

Skill courses		2020-21	
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SEMESTER- I

BASIC COMPUTER APPLICATIONS

Unit-I: (08 hrs)

Basics of Computers: Definition of a Computer - Characteristics of computers, Applications of Computers – Block Diagram of a Digital Computer – I/O Devices, hardware, software human ware, application software, system software, Memories - Primary, Auxiliary and Cache Memory.

MS Windows – Desktop, Recycle bin, My Computer, Documents, Pictures, Music, Videos, Task Bar, Control Panel.

Unit-II: (08 hrs)

MS-Word : Features of MS-Word - MS-Word Window Components - Creating, Editing, Formatting and Printing of Documents – Headers and Footers – Insert/Draw Tables, Table Auto format – Page Borders and Shading – Inserting Symbols, Shapes, Word Art, Page Numbers, Mail Merge.

Unit-III: (10 hrs)

MS-Excel : Overview of Excel features – Creating a new worksheet, Selecting cells, Entering and editing Text, Numbers, Inserting Rows/Columns –Changing column widths and row heights, Formulae, Referencing cells , Changing font sizes and colors, Insertion of Charts, Auto fill, Sort.

MS-PowerPoint: Features of PowerPoint – Creating a Presentation - Inserting and Deleting Slides in a Presentation – Adding Clip Art/Pictures -Inserting Other Objects, Audio, Video - Resizing and scaling of an Object – Slide Transition – Custom Animation.

REFERENCE BOOKS:

1. Working in Microsoft Office – Ron Mansfield - TMH.
2. MS Office 2007 in a Nutshell –Sanjay Saxena – Vikas Publishing House.
3. Excel 2020 in easy steps-Michael Price – TMH publications

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LIFE SKILL COURSE

BASIC COMPUTER APPLICATIONS

LAB LIST

1. Create curriculum vitae along with formatting styles and page borders in MS Word?
2. Create a chart and show the product price comparison between 2018,2019 & 2020 in MS-Word?
3. Create your class time table in MS Word with formatting?
4. Create Mail merge in MS-Word?
5. Create students marks list and calculate total, average using MS-Excel?
6. Create an employee table with the necessary details in a company and also apply sorting and filtering?
7. Create a chart in MS-Excel?
8. Write the procedure for adding slide numbers to a presentation?
9. Make a PowerPoint presentation on Indian Education System?
10. Make a PowerPoint presentation to represent your college profile?
11. Apply transition and animation effects to your own PPT?
12. Create five slides about our profile and apply formatting to slides?

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Skill courses	LSCT06	2020-21	MECS,MPCS,MSCS,MSCA,MSDS,B.SC HONORS,MCCS
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SEMESTER- I

HUMAN VALUES AND PROFESSIONAL ETHICS (HVPE) SKILL DEVELOPMENT

UNIT: 1 Introduction – Definition, Importance, Process & Classifications of Value Education

- ❖ Understanding the need, basic guidelines, content and process for Value Education
- ❖ Understanding the thought provoking issues; need for Values in our daily life
- ❖ Choices making – Choosing, Cherishing & Acting
- ❖ Classification of Value Education: understanding Personal Values, Social Values, Moral Values & Spiritual Values.

UNIT: 2 Harmony in the Family – Understanding Values in Human Relationships

- ✓ Understanding harmony in the Family- the basic unit of human interaction
- ✓ Understanding the set of proposals to verify the Harmony in the Family;
- ✓ Trust (*Vishwas*) and Respect (*Samman*) as the foundational values of relationship
- ✓ Present Scenario: Differentiation (Disrespect) in relationships on the basis of body, physical facilities, or beliefs.
- ✓ Understanding the Problems faced due to differentiation in Relationships
- ✓ Understanding the harmony in the society (society being an extension of family): *Samadhan*, *Samridhi*, *Abhay*, *Sah-astitva* as comprehensive Human Goals
- ✓ Visualizing a universal harmonious order in society- Undivided Society (*AkhandSamaj*), Universal Order (*SarvabhaumVyawastha*)- from family to world family.

UNIT: 3 Professional Ethics in Education

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

Text Books:

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

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

References:

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

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Skill courses	LSCT04	2020-21	B.COM- A,B,C,D,B.B.A,B.COM HONORS
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SEMESTER- I

ENTREPRENEURSHIP DEVELOPMENT SKILL DEVELOPMENT

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

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Skill courses		2020-21	
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SEMESTER- II

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

UNIT-I: (08 hrs)

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

UNIT-II:(08 hrs)

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

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

UNIT-III:(10 hrs)

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

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

Reference Books :

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

B.Sc, B.Com, B.A

LIFE SKILL COURSE

INFORMATION AND COMMUNICATION TECHNOLOGY

LAB LIST

1. Create a sample facebook account and place a group with your class name.
2. Create a mail id using yahoo/gmail and explain sending and receiving mails.
3. Prepare your resume using google document.
4. Chatting on the net.
5. Create a sample youtube channel with your favourite hobbies.
6. Create a folder in your google drive and share it with your friends.
7. Create a google spreadsheet to enter five student marks, total, average, and percentage of all students.
8. Create a google slide explaining some important historical monuments.
9. Create a google form with all input types.
10. Register a course in SWAYAM.

Skill courses		2020-21	
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SEMESTER- II

INDIAN CULTURE & SCIENCE

Unit – I: Unity in Diversity in India: (09 hrs)

Coexistence of various religions since ancient times - Hinduism, Buddhism, Jainism and Atheism, and later Sikhism, Islam and Christianity

The Bhakti (Vishnavite and Saivaite) and Sufi Movements

The concepts of seela, karuna, kshama, maitri, vinaya, santhi and ahimsa Achievements in Literature, Music, Dance, Sculpture and Painting - Craftsmanship in cloth, wood, clay, metal and ornaments Cultural diversity, Monogamy, Family system, Important seasonal festivals

Unit – II: Social Reforms and Modern Society: (09 hrs)

Reforms by Basaveswara - Raja Rama Mohan Roy – Dayananda Saraswathi –Swamy Vivekananda –Mahatma Gandhi - B. R. Ambedkar - Reforms in Andhra by Vemana, Veerabrahmam, Gurajada, Veeresalingam and GurrarnJashua (only reforms in brief, biographies not needed)

Modern Society: Family unity, Community service, Social Harmony, Civic Sense, Gender Sensitivity, Equality, National Fervor

Unit – III: Science and Technology: ((09 hrs)

Objectivity and Scientific Temper – Education on Scientific lines (Bloom’s Taxonomy) - Online Education Developments in Industry, Agriculture, Medicine, Space, Alternate Energy, Communications, Media through ages

Reference Books:

1. History of India and Culture (Upto 1526 A.D), Telugu Academy
2. History of India and Culture (1526 A.D to 1964), Telugu Academy
3. Basham, A.L (ed), A Cultural History of India
4. Hana S. Noor Al-Deen&J.A.Hendricks, Social Media : Usage and Impact
5. Bipan Chandra, Aditya Mukherjee, Mridula Mukherjee, India After Independence
6. S.K.Thakur, ISRO: History and Acheivements
7. V. Ramakrishna, Social Reform Movement Andhra, Vikas Publications

Skill courses	LSCT10	2020-21	MECS,MPCS,MSCS,MSCA,MSDS,B.SC HONORS,MCCS
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SEMESTER- II

ELEMENTARY STATISTICS SKILL DEVELOPMENT

Unit-I: To understand the concept of Statistics and its merits and demerits. Distinguishing primary and secondary data. Classification, Tabulation and Pictorial representation of data.

Unit - II: To understand the basic nature of data and how a single value describes the entire data set. Measuring the degree of departure of a distribution from symmetry and reveals the direction of scatterness of the items.

Unit - III: To understand the spread of the data and to draw conclusions from the comparison of averages. To understand the concept of correlation and regression and to learn the degree of association between two variables and establishing relationship between the variables.

Unit I: Meaning, scope and limitations of Statistics *Collection of data:* Primary and Secondary, Classification and Tabulation, Construction of frequency distribution. *Graphical Representation:* Histogram, Bar, Pie and Frequency polygon. (8hrs)

Unit II: *Measures of Central Tendency:* Features of good average, Arithmetic Mean, Median, Mode. Empirical relationship between Mean Median and Mode and skewness based on central values. (8hrs)

Unit III: *Measures of Dispersion:* Range, Quartile Deviation(QD), Mean Deviation(MD), Variance, Standard Deviation(SD), relationship between QD, MD and SD. Familiarization of the concepts relating to Correlation and Linear Regression line. (8hrs)

BOOKS FOR STUDY:

1. Statistics (Theory, Methods, Application) D C Sancheti, V K Kapoor, Sultan Chand and Sons, New Delhi
 2. Statistical Methods, S.P. Gupta, Sultan Chand and Sons, New Delhi
 3. Statistics (Theory and Practice) B.N Gupta, Sahitya Bhavan, Agra
- Web sites for free download books for Statistics

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Skill courses		2020-21	
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SEMESTER- III

HEALTH AND HYGIENE

Unit I: Basics of Nutrition

10 Hrs.

1. Nutrition – definition, importance, Good nutrition and mal nutrition; Balanced Diet: Basics of Meal Planning
2. Carbohydrates –functions, dietary sources, effects of deficiency.
3. Lipids –functions, dietary sources, effects of deficiency.
4. Proteins –functions, dietary sources, effects of deficiency.
5. Brief account of Vitamins- functions, food sources, effects of deficiency,
6. Macro and micro minerals –functions, effects of deficiency; food sources of Calcium, Potassium and Sodium; food sources of Iron, Iodine and Zinc
7. Importance of water– functions, sources, requirement and effects of deficiency.

Unit II: Health

10 Hrs.

8. Health - Determinants of health, Key Health Indicators, Environment health & Public health; Health-Education: Principles and Strategies
9. Health Policy & Health Organizations: Health Indicators and National Health Policy of Govt. of India-2017; Functioning of various nutrition and health organizations in India viz., NIN (National Institution of Nutrition), FNB (Food and Nutrition Board), ICMR (Indian Council of Medical Research), IDA (Indian Dietetics Association), WHO-India, UNICEF-India
10. National Health Mission: National Rural Health Mission (NRHM) Framework, National Urban Health Mission (NUHM) Framework
11. Women & Child Health Care Schemes: Reproductive, Maternal, Newborn, Child and Adolescent Health (RMNCH+); Janani Shishu Suraksha Karyakaram (JSSK); Rashtriya Bal Swasthya Karyakram (RBSK); India Newborn Action Plan (INAP); Adolescent Health- Rashtriya Kishor Swasthya Karyakram (RKSK)
12. Disaster Management – Containment, Control and Prevention of Epidemics and Pandemics – Acts, Guidelines and Role of Government and Public

Unit III: Hygiene

10 Hrs.

13. Hygiene – Definition; Personal, Community, Medical and Culinary hygiene; WASH (Water, Sanitation and Hygiene) programme
14. Rural Community Health: Village health sanitation & Nutritional committee (Roles & Responsibilities); About Accredited Social Health Activist (ASHA); Village Health Nutrition Day, Rogi Kalyan Samitis.
15. Community & Personal Hygiene: Environmental Sanitation and Sanitation in Public places
16. Public Awareness through Digital Media - An Introduction to Mobile Apps of Government of India: NHP, Swasth Bharat, No More Tension, Pradhan Mantri Surakshit Mantrivta Abhiyan (PM Suman Yojana), My Hospital (Mera aspaatal), India fights Dengue, JSK Helpline, Ayushman Bhava, Arogya Setu, Covid 19AP

REFERENCES

- **Bamji, M.S., K. Krishnaswamy & G.N.V. Brahmam (2009)** *Textbook of Human Nutrition(3rd edition)* Oxford and IBH Publishing Co. Pvt. Ltd., New Delhi

- **Swaminathan (1995)***Food & Nutrition*(Vol I, Second Edition) The Bangalore Printing &Publishing Co Ltd., , Bangalore
- **Vijaya Khader (2000)**Food, nutrition & health, Kalyan Publishers, New Delhi
- **Srilakshmi, B., (2010)***Food Science, (5th Edition)* New Age International Ltd., New Delhi

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Skill courses		2020-21	
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SEMESTER- III

ANALYTICAL SKILLS

UNIT – 1: (10 Hours)

Arithmetic ability: Algebraic operations BODMAS, Fractions, Divisibility rules, LCM & GCD (HCF).

Verbal Reasoning: Number Series, Coding & Decoding, Blood relationship, Clocks, Calendars.

UNIT – 2: (10 Hours)

Quantitative aptitude: Averages, Ratio and proportion, Problems on ages, Time-distance – speed.

Business computations: Percentages, Profit & loss, Partnership, simple compound interest.

UNIT – 3: (07 Hours)

Data Interpretation: Tabulation, Bar Graphs, Pie Charts, line Graphs. Venn diagrams.

Recommended Co-Curricular Activities (03 hrs)

Surprise tests / Viva-Voice / Problem solving/Group discussion.

Text Book:

Quantitative Aptitude for Competitive Examination by R.S. Agrawal, S.Chand Publications.

Reference Books

1. Analytical skills by Showick Thorpe, published by S Chand And Company Limited, Ramnagar, New Delhi-110055
2. Quantitative Aptitude and Reasoning by R V Praveen, PHI publishers.
3. Quantitative Aptitude for Competitive Examination by Abhijit Guha, Tata Mc Graw Hill Publications.

Skill courses	CLSCT01	2020-21	
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SEMESTER- II

ENVIRONMENTAL EDUCATION
SKILL DEVELOPMENT

Unit 1: Environment and Natural Resources **06 Hrs.**

1. Multidisciplinary nature of environmental education; scope and importance.
2. Man as an integral product and part of the Nature.
3. A brief account of land, forest and water resources in India and their importance.
4. Biodiversity : Definition; importance of Biodiversity - ecological, consumptive, productive, social, ethical and moral, aesthetic, and option value.
5. Levels of Biodiversity: genetic, species and ecosystem diversity.

Unit-2: Environmental degradation and impacts **10Hrs**

1. Human population growth and its impacts on environment; land use change, land degradation, soil erosion and desertification.
2. Use and over-exploitation of surface and ground water, construction of dams, floods, conflicts over water (within India).
3. Deforestation: Causes and effects due to expansion of agriculture, firewood, mining, forest fires and building of new habitats.
4. Non-renewable energy resources, their utilization and influences.
5. A brief account of air, water, soil and noise pollutions; Biological, industrial and solid wastes in urban areas. Human health and economic risks.
6. Green house effect - global warming; ocean acidification, ozone layer depletion, acid rains and impacts on human communities and agriculture.
7. Threats to biodiversity: Natural calamities, habitat destruction and fragmentation, over exploitation, hunting and poaching, introduction of exotic species, pollution, predator and pest control.

Unit 3: Conservation of Environment **10 Hrs**

1. Concept of sustainability and sustainable development with judicious use of land, water and forest resources; afforestation.
2. Control measures for various types of pollution; use of renewable and alternate sources of energy.
3. Solid waste management: Control measures of urban and industrial waste.
4. Conservation of biodiversity: In-situ and ex-situ conservation of biodiversity.
5. Environment Laws: Environment Protection Act; Act; Wildlife Protection Act; Forest Conservation Act.
6. International agreements: Montreal and Kyoto protocols; Environmental movements: Bishnois of Rajasthan, Chipko, Silent valley.

Suggested text book :

- ErachBarucha (2004) *Text book of Environmental Studies for Undergraduate courses*

(Prepared for University Grants Commission) Universities Press.

- PurnimaSmarath (2018) *Environmental studies* Kalyani Publishers, Ludhiana

Reference books :

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

SKILL DEVELOPMENT COURSES

Tourism Guidance

Unit I: (06 hrs)

Tourism – What is Tourism - Characteristics of Tourist Places – Guidance in Tourism
- Meaning of Guidance – Types of Tour Guidance - Government/Department
Regulations

Unit II: (10 hrs)

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

Unit III: (10 hrs)

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

Co-curricular Activities Suggested: (04 hrs)

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

Reference Books:

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

Skill Development Courses		2020-21	
SEMESTER- I			

PUBLIC RELATIONS

Unit – I 06 hours

Public Relations-Meaning, Definition, Nature and Scope, Historical Background, Technological and Media Revolution and Role in Business, Government, Politics, NGOs and Industry.

Unit – II 10 hours

Concepts of Public Relations-Press, Publicity, Lobbying, Propaganda, Advertising, Sales Promotion and Corporate Marketing Services, Tools of Public Relations- Press Conferences, Meets, Press Releases, Announcements, Webcasts

Unit – III 10 hours

Public Relations and Mass Media, Present and future of Public Relations in India, Ethics of Public Relations and Social Responsibility, Public Relations and Writing- Printed Literature, Newsletters, Opinion papers and Blogs

Co-curricular Activities Suggested: (04 Hrs)

1. Invited lecture by local field expert/eminent personality on Public Relations
2. Visit to Press
3. Opinion Survey, Media Survey and Feedback
4. Case Studies
5. Organising mock press conferences, exhibitions
6. Assignments, Group discussion, Quiz etc.

TEXT BOOK:

1. S.M.Sardana, Public Relations: Theory and Practice.

Reference Books:

1. Brown, Rob, Public Relations and the Social Web, Kogan Page India, New Delhi, 2010.
2. Cutlipscottetal, Effective Public Relations, London, 1995.
3. Black Sam, Practical Public Relations, Universal Publishers, 1994.
4. J.V.Vilanilam, Public Relations in India: New Tasks and Responsibilities, SAGE Publications India Pvt Ltd, New Delhi2011.
5. Websites on Public relations.

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Skill Development Courses		2020-21	
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SEMESTER- I

OFFICE SECRETARYSHIP

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/organisaton – 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

Skill Development Courses		2020-21	
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SEMESTER- I

ELECTRICAL APPLIANCES

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.

TEXT BOOKS:

1. A Text book on Electrical Technology, B.L.Theraja, S.Chand & Co.,
2. A Text book on Electrical Technology, A.K.Theraja.

Reference Books:

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

Skill Development Courses		2020-21	
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PLANT NURSERY

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.

PRACTICAL SYLLABUS

6 Hours

1. Demonstration of Nursery bed making of propagation media.
2. Demonstration of preparation of media for nursery
3. Hands on training on vegetative propagation techniques
4. Hands on training on sowing methods of seeds and other material
5. visit to an agriculture/horticulture /forest nursery.
6. 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. KumarMishra, K., N.K. Mishra and Satish Chand (1994) *Plant Propagation*, John Wiley & Sons, New Jersey.

MICROBIOLOGY	MIC	2020-2021	B.Sc. ,B.A.,B.Com
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SEMESTER-I

TOTALHOURS: 30

DAIRY MICROBIOLOGY

CREDITS: 2

UNIT - 1

8 hours

Hygienic Milk and Classification Of Dairy Microorganisms

Introduction –Composition of milk and microorganisms present in milk, Significance of dairy Microbiology, Sources of Contamination of Milk, Hygienic Milk production- Pasteurization, Types of Pasteurization, Factors affecting Pasteurization, Phosphatase test

UNIT 2

Microbial Spoilage Of Milk and Milk Borne Diseases

3 hours

Role of Microbes in spoilage of Milk, Characteristics of spoilage and Dairy Microorganisms, Characteristics of dairy associated fungi and bacteriophages, Milk borne diseases

UNIT 3

Microorganisms Associated With Milk and Microbiological Methods of Milk Testing

9 hours

Microorganisms associated with raw milk and their significance, Role of Psychotrophs in milk, Effect of processing on Microorganisms in milk. Qualitative and Quantitative methods of milk testing, Dye reduction test, Direct microscopic count (DMC), Standard plate Count (SPC), Coliform counts in Milk, Methods of Enumeration of other groups of Bacteria, Enumeration of yeasts and molds in milk

TEXT BOOK

1. Food Microbiology, 5th Edition : William C. Frazier

REFERENCE:

1. Dairy Microbiology Handbook: The Microbiology of Milk and Milk Products, 3rd Edition, Richard K. Robinson
2. Modern Food Microbiology : James J
4. Outlines of Dairy Technology : De Sukumar

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SEMESTER- I

ELECTRONIC SYSTEM DESIGN&MANUFACTURE (ESDM) WITH PCB

02 Credits & Max Marks :50

UNIT-I

Basic electronic components in production:-Electrical & Electronic components: different active and passive components and their symbolic representation and notations ,electrical & electronic circuit representation, surface mount Technology ,Need for SMD, surface mount Semiconductor packages.

UNIT-II

a)Basics of printed circuit boards: Evolution of PCB's, components of PCB's, Characteristics of PCB's, Types of PCB's, IPC standards of PCB's , terminology in PCB's.

b) PCB Design Techniques: Layout planning & design – Block diagram, schematic diagram, General PCB design considerations, Artwork.

UNIT-III

PCB Fabrication: Image transfer techniques, planning process, etching process, conformal coating, drilling and solder mask.

UNIT-IV

Production method:

a) Soldering Tools-Soldering iron, solder, cutter, flux, tweezer & Cleaning sponge.

b) Soldering process: Components forming, Mounting, Soldering, Cleaning protection coating, different soldering techniques, De-soldering, cleaning and remounting in the components.

UNIT-V

Equipment harness and crimping:

a) Wire Hardness and crimping: Different types of wire and cables, different terminations.

b) Testing Methods: Module testing's, Function testing, routine testing, environmental testing, Reliability testing.

Text Books:

1. Printed Circuit Boards (R S Khandpur)
2. Hand book of printed circuit manufacturing (Raymond H.Clark)

Reference:

1. Printed circuit board design & technology walter Cbossnart(TATAMCGrawhill)
 1. Crimping of Wires and Cables
 2. Module and Function testing

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SEMESTER- II

JOURNALISTIC REPORTING

Unit-I: 06 Hrs

Introduction to Journalism-Nature, Growth and Development in post independence era -Print Media, Mass Media and Electronic Media, Press as a Fourth Estate-Role of Press in Democracy.

Unit-II: 10 Hrs

Concept of News-News Values-Sources of News - News gathering ways: Press Conferences, Press Releases, Events, Meets, Interviewing-Types of Interviews and Interviewing Techniques- Methods of News Writing: Leads, News Stories and Body Development.

Unit- III 10 Hrs

Reporting-Kinds of Reporting-Objectives, Interpretative, Investigative, Legal, Developmental, Political, Sports, Crime, Economic, Commercial, Disaster, Technical and Scientific Reporting-Writing Special features: Photo features, Human interest features, Profiles, Column Writing, Writing for Radio and Television-Values and Ethics of Journalism.

ReferenceBooks:

1. Mencher Melvin, News Reporting and Writing, 1997, Columbia University Press.
2. Mazumdar Aurobindo, Indian Press and Freedom Struggle, 1993, Orient Longman.
3. Barun Roy, Beginners Guide to Journalism and Mass Communication, V&S Publishers, New Delhi.
4. Kamath M.V, Professional Journalism,1983,Vikas Publishers, New Delhi.
5. Carole Fleming, Emma Hemmingway, Gillian Moore and Dave Welford, 2006,SAGE Publications India Pvt.Ltd, New Delhi
6. Websites on Journalistic Reporting.

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SEMESTER- II

BUSINESS COMMUNICATION

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

UNIT I : 06hrs

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

UNIT II: 10hrs

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

UNIT III: 10hrs

Receiving business communications -Filing and processing -Sending replies. Routine cycle of communications – Writing Communications - Characteristics of a good business communication

-Preparation of business meeting agenda – agenda notes - minutes –circulation of minutes – Presentations of communication using various methods.

Reference books:

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

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SEMESTER:II

ONLINE BUSINESS

UNIT I Introduction to Online-business

06 Hours

- 1.1 Characteristics of Online Business
- 1.2 Advantages of Online Business
- 1.3 Challenges in Online Business
- 1.4 Differences between off-line business, e-commerce and Online Business

UNIT II Online-business Strategies

11 Hours

- 2.1 Demand aggregation Strategies in Online Business
- 2.2 JIT strategy (An Overview)
- 2.3 E-Logistics & Supply Chain Management (An Overview)
- 2.4 E-Customer Relationship management (An Overview)

UNIT III Administering Online Business

10 Hours

- 3.1 Steps in Electronic Payment
- 3.2 E-Security through Cryptography
- 3.3 Online Business models
- 3.4 Fulfillment models in Online business

Reference Books:

- 1. David Whitely, "E-Commerce", Tata McGraw Hill, 2000
- 2. E Business by Jonathan Reynolds from Oxford University Press

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SEMESTER:II

ADVERTISING

UNIT I Introduction to Advertising **07 Hours**

- 1.1 Functions of Advertising
- 1.2 Types of advertising
- 1.3 Advertising Media
- 1.4 Advertising campaign planning process

UNIT II Advertisement Designing **10 Hours**

- 2.1 Factors determining the design of an Advertising Message
- 2.2 Elements in Advertising Message structure
- 2.3 Role of AAI (Advertising Agencies Association of India)
- 2.4 Role of ASCI (Advertising Standard Council of India)

UNIT III Functioning of an Advertising agency **10 Hours**

- 3.1 Functions of an Advertising agency
- 3.2 Organizational structure of an Advertising agency
- 3.3 Process for Identifying Target groups
- 3.4 Prospects for an Advertising agency in India

Reference Books:

1. Bhatia. K. Tej - Advertising and Marketing in Rural India - Mc Millan India
2. Ghosal Subhash - Making of Advertising - Mc Millan India
3. JethWaney Jaishri & Jain Shruti - Advertising Management - Oxford university Press
Publications of Indian Institute of Mass Communications.

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SEMESTER- II

SOLAR ENERGY

Total 30 hrs (02h/wk),

02 Credits & Max Marks: 50

UNIT-I – Solar Radiation: (6 hrs)

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

UNIT-II – Solar Thermal Systems: (10 hrs)

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

UNIT-III – Solar Photovoltaic Systems: (10 hrs)

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

TEXT BOOKS:

1. Solar Energy Utilization, G. D. Rai, Khanna Publishers
2. Solar Energy- Fundamentals, design, modeling & applications, G.N. Tiwari, Narosa Pub., 2005.
3. Solar Energy-Principles of thermal energy collection & storage, S.P. Sukhatme, Tata Mc- Graw Hill Publishers, 1999.

Reference Books:

4. Solar Photovoltaics- Fundamentals, technologies and applications, Chetan Singh Solanki, PHI Learning Pvt. Ltd.,
5. Science and Technology of Photovoltaics, P. Jayarama Reddy, BS Publications, 2004.

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SEMESTER- II

FRUITS AND VEGETABLES PRESERVATION

Unit – 1 : Introduction to fruits and vegetables

06 Hrs.

1. Fruits: Definition, elementary knowledge on types of fruits (fleshy and dry) with local /common examples.
2. Vegetables: Definition, elementary knowledge on types of vegetables (root, leafy, stem, flower and fruit) with local/ common examples.
3. Importance of fruits and vegetables in human nutrition.
4. Concept of perishable plant products – maturation and spoilage, shelf life; preservation – definition and need for preservation of fruits and vegetables.

Unit – 2 :Preservation of Fruit

09 Hrs.

1. Fruits – ripening and biological aging; storage and preservation concerns.
2. Preservation of fresh fruits at room temperature and in cold storage.
3. Fruit preservation at room temperature as juices, squashes and syrups.
4. Preservation of fruits by application of heat; making of fruit products (jams, jellies and fruit slices in processing factories).
5. Preservation by dehydration (Eg. banana chips), application of sugar (Eg. mango candy), application of salt (pickling).
6. Fruit preservation by freezing – storage at the lowest temperatures.

Unit – 3 :Preservation of vegetables

09 Hrs.

1. Vegetables – losses after harvesting and causes; problems in handling and storage.
2. Modern methods of packaging and storage to reduce losses.
3. Trimming of vegetables and packing in cartons; dehydration technique -factory processing.
4. Making of vegetable products (flakes/chips of potato and onion; garlic powder).
5. Frozen vegetables – Carrots, Cauliflower, Okra and Spinach.
6. Preservation of sliced vegetables in factories by canning and bottling.

Suggested text books/reference books :

1. Giridharilal, G. S. Siddappa and G.L.Tandon(2007) *Preservation of Fruits and Vegetables*, Indian Council of Agri. Res., New Delhi
2. Srivastava, R.P., and Sanjeev Kumar (2019) *Fruit and Vegetable Preservation : Principles and Practices*, CBS Publishers & Distributors Pvt., Ltd., New Delhi
3. Thompson, A.K. (1995) *Post Harvest Technology of Fruits and Vegetables*. Blackwell Sci.,U.K.
4. Verma, L.R. and V.K. Joshi (2000) *Post Harvest Technology of Fruits and Vegetables*. Indus Publ., New Delhi

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SEMESTER- II

FOOD ADULTERATION

Total 30 hrs (02h/wk),

02 Credits & Max Marks: 50

UNIT-I – Common Foods and Adulteration: (07hrs)

Common Foods subjected to Adulteration - Adulteration – Definition – Types; Poisonous substances, Foreign matter, Cheap substitutes, Spoiled parts. Adulteration through Food Additives – Intentional and incidental. General Impact on Human Health.

UNIT-II –: Adulteration of Common Foods and Methods of Detection: (10hrs)

Means of Adulteration Methods of Detection Adulterants in the following Foods; Milk, Oil, Grain, Sugar, Spices and condiments, Processed food, Fruits and vegetables. Additives and Sweetening agents (at least three methods of detection for each food item).

UNIT-III –: Present Laws and Procedures on Adulteration: (08hrs)

Highlights of Food Safety and Standards Act 2006 (FSSA) –Food Safety and Standards Authority of India–Rules and Procedures of Local Authorities.

Role of voluntary agencies such as, Agmark, I.S.I. Quality control laboratories of companies, Private testing laboratories, Quality control laboratories of consumer co-operatives.

Consumer education, Consumer's problems rights and responsibilities, COPRA 2019 - Offenses and Penalties – Procedures to Complain – Compensation to Victims.

Reference e Books and Websites:

1. A first course in Food Analysis – A. Y. Sathe, New Age International (P) Ltd., 1999
2. Food Safety, case studies – Ramesh. V. Bhat, NIN, 1992
3. https://old.fssai.gov.in/Portals/0/Pdf/Draft_Manuals/Beverages_and_confectionary.pdf
4. <https://cbseportal.com/project/Download-CBSE-XII-Chemistry-Project-Food-Adulteration#gsc.tab=0> (Downloadable e material on food adulteration)
5. <https://www.fssai.gov.in/>
6. <https://indianlegalsolution.com/laws-on-food-adulteration/>
7. <https://fssai.gov.in/dart/>
8. <https://byjus.com/biology/food-adulteration/>
9. Wikipedia
10. Vikaspedia

ELEMENTARY NUMBER THEORY**SEMESTER: III****No of Credits: 2****Unit I: Divisibility****(10 periods)**

- 1.1 Introduction and basic properties of divisibility.
- 1.2 Well ordering principle Definition of Divisors
- 1.3 Division algorithm and related problems.
- 1.4 GCD, Euclidean Algorithm, problems,

Unit II: Primes**(10 periods)**

- 2.1 Relatively prime definitions, Euclid's lemma and Fundamental theorem of arithmetic.
- 2.2 The number of Divisors of a positive integer N.
- 2.3 Highest power of a prime number containing n! Problems.
- 2.4 Bracket function.

Unit III: Congruences**(10 periods)**

- 3.1 Congruence modulo n definition,
- 3.2 Congruence classes, linear congruence definition, Examples, theorems, problems.
- 3.3 Inverse modulo m.
- 3.4 Euler's ϕ function definition and theorems.
- 3.5 Fermat's little theorem and Wilson's theorem

Prescribed Text book:				
S.NO	AUTHOR	TITLE OF THE BOOK	PUBLISHER	YEAR OF PUBLICATION
1	V Venkateswara Rao, N. Krishna Murthy, BVSS Sarma and S Anjaneya Sastry.	A Textbook of B.Sc Mathematics Vol – I for degree classes.	S – Chand & Company Ltd.	1988

Reference books:				
S.NO	AUTHOR	TITLE OF THE BOOK	PUBLISHER	YEAR OF PUBLICATION
1	A Anjaneyulu	A Text book Mathematics – Vol I	Deepthi Publications.	1998

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SEMESTER- III

SURVEY REPORTING

Unit – I

08 hours

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

Unit – II

09 Hours

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

Unit – III

10 Hours

Methods of Organizing data – Forms of data presentation - Tables and Figures – Basic Statistical Methods of Analysis of data –Percentages - Mean, Mode and Median –Simple Ways of showing Results– Tables/Graphs/Diagrams

Report Writing: Forms of Reporting - Parts of a Report - Title page to Acknowledgements - Characteristics of a Good Report – Style of language to be used - Explaining Data in the Report – Writing fact-based Conclusions – making Recommendations – Annexing required material.

Text Books:

- Sample Survey Theory- Desraj and Chandok .P – Narosa Publi.House.
- Theory and Analysis of Sample Survey Design – Prof. Daroga singh, Dr.F.S. Chaudhary, New Age International Pv.t.Ltd.

References:

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

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SEMESTER- III

FINANCIAL MARKETS

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

Syllabus

UNIT-I: 06hrs

Indian Financial System- its components - Financial markets and institutions

UNIT-II: 10hrs

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

UNIT-III: 10hrs

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

Reference books:

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

TEXT BOOKS:

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

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SEMESTER- III

DISASTER MANAGEMENT

Total 30hrs (2hrs/week) 2 Credits Total 50 Marks

UNIT-I: 06 hrs

Introduction of Disaster - Different types of disasters- Natural- (flood, cyclone, earthquake, famine and pandemic) - Accidental- (Fire, Blasting, Chemical leakage, Rail, Aviation, Road boat tragedies and nuclear pollution) - Disaster Management Act 2005

UNIT-II: 09hrs

Causes and immediate effects of Disasters - Preparedness of disasters –Precautions – Dissemination of information - Nature and concepts - Role of National Disaster Management Authority and Role of Government and non governmental organizations in protecting human livestock and natural resources.- Use of technology -Role of Citizens and Youth in the prevention.

UNIT-III - 09 hrs

Post disaster effects - short term - Procedures for Rehabilitation and Recovery - Role of volunteers and Safety Precautions - Long term remedial and preventive measures – Collection, filing and storage of information - Case studies

References:

1. Jagbirsingh - Disaster Management Future challenges and opportunities- - K.W.Publishers
2. GOI - UNDP Disaster Management Guidelines
3. J.P.Singhal - Disaster Management - Laxmi Publications
4. www.ndma.gov.in
5. Wikipedia and other websites on Disaster management.

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SEMESTER: III

No of Credits: 2

Total: 30 hours (02h/week)

Max: 50 Marks

RETAILING

Unit I:

06hrs

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

Unit II:

10 hrs

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

Unit III:

10hrs

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

Recommended Co-curricularActivities:

(04 hrs)

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

Reference books:

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

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SEMESTER: III

No of Credits: 2

LOGISTIC AND SUPPLY CHAIN

Total: 30 hours (02h/week)

Max: 50 Marks

Unit-1:

6hrs

Introduction to Logistics and Supply Chain Management (SCM): Functions of Logistics - Structure of logistics - Logistics Costs - Modes of Logistics - Logistics in 21st Century -- Role of Supply Chain Management - Design and Development of Supply Chain Network - Different types of Supply Chain Networks

Unit-II:

10hrs

Logistics: Customer Selection - Process -Customer Service and Customer Retention – Relationship Management - Integrating Logistics and Customer Relationship Management

Unit-III:

10hrs

Supply Chain Management: Managing and Estimating Supply Chain Demand – Forecasting Techniques – Supplier Networks –Skills to Manage SCM - Recent Trends in SCM Suggested

References:

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

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SEMESTER- III

ENVIRONMENTAL AUDIT

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

UNIT – I

Industrial Pollution and its effects

06h Climate

– Weather and Air Pollution – Classification of water and water bodies – Water Quality Parameters – Water Pollution – Sources – Classification, nature and Toxicology of water pollutants. - Soil parameters –Soil pollution and impacts – Soil conservation

UNIT - II

Environmental Law & Policy:

09h

Highlights of the Acts, Institutional arrangements for: (1) The Water (Prevention & Control of Pollution) Act, 1974 amended in 1988; (2) The Air (Prevention and Control of Pollution) Act, 1981 amended in 1987; (3) The Water (Prevention and Control of Pollution) Cess Act, 1977 amended in 1991; (4) The Environment (Protection) Act, 1986; (5) The Public Liability Insurance Act, 1991; – Indian Policy Statement for abatement of Pollution, 1992.

UNIT - III

Environmental Audit - Scope & Requisites:

10h

Environmental Audit: Definition; Objectives; Scope, Coverage - GOI Notification on Environmental Audit - Benefits to Industry. Reporting Environmental Audit Findings - Importance of Environmental Audit Report to industry, public and the governments.

Reference books and websites:

1. Environmental Education in India by K.R. Gupta
2. Environmental Legislation in India by K.R. Gupta
3. <https://parivesh.nic.in/>
4. <https://www.cpcb.nic.in/>
5. <https://www.free-ebooks.net/environmental-studies-academic>

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SEMESTER- III

POULTRY FARMING

Section I (Introduction to Poultry Farming): 10Hrs

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

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

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

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

- 3.1 Selection, care and handling of hatching eggs. Egg testing. Methods of hatching.
- 3.2 Brooding and rearing. Sexing of chicks.
- 3.3 Farm and Water Hygiene, Recycling of poultry waste.
- 3.4 Factors effecting economic return and efficient marketing.
- 3.5 Preparation of project report for banking and insurance.

Reference books:

1. Sreenivasaiah., P. V., 2015. Textbook of Poultry Science. 1st Edition. Write & Print Publications, New Delhi
2. Jull A. Morley, 2007. Successful Poultry Management. 2nd Edition. Biotech Books, New Delhi"
3. Hurd M. Louis, 2003. Modern Poultry Farming. 1st Edition. International Book Distributing Company, Lucknow."
4. Life and General Insurance Management, "
5. Financial services, Tata McGraw hill
6. <http://www.asci-india.com/BooksPDF/Small%20Poultry%20Farmer.pdf>
7. https://nsdcindia.org/sites/default/files/MC_AGR-Q4306_Small-poultry-farmer-.pdf
8. <http://ecoursesonline.iasri.res.in/course/view.php?id=335>
9. https://swayam.gov.in/nd2_nou19_ag09/preview

COMPUTER SCIENCE		2020-21	B.Sc. (MECS, MSCA, MSDS, HONORS)
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SEMESTER – III

Credits: 2

DIGITAL WELLBEING

Total Hrs. 30 (15 Hrs Teaching + 15 Hrs Co – Curricular Activities)

UNIT – I Introduction to Cybercrime and Cyber offenses 3 Hrs

Introduction to Cyber Crime: Definitions: Cybercrime.(Including Definitions in Box 1.1), Cybercrime and Information Security (including example in Box 1.2), Who are Cybercriminals? Classifications of Cybercrimes, Cybercrime and ITA 2000.

UNIT – II Digital Security Tools and Techniques 3 Hrs

- a) Uncovering fake news, Is Privacy is a Myth?
- b) Consent & Data Why is it different online.
- c) Uncovering Fake News

UNIT – III Digital Safety – Physical & Psychological Wellbeing 3Hrs

- a) Cyber bullying,
- b) Digital Parenting,
- c) Digital Addiction,

UNIT – IV Digital Spirit – Legal and Ethical Issues 3Hrs

- (a) Cyber Crime against Women and Children,
- (b) Managing Negative Comments Online,
- (c) Impact of Digital Technology on Human Wellness
- (d) Social Engineering Crimes

UNIT – V Case Studies 3Hrs

Case Studies (Mini Cases): State of Tamil Nadu vs. Suhas Katti Case, The Slumdog Millionaire Movie Piracy case, Cyber Pornography involving a Juvenile Criminal, Pune Citibank MphasiS call Venter fraud, Swedish case of hacking and theft of trade secrets, Indian case of Cybersquatting and other Social Engineering Crimes modus operandi.

Text Books:

1. Cyber Security : Understanding Cyber Crimes, Computer Forensics ad Legal Perspectives – Nina Godbole – Sunit Belapure. Wiley India -2014.(Unit I, V)
2. Uncovering Fake News : ISBN : 978-81-946731-0-1
3. Is Privacy is a Myth? : ISBN: 978-81-946731-4-9
4. Consent & Data Why is it Different Online? :ISBN: 978-81-946731-6-3
5. Cyberbullying : ISBN: 978-81-946731-1-8
6. Digital Parenting : ISBN: 978-81-946731-7-0
7. Digital Addiction : ISBN: 978-81-946731-8-7
8. Cyber Crime Against Women and Children : ISBN : 978-81-946731-2-5
9. Managing Online Negative Comments : ISBN: 978-81-946731-5-6
10. Impact of Digital Technology on Humans : ISBN: 978-81-946731-9-4

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SEMESTER- III

MEDICAL LAB TECHNOLOGY

Total 30 hrs (02h/wk)

Science Stream Syllabus of Medical Lab Technology

Total- 20 hrs (02h/wk)

Credits-2

Max Marks: 10

Unit: 1 - Microbiology

5Hrs

- 1.1- Laboratory Ethics and Laboratory discipline
- 1.2- Introduction to Microbiology, Microscopy- Types of Microscopes- simple and compound Microscopes, Preparation of reagents
- 1.3- Sterilization and Disinfection
- 1.4- Preparation of Media- Basal media- Nutrient broth
- Selective Media- Deoxycholate Citrate Agar medium
- Enriched media- Blood Agar Medium
- Anaerobic media- Robertsons cooked meat medium

Unit:II Pathology

6Hrs

- 2.1-Introduction to Clinical Pathology
- 2.2- Urine Analysis
- 2.3- Stool Examination
- 2.4- Blood Composition and Functions
- 2.5- Blood Grouping, Estimation of Hemoglobin ,RBC- calculations and importance, WBC, Platelets

Unit:III-Serology and ClinicalDiagnosis

6Hrs

- 3.1- Serological, Investigations like VDRL, WIDAL, HIV and HbsAg.
- 3.2- Liver function tests- Total serum Bilirubin
- 3.3- Kidney function tests- Blood Urea, Serum creatinine

Reference & Text Books:

- 1. Text book of Medical Lab Technology - Dr.Praful B.Godkar
- 2. Text book of Medical Lab Technology - V.H.Talib Vol-I
- 3. Text book of Medical Lab Technology - Mukharjee Vol-I, II & III

SRI DURGA MALLESWARA SIDDHARTHA MAHILA KALASALA : VIJAYAWADA - 520 010
An autonomous college in the jurisdiction of Krishna University, A.P., India

Practical: MEDICAL LAB TECHNOLOGY

Max.Marks:40

Hours: 10hrs

1. Microscopy- Demonstration and its applications.
2. Maintenance & Equipment used in Biochemistry lab
3. Estimation of Hemoglobin
4. Blood grouping with Rh factor
5. Serology- WIDAL test, VDRL
6. Estimation of creatinine
7. Estimation of Bilirubin
8. Examination of the urine collection, preservation and general comments - urine analysis

Textbooks:

1. Textbook of Medical Laboratory Technology Vol 1 & 2 Paperback – 2005 by [Godkar P.B.](#) (Author)
2. A Text book of Practical Biochemistry. Joshi A. Rashmi

Reference Books:

1. MEDICAL LABORATORY TECHNOLOGY, 2nd Edition (Hindi, BANSAL)
2. Medical Laboratory Science : Theory and Practice 1st Edition (English, Paperback, J. Ochei, Arundhati Kolhatka)

