

(An Autonomous college in the jurisdiction of Krishna University : Machilipatnam)

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 (*SarvabhaumVyavastha*)- 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.

(An Autonomous college in the jurisdiction of Krishna University : Machilipatnam)

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

SRI DURGA MALLESWARA SIDDHARTHA MAHILA KALASALA, VIJAYAWADA- 10
(An Autonomous college in the jurisdiction of Krishna University : Machilipatnam)

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

SRI DURGA MALLESWARA SIDDHARTHA MAHILA KALASALA, VIJAYAWADA- 10
(An Autonomous college in the jurisdiction of Krishna University: Machilipatnam)

Life Skill courses	LSCT12	2020-21	AZC,BZC
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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 Karyakaram (RBSK); India Newborn Action Plan (INAP); Adolescent Health-Rashtriya Kishor Swasthya Karyakaram (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 Mantriva Abhiyan (PM Suman Yojana), My Hospital (Mera aspatal), 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

SRI DURGA MALLESWARA SIDDHARTHA MAHILA KALASALA, VIJAYAWADA- 10

(An Autonomous college in the jurisdiction of Krishna University : Machilipatnam)

Life Skill courses	LSCT03	2020-21	MSCS,MSCS,MSDS,PMC,
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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.

SRI DURGA MALLESWARA SIDDHARTHA MAHILA KALASALA, VIJAYAWADA- 10

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

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

- ❖ Understanding the need, basic guidelines, content and process for Value Education
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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

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9. Dr B E V L Naidu, Entrepreneurship. Seven Hills Publishers

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.

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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.

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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)

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- Web sites for free download books for Statistics

LIFE SKILL	LSCT12	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)
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Unit III: Hygiene

10 Hrs.

13. Hygiene – Definition; Personal, Community, Medical and Culinary hygiene; WASH (Water, Sanitation and Hygiene) programme
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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

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- **Srilakshmi, B., (2010)** *Food Science, (5th Edition)* New Age International Ltd., New Delhi

LIFE SKILL	LSCT03	2020-21	MSCS,MSDS,MPC,
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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.

SRI DURGA MALLESWARA SIDDHARTHA MAHILA KALASALA, VIJAYAWADA

(An Autonomous College in the jurisdiction of Krishna University: Machilipatnam)

LIFE SKILL COURSE

LSC P02

2020 -'21

BA , BZC, AZC, FMB, FMC, PMC

Semester - I

Credits: 2

Computer Fundamentals and Office Tools

(30 Hours of Teaching Learning including Lab)

CO1: Able to learn the basic features characteristics, applications of computer and introduction about windows operating system.

CO2: Able to learn the basic technicalities of creating Writer documents and presentations

CO3: Able to learn how to design a Calc Spreadsheet for general office.

Unit-I: Basics of Computers and Operating Systems

Basics of Computers : Definition of a Computer - Characteristics and Applications of Computers – Block Diagram of a Digital Computer – Classification of Computers based on size and working – Central Processing Unit – I/O Devices. Memory Devices- Primary, Auxiliary and Cache Memory.

Operating Systems: Definition and Types of Operating System –Functions of an Operating System – MS Windows – Desktop, Computer, Documents, Pictures, Music, Videos, Recycle Bin, Task Bar – Control Pane.

Unit-II: Writer Document and Impress Presentation

Writer Document :Features of Writer – Writer 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, Gallery, Page Numbers, Equations – Spelling and Grammar – Mail Merge

Impress Presentation: Features of Impress Presentation – Creating a Blank Presentation - Creating a Presentation using a Template - Inserting and Deleting Slides in a Presentation – Adding Clip Art/Pictures -Inserting Other Objects, Audio, Video - Resizing and Scaling of an Object – Slide Transition – Animation

Unit-III: Calc Spreadsheet

Overview of Calc features – Creating a new worksheet, Selecting cells, Entering and editing Text, Numbers, Formulae, Referencing cells – Inserting Rows/Columns – Changing column widths and row heights, auto format, changing font sizes, colors, shading.

Reference Books:

1. Fundamentals of Computers by ReemaThareja, Publishers : Oxford University Press,
India
2. Fundamentals of Computers by V.Raja Raman, Publishers : PHI
3. Getting Started Guide Libreoffice 5.0

<https://www.libreoffice.org/assets/Uploads/Documentation/GS51-GettingStartedLO.pdf>

SRI DURGA MALLESWARA SIDDHARTHA MAHILA KALASALA, VIJAYAWADA

(An Autonomous College in the jurisdiction of Krishna University: Machilipatnam)

COMPUTER SCIENCE	LSC P07	2020 - 2021	BA , BZC, AZC, FMB, FMC, PMC
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SEMESTER – II

Credits: 2

INFORMATION & COMMUNICATION TECHNOLOGY – 2

ICT – II (Foundation Course – 5)

Internet Fundamentals and Web Tools

(30 Hours of Teaching including Lab)

Course Objectives:

This course gives students a basic understanding of the Internet, who uses it, and how it is used. Skill building topics will include: email, blogs, browsers, search, feeds, ftp, downloads, rich media, and social media. The course will explore a variety of communication methods on the Web.

Course Outcomes: At the end of this course student will have

CO1: knowledge in network fundamentals.(PO1, PO7)

CO2: Understand social networking sites. (PO1, PO7)

CO3: Create web pages using HTML tags. (PO1, PO7)

Unit - I : Fundamentals of Internet

8 Hours

1.1 Networking Concepts

1.2 Data Communication

- 1.3 Types of Networking
- 1.4 Internet and its Services
- 1.5 Internet Addressing
- 1.6 Internet Applications
- 1.7 Computer Viruses and its types
- 1.8 Browser – Types of Browsers

Unit – II: Internet Applications

7 Hours

- 2.1 Using Internet Explorer
- 2.2 Entering a Web Site Address, Searching the Internet
- 2.3 Introduction to Social Networking:
 - 2.3.1 Twitter
 - 2.3.2 Tumblr
 - 2.3.3 LinkedIn
 - 2.3.4 Facebook
 - 2.3.5 Flickr
 - 2.3.6 Skype
 - 2.3.7 yelp,
 - 2.3.8 vimeo, yahoo!, google+, youtube, WhatsApp, etc.
- 2.4 Cloud Computing.
 - 2.4.1 Introduction
 - 2.4.2 Services/Models
 - 2.4.3 Benefits

Unit – III:

Basic HTML

15 Hours

- 5.1 Basic HTML
- 5.2 Web Terminology
- 5.3 Structure of a HTML Document
- 5.4 HTML, Head and Body tags
- 5.5 Semantic and Syntactic Tags
- 5.6 HR, Heading, Font, Image and Anchor Tags
- 5.7 Different types of Lists using tags
- 5.8 Table Tags, Image formats
- 5.9 Creation of simple HTML Documents
- 5.10 Advanced HTML – Frames and its usage

Text Book:1. In-line/On-line : Fundamentals of the Internet and the World Wide Web, 2/e - by Raymond Greenlaw and Ellen Hepp, Publishers : TMH

LAB LIST

1. Write down the steps for creating a Gmail account.
2. Write down the steps for creating a Yahoo account.
3. Write down the steps for creating a LinkedIn account.
4. Write down the steps for creating a Twitter account.
5. Write down the steps for creating a Facebook account.
6. Write down the steps for creating a Skype account.
7. Write down the steps for creating a Flickr account.
8. Write down the steps for creating a Tumblr account.
9. Write a basic html program with welcome message.
10. Write an html program on heading tags.
11. Write an html program using subscript and superscript tags?
12. Write an html program on text formatting tags.
13. Write an html program on image tag.
14. Write an html program on anchor tag.
15. Write an html program on ordered and unordered lists.
16. Write an html program on definition list.
17. Write an html program to create a table for student marks list.
18. Write an html program to create class time table using table tag.
19. Write an html program on for dividing web page into 3 vertical frames.
20. Write an html program on for dividing web page into 2 vertical and one horizontal frames.

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Personality Enhancement & Leadership

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

Unit – I:(7 hrs)

Meaning of Personality – Explanations of Human Personality – Psychodynamic

Explanations – Social Cognitive Explanation – Big Five traits of Personality

Unit – II: (8 hrs)

Assessment of Personality - Projective& Self Report Techniques - Building Self Confidence – Enhancing Personality Skills

Unit – III:(10 hrs)

Leadership Characteristics – Types of Leaders – Importance of Leadership –

Leadership Skills – Building and Leading Efficient Teams – Leadership Qualities of

Abraham Lincoln, mahatma Gandhi, Prakasam Pantulu, Dr. B. R. Ambedkar &

J.R.D.Tata

Co-curricular Activities Suggested: (05 hrs)

- 1. Assignments, Group discussions, Quiz etc**
- 2. Invited Lecture by a local expert**
- 3. Case Studies (ex., on students behavior, local leaders etc.)**

Reference Books:

- Girish Batra, Experiments in Leadership, Chennai: Notion Press, 2018**
- Mitesh Khatri, Awaken the Leader in You, Mumbai: Jaico Publishing House, 2013**
- Carnegie Dale, Become an Effective Leader, New Delhi: Amaryllis, 2012**
- Hall, C.S., Lindzey. G. & Campbell, J.B Theories of Personality. John Wiley & Sons, 1998**