

SRI VENKATESWARA UNIVERSITY :: TIRUPATI
FIRST YEAR B.Sc. BOTANY
FIRST SEMESTER
Revised Syllabus Under CBCS W.E.F. 2020-21

FUNDAMENTALS OF MICROBES AND NON-VASCULAR PLANTS
(Viruses, Bacteria, Fungi, Lichens, Algae and Bryophytes)

(Total hours of teaching – 60 @ 04 Hrs./Week)

Theory:

Learning Outcomes:

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

- Explain origin of life on the earth.
- Illustrate diversity among the viruses and prokaryotic organisms and can categorize them.
- Classify fungi, lichens, algae and bryophytes based on their structure, reproduction and life cycles.
- Analyze and ascertain the plant disease symptoms due to viruses, bacteria and fungi.
- Recall and explain the evolutionary trends among amphibians of plant kingdom for their shift to land habitat.
- Evaluate the ecological and economic value of microbes, thallophytes and bryophytes.

Unit – 1: Origin of life and Viruses

12Hrs.

1. Origin of life, concept of primary Abiogenesis; Miller and Urey experiment. Five kingdom classification of R.H. Whittaker
2. Discovery of microorganisms, Pasteur experiments, germ theory of diseases.
3. Shape and symmetry of viruses; structure of TMV and Gemini virus; multiplication of TMV; A brief account of Prions and Viroids.
4. A general account on symptoms of plant diseases caused by Viruses. Transmission of plant viruses and their control.
5. Significance of viruses in vaccine production, bio-pesticides and as cloning vectors.

Unit – 2: Special groups of Bacteria and Eubacteria 12Hrs.

1. Brief account of Archaeobacteria, Actinomycetes and Cyanobacteria.
2. Cell structure and nutrition of Eubacteria.
3. Reproduction- Asexual (Binary fission and endospores) and bacterial recombination (Conjugation, Transformation, Transduction).
4. Economic importance of Bacteria with reference to their role in Agriculture and industry (fermentation and medicine).
5. A general account on symptoms of plant diseases caused by Bacteria; Citrus canker.

Unit – 3: Fungi & Lichens

12 Hrs.

1. General characteristics of fungi and Ainsworth classification (upto classes).
2. Structure, reproduction and life history of (a) *Rhizopus* (Zygomycota) and (b) *Puccinia* (Basidiomycota).
3. Economic uses of fungi in food industry, pharmacy and agriculture.
4. A general account on symptoms of plant diseases caused by Fungi; Blast of Rice.
5. Lichens- structure and reproduction; ecological and economic importance.

Unit – 4: Algae

12 Hrs.

1. General characteristics of Algae (pigments, flagella and reserve food material); Fritsch classification (upto classes).
2. Thallus organization and life cycles in Algae.
3. Occurrence, structure, reproduction and life cycle of (a) *Spirogyra* (Chlorophyceae) and (b) *Polysiphonia* (Rhodophyceae).
4. Economic importance of Algae.

Unit – 5:Bryophytes

12 Hrs.

1. General characteristics of Bryophytes; classification upto classes.
2. Occurrence, morphology, anatomy, reproduction (developmental details are not needed) and life cycle of (a) *Marchantia* (Hepaticopsida) and (b) *Funaria*(Bryopsida).
3. General account on evolution of sporophytes in Bryophyta.

Text books:

- Botany – I (Vrukshasastram-I) : Telugu Akademi, Hyderabad
- Pandey, B.P. (2013) *College Botany, Volume-I*, S. Chand Publishing, New Delhi
- Hait,G., K.Bhattacharya&A.K.Ghosh (2011) *A Text Book of Botany, Volume-I*,
New Central Book Agency Pvt. Ltd., Kolkata
- Bhattacharjee, R.N., (2017)
*Introduction to Microbiology and
Microbial Diversity*, Kalyani Publishers, New Delhi.

Books for Reference:

- Dubey, R.C. &D.K.Maheswari (2013) *A Text Book of
Microbiology*,S.Chand& Company Ltd., New Delhi
- Pelczar Jr., M.J., E.C.N. Chan &N.R.Krieg (2001)*Microbiology*, Tata
McGraw- Hill Co, New Delhi
- Presscott, L. Harley, J. and Klein, D. (2005)*Microbiology, 6th
edition*, Tata McGraw –Hill Co. New Delhi.
- Alexopoulos, C.J., C.W.Mims&M.Blackwell (2007)
Introductory Mycology,Wiley& Sons, Inc., New York
- Mehrotra, R.S. & K. R. Aneja (1990)*An Introduction to Mycology*.
New Age International Publishers, New Delhi
- Kevin Kavanagh (2005) *Fungi ; Biology and Applications* John Wiley
& Sons, Ltd.,West Sussex, England
- John Webster & R. W. S. Weber (2007) *Introduction to
Fungi*,Cambridge University Press, New York
- Fritsch, F.E. (1945)*The Structure & Reproduction of Algae
(Vol. I & Vol. II)*Cambridge UniversityPress Cambridge, U.K..
- Bold, H.C. & M. J. Wynne (1984)*Introduction to the Algae*, Prentice-
Hall Inc., New Jersey
- Robert Edward Lee (2008)*Phycology*. Cambridge University Press,

New York

- Van Den Hoek, C., D.G.Mann&H.M.Jahns (1996)*Algae : An Introduction to Phycology*. Cambridge University Press, New York
- Shaw, A.J.&B.Goffinet (2000)*Bryophyte Biology*.Cambridge University Press, New York.

Practical syllabus of Botany Core Course – 1/ Semester – I

Fundamentals of Microbes and Non-vascular Plants (Viruses, Bacteria, Fungi, Lichens, Algae and Bryophytes)

(Total hours of laboratory exercises 30 Hrs. @ 02 Hrs./Week)

Course Outcomes: On successful completion of this practical course, student shall be able to;

1. Demonstrate the techniques of use of lab equipment, preparing slides and identify the material and draw diagrams exactly as it appears.
2. Observe and identify microbes and lower groups of plants on their own.
3. Demonstrate the techniques of inoculation, preparation of media etc.
4. Identify the material in the permanent slides etc.

Practical Syllabus:

1. Knowledge of Microbiology laboratory practices and safety rules.
2. Knowledge of different equipment for Microbiology laboratory (Spirit lamp, Inoculation loop, Hot-air oven, Autoclave/Pressure cooker, Laminar air flow chamber and Incubator) and their working principles. (In case of the non-availability of the laboratory equipment the students can be taken to the local college/clinical lab. with required infrastructural facilities or they can enter a linkage with the college/lab for future developments and it will fetch credits during the accreditation by NAAC).
3. Demonstration of Gram's staining technique for Bacteria.
4. Study of Viruses (Corona, Gemini and TMV) using electron micrographs/ models.
5. Study of Archaeobacteria and Actinomycetes using permanent slides/ electron micrographs/diagrams.
6. Study of *Anabaena* and *Oscillatoria* using permanent/temporary slides.
7. Study of different bacteria (Cocci, Bacillus, Vibrio and Spirillum) using permanent or temporary slides/ electron micrographs/ diagrams.
8. Study/ microscopic observation of vegetative,

sectional/anatomical and reproductive structures of the following using temporary or permanent slides/ specimens/ mounts :

- a. Fungi : *Rhizopus*, *Penicillium* and *Puccinia*
 - b. Lichens: Crustose, foliose and fruiticose
 - c. Algae : *Volvox*, *Spirogyra*, *Ectocarpus* and *Polysiphonia*
 - d. Bryophyta : *Marchantia* and *Funaria*
9. Study of specimens of Tobacco mosaic disease, Citrus canker and Blast of Rice.

SRI VENKATESWARA UNIVERSITY :: TIRUPATI
FIRST YEAR B.Sc. BOTANY
FIRST SEMESTER
Revised Syllabus Under CBCS W.E.F. 2020-21

Fundamentals of Microbes and Non-vascular Plants
(Viruses, Bacteria, Fungi, Lichens, Algae and Bryophytes)

Model Question Paper for Practical Examination

Max. Time: 3 Hrs.

Max. Marks: 50

1. Take the T.S. of material 'A' (Fungi), make a temporary mount and make comments about identification. 10 M
2. Identify any 2 algae from the mixture (material 'B') given with specific comments about identification. 10 M
3. Take the T.S. of material 'C' (Bryophyta), make a temporary mount and make comments about identification. 10 M
4. Identify the following with specific reasons. 4x 3 = 12 M
D. A laboratory equipment of Microbiology
E. Virus
F. Archaeobacteria / Ascomycete / Cyanobacteria / Eu-Bacteria
G. Lichen
5. Record + Viva-voce 5+3 = 8 M

Suggested co-curricular activities for Botany Core Course-1 in Semester-I:

A. Measurable :

a. Student seminars :

1. Baltimore classification of Viruses.
2. Lytic and lysogenic cycle of T- even Bacteriophages.
3. Viral diseases of humans and animals.
4. Retroviruses
5. Bacterial diseases of humans and animals.
6. Significance of Bacteria in Biotechnology and Genetic engineering.
7. Fungi responsible for major famines in the world.
8. Poisonous mushrooms (Toad stools).

9. Algae as Single Cell Proteins (SCPs)

10. Parasitic algae

11. Origin of Bryophytes through : Algae vs Pteridophytes

12. Fossil Bryophytes

13. Evolution of gametophytes in Bryophyta.

14. Ecological and economic importance of Bryophytes.

b. Student Study Projects :

1. Isolation and identification of microbes from soil, water and air.

2. Collection and identification of algae from fresh / estuarine / marine water.

3. Collection and identification of fruiting bodies of Basidiomycetes and Ascomycetes.

4. Collection and identification of Lichens from their native localities.

5. Collection of diseased plants/parts and identification of symptoms.

6. Collection and identification of Bryophytes from their native localities.

c. Assignments: Written assignment at home / during 'O' hour at college; preparation of charts with drawings, making models etc., on topics included in syllabus.

B. General :

1. Visit to Agriculture and/or Horticulture

University/College/Research station to learn about microbial diseases of plants.

2. Visit to industries working on microbial, fungal and algal products.

Group Discussion (GD)/ Quiz/ Just A Minute (JAM) on different modules in syllabus of the course.

SRI VENKATESWARA UNIVERSITY

B.Sc. DEGREE COURSE IN BOTANY

W.E.F. 2020-21

MODEL QUESTION PAPER

Time: 3 hours

Marks: 75 marks

Note: This question paper contains two parts A and B.

Part A is compulsory which carries 25 marks. Answer any five of the following questions in Part A.

Part B consists of 5 Units. Answer one full question (A or B) from each unit (i.e., Q.No 9 from Unit – I, Q.No 10 from Unit – II, Q.No 11 from Unit – III, Q.No 12 from Unit – IV, Q.No 13 from Unit – V). Each question carries 10 marks.

PART – A

Answer any Five of the following question.

(5X5=25M)

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

(P.T.O)

PART – B

Answer All The Questions. Each question carries 10 marks (5X10= 50M)

9.	(A) OR (B)
10.	(A) OR (B)
11.	(A) OR (B)
12.	(A) OR (B)
13.	(A) OR (B)

SRI VENKATESWARA UNIVERSITY :: TIRUPATI**FIRST YEAR B.Sc. ZOOLOGY****FIRST SEMESTER****Revised Syllabus Under CBCS W.E.F. 2020-21****STRUCTURE**

YEAR	SEM	PAPER	TITLE	MARKS (100)		CREDITS
				MID SEMESTE R	END SEMESTE R	
I	I	I	Animal Diversity – I	25	75	04
			Biology of Non-Chordates			
			Practical - I	25	75	01
	II	II	Animal Diversity – II	25	75	04
			Biology of Chordates			
			Practical - II	25	75	01
II	III	III	Cell biology, Genetics, Molecular Biology & Evolution	25	75	04
			Practical - III	25	75	01
	IV	IV	Physiology, Cellular Metabolism & Embryology	25	75	04
			Practical - IV	25	75	01
		V	Immunology &Animal Biotechnology	25	75	04
			Practical - V	25	75	01

SRI VENKATESWARA UNIVERSITY :: TIRUPATI

FIRST YEAR B.Sc. ZOOLOGY

FIRST SEMESTER

Revised Syllabus Under CBCS W.E.F. 2020-21

(With Chemistry, Botany and Zoology Disciplines)

As per the **National Education Policy, 2019 the outcomes of Higher Education** include increased critical thinking abilities, higher order thinking and deeper learning, mastery of content, problem solving, team work and communication skills besides general engagement and enjoyment of learning including systematic research in India.

The overall objectives of the learning outcomes-based curriculum framework are to:

- Help formulate graduate attributes, qualification descriptors, programme learning outcomes and course learning outcomes that are expected to be demonstrated by the holder of a qualification;
- Enable prospective students, parents, employers and others to understand the nature and level of learning outcomes (knowledge, skills, attitudes and values) or attributes a graduate of a programme should be capable of demonstrating on successful completion of the programme of study.

Programme Educational Objectives (PEOs):

PEO1 Higher Education: Empower students to pursue higher studies in various fields of Biology and Chemistry.

PEO2 Career: Enable students to pursue careers in Chemical, Biological and related fields as demonstrated by professional success at positions within industry, government, or academia. **PEO3 Social responsibility:** Enable students to exhibit professionalism, ethical attitude, communication skills and team work in their profession.

Program Outcomes (POs):

The Learning Outcomes of the programme could be in consonance with the Bloom's Taxonomy, which includes –

1. Remember (Lower order)
2. Understand (Lower Order)
3. Apply (Lower Order)
4. Analyze (Higher Order)
5. Evaluate & Problem Solving (Higher Order)
6. Create (Higher Order)

PO1Critical thinking: Able to understand and utilize the principles of scientific enquiry, think analytically, clearly and evaluate critically while solving problems and making decisions during biological study.

PO2Effective communication: Able to formally communicate Scientific ideas and investigations of the biology discipline to others using both oral and written communication skills.

PO3Social interaction: Able to develop individual behaviour and influence society and social structure.

PO4Effective citizenship: Able to work with a sense of responsibility towards social awareness and follow the ethical standards in the society.

PO5Ethics: Ability to demonstrate and discuss ethical conduct in scientific activities. **PO6Environment and Sustainability:** Able to understand the impact of biological science in societal and environmental contexts and demonstrate the knowledge for sustainable development.

PO7Self-directed and life-long learning: Able to recognize the need of life-long learning and engage in research and self-education.

Domain Subject: ZOOLOGY

***(Syllabus with Outcomes, Co-curricular Activities,
References & Model Q.P for Five Courses of 1, 2, 3, 4 & 5
Semesters)***

“The domain subject “Zoology”, embracing the fields of Animal diversity, Cell biology, Genetics, evolution, Animal physiology, Biochemistry, Embryology, Immunology, Molecular biology and Ecology gives the student a broad understanding of faunal diversity, various life processes involved in the development of an animal, its functioning, its response to environmental stimuli, molecular basis of life, new technological approach towards life, an insight for the lecturer into research and responsibility of the student towards environment”.

GENERAL CURRICULAR ACTIVITIES

Lecturer-based:

- 1) **Class-room activities:** Organization of Group discussions, question-answer sessions, scientific observations, use of audio-visual aids, guidance programmes, examination and evaluation work (scheduled and surprise tests), quizzes, preparation of question banks, student study material, material for PG entrance examinations etc.
- 2) **Library activities:** Reading books and magazines taking notes from prescribed and reference books and preparation of notes on lessons as per the syllabus; Reading journals and periodicals pertaining to different subjects of study; Making files of news- paper cuttings etc.
- 3) **Lab activities:** Organization of practicals, maintenance of lab attendance registers/log registers, maintenance of glassware and chemicals
- 4) **Activities in the Seminars, workshops and conferences:** Organization of at least one seminar/workshop/conference per academic year either on academic/research aspects and inculcate research spirit among students
- 5) **Research activities:** Student study projects (General / RBPT model), Minor or Major research projects, Research guidance to research scholars, Publication of research articles/papers (at least one in 2 years) in UGC-recognized journals, Registration in Vidwan/Orcid/Scopus/Web of Science
- 6) **Smart Classroom Activities:** Organization of Departmental WhatsApp groups, Ed Modo groups/Google Class Rooms/Adobe Spark groups for quick delivery of the subject; Preparation of Moocs content & presentation tube lessons by trained lecturers; Using smart/digital/e- class rooms (mandatory) wherever present; Utilization of youtube videos (subject to copy rights) etc.

Student-based:

- 1) **Class-room activities:** Power point presentations, seminars, assignments
- 2) **Library activities:** Visit to library during library hour and preparation of notes
- 3) **Lab activities:** Maintenance of observation note book and record, keeping lab clean and tidy
- 4) **Activities in the Seminars, workshops and conferences:** Participation/presentation in seminar/workshop/conference

CO-CURRICULAR ACTIVITIES

OBJECTIVES:

The co-curricular activities are aimed at strengthening the theoretical knowledge with an activity related to the content taught in the class room. The aesthetic development, character building, spiritual growth, physical growth, moral values, creativity of the student.

The different types of co-curricular activities relevant to Zoology domain are listed

below:



Academic - based

Preparation of Charts/Clay or Thermocol Models Debates,
Essay Writing Competitions

Group Discussions

Departmental (Zoology) magazine Formation of Book clubs

Animal album-making Viva-Voce



Lab/Research -based

Digital dissections

Field Visit/Excursions/Zoological Tours and submission of
report Training at research centres

(aquaculture/apiculture/sericulture etc.) Exposure to
scientific instruments and hands-on experience



Value - based

Organization of first-aid camp, swachhbharat, cleanliness week, girl-child importance, Nutrition and health awareness etc.



Observation of Days of National/International Importance

World Cancer Day (February 4 th)	International Biological Diversity Day (May 22 nd)
Darwin Day (February 12 th)	World Turtle Day (May 23 rd)
National Science Day (Feb 28 th)	World blood Donor Day (June 14 th)
World Wildlife day (March 3 rd)	World Zoonoses Day (July 6 th)
National Vaccination Day (March 16 th)	World Mosquito Day (August 20 th)
World Health Day (April 7 th)	World Turtle Day (May 23 rd)
Earth Day (April 22 nd)	World Mosquito Day (August 20 th)
Malaria Day (April 25 th)	World Animal day (October 4 th)
World Hepatitis Day (May 19 th)	World Immunization Day (November 10 th)

SRI VENKATESWARA UNIVERSITY :: TIRUPATI

FIRST YEAR B.Sc. ZOOLOGY

FIRST SEMESTER

Revised Syllabus Under CBCS W.E.F. 2020-21

PAPER – I: ANIMAL DIVERSITY – BIOLOGY OF NONCHORDATES

HOURS: 60 (5X12)

Max. Marks: 100

Course Outcomes: By the completion of the course the graduate should be able to –

- CO1** Describe general taxonomic rules on animal classification
- CO2** Classify Protozoa to Coelenterata with taxonomic keys
- CO3** Classify Phylum Platyhelminthes to Annelida phylum using examples from parasitic adaptation and vermin composting
- CO4** Describe Phylum Arthropoda to Mollusca using examples and importance of insects and Molluscs
- CO5** Describe Echinodermata to Hemichordata with suitable examples and larval stages in relation to the phylogeny

Learning objectives

1. To understand the taxonomic position of protozoa to helminthes.
2. To understand the general characteristics of animals belonging to protozoa to hemichordata.
3. To understand the structural organization of animals phylum from protozoa to hemichordata.
4. To understand the origin and evolutionary relationship of different phyla from protozoa to hemichordata.
5. To understand the origin and evolutionary relationship of different phylum from annelids to hemichordates.

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FIRST YEAR B.Sc. ZOOLOGY

FIRST SEMESTER

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PAPER – I: ANIMAL DIVERSITY – BIOLOGY OF NONCHORDATES

HOURS:60 (5X12)

Max. Marks: 100

UNIT I

Phylum Protozoa

General Characters and classification of protozoa up to classes with suitable examples

Locomotion in Protozoans

Elphidium (type study)

UNIT –II

Phylum Porifera

General characters and classification up to classes with suitable examples

Skeleton in Sponges

Canal system in sponges

Phylum Coelenterata

General characters and classification up to classes with suitable examples

Metagenesis in *Obelia*

Polymorphism in coelenterates

Corals and coral reefs

Unit – III

Phylum Platyhelminthes

General characters and classification up to classes with suitable examples

Life cycle and pathogenicity of *Fasciola hepatica*

Phylum Nematelminthes

3.4 General characters and classification up to classes with suitable examples

Life cycle and pathogenicity of *Ascaris lumbricoides*

Unit – IV

Phylum Annelida

4.1 General characters and classification up to classes with suitable examples

Vermiculture - Scope, significance, earthworm species, processing, Vermicompost, economic importance of vermicompost

Phylum Arthropoda

General characters and classification up to classes with suitable examples

Vision and respiration in Arthropoda

Metamorphosis in Insects

Peripatus - Structure and affinities

Unit – V

Phylum Mollusca

General characters and classification up to classes with suitable examples
Pearl formation in Pelecypoda

Phylum Echinodermata

General characters and classification up to classes with suitable examples
Water vascular system in star fish

Phylum Hemichordata

General characters and classification up to classes with suitable examples
Balanoglossus - Structure and affinities

Co-curricular activities (suggested)

Preparation of chart/model of phylogenetic tree of life, 5-kingdom classification, *Elphidium*

life cycle etc.

Visit to Zoology museum or Coral island as part of

Zoological tour Charts on life cycle of *Obelia*,

polymorphism, sponge spicules

Clay models of canal system in sponges

Preparation of charts on life cycles of *Fasciola* and *Ascaris*

Visit to adopted village and conducting awareness campaign on diseases, to people as part of Social Responsibility.

Plaster-of-paris or Thermocol model of *Peripatus*

Construction of a vermicompost in each college, manufacture of manure by students and donating to local farmers

Models of compound eye, bee hive and termitarium (termitaria) by students

Visit to apiculture centre and short-term training as part of apprenticeship programme of the govt. Of Andhra Pradesh

Chart on pearl forming layers using clay or

Thermocol Visit to a pearl culture rearing

industry/institute

Live model of water vascular system

Phylogeny chart on echinoderm larvae and their evolutionary significance

Preparation of charts depicting the feeding mechanism, 3 coeloms, tornaria larva etc., of

Balanoglossus

REFERENCE BOOKS

1. **L.H. Hyman** '*The Invertebrates*' Vol I, II and V. – M.C. Graw Hill Company Ltd.
2. **Kotpal, R.L. 1988 - 1992** Protozoa, Porifera, Coelenterata, Helminthes, Arthropoda, Mollusca, Echinodermata. Rastogi Publications, Meerut.
3. **E.L. Jordan and P.S. Verma** '*Invertebrate Zoology*' S. Chand and Company.
4. **R.D. Barnes** '*Invertebrate Zoology*' by: W.B. Saunders CO., 1986.
5. **Barrington. E.J.W.**, '*Invertebrate structure and Function*' by ELBS.
- 6 **P.S. Dhami and J.K. Dhami.** Invertebrate Zoology. S. Chand and Co. New Delhi.
7. **Parker, T.J. and Haswell** '*A text book of Zoology*' by, W.A., Mac Millan Co. London.
8. **Barnes, R.D. (1982).** *Invertebrate Zoology*, V Edition"

B.Sc. ZOOLOGY PRACTICAL SYLLABUS FOR
SEMESTER-I W.E.F. 2020-21

PAPER - I
ANIMAL DIVERSITY - BIOLOGY OF NONCHORDATES

Periods: 24

Max. Marks: 50

Learning Outcomes:

- To understand the importance of preservation of museum specimens
- To identify animals based on special identifying characters
- To understand different organ systems through demo or virtual dissections
- To maintain a neat, labeled record of identified museum specimens

Syllabus :

1. Study of museum slides / specimens / models (Classification of animals up to orders)

Protozoa: *Amoeba*, *Paramoecium*, *Paramoecium Binary fission and Conjugation*, *Vorticella*, *Entamoebahistoltyica*, *Plasmodium vivax*

Porifera: *Sycon*, *Spongilla*, *Euspongia*, *Sycon- T.S & L.S*, Spicules, Gemmule **Coelenterata:** *Obelia – Colony & Medusa*, *Aurelia*, *Physalia*, *Velella*, *Corallium*, *Gorgonia*, *Pennatulav*.

Platyhelminthes: *Planaria*, *Fasciola hepatica*, *Fasciolalarval forms – Miracidium*, *Redia*, *Cercaria*, *Echinococcusgranulosus*, *Taeniasolium*, *Schistosomahaematobiumvii*.

Nemathelminthes: *Ascaris(Male & Female)*, *Drancunculus*, *Ancylostoma*, *Wuchereria*

Annelida: *Nereis*, *Aphrodite*, *Chaetopteurs*, *Hirudinaria*, Trochophore larva **Arthropoda:** *Cancer*, *Palaemon*, *Scorpion*, *Scolopendra*, *Sacculina*, *Limulus*, *Peripatus*, Larvae - Nauplius, Mysis, Zoea, Mouth parts of male & female *Anopheles* and *Culex*, Mouthparts of Housefly and Butterfly. xiii.

Mollusca: *Chiton*, *Pila*, *Unio*, *Pteredo*, *Murex*, *Sepia*, *Loligo*, *Octopus*, *Nautilus*, Glochidium larva

Echinodermata: *Asterias*, *Ophiothrix*, *Echinus*, *Clypeaster*, *Cucumaria*,
Antedon, Bipinnaria larva

Hemichordata: *Balanoglossus*, Tornaria larva

2. Dissections:

1.Prawn: Appendages, Digestive system, Nervous system, Mounting of Statocyst

2.Insect Mouth Parts

3.Laboratory Record work shall be submitted at the time of practical examination

4.An “**Animal album**” containing photographs, cut outs, with appropriate write up about the above mentioned taxa. Different taxa/ topics may be given to different sets of students for this purpose

5.Computer - aided techniques should be adopted or show virtual dissections

REFERENCE MANUALS:

1. Practical Zoology- Invertebrates S.S. Lal
2. Practical Zoology - Invertebrates P.S. Verma
3. Practical Zoology - Invertebrates K.P. Kurl
4. Ruppert and Barnes (2006) Invertebrate Zoology, 8th Edition, Holt Saunders International Edition

ZOOLOGY MODEL PAPER FOR I SEMESTER

ZOOLOGY - PAPER - I

W.E.F.2020-21

ANIMAL DIVERSITY – BIOLOGY OF NONCHORDATES

Time : 3 hrs

Max. Marks : 75

I. Answer any FIVE of the following :

5x5=25

Draw labeled diagrams wherever necessary

1. Locomotion in protozoa.
2. Scleroblasts.
3. Anthozoa.
4. Nematelminthes general characters.
5. Respiration in Arthropoda.
6. Gastropoda.
7. Bipinnaria larva.
8. Balanoglossus.

II. Answer any FIVE of the following:

5x10=50

Draw labeled diagrams wherever necessary

9. Explain about general character of protozoa and classify upto class with examples

OR

Write about structure of Elphidium and life cycle.

10. Write about canal system in Sponges.

OR

Write about Polymorphism in Coelenterates.

11. Write about life cycle of Fasciola hepatica.

OR

Life cycle of Ascaris lumbricoides.

12. Write about Vermiculture.

OR

Write about structure and affinities of Peripatus.

13. Write about Pearl formation in Pelecypoda.

OR

Write about water vascular system in Starfish.

SRI VENKATESWARA UNIVERSITY :: TIRUPATI

FIRST YEAR B.Sc. CHEMISTRY

FIRST SEMESTER

Revised Syllabus Under CBCS W.E.F. 2020-21

Course I - INORGANIC & PHYSICAL CHEMISTRY

60 hrs. (4h/w)

Course outcomes:

At the end of the course, the student will be able to;

1. Understand the basic concepts of p-block elements
2. Explain the difference between solid, liquid and gases in terms of intermolecular interactions.
3. Apply the concepts of gas equations, pH and electrolytes while studying other chemistry courses.

INORGANIC CHEMISTRY

24 hours

UNIT –I

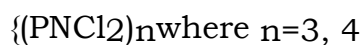
Chemistry of p-block elements

8 hours

Group 13: Preparation & structure of Diborane, Borazine

Group 14: Preparation, classification and uses of silicones

Group 15: Preparation & structures of Phosphonitrilic halides



Group 16: Oxides and Oxoacids of Sulphur

(structures only) **Group 17:** Pseudohalogens,

Structures of Interhalogen compounds.

UNIT-II

Chemistry of d-block elements:

6 hours

Characteristics of d-block elements with special reference to electronic configuration, variable valence, magnetic properties, catalytic properties and ability to form complexes. Stability of various oxidation states.

1. Chemistry of f-block elements:**6h**

Chemistry of lanthanides - electronic structure, oxidation states, lanthanide contraction, consequences of lanthanide contraction, magnetic properties. Chemistry of actinides - electronic configuration, oxidation states, actinide contraction, comparison of lanthanides and actinides.

3. Theories of bonding in metals:**4hours**

Valence bond theory and Free electron theory, explanation of thermal and electrical conductivity of metals based on these theories, Band theory- formation of bands, explanation of conductors, semiconductors and insulators.

PHYSICAL CHEMISTRY**36hours****UNIT-III****Solidstate****10hours**

Symmetry in crystals. Law of constancy of interfacial angles. The law of rationality of indices. The law of symmetry. Miller indices, Definition of lattice point, space lattice, unit cell. Bravais lattices and crystal systems. X-ray diffraction and crystal structure. Bragg's law. Powder method. Defects in crystals. Stoichiometric and non-stoichiometric defects.

UNIT-IV**1. Gaseous state****6h**

van der Waal's equation of state. Andrew's isotherms of carbon dioxide, continuity of state. Critical phenomena. Relationship between critical constants and vander Waal's constants. Law of corresponding states. Joule- Thomson effect. Inversion temperature.

2. Liquid state**4h**

Liquid crystals, mesomorphic state. Differences between liquid crystal and solid/liquid. Classification of liquid crystals into Smectic and Nematic. Application of liquid crystals as LCD devices.

UNIT-V

Solutions, Ionic equilibrium& dilute solutions

1.Solutions

6h

Azeotropes-HCl-H₂O system and ethanol-water system. Partially miscible liquids-phenol- water system. Critical solution temperature (CST), Effect of impurity on consolute temperature. Immiscible liquids and steam distillation.Nernst distribution law. Calculation of the partition coefficient. Applications of distribution law.

2.Ionic equilibrium

3h

Ionic product, common ion effect, solubility and solubility product. Calculations based on solubility product.

3.Dilute solutions

7h

Colligative properties- RLVP, Osmotic pressure, Elevation in boiling point and depression in freezing point. Experimental methods for the determination of molar mass of a non-volatile

solute using osmotic pressure, Elevation in boiling point and depression in freezing point. Abnormal colligative properties. Van't Hoff factor.

Co-curricular activities and Assessment Methods

1. Continuous Evaluation: Monitoring the progress of student's learning
2. Class Tests, Worksheets and Quizzes
3. Presentations, Projects and Assignments and Group Discussions: Enhance critical thinking skills and personality
4. Semester-end Examination: critical indicator of student's learning and teaching methods adopted by teachers throughout the semester.

List of Reference Books

1. Principles of physical chemistry by Prutton and Marron
2. Solid State Chemistry and its applications by Anthony R. West
3. Text book of physical chemistry by K L Kapoor
4. Text book of physical chemistry by S Glasstone
5. Advanced physical chemistry by Bahl and Tuli

6. Inorganic Chemistry by J.E.Huheey
7. Basic Inorganic Chemistry by Cotton and Wilkinson
8. A textbook of qualitative inorganic analysis by A.I. Vogel
9. Atkins,P.W.&Paula,J.deAtkin'sPhysicalChemistryEd.,OxfordUniversityPress 10thEd(2014).
10. Castellan,G.W.PhysicalChemistry4thEd.Narosa(2004).
11. Mortimer,R. G.PhysicalChemistry3rdEd. Elsevier:NOIDA,UP(2009).
12. Barrow,G.M.PhysicalChemistry

SRI VENKATESWARA UNIVERSITY :: TIRUPATI

FIRST YEAR B.Sc. CHEMISTRY

FIRST SEMESTER

Revised Syllabus Under CBCS W.E.F. 2020-21

LABORATORY COURSE –I

30hrs (2 h / w)

Practical-I Analysis of SALT MIXTURE (At the end of Semester-I)

Qualitative inorganic analysis
(Minimum of Six mixtures should be analysed)

50 M

Course outcomes:

At the end of the course, the student will be able to;

1. Understand the basic concepts of qualitative analysis of inorganic mixture
2. Use glassware, equipment and chemicals and follow experimental procedures in the laboratory
3. Apply the concepts of common ion effect, solubility product and concepts related to qualitative analysis

Analysis of SALT MIXTURE

50 M

Analysis of mixture salt containing two anions and two cations (From two different groups) from the following:

Anions: Carbonate, Sulphate, Chloride, Bromide, Acetate, Nitrate, Borate, Phosphate. **Cations:** Lead, Copper, Iron, Aluminium, Zinc, Nickel, Manganese, Calcium, Strontium, Barium, Potassium and Ammonium.

SRI VENKATESWARA UNIVERSITY :: TIRUPATI

FIRST YEAR B.Sc. CHEMISTRY

FIRST SEMESTER

Revised Syllabus Under CBCS W.E.F. 2020-21

CHEMISTRY Course-I: INORGANIC & PHYSICAL CHEMISTRY

MODEL QUESTION PAPER

Time: 3 hours

Maximum Marks: 75

PART- A

5 X 5 = 25 Marks

Answer any **FIVE** of the following questions. Each carries **FIVE** marks

1. Explain the preparation & structures of Phosphonitrilic compounds.
2. Explain in brief, catalytic properties & stability of various oxidation states of d- block elements.
3. Write short note on Bravais lattices and crystal systems.
4. What are Smectic&Nematic liquid Crystals? Explain.
5. Write account on Common ion effect & Solubility product.
6. Describe Andrew's isotherms of carbon dioxide.
7. Explain Actinide Constriction.
8. Explain the structure of Borazine.

PART- B

5 X 10 = 50 Marks

Answer **ALL** the questions.

Each carries TEN marks

9.(a) Explain Classification, Preparations & uses of Silicones

(or)

(b). (i) What are Pseudohalogens.

(ii) Explain the Structures of any one AX₃& AX₅ interhalogen compounds.

10 (a). What is Lanthanide Contraction? Explain the Consequences of Lanthanide Contraction.

(or)

- (b). (i) Explain the magnetic properties of d- block elements.
(ii) Explain about Conductors, Semi-Conductors & Insulators using Band Theory.

11.(a). Write an essay on Crystal defects.
(or)

(b). What is Bragg's Law. Explain the determination of structure of a crystal by powder method.

12.(a). Derive the relationship between Critical constants & Vanderwaal constants
(or)

- (b). (i) Write any 5 differences between liquid crystals & liquids, solids
(ii) Write the applications of Liquid crystals.

13.(a). Explain Nernst distribution Law. Explain its applications
(or)

(b). What are colligative properties. Write experimental methods for determination of molar mass of a non-volatile solute by using Elevation in boiling point & depression in freezing point.

English Syllabus-Semester-I

W.E.F.2020-21
English Praxis Course-I

A Course in Communication and Soft Skills

- I. **UNIT: Listening Skills**
 - i. Importance of Listening
 - ii. Types of Listening
 - iii. Barriers to Listening
 - iv. Effective Listening
- II. **UNIT: Speaking Skills**
 - a. Sounds of English: Vowels and Consonants
 - b. Word Accent
 - c. Intonation
- III. **UNIT: Grammar**
 - a) Concord
 - b) Modals
 - c) Tenses (Present/Past/Future)
 - d) Articles
 - e) Prepositions
 - f) Question Tags
 - g) Sentence Transformation (Voice, Reported Speech & Degrees of Comparison)
 - h) Error Correction
- IV. **UNIT: Writing**
 - i. Punctuation
 - ii. Spelling
 - iii. Paragraph Writing
- V. **UNIT: Soft Skills**
 - a. SWOC
 - b. Attitude
 - c. Emotional Intelligence
 - d. Telephone Etiquette
 - e. Interpersonal Skills

Approved by BOS (PASS)
W.E.F. 2020-2021

M. Srinivasulu
Chairperson 3/9/2020
BOS in English
(PASS)

SRI VENKATESWARA UNIVERSITY
FIRST YEAR B.A. / B.Com. / B.Sc.
FIRST SEMESTER
Under CBCS W.E.F. 2020-21
ENGLISH PRAXIS COURSE-1
A COURSE IN COMMUNICATION AND SOFT SKILLS
GENERAL ENGLISH MODEL PAPER

Time: 3 hours

Max Marks: 75

1. Answer any THREE of the following questions (3X5=15)
 - a) What is the importance of Listening?
 - b) Write a note on the types of Listening?
 - c) What are the barriers to listening?
 - d) Explain the strategies for effective listening.
 - e) Describe the traits of a good listener.

2. Answer any TWO of the following questions (2X5=10)
 - a. Write about consonant sounds with examples.
 - b. Explain Word Accent
 - c. What are the different kinds of intonation?
 - d. Mark the stress of the following words.
i) itself ii) alone iii) wonderful iv) pronunciation v) Electricity

3. Attempt the following questions: (2X1=2)
 - a. Concord
(i) Each of the cars_____ very well designed by the company.
(ii) The average worker's earnings_____ gone up dramatically
 - b. Fill in the blanks with suitable Modals: (2X1=2)
(i) Do we_____ to take our certificates for the Interview?
(ii) You_____ get an easy question paper this time.
 - c. Fill in the blanks with appropriate forms of the Verbs given in brackets. (5X1=5)
(i) Satya_____ (come) to college regularly.
(ii) When the police came, the thief_____ (escape)
(iii) The President_____ (address) the public tomorrow
(iv) I _____ (live) in a pent house for the last six months.
(iv) Aishu_____ (go) to school now.
 - d. Fill in the blanks with suitable Articles: (2x1=2)
(i) I met_____ European last month
(ii) _____ poor need our support.
 - e. Fill in the blanks with suitable prepositions (2x1=2)
(i) The patient is suffering_____ fever
(ii) The sweets are distributed_____ children.
 - f. Add Question Tags to the following statements (2x1=2)
(i) Sita is not writing_____?
(ii) I am late, _____?
 - g. Transform the following sentences as directed. (5x1=5)

- (i) The officer ordered the soldiers to open fire(change it into Direct speech)
- (ii) Akbar is one of the greatest kings(change it into positive degree)
- (iii) Bhavanasays,"I write a novel"(change it into Indirect speech)
- (iv) Jim Corbett had killed many tigers(Change it into passive voice)
- (iv) Mary is as clever as Lily. (Change it into Comparative degree).

h. Correct the following sentences (5x1=5)

- (i) could you return back the library cards to me, please
- (ii) The painting is too beautiful.
- (iii) Ram camped besides the lake.
- (iv) I have read the book yesterday.
- (v) The news are very pathetic.

4. Answer any TWO of the following questions. (2x5=10)

i. Punctuate the following

The dog grinned sardonically down on him over the edge for a moment as if he thought it would be a good lark to drop the cartridge down on jim.

ii. Pick out the correct word:

- | | | | |
|-------------------|----------------|----------------|-----------------|
| a) A. company | B. Compony | C. Kompony | D. Komphony |
| b) A. Techanology | B. Technalogy | C. Tachnology | D. Technology |
| c) A. achievement | B. acheivement | C. acheevement | D. achieevement |
| d) A. psychology | B. Psychologi | C. acheevement | D. achieevement |
| e) A. Occassion | B. occasion | C. Occaassion | D. occasion |

iii. Write a meaningful paragraph using the hints given below and suggest a suitable title

Reading hobby---good and bad books---of the hour and forever---books as best companions--- they entertain, educate and enlighten---make one forget one's loneliness.


iv) Expand any one of the following idea:

- a) A stitch in time saves nine
- b) Rome was not built in a day.

5. Answer any THREE of the following questions: (3x5=15)

- a. What are the benefits of 'SWOC' analysis?
- b. Explain the importance of positive attitude. How can we develop it?
- c. Describe the qualities needed to develop emotional intelligence
- d. What is Telephone Etiquette? Explain
- e. How do you demonstrate good interpersonal skills?

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(Dr M.SREELATHA),
Chairman,
BOS in English(PASS).

శ్రీ వేంకటేశ్వర విశ్వవిద్యాలయం, తిరుపతి
బి.ఎ., బి.కాం., బి.యస్ సి., మెదలైన కోర్సులు
జనరల్ తెలుగు సెమిస్టర్ 1
పాఠ్య ప్రణాళిక - (2020 -21 నుండి)
ప్రాచీన తెలుగు సాహిత్యం

యూనిట్ I

రాజనీతి

- నన్నయ

ఆంధ్రమహాభారతం - సభాపర్వం - ప్రథమాశ్వాసం -(26 - 57) పద్యాలు

యూనిట్ II

కుచేలోపాఖ్యానం

- పోతన

ఆంధ్ర మహాభాగవతం-దశమ స్కంధము - (966 - 1005) పద్యాలు

యూనిట్ III

ధౌమ్య ధర్మోపదేశము

- తిక్కన

ఆంధ్ర మహాభారతం - విరాట పర్వం - ప్రథమాశ్వాసం -(116 -146) పద్యాలు

యూనిట్ IV

- శ్రీనాథుడు (పలనాటి వీరచరిత్ర -ద్విపద కావ్యం పుట 108 - 112

'బాలచంద్రుడు భీమోబాగు సంగ్రామం బొనర్చుట ..నుండివెలుగంది కుంది... వరకు
సం. అక్కిరాజు ఉమాకాంతం . ముద్రణ . వి.కె.స్వామి ,బెజవాడ 1911.

యూనిట్ V

సీతా రావణ సంవాదం

- మొల్ల రామాయణము - సుందరకాండము - (40 -87) పద్యాలు

***వ్యాకరణం**

సంధులు : ఉత్ప, త్రిక, ద్రుతప్రకృతిక , నుగాగమ,ద్విరుక్తకారాదేశ, యణాదేశ, వృద్ధి, శ్చుత్వః, జశ్త్వ,

. అనునాసిక సంధులు

సమాసాలు : అవ్యయిభావ, తత్పురుష, కర్మధారయ, ద్వంద్వ, ద్వీగు, బహువ్రీహి

అలంకారాలు :

అర్థాలంకారాలు : ఉపమ ఉత్పేక్ష, రూపక, స్వభావోక్తి, అర్థాంతర, అతిశయోక్తి

శబ్దాలంకారాలు : అనుప్రాస, (వృత్త్యనుప్రాస, ఛేకాను ప్రాస, లాటానుప్రాస, అంత్యానుప్రాస)

ఛందస్సు :

వృత్తాలు : ఉత్పలమాల, చంపకమాల, శార్దూలము, మత్తేభము

జాతులు :కాండం, ద్విపద; ఉపజాతులు : ఆటవెలది, తేటగీతి, సీసం మరియు ముత్యాలసరాలు

డా. జి. డి. జ్యోతీశ్వరి దేవి

బి.టి.కళాశాల , మదనపల్లి.

శ్రీ వేంకటేశ్వర విశ్వవిద్యాలయం, తిరుపతి
బి.ఏ., బి.కాం., బి.యస్ సి., మెదలైన కోర్సులు
జనరల్ తెలుగు సెమిస్టర్ 1
మాదిరి ప్రశ్న పత్రము - (2020 -21 నుండి)

సమయం : 3 గం.

మార్కులు : 75

విభాగము - ఎ

క్రిందివానిలో ఏవైనా ఐదింటికి సమాధానములు రాయండి. వానిలో 3,4 ప్రశ్నలకు తప్పనిసరిగా సమాధానములు రాయవలెను.

5 X 5 = 25 మా

1. రాజ కొలువులో సేవకుడు చేయకూడని పనులేవి
2. సాందీపుని వృత్తాంతాన్ని తెలపండి.
3. క్రిందివానిలో ఒక దానికి సందర్భ సహిత వ్యాఖ్య రాయండి.
(అ) కలుగు వారికైన గార్య మగునె
(ఆ) ముని పుంగవు లెంత వారలున్.
4. క్రిందివానిలో ఒక దానికి సందర్భ సహిత వ్యాఖ్య రాయండి
(అ)వార్త యందు జగము వర్ణిల్లుచున్నది .
(ఆ) తుచ్చపు బల్కులు పల్క బాడియే?
5. వార్త యొక్క ప్రాముఖ్యాన్ని తెలపండి.
6. సీత రావణుని తెగడిన విధమెట్టిది.
7. కుచేలుని దారిద్ర్య మెట్టిది .
8. పలనాటి వీరచరిత్ర గురించి రాయండి.
9. అకార, ఇకార, ఉకార సంధులను గురించి రాయండి.
10. ఉపమ లేదా ఉత్పేక్షాలంకారమును నోదాహరణముగా వివరించుము.

(తిప్పి చూడుము

విభాగము - బి

అన్ని ప్రశ్నలకి సమాధానములు రాయండి.

5 X 10 = 50 మా

11. క్రింది వానిలో ఒక పద్యమునకు ప్రతిపదార్థ తాత్పర్యము రాయండి

(అ)ఉత్తమ మధ్యమాధమ నియోగ్యత బుద్ధి నెఱింగి వారి న
యుత్తమ మధ్యమాధమ నియోగములన్ నియమించితే నరేం
ద్రోత్తమ! భృత్యకోటికి ననూనముగా దాగు జీవితంబు లా
యత్తము సేసి యితై దయ నయ్యయి కాలము దప్పకుండగన్.

(లేదా)

(ఆ)తన మృదు తల్పమందు వనితామణి యైన రమాలలామ పొం
దును నెడగా దలంపక యదుప్రవరుం డెదురేగి మోదముం
దనుకగ గొగిలించి యుచితక్రియలం బరితుష్టు జేయుచున్
వినయమునన్ భజించె ; ధరణీసురుడెంతటి భాగ్యవంతుడో ?

12.నన్నయ తెలిపిన రాజనీతి ఎట్టిది.

(లేదా)

దౌమ్య ధర్మోపదేశము ఆధారంగా తిక్కన కవితారీతులను వివరించండి.

13. 'కుచేలోపాఖ్యానం' పాఠ్య భాగం ఆధారంగా స్నేహమాధుర్యాన్ని వర్ణించండి.

(లేదా)

దౌమ్యుడు చెప్పిన సేవకుని ధర్మాలను వివరించండి.

14. బాలచంద్రుని పరాక్రమాన్ని వర్ణించండి.

(లేదా)

సీత రావణ సంవాద సారాంశాన్ని రాయండి.

15. కర్మధారయ సమాసములను నాల్గింటిని నోదాహరణముగా వివరించండి.

లేదా)

ఉత్పలమాల, చంపమాల పద్యములలో ఒకదానికి లక్ష్య, లక్షణములను రాయండి.

డా. జి. డి. జ్యోతీశ్వరి దేవి
బి.టి.కళాశాల , మదనపల్లి.

SRI VENKATESWARA UNIVERSITY: TIRUPATHI
B.A., B.Com., & B.Sc., etc., Programmes

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

Language Subjects – SANSKRIT

**Revised Syllabus of
SANSKRIT**

Subject Curricular Framework

Semester	Course	Title	Hrs/Wk	Credits	Max. Marks		Total
					IA	SE	
I	I	POETRY, PROSE & GRAMMAR	04	03	25	75	100
II	II	POETRY, PROSE & GRAMMAR	04	03	25	75	100

SRI VENKATESWARA UNIVERSITY: TIRUPATHI

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

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

II Language Subject-SANKSRIT

Part I (B) Subject : SANSKRIT

SEMESTER – I

PAPER – I : POETRY, PROSE & GRAMMAR . (w.e.f. 2020-21)

- UNIT – I OLD POETRY:**
1. "Arya Padukabhishekaha",
Valmiki Ramayanam- Ayodhya Kanda, Sarga-100 Geetha Press,
Gorakhpur.
 2. "YakshaPrasnaha", Mahabharatam of Vedavyasa,
Vanaparva, Adhyaya -313, Geeta Press, Gorakhpur.
- UNIT – II MODERN POETRY:**
1. "Mevada Rajyastapanam" 4th Canto, Srimat Pratapa
Ranayanam, Mahakavyam, Pt.Ogeti Parikshit sarma,
Published by, Pt.Ogeti Parikshitsarma, 10/11,
Sakal nagar, Pune, 1989.
 2. "VivekanandaSuktayaha", Vivekanandasuktisudha by
Dr.SamudralaLakshmanaiah, Published by Author, 18-1-84,
Yasoda Nagar, Tirupati. Selected Slokas 25.
(Slokas Nos.11,14,18,20,22,23,29,33,34,37,48,49,50,58,60,71,88,
89,94,101,104,115,116,125 & 139).
- UNIT – III PROSE:**
1. "Atyutkataihi papapunyairihaiva phalamasnute",
Hitopadesaha-Mitralabha 2 & 3 stories, Pages 61-84.
 2. "Sudraka -Veeravarakatha", Hitopadesaha-Vigraham,
8th story, Pages 63-70, Chowkhamba krishadas
academy, Varanasi, 2006.
- UNIT - IV GRAMMAR:**
1. **DECLENSIONS** Nouns ending in vowels Deva, Kavi, Bhanu, Dhatru,
Pitru, Go, Ramaa, Mati.
 2. **CONJUGATIONS**
1st Conjugation - Bhoo, Gam, Shtha, Drusir, Labh, Mud.
2nd Conjugation - As. 10th Conjugation – Bhaash.
- UNIT – V GRAMMAR:**
1. **SANDHI - Swara Sandhi** : Savarnadeergha, ayavayava,
Guna, Vruddhi, yaanadesa.
-Halsandhi: Schutva, Stutva, Anunasika. 2. **SAMASA**
Dwandwa, Tatpurusha, Karmadharaya,, Dwigu.

SRI VENKATESWARA UNIVERSITY: TIRUPATHI

I SEMESTER - W.E.F.2020-21

QUESTION PAPER PATTERN

प्रश्नापत्रप्रणाली

Time : 3 Hours

Max. Marks : 75

सूचना :- द्वितीय-तृतीय-चतुर्थ-पञ्चम-दशम-प्रश्नाः संस्कृत भाषायामेव समाधेयाः ।

Q.No. 2, 3, 4, 5 & 10 Should be answered in Sanskrit Only

प्रथमो भागः (25 Marks)

- | | | |
|---|---------------------|---------------------------|
| 1. श्लोकपूर्णं भावं लिखत
(नक्षत्राङ्कितश्लोकेभ्यः देयाः) | (Unit-I) 2 Out of 4 | 2 x 3 = 06 |
| 2. शब्दाः (सम्पूर्ण शब्दरूपाणि) | 2 Out of 4 | 2 x 3 = 06 |
| 3. धातवः (लकारे सर्वाणि रूपाणि) | 2 Out of 4 | 2 x 2 ^{1/2} = 05 |
| 4. सन्धिः (नामनिर्देशपूर्वकं) | 4 Out of 8 | 4 x 1 = 04 |
| 5. समासाः (नामनिर्देशपूर्वकं) | 4 out of 8 | 4 x 1 = 04 |

25

द्वितीयो भागः (50 Marks)

- | | |
|--|-------------|
| 6. आन्ध्रभाषायां वा आग्लभाषायां वा अनुवदत
(from Unit-III only) 2 out of 4 | 2 x 3 = 06 |
| 7. निबन्धप्रश्नः (Unit-I) 1 out of 2 | 1 x 08 = 08 |
| 8. निबन्धप्रश्नः (Unit-II) 1 out of 2 | 1 x 08 = 08 |
| 9. निबन्ध प्रश्नः (Unit-III) 1 out of 2 | 1 x 08 = 08 |
| 10. लघुप्रश्नाः (from Unit I & III) | 4 x 02 = 08 |
| 11. सन्दर्भ वाक्यानि (from Unit I & III) | 3 x 04 = 12 |

50

प्रथमोभागः - 25

द्वितीयो भागः - 50

अन्तर्गतपरीक्षा -25

100

Internal Assessment Mid-Sem - 15

Assignment / Seminar - 5 Attendance - 5

25

S.V.University
B.A. / B.Sc. / B.Com
Sub : I (B) - SANSKRIT
PAPER -I : Poetry, Prose & Grammar

Time : 3 Hours

Max. Marks : 75

सूचना :- द्वितीय-तृतीय-चतुर्थ-पञ्चम-दशम-प्रश्नाः संस्कृत भाषायामेव समाधेयाः ।

Q.No. 2, 3, 4, 5 & 10 Should be answered in Sanskrit Only

प्रथमो भागः (25 Marks)

- I. द्वौ श्लोकौ पूरयित्वा भावं च लिखत । 2 x 3 = 06
1. अद्यार्य -----दिशो दश ॥
2. सत्यमेवेश्वर ----- परं पदम् ॥
3. माता -----तृणात् ॥
4. अतिथिः -----जगत् ॥
- II. द्वयोः सम्पूर्ण शब्दरूपाणि लिखत । 2 x 3 = 06
1. कवि 2. पितृ 3. रमा 4. मति
- III. द्वयोः धातोः लकारे सर्वानिरूपाणि लिखत 2 x 2^{1/2} = 05
1. भविष्यति 2. गच्छेत्
3. मोदते 4. भाषताम्
- IV. चतुर्णां नामनिर्देशपूर्वकं सन्धिं विभजत 4 x 1 = 04
1. गौरीयम् 2. तावत्र 3. नवोदयः
4. तथैव 5. साध्विति 6. तच्च
7. पेष्टा 8 पन्नगः
- V. चतुर्णां नामनिर्देशपूर्वकं विग्रहवाक्यानि लिखत 4x1=04
1. पूर्वकायः 2. मासपूर्वः
3. नीलोत्पलम् 4. शीतोष्णम्
5. नरसिंहः 6. मुखचन्द्रः
7. पञ्चवटी 8 दम्पती

द्वितीयो भागः (50 Marks)

- VI. द्वयोः आन्ध्रभाषायां वा आग्लभाषायां वा अनुवदत 2 x 3 = 06
- a. निर्गुणेष्वपि सत्त्वेषु दयां कुर्वन्ति साधवः ।
न हि संहरते ज्योत्स्नां चन्द्रश्चण्डालवेश्मनः
- b. परोक्षे कार्यहन्तारं प्रत्यक्षे प्रियवादिनम् ।
वर्जयेत्तादृशं मित्रं विषकुम्भं पयोमुखम् ॥

- c. दुर्जनः प्रियवादी च नैतद्विश्वासकारणम् ।
मधु तिष्ठति जिह्वाग्रे हृदि हालाहलं विषम् ॥
- d. धनानि, जीवितञ्चैव परार्थे प्राज्ञ उत्सृजेत् ।
तन्निमित्तो वरं त्यागो, विनाशे नियते सति ॥

VII.

1 x 08 = 08

- a. आर्य पादुकाभिषेकः इति पाठ्यभागस्य सारांशं लिखत ।
(अथवा)
- b. यक्षप्रश्ना मधिकृत्य संग्रहेण लिखत ।

VIII.

1 x 08 = 08

- a. मेवाड राज्यपालनम् इति पाठस्य कथासारं लिखत ।
(अथवा)
- b. विवेकानन्दः कथं विद्यार्थिनां आदर्शप्रायः अभवत्?

IX.

1 x 08 = 08

- a. “अत्युत्कटैः पापपुण्यैः इहैव फलमुन्मते” सोदाहरणं विवृणुत ।
(अथवा)

- b. वीरवरः कथं स्वाभि भक्तिं प्रदर्शितवान्?

X. चतुर्णां लघुसमाधानानि लिखत

4 x 02 = 08

1. श्रीरामः कीदृशं भरतं ददर्श?
2. अपूर्णमनोरथः भरतः किं अकरोत्?
3. किस्विदेकपदं धर्म्यं । किंस्तिदेकपदं यशः ?
4. किं ज्ञानं प्रोच्यते राजन् । कः रामश्च प्रकीर्तितः ?
5. मृगः केन वञ्चितः ?
6. प्रियवदी दुर्जनः कीदृशः?
7. वीरवरः कस्य राज्ये आसीत् ?
8. वीरवरस्य वर्तनं कियत् ?

11. चतुर्णां ससन्दर्भं व्याख्यात ।

4 x 03 = 12

1. न हि त्वं जीवतस्तस्य वनमागन्तुमर्हसि ।
2. सत्ये लोकः प्रतिष्ठितः ।
3. बुद्धिमान् वृद्धसेवया ।
4. लाभानां श्रेयः आरोग्यं सुखानां तुष्टिरुत्तमा ।।
5. मधुतिष्ठति जिह्वाग्रे हृदि हलाडलं विषम् ।
6. अज्ञातकुलशीलस्य वासो न देयः ।
7. द्वौ बाहौ, तृतीयश्च खङ्गः ।
8. जीवनान्तेऽपि तव राज्यं भङ्गो नास्ति ।

SRI VENKATESWARA UNIVERSITY-TIRUPATI**I B.A./B.Com./B.Sc., - SEMESTER – I : GENERAL HINDI PAPER – I****W.E.F. 2020-21****(Prose, Short Stories and Grammar)****Subject Code : 18-HIN-101****Credits : 03****Teaching Hrs/Week : 04****SYLLABUS****I. गद्य संदेश (PROSE)**

१. भारतीय साहित्य की एकता – नन्द दुलारे वाजपायी
२. आत्मनिर्भरता - पं. बालकृष्ण भट्ट
३. अन्दर की पवित्रता - डॉ. हजारी प्रसाद द्विवेदी

II. कथा लोक (SHORT STORIES)

४. ठाकुर का कुआँ - प्रेमचंद
१. वापसी - उषा प्रियंवदा
२. सदाचार का तावीज – हरिशंकर परसाई

III. व्याकरण (GRAMMAR)

लिंग, वचन,

काल

विलोम शब्द

IV. कार्यालयीन शब्दावली - अंग्रेजी से हिन्दी, हिन्दी से अंग्रेजी**V. पत्र लेखन – व्यक्तिगत पत्र (छुट्टी पत्र , पिता, मित्र के नाम पत्र, पुस्तक विक्रेता के नाम पत्र)**

SRI VENKATESWARA UNIVERSI
TIRUPATI

I B.A./B.Com./B.Sc., SEMESTER –I: GENERAL HINDI PAPER – I

Subject Code: 18-HIN-101

Time: 3hrs

Max Marks :75

MODEL QUESTION PAPER

PART - A

- I. किन्ही पाँच प्रश्नों के उत्तर दीजिए | 5 X 5 = 25
Short Q & ANS

1. Annotation - Prose
2. Annotation - Prose
3. Short Question - Prose
4. Short Question - Short Stories(Non-detailed)
5. Short Question - Short Stories(Non-detailed)
6. Short Question - Short Stories(Non-detailed)
7. Short Question –Grammar
8. Short Question - Grammar

PART - B

- II. निम्न लिखित सभी प्रश्नों के उत्तर दीजिए | 5 X 10 = 50

1. PROSE

10 Marks

(अथवा)

PROSE

2. PROSE

10 Marks

(अथवा)

Short Stories(Non-detailed)

3. Short Stories(Non-detailed)

10 Marks

(अथवा)

Short Stories(Non-detailed)

4. LETTER WRITING पत्र लेखन

10 Marks

(अथवा)

LETTER WRITING पत्र लेखन

5. निम्न लिखित निम्नलिखित शब्दों के जवाब लिखिए।

Total 10 Marks

- | | |
|--|---------|
| a) निम्न लिखित शब्दों के लिंग बदलिए। | 2 Marks |
| b) निम्न लिखित शब्दों के वचन बदलिए। | 2 Marks |
| c) कॉल निम्न लिखित शब्दों के काल बदलिए। | 2 Marks |
| d) निम्न लिखित विलोम शब्द के विलोम शब्द लिखिए। | 4 Marks |

1. 2. 3. 4

(अथवा)

निम्न लिखित अंग्रेजी शब्दों का हिन्दी में अनुवाद कीजिए।

(a) 1. Part time 2. Memorandum 3. Conference 4. Certificate 5. Circular

(b) निम्न लिखित हिन्दी शब्दों का अंग्रेजी में अनुवाद कीजिए

6. चुनाव 7. सचिव 8. लेखाकार 9. राज्यपाल 10. नगर निगम

OBJECTIVES AND OUTCOMES

For

First Year Degree Course – Second Language

Part - 1(b) Paper – I: Urdu Poetry (Semester – 1) W.E.F. 2020-21

Objectives and Outcomes for The Course Urdu Poetry

Objectives as per the Bloom's Taxonomy: Knowledge, Comprehension, Application, Analysis, Synthesis, and Evaluation for the Remembering, Understanding, Applying and Analyzing, Evaluating and Creating.

By the end of the course the students will demonstrate the following on completion of this course, the students will be able to:

- Know about Urdu new and old poets and their poetry of Ghazals.
- Remember all the basic concepts of Urdu Ghazal.
- Read, understand and enjoy Urdu poems.
- To Create interest among students in literature.
- Developing communication skills.
- Creating awareness in the students about life attitude and environment.

OUTCOMES

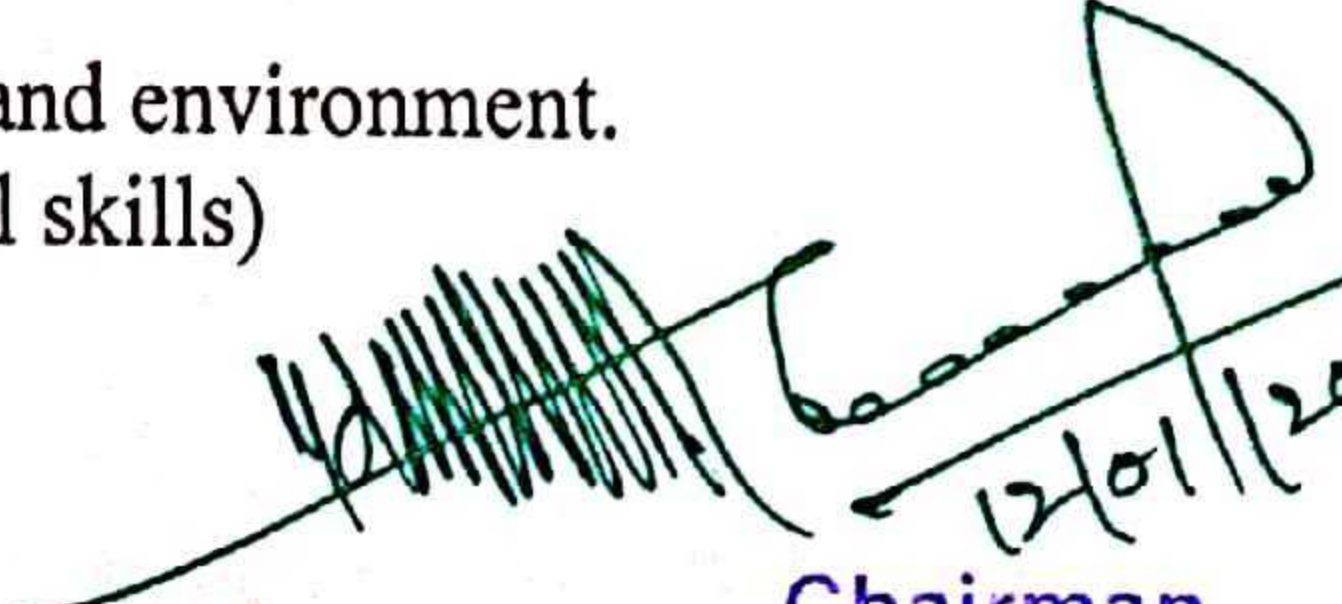
of

First year Degree Course Second Language

Part - 1(b) Paper – I: Urdu Poetry (Semester – 1)

At the end of the course, the student is expected to demonstrate the following Cognitive abilities (thinking skill) and Psychomotor Skills as per the Bloom's Taxonomy:
Knowledge, Comprehension, Application, Analysis, Synthesis, and Evaluation for the Remembering, Understanding, Applying and Analyzing Evaluating and Creating.

- A. Remember all the basic concepts (Knowledge)
 - 1. Contributions of the poets in Literature
- B. Explains (Understanding)
 - 2. Beauty of the Urdu Ghazals
 - 3. Beauty and theme of the Urdu poems
- C. Critically examines, (Analysis and Evaluation)
 - 4. Thinking and Creativity of the deferent poets.
- D. Appraises (Evaluate)
 - 5. Urdu Ghazal and Nazm
 - 6. The Rise and Growth of Ghazal and Nazm
- E. Examines (Analyze)
 - 7. Differs between New and old Ghazal and Nazm
- F. Investigates (Create)
 - 8. Creating awareness in students about life attitude and environment.
- G. Writes Ghazal and Nazm in their own words (Practical skills)


12/01/2021
Chairman
BOS in Urdu

SRI VENKATESWARA UNIVERSITY, TIRUPATHI
Syllabus for (B.A./ B.Com. / B.Sc.) U.G. under CBCS
Second Language – Urdu
First year Degree Course Second Language Part - 1(b)

Paper – I: URDU POETRY

W.E.F. 2020-21

SEMESTER - I

- UNIT – I**
1. GHAZAL
MEER – *Raah-e-Daur-e-Ishq me Rootahalkya*
2. NAZM
Nazeer Akbarabadi – *Kaljug*
- UNIT – II**
1. GHAZAL
GHALIB – *Dard Minnatkash-e-Dawanahua*
2. NAZM
SHIBLI – *Adl-e-Farooqi*
- UNIT – III**
1. GHAZAL
MOMIN – *Who jo Hum me Tum me Qaraartha*
2. NAZM
IQBAL – *Chaandaur Tare*
- UNIT – IV**
1. GHAZAL
DAGH DEHLAVI – *Duniya me Aadmi ko Museebat Kahan nahi*
2. NAZM
AKBAR – *Naseehat-e-Akhlaqi*
- UNIT – V**
1. GHAZAL
JIGAR MURADABADI – *Koi Ye Kehde Gulshan Gulshan*
2. NAZM
FAIZ – *Lauh-o-Qalam*

SUGGESTED READING:

URDU SHAIRY KA FANNI IRTEQA – FARMAN FATEHPOOR
URDU GHAZAL – KAAMIL QURASHI
URDU SHAIRI KA TANQEEDI MUTA'A – SUMBUL NIGAAR


Chairman
BOS in Urdu
12/01/2021

SRI VENKATESWARA UNIVERSITY

MODEL QUESTION PAPER

For First year (B.A./B.Com/B.Sc.) ; Second Language - Urdu

SEMESTER - I PAPER -1 : URDU POETRY

With effect from 2020-2021

Time : 3 Hours

Total Marks : 75

PART - A

5X5 = 25

درج ذیل سوالوں میں سے کوئی پانچ کے جواب لکھیے :

- 1 غزل کے لغوی اور اصطلاحی معنی کیا ہیں ؟
- 2 نظیر اکبر آبادی کا مختصر تعارف کرائیے۔
- 3 غالب کے بارے میں آپ کیا جانتے ہیں؟
- 4 نظم ”عدل فاروقی“ کا خلاصہ لکھیے۔
- 5 مومن کی غزل کی کوئی دو خصوصیات لکھیے۔
- 6 اقبال کی حیات اور کارناموں پر نوٹ لکھیے۔
- 7 ردیف اور قافیہ کا تعارف کرائیے۔
- 8 نظم ”نصیحت اخلاقی“ کا مرکزی خیال کیا ہے؟
- 9 داغ کی غزل پر مختصر نوٹ لکھیے۔
- 10 فیض احمد فیض کی حیات سے متعلق اپنی معلومات لکھیے۔

PART - B

5X10 = 50

درج ذیل کے تمام سوالات کے جواب لکھئے۔

11(a.) میر کی غزل گوئی پر مضمون لکھیے۔

(یا)

11(b.) نظیر اکبر آبادی کی نظم ”کلیجگ“ کا مرکزی خیال اور نظم کی خصوصیات قلم بند کیجئے۔

Chairman
BOS in Urdu
21/01/2021

Cont... 2

12(a.) غالب کی شاعرانہ عظمت پر مضمون لکھیے۔

(یا)

12(b.) شبلی کی نظم ”عدل فاروقی“ کا تفصیلی جائزہ لیجئے۔

13(a.) مومن کی حیات اور غزل گوئی پر روشنی ڈالیے۔

(یا)

13(b.) اقبال کی نظم ”چاند تارے“ کے فنی محاسن کی نشاندہی کیجئے۔

14(a.) اکبر الہ آبادی کی حیات پر تفصیلی نوٹ لکھیے۔

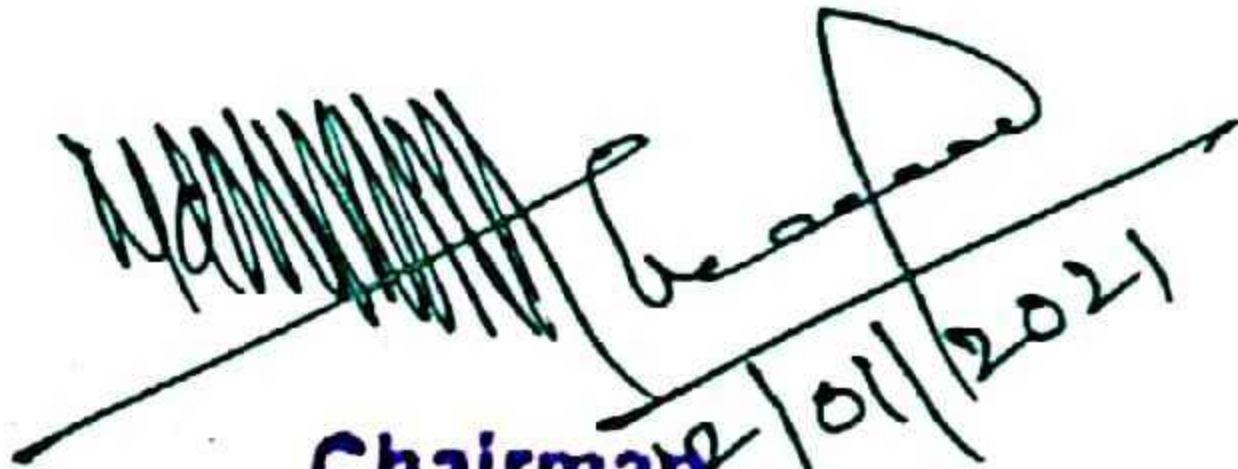
(یا)

14(b.) داغ دہلوی کے رنگ تغزل پر مضمون لکھیے۔

15(a.) جگر مراد آبادی کی حیات اور شاعری پر روشنی ڈالیے۔

(یا)

15(b.) فیض کی نظم ”لوح و قلم“ کی خصوصیات کا جائزہ لیجئے۔


Chairman
BOS in Urdu
2/5/2021

SCIENCE STREAM
FIRST YEAR B.SC. - FIRST SEMESTER
Syllabus of
ELECTRICAL APPLIANCES

Total 30 hrs (02h/wk),

02 Credits & Max Marks :50

Learning Outcomes:

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

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

SYLLABUS:

UNIT-I

(6 hrs)

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

UNIT-II

(10 hrs)

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

UNIT-III

(10 hrs)

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

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


[Any four of the following may be taken up]

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

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

Reference Books:

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



BOS CHAIRMAN

SRI VENKATESWARA UNIVERSITY, TIRUPATI
I SEMESTER - MODEL QUESTION PAPER

SKILL DEVELOPMENT COURSES

SCIENCE STREAM

ELECTRICAL APPLIANCES

Max. Marks : 50

Time : 1 ½ hrs (90 minutes)

(4x5M=20 Marks)

SECTION - A

Answer any four questions. Each answer carries 5 Marks

1. Define current and resistance?
2. Explain the Ohm's law
3. What is earthing and why is it necessary?
4. Define RMS & Peak values?
5. What is over loading explain?
6. Explain Induction heater
7. Write brief note on refrigerator
8. Write a note on IS codes and IE codes.

SECTION - B

(3x10M=30 Marks)

Answer any four questions. Each answer carries 10 Marks

9. Derive equivalent resistance when resistors are connected in parallel?
10. Explain the Star equivalent for delta connected network
11. Explain working of Fuse, MCB and Inverter
12. Explain the Principle and working of Electric fan
13. Describe Electric bulbs, CFL and LED Lights

SRI VENKATESWARA UNIVERSITY, TIRUPATI

SKILL DEVELOPMENT COURSES

**Science Stream
FIRST YEAR B.Sc. - FIRST SEMESTER
Under CBCS W.E.F. 2020-21**

**Syllabus of
PLANT NURSERY**

Total 30 hrs (02h/wk),

02 Credits & Max Marks: 50

Learning Outcomes :

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

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

Syllabus:

Unit-1 :Introduction to plant nursery

06 Hrs.

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

Unit- 2 :Necessities for nursery

09 Hrs.

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

Unit-3 :Management of nursery

09 Hrs.

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

Suggested Co-curricular activities (6 Hrs.)

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

Suggested text books/reference books :

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

SRI VENKATESWARA UNIVERSITY

SKILL DEVELOPMENT COURSE SCIENCE STREAM

I SEMESTER

REVISED SYLLABUS UNDER CBCS - W.E.F. 2020-21

MODEL QUESTION PAPER

Time: 1 ½ hours (90 Min.)

Marks: 50 marks

PART – A

Answer any Four of the following question.

(4X5=20M)

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

PART – B

Answer any Three The Questions. Each question carries 10 marks

(3X10= 30M)

9.	
10.	
11.	
12.	
13.	
14.	

SRI VENKATESWARA UNIVERSITY

SKILL DEVELOPMENT COURSES

COMMERCE STREAM
FIRST YEAR B.Com. – FIRST SEMESTER

OFFICE SECRETARYSHIP

Under CBCS W.E.F 2020 - 21

Learning Outcomes:

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

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

Syllabus UNIT I: 06 hrs

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

UNIT II: 10 hrs

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

UNIT III: 10hrs

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

Co curricular Activities: 04 hrs

1. Visit various organizations (Hospitals, Hotels, Hospitality centers)
2. Preparation of appointment letters, dismissal letters, memos, Issue of appreciation/ motivation letters,
3. Releasing of Press notes, notices and circulars
4. Arranging invited lectures from office executives, auditors and managers
5. Assignments, Group discussion, Quiz etc.

Reference books:

1. Rapidex Professional course - PustalMahal Group
2. James Stromen, Kevin Wilson and Jennifer Wauson - American Management Association
3. M.C.Kuchal, Secretarial Practice - S.Chand Publications
4. Charles K.B 1856 Ober - The Association of Secretaryship - Nabu Press
5. Websites on Office secretaryship

SRI VENKATESWARA UNIVERSITY

SKILL DEVELOPMENT COURSES COMMERCE STREAM

I SEMESTER

OFFICE SECRETARYSHIP

MODEL PAPER

[Max. Marks: 50]

[Time: 1 1/2 Hours (90 Min.)]

Section – A

[Total: 4 x 5 = 20 Marks]

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

1. Write about organizational structure.
2. Define office secretary ship.
3. What are office manuals?
4. What are different wings of organization?
5. What is filing?
6. Issue of press note
7. Write a brief note on arranging common meetings?
8. Define human resources.

Section – B

[Total: 3 X 10 = 30 Marks]

(Answer any THREE questions. Each answer carries 10 marks)

9. Explain the types of offices and scope of office secretary ship.
10. Explain the role, duties and responsibilities of an office secretary.
11. What are the operations of banking and financial services?
12. Write the preparation of notes, circulars, agenda and minutes of meetings.
13. How do you maintain public relations?

SRI VENKATESWARA UNIVERSITY
LIFE SKILL COURSE for B.A. / B.Sc. / B.Com.
FIRST SEMESTER

ENTREPRENEURSHIP DEVELOPMENT
Under CBCS W.E.F. 2020-21

Sl. No	Code	Sem	Course	Name of Life Skill Course (Course consists 3 Units)	Hours/ Week	Credits	Marks (Sem-End)
1		I		Entrepreneurship Development	2	2	50

Syllabus

ENTREPRENEURSHIP DEVELOPMENT

(Total 30Hrs)

Course Objective: A Generic Course that is intended to inculcate an integrated personal Life Skill to the student.

Learning Outcomes:

After successful completion of the course the student will be able to;

- Understand the concept of Entrepreneurship, its applications and scope.
- Know various types of financial institutions that help the business at Central, State and Local Level
- Understand Central and State Government policies, Aware of various tax incentives, concessions
- Applies the knowledge for generating a broad idea for a starting an enterprise/start up
- Understand the content for preparing a Project Report for a start up and differentiate between financial, technical analysis and business feasibility.

Syllabus:

Unit-I: Entrepreneurship: Definition and Concept of entrepreneurship - Entrepreneur Characteristics – Classification of Entrepreneurs – Role of Entrepreneurship in Economic Development – Start-ups.

Unit-II: Idea Generation and Project Formulation: Ideas in Entrepreneurships – Sources of New Ideas – Techniques for Generating Ideas – Preparation of Project Report – Contents; Guidelines for Report preparation – Project Appraisal Techniques – Economic Analysis-Financial Analysis-Market Analysis.

Unit-III: Institutions Supporting and Taxation Benefits: Central level Institutions: NABARD; SIDBI,– State Level Institutions –DICs – SFC - Government Policy for MSMEs - Tax Incentives and Concessions.

Reference Books:

1. Arya Kumar, Entrepreneurship, Pearson, Delhi
2. Poornima MCH, Entrepreneurship Development –Small Business Enterprises, Pearson, Delhi
3. Sangeetha Sharma, Entrepreneurship Development, PHI Learning
4. Kanishka Bedi, Management and Entrepreneurship, Oxford University Press, Delhi
5. Anil Kumar, S., ET.al., Entrepreneurship Development, New Age International Publishers, New Delhi
6. Khanka, SS, Entrepreneurship Development, S. Chand, New Delhi
7. Peter F. Drucker, Innovation and Entrepreneurship
8. A.Sahay, M. S. Chhikara, New Vistas of Entrepreneurship: Challenges & Opportunities
9. Dr B E V L Naidu, Entrepreneurship. Seven Hills Publishers

Suggested Co-Curricular Activities(As far as possible)

1. Group Discussion
2. Debate
3. Seminar
4. Visit to an SSI and preparing of an outline Report
5. Invited Lecture by a Bank Employee on the Bank Support to a Start Up.
6. Chart showing tax concessions to SSI, MSME both direct and indirect.

Subject Committee Members

Prof M.Venkateswarlu

Dept. of Commerce, S V University, Tirupathi

Dr D Jayarama Reddy

Dept of Commerce, Govt College (A), Anantapur

Dr K Sreenivasa Rao

Dept. of Commerce, Govt. Degree College, Ravulapalem

Vetted by:

Prof. M Rajasekhar

Dept. of Commerce, S V University, Tirupathi

SRI VENKATESWARA UNIVERSITY
LIFE SKILL COURSE for B.A. / B.Sc. / B.Com.
FIRST SEMESTER - 2020-21

ENTREPRENEURSHIP DEVELOPMENT

MODEL PAPER

[Max. Marks: 50]

[Time: 1 ½ Hours (90 Mins.)]

Section – A [Total: 4 x 5 = 20 Marks]

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

1. Write about the concept of Entrepreneurship.
2. Explain briefly the role of entrepreneur in economic development.
3. Write about Start- ups.
4. Define “Ideas” in Entrepreneurships.
5. What is Market analysis?
6. Financial Analysis.
7. Write and classify State level Institutions.
8. NABARD

Section – B [Total: 3 X 10 = 30 Marks]

(Answer any THREE questions. Each answer carries 10 marks)

9. Explain the characteristics of an Entrepreneur?
10. Write the classification of Entrepreneurs.
11. What are the sources of generating new ideas and write the techniques for generating ideas?
12. Explain the preparation of project report? What are the project appraisal techniques?
13. Explain the Government policy for MSME's. What are the tax incentives and concessions given to MSME's?