
- 4. Interactive Multimedia Programs on Managing Time and Stress.
- 5. Personality Development (CD-ROM), Times Multimedia, Mumbai.
- 6. Robert M Sherfield and et al. "Developing Soft Skills" 4th edition, New Delhi: Pearson Education,2009.

Fundamentals of Digital Marketing

Course Code: MAOC 201

Internal Marks: 20M

External Marks: 40M

Course Objectives:

The course emphasizes at helping the students understand the Digital Marketing concepts and its trends par with today's online world.

Course Outcomes:

On successful completion of this course, the students should have understood

1. Understand the difference between Digital Marketing and Traditional Marketing
2. Knows the objectives and Online Ads and Email marketing
3. Understand the need of Social Media Marketing
4. To learn how SEO influences the search engine process

UNIT- I:

Digital Marketing: Introduction to Digital Marketing, Traditional Vs. Digital Marketing, Digital Marketing Platforms, Characteristics of Digital Marketing

UNIT-II:

Online Advertising: Objectives of Advertising, Online Ad Formats, Affiliate Programs, Landing Pages, Intro to Email Marketing.

UNIT-III:

Social Media Marketing (SMM): What is Social Media Marketing, Seven Myths of SMM, Characteristics of Successful Social Media Marketer, Publishing Blogs, Podcast and Webinars.

UNIT-IV:

Search Engine Optimization (SEO): Understanding SEO, Search Engine Optimization Process – Goals, On-Page Optimization, Off-Page Optimization and Analyze.

Suggested Books:

1. Understanding Digital Marketing, Marketing Strategies for engaging the digital generation
Damian Ryan & Calvin Jone
2. The Art of Digital Marketing: The Definitive Guide to Creating Strategic by Ian Dodson
3. Internet Marketing: A Practical Approach by Alan Charlesworth
4. Social Media Marketing: A Strategic Approach by Melissa Barker, Donald I. Barker,
Nicholas F. Bormann, Krista E. Neher

Lab Work:

1. Online Advertising
2. Email Marketing
3. Social Media Marketing
4. Conducting Webinars
5. You tube Marketing
6. Search Engine Optimization

COMPUTER APPLICATION

MAOC201

Total 30 hours

COURSE OBJECTIVES:

- To understand the fundamentals of computer applications.
- To understand the practical applications of computer in nutrition science

COURSE OUTCOMES:

To operate a variety of advanced spreadsheet, operating system, word processing functions and software applications to be applied in the field of nutrition.

COURSE SPECIFIC OUTCOMES:

CO1: the students will understand the basics of computers and ms office

CO2: the students will gain knowledge about the MS Excel and MS Publisher

CO3: the students will understand the use of computers in the field of nutrition

CO4: the students will be introduced to the software tools like SPSS package and be able to know about the usage of nutrition related mobile apps/ software.

UNIT I

5 hours

Basics of Computers

- Introduction to Computer , I/O devices ,Operating system – Types and Functions
- MS – Office: Word: Manipulating text, Formatting the text, Mail merge ,Inserting tables in a document.
- Power point: Creating a Presentation, Inserting Slides , Slide transition and animation, Using templates , Slides with sounds , Inserting clip arts, pictures, tables and graphs , Presentation options

UNIT II

10 hours

MS Excel: Creating table in MS-Excel, Cell editing, Using formulas and functions, Manipulating data with excel , Using sort function to sort numbers and alphabets, Drawing graphs and charts using data in excel , Auto formatting , Inserting data from other worksheets.

MS Publisher: Creating a Publication, Working with Objects, Creating Publications from Scratch Using Page Setup, Inserting Images into Publications, Applying Formatting and Other Corrections to Images, Inserting Shapes and Other Items. Working with Text, Create a Publication, Publishing, Printing, and Sharing

UNIT III:

5 hours

Use of computers in the field of nutrition

- patient registration, diet prescription,
- Counseling, research applications.
- Google Web Applications: Introduction to Google Drive, Basics of setting up a Google Drive Account, Working with folders. Google Docs, Creating documents, Formatting text, Different sharing modes/permissions. Google Forms, Designing surveys using forms, Collecting and sorting Responses

UNIT IV

10 hours

Research tools

- Introduction to SPSS, Data analysis with SPSS, Descriptive analysis of data , Frequencies, Statistical tests, Means, One-way Correlation and regression, Linear correlation and regression
- Web based tools: Creating Concept Maps (Using xmind or alternate software) , Identifying topics and concepts, Develop a Concept map. Creating Flash Cards – Create , Print and share flash cards using goconqr.com free tools.
- Useful mobile apps/ software for Nutrition – Digest Software, Nutrisoft software, Calorie Counter and Food Diary (Software/app choices may change based on availability)

BOOKS RECOMMENDED

- MS Office – Introduction to Computers by Peter Norton
- Working in MS Office – By Ron Mansfield
- Using SPSS in Research By Keith McCormick
- Online resources available freely on internet for following topics:
- Google Apps
- Concept Maps/ Flash Cards
- Mobile Apps
- Useful Softwares

Statistical package for social sciences (SPSS)

Standard of Instruction (SOI) of 12 periods of 1hour each in semester-II of M.com

Paper code: MAOC 201
40+10 IA
SOI: 2
2Hrs

Max. Marks:

Exam duration:

Objective: *The course is designed to provide students with skills, to understand the uses of SPSS, as a tool to summarize and in the interpretation of research findings.*

UNIT-1: Overview of SPSS:

Navigating through data view, variable view, understanding data structure (variable type, variable labels, value labels etc. mouse and key board processing, frequently-used dialog boxes, editing output, printing results, creating and editing a data file.

UNIT-II: Charts and graphs:

Frequencies, bar charts, histograms. Creating and editing graphs and charts.

UNIT-III: Generating descriptive statistics:

Cross tabulation, frequencies, descriptive like mean, median, mode, standard deviation, skewness, and kurtosis.

UNIT-IV: Generating and analyzing Statistics

T-test, Chi-square Test, ANOVA, Correlation, Regression.

Suggested readings:

1. Vijay Gupta: SPSS for beginners, VJ Books Inc.
2. Field, Andy: "Discovering Statistics Using SPSS". 3rd Ed, Sage Publishers.
3. Sidney Tyrrell: SPSS: Stats Practically Short and Simple, BookBoon.com
4. Dr. S L Gupta and Hitesh Gupta: SPSS 17.0 fir Researchers, International Book House Pvt., Ltd

Title: Basics of Computer Science (30 Hrs)

Code: MAOC-201

Unit – I

Computer Hardware- Main Components (Motherboard Components and Uses, Memory Hierarchy)

Operating System- Types of OS, Various Functions of OS

Software – Types (OS, Application, Firmware), FOSS tools used in Maths

Unit – II

Internet – Types of Networks and topologies,, Connecting to Internet, Applications of Internet

WWW- Web Browsing, Basics of Search engines, Ecommerce and Online Education (MOOC's)

PowerPoint : Creating Presentations, Animating slideshows

Unit – III

(Ms Excel)Spreadsheets: Basics of Ms Excel, Using Function and formulas, Creating charts

Internet Security: Issues – Viruses, Worms , Malware, Spam, Hacking, Phishing, Using Antivirus software, Firewalls, Types , Hard ware and Software Firewalls, Security functions implemented in firewalls.

Reference Books:

1. Fundamentals of Computers – E Balaguruswamy, McGraw Hill Education
2. Fundamentals of Computers – S Ramani and N V KoteswarRao , Asian publications

Syllabus for IDC
Environment Management
Semester III for PG
No. of hours: 30
Course Code: MIDC 301

Unit –I Ecosystem, Biodiversity & Conservation.

- Concept of Ecosystem
- Types and characteristic features of 2 major ecosystems(Terrestrial & Aquatic, Examples –forest & Pond Ecosystems)
- Introduction & Types of Natural Resources
- Overexploitation of Natural Resources & Equitable use of resources for sustainable lifestyles
- Brief account on Biodiversity & Conservation

Unit-II Environmental Pollution & Management

- Air Pollution: Sources of air pollution & Management measures
- Water Pollution: Sources of water pollution & Management measures
- Land/ Soil Pollution: Sources of land/ soil pollution & Management measures
- Brief account on Solid Waste Management

Unit III Environmental Ethics Environmental Economics, Environmental Audit

- Environmental Ethics: Intrinsic and instrumental value, anthropocentric approach, different philosophies of environmental ethics.
- Environmental Economics, significance, environmental taxes.
- Environmental Audit: Meaning and its importance.

Unit IV Environmental laws , environment impact analysis and global issues

- Environmental laws and their implementation, green courts, National green Tribunal, public litigation.
- Definition and basic principles of EIA.
- Global issues, climate change, sustainability and global measures for combating pollution.

REFERENCES:

1. Bharucha, Erach (2003) Biodiversity of India, The Mapin Publishing.
2. Callenbach, E (1999) Ecology: A pocket guide, Universities press.
3. Cunningham W.P and Cooper; TH. (2001), Environmental Encyclopedia, Jaico Publishing.
4. Firr John and Judith. E Jacobson (2003) Crowded Green house, Universities Press.
5. Gadgil Madhav (2001) Ecological journeys, The science and politics of conservation in India, Permanent Block.
6. Golley F B (2000) Primer for Environmental literacy, Universities Press.
7. Hawkins R.E (1989) Encyclopedia of Indian natural history, Oxford University.

Entrepreneurship and Management of MSME's

Course Code: MIDC301
PPW: 2 CREDITS: 1
2Hrs

Maximum Marks: 50m
Exam Duration:

Course Objective: The aim of this course is to have a comprehensive perspective of inclusive learning, ability to understand the role of entrepreneurial leadership plays in the nurturing and growth of a startup. To enable students understand entrepreneurship, its relevance and importance in the 21st century & how to become an entrepreneur.

Course Outcome: It enables students to learn the basics of Entrepreneurship and entrepreneurial development which will help them to provide vision for their own Start-up.

Unit – 1: Entrepreneurial Perspectives: Evolution, Concept of Entrepreneurship, Types of Entrepreneurs, Entrepreneurial Competencies, Capacity Building for Entrepreneurs. Entrepreneurial Training Methods, Entrepreneurial Motivations, Models for Entrepreneurial Development, process of Entrepreneurial Development. Startup India, T-hubs & various government initiatives.

Unit- II: Business Opportunity Identification: Business ideas, methods of generating ideas, and opportunity recognition, preparing a Business Plan: Meaning and significance of a business plan, components, drawing a business plan, preparing a project report, and presenting a business plan to investors and feasibility study- market feasibility, technical/operational feasibility, financial feasibility.

Unit III: Financing the New Venture: Importance of new venture financing, types of ownership securities, venture capital, types of debt securities, determining ideal debt-equity mix, and financial institutions and banks. Launching the New Venture: Choosing the legal form of new venture, marketing the new venture, Managing Growth in New Venture, strategies for growth, and building the new venture capital.

Unit IV: Incubation – Definition and Principles, Models and Success Factors & its Operations, Planning an Incubator; Business Incubation Marketing and Stakeholder Management, Financing a Business Incubator, Managing the Business Incubator, Monitoring, Evaluation and Benchmarking , Implementing a Mentoring Program.

SUGGESTED READINGS:

- Entrepreneurship Development and Small Business Enterprises, Poornima M. Charantimath, 2e, Pearson, 2014.

- Entrepreneurship, A South – Asian Perspective, D. F. Kuratko and T.V. Rao, 3e, Cengage, 2012.
- Entrepreneurship, Arya Kumar, 4 e, Pearson 2015.
- The Dynamics of Entrepreneurial Development and Management, Vasant Desai, Himalaya Publishing House, 2015.

Department Of Mathematics

Semester-III

Course Title: Applications of Mathematics (30hrs)

Course Code: MIDC-301

Unit-I Permutations and Combinations:

Permutations – Fundamental Principle – Problems – Combinations – Problems.

Unit-2 Probability:

Introduction – Definition – Events – Addition Theorem of Probability – Multiplication Theorem of probability – Problems.

UNIT 3 Differential Calculus:

Functions –Continuity and Differentiability-Rules for differentiation- Differentiation of Algebraic,Exponential, Logarithmic and Composite functions-problems

UNIT 4 Integral Calculus:

Basic rules for integration- Methods for evaluating integrals by substitution methods-use of partial fraction- integration by parts-definite integrals-Problems

References:

- 1)Discrete Mathematics for Computer Scientists & Mathematicians by joe L.Mott,Abraham Kandel,Theodore P.Baker (Unit-I)
- 2)Fundamentals of Statistics by S.C Gupta
- 3)Text book of Intermediate Mathematics -Telugu Academy

Executive Communication

Unit I: Introduction:

Meaning & Definition, Role, Classification – Purpose of communication – Communication Process – Characteristics of successful communication – Importance of communication in management – Communication structure in organization

Unit II: Oral Communication:

Meaning – Principles of successful oral communication – Barriers to communication - Listening as a Communication Skill, Nonverbal communication.

Unit III: Written Communication:

Purpose of writing – Clarity in writing – Principles of effective writing – Specific writing features – Coherence – Electronic writing process.

Unit IV: Business Letters and Reports:

Introduction to business letters – Types of Business Letters - Writing Reports: Purpose, Kinds and Objectives of reports

Unit V: Employment communication:

Writing CVs – Group discussions – Interview skills

Essential Readings:

1. Business Communication: Concepts, Cases And Applications – Chaturvedi P. D, & Mukesh Chaturvedi, 2/e, Pearson Education, 2011
2. Business Communication: Process and Product – Mary Ellen Guffey, 3/e, Cengage Learning, 2002.

Suggested Readings:

3. Communication – Rayudu C. S, HPH.
4. Business Communication – Lesikar, Flatley, Rentz&Pande, 11/e, TMH, 2010
5. Advanced Business Communication – Penrose, Rasberry, Myers, 5/e, Cengage Learning,
6. BCOM – Lehman, DuFrene, Sinha, Cengage Learning, 2/e 2012
Business Communication – Madhukar R. K, 2/e, Vikas Publishing House.