BA -HISTORY (CBCS) - III SEMESTER
Indian History and Culture - 1526-1857 CE

Block-I  Political History of Mughals 1526-1707 CE
Unit -1 : Establishment of Mughal Rule in India : Babur to Humayun
Unit -2 : Sher Shah (1540-45CE)
Unit – 3 : Akbar (1556-1605 CE)
Unit -4 : Jahangeer to Aurangazeb, Decline of Mughal Empire

Block-II  - Mughal Administration
Unit -5 : Polity and Administrative System
Unit-6 : Society, Economy and Culture

Block-III : The Marathas and the Rise of Regional Powers
Unit -7 : Shivaji : Maratha Power
Unit-8 : Rule of Peshwas
Unit-9 : Formation of Regional States : Bengal, Avadh, Deccan and Punjab

Block-IV : The Rise of British Power 1748 – 1856 CE
Unit-10 : Advent of Europeans, their Settlements
Unit-11: The British Conquest of India
Unit-12 : The Rule of East India Company
Unit -13 : Socio-Cultural Awakening and Movements

Block-V : The Revolt of 1857
Unit-14 : Pre-1857 Tribal and Peasant Revolts
Unit-15 : Causes, Course and Results of 1857 Revolt
U.G. JOURNALISM SYLLABUS (Under CBCS)
B.A. II YEAR SEMESTER – III
Discipline Specific Course (Credits - 5)

COURSE – III: ELECTRONIC MEDIA

BLOCK – I: INTRODUCTION TO BROADCAST JOURNALISM

UNIT – 1: NATURE AND CONCEPT OF BROADCAST JOURNALISM
Concept of Broadcasting – Public Broadcasting – Nature, Concept and Definition of Broadcast Journalism – Types of Broadcast Journalism – Radio Journalism - Television Journalism - Film Journalism

UNIT – 2: ORIGIN AND GROWTH OF RADIO

UNIT – 3: ORIGIN AND GROWTH OF TELEVISION

BLOCK – II: WRITING FOR RADIO

UNIT – 4: FORMATS OF RADIO PROGRAMME

UNIT – 5: PRINCIPLES OF WRITING FOR RADIO
Conversational Style Writing- Immediate or Instant Reach – Heard only Once - Writing for the Ear - Writing for Radio, News, Current Affairs, Interview – News Writing – Script and Sound Bytes – Qualification, Functions of Correspondents and Principles of News Reporting

BLOCK – III: INTRODUCTION TO TELEVISION

UNIT – 6: TELEVISION PROGRAMME FORMATS

UNIT – 7: TELEVISION PRODUCTION PROCESS
TV Production - Grammar of Television - Different Stages: Pre-Production, Production and Post-Production; Single Camera and Multi-Camera Production; Studio Production and Outdoor Production
UNIT – 8: WRITING FOR TELEVISION

BLOCK – IV: INTRODUCTION TO FILM MEDIA

UNIT – 9: HISTORY AND DEVELOPMENT OF CINEMA

UNIT – 10: NATURE AND TYPES OF FILMS

BLOCK – V: WRITING FOR FILMS

UNIT – 11: TYPES OF WRITING FOR FILMS
Film Review and Criticism – Script Writing for Documentaries – Exercises and Script Writing for Feature Films and Short Films – Web Series

UNIT – 12: PRODUCTION OF FILM
Film Technology – Elements of Film: Script, Cinematography, Editing, Music and Direction – Process of Film Making: Scripting, Shooting, Editing, Dubbing, Mixing and Married Print
B.A. (Sociology)  
Third Semester (Second Year)  
PAPER-III  
SOCIAL ISSUES, POLICIES AND DEVELOPMENT  
(Discipline Specific Course)

Block-1: Understanding Social Issues

Unit-1: Social Issues: Illiteracy, Poverty, Unemployment, Child Labour, Bonded Labour,
Unit-2: Social Issues: Communalism, Casteism, Caste Conflicts, Untouchability, Violence
against Women and Corruption
Unit-3: Developmental Issues: Regional Imbalances, Environmental Degradation, And
Displacement

Block-2: Understanding Social Policy

Unit-4: Social Policy: Concept and Significance
Unit-5: National Polices for Women, Children, Aged and Differently Abled Persons.
Unit-6: National Polices for Scheduled Castes, Scheduled Tribes, Other Backward Classes and
Minorities.

Block-3: Social Development and Human Development

Unit-7: Concept of Social Development: Perspectives: Liberal, Marxist, Subaltern and Feminist;
Theories and Models of Development.
Unit-8: Strategies of Social Development.
Unit-9: Human Development: Concept, Indicators; and Human Development Index.

Block-4: Welfare Schemes

Unit-10: Constitutional Provisions for SC, ST, OBC, Women, Minorities, Children, Aged and
Differently Abled Persons.
Unit-11: National Level Welfare Schemes for SC, ST, OBC, Minorities, Aged and
Differently Abled Persons.
Unit-12: State Level Welfare Schemes for SC, ST, BC, Minorities, Aged and Persons with
Differently Abled.

Block-5: Contemporary Concerns Related to Social and Human Development

Unit-13: Social Exclusion and Inclusion.
Unit-14: Over view of Human Development Reports with special reference to India.
Unit-15: Participatory Development.
BLOCK-1: INTRODUCTION TO SOCIAL PSYCHOLOGY AND SOCIAL PERCEPTION


UNIT-2 Attribution: Nature, Theories of Attribution (Jones and Davis’s Correspondent Inference Theory, Kelly’s Theory of Causal Attribution), Basic Sources of Error in Attribution.

UNIT – 3 Impression Formation and Impression Management: Forming Impressions of People through Nonverbal cues, Asch’s research on Central and Peripheral Traits, Implicit Personality traits and Techniques of Impression Management ((Opinion conformity, Excuses, Apologies, Self-Promotion, Flattery, Favors, Association, Self-promotion, Ingratiation, Exemplification & Supplication)

BLOCK-2: SOCIALISATION AND SOCIAL COGNITION

UNIT -4 Socialization: Nature and Process of Socialization, Types of Socialization, Agents of Socialization


UNIT-6 Interpersonal Attraction: Nature of Interpersonal attraction, External and Internal Determinants of Interpersonal attraction, Theories of Interpersonal attraction (Balance theory, Social comparison and Social exchange Theories), Sternberg’s Triangular Model of Love.

BLOCK-3: SOCIAL PROCESSES

UNIT-7 Attitude: Nature and Components of Attitude, Attitude Formation, Attitude Change-Persuasion (Communicators, Messages and Audiences). Measurement of Attitude- Likert Scale, Bogardus Scale, Thurstone Scale, Osgood and Tannenbaum Scale.


BLOCK-4: GROUP PROCESSES AND SOCIAL INFLUENCE


Continued in Next Page......
UNIT-11 Social Influence: Concept of Social Influence, Types of Social Influence – Conformity (Factors affecting Conformity, Asch’s Study), Compliance (Principles of Compliance) and Obedience (Milgram’s Study, Destructive Obedience).


UG II YEAR- SEMESTER- III PRACTICUM-3
COURSE – 3: SOCIAL PSYCHOLOGY (Practicals)

BLOCK-1: PART-A: BASIC STATISTICS IN PSYCHOLOGY

UNIT-1: Significance of Difference Between Means: Calculation of t-test, Confidence Intervals, Hypothesis Testing.

UNIT-2: Chisquare

UNIT-3: Correlation: Types of Correlation, Calculation of correlation- Rank order and Product Moment method.

Part-B: Experiments/ Tests
1. Sociometry
2. Bogardus scale
3. Locus of Control
4. Leadership scale
5. Group Conformity
6. Aggression
7. Prosocial behavior/Scale of Altruism
8. Attitude Scale
9. Cooperation and Competition
BLOCK - I: INTRODUCTION TO MACRO ECONOMICS

Unit - 1: Meaning, Nature and Scope of Macro Economics

Unit - 2: National Income Analysis

BLOCK - II: THEORIES OF INCOME AND EMPLOYMENT

Unit - 3: Classical Theory of Employment

Unit - 4: Keynesian Theory of Income and Employment

Unit - 5: Consumption Function: APC & MPC

Unit - 6: Investment Function, Rate of Interest, Concepts of Multiplier and Accelerator

Unit - 7: Classical, Neo-Classical and Keynesian Theories of Interest

BLOCK - III: THEORIES OF INVESTMENT AND INTEREST RATE

Unit - 8: Investment Function, Rate of Interest, Concepts of Multiplier and Accelerator

Unit - 9: Classical, Neo-Classical and Keynesian Theories of Interest

 BLOCK - IV: MONEY AND BANKING

Unit - 10: Theory of Money

Unit - 11: Central Banking: Functions and Credit Control

BLOCK - V: INFLATION AND TRADE CYCLES

Unit - 12: Inflation

Unit - 13: Trade Cycles
ENGLISH: A FOUNDATION COURSE - III
SECOND YEAR – SEMESTER - III

CONTENTS

BLOCK – I

Unit - 1: Different Kinds of Sentences
Unit - 2: Cohesion in Writing
Unit - 3: Main and Supporting Ideas

BLOCK – II

Unit - 4: Reading a Story
Unit - 5: Reading Three Practical Jokes
Unit - 6: Giving Instructions

BLOCK – III

Unit - 7: Writing an Essay
Unit - 8: Summarizing
Unit - 9: Making Notes

Model Examination Paper
## CONTENTS

**BLOCK – I: SITUATIONS OF SOCIAL CONTACT**

- Unit - 1: Travel
- Unit - 2: Business Communication - I
- Unit - 3: Business Communication - II

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**BLOCK – II: SOCIAL ETIQUETTES**

- Unit - 4: How to invite and How to accept and refuse Invitations
- Unit - 5: How to express Sympathy and Condolences
- Unit - 6: How to lodge Complaints and Tender Apologies

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**BLOCK – III: PREPARATION FOR INTERVIEWS**

- Unit - 7: How to prepare your CV
- Unit - 8: How to write a Covering Letter
- Unit - 9: Interview Techniques

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# CONTENTS

## BLOCK – I

Unit – 1: The Organs of Speech
Unit – 2: Vowels
Unit – 3: Consonants

### BLOCK – II

Unit – 4: Content Versus Function Words
Unit – 5: Word Classes
Unit – 6: Types of Verbs – 1 (Main Verbs)
Unit – 7: Types of Verbs – 2 (Auxiliary Verbs)

### BLOCK – III

Unit – 8: Words and Affixes
Unit – 9: Word Formation in English
Unit – 10: Grammatical Categories

### BLOCK – IV

Unit – 11: Phrases – 1
Unit – 12: Phrases – 2

### BLOCK – V

Unit – 13: Simple Sentences
Unit – 14: Compound and Complex Sentences
Unit – 15: Questions

Model Examination Paper
Second Year  
Semester III
Subject: Hindi
Paper: Aadhunik Bharatiya Bhasha: Hindi
(Aadhar Pathyakram)

Block I: Hindi Bhasha Sampreshan Kaushal - I  
Unit 1: Shravan Ka Arth aur Mahatv  
Unit 2: Shravan Kaushal ke Prakaar  
Unit 3: Shravan Kaushal: Vikaas ke Sopaan

Block II: Hindi Bhasha Sampreshan Kaushal - II  
Unit 4: Bhashan Kaushal ka Arth tatha Uccharan ka Mahatv  
Unit 5: Uccharan Seekhne ki Prakriya  
Unit 6: Bhasha Kaushak ke sopaan

Block III: Hindi Bhasha Sampreshan Kaushal - III  
Unit 7: Vachan Kaushal ka Arth tatha Uska mahatv  
Unit 8: Vachan ke Prakaar  
Unit 9: Vachan Kaushal – Vikaas ke Sopaan
Block I : Navjagaran kaaleen Kavya
   Unit 1 : Matrubhasha ke Prati : Bharatendu Harischandra
   Unit 2 : karmaveer : Ayodhya singh Upadhyay Hariaudh
   Unit 3 : Manushyata : Maithilisharan Gupt

Block II : Chayawadi Kavya
   Unit 4 : Beettivibhavari Jaagri : Jaishankar Prasad
   Unit 5 : Varde Veenavadini Varde : Suryakant Tripathi Nirala
   Unit 6 : Parvat Pradesh me Pavas : Sumitranandan Pant
   Unit 7 : Panth Honedo Aparichit : Mahadevi Varma

Block III : Rashtriya Kavya Aur Uttar Chayawad
   Unit 8 : Veeron ka kaisa ho Vasant : Subhadrakumari Chauhan
   Unit 9 : Javani : Makhanlal Chaturvedi
   Unit 10 : Agnipath : Harivandshrai Bacchan
   Unit 11 : Kalam Aaj Unki Jai Bol : Ramdharisingh ‘Dinkar’

Block IV : Nayi Kavita
   Unit 12 : Udchal Haaril : Agyeya
   Unit 13 : Saharsh Sweekaar Hai : Gajanan Madhav Muktibodh

Block V : Jan Kavita
   Unit 14 : Bahut Dinoke Baad : Nagarjun
   Unit 15 : Ghar me Vaapsi : Dhumil
DR B.R AMBEDKAR OPEN UNIVERSITY
DEPARTMENT OF URDU

FACULTY OF ARTS
UG PROGRAMME
MIL SEMESTER III
NAZAM O NASR I

BLOCK I  QADEEM GHAZAL
UNIT 1  MEER TAQI MEER (EK GAZL)
UNIT 2  MIRZA GHALIB  (EK GAZL)
UNIT 3  INSHA ULLAH KHAN INSHA (EK GAZL)

BLOCK II  JADEED GHAZAL
UNIT 4  HASRATH (EK GAZL)
UNIT 5  MAJROH (EK GAZL)
UNIT 6  SHAAZ TAMKANATH (EK GAZL)

BLOCK III  GAIR AFSANVI ADAB
UNIT 7  SIR SAYED AHMED KHAN (MAZMOON)
UNIT 8  PATRAS BUKHARI  (INSHAIYA)
UNIT 9  MAULVI ABDUL HAQUE (KHAKA)
DR. B. R. AMBEDKAR OPEN UNIVERSITY
DEPARTMENT OF URDU
UG PROGRAMME
OPTIONAL III SEMESTER
CLASSICI ADAB

BLOCK I SHAIRY: MASNAVI
UNIT 1 TAREEF, TAKNEEK, TAREEQ
UNIT 2 "SAHRUL BAYAAN" TAJZIYA, INTEKHAAB E MATAN
UNIT 3 "GULZAR E NASEEM" TAJZIYA, INTEKHAAB E MATAN

BLOCK II QASEEDA AUR MARIYAA
UNIT 4 QASIDA AUR MRSIYA: TAREEF, AJZAYE TARKEEBI, FUNNI KHUSOOSIYAT
UNIT 5 AHAM QASEEDA O MARIYAA NIGAAR
UNIT 6 ZAUQ O ANEES: TAJZIYA, INTEKHAAB E MATAN

BLOCK III GHAZAL
UNIT 7 TAREEF, HAYYAT, FUNNI KHUSOOSIYAT, RIWAYATH, IBTEDA TA GHALIB
UNIT 8 WALI, MEER! INTEKHAAB WO TASHREEH (DO GAZLEIN)
UNIT 9 AATISH, GHALIB! INTEKHAAB WO TASHREEH (DO GAZLEIN)

BLOCK IV DASTAAN
UNIT 10 TAREEF, FUNNI KHUSOOSIYAT (EHMIYAT, TEHZEEBI ANASIR)
UNIT 11 DASTAN KI RIWAYATH (UROOJ WO ZAWAAL)
UNIT 12 "BAAGH O BAHAR" TAJZIYA WO INTEKHAAB

BLOCK V DRAMA
UNIT 13 TAREEF, AJZAYE TARKEEBI AUR AQSAAM
UNIT 14 AGHAAZ O IRTEQAA
UNIT 15 "ANARKALI" TAJZIYA O INTEKHAAB
B.Sc – BOTANY SYLLABUS UNDER CBCS
CORE PAPER.. III SEMESTER-III THEORY

Plant Anatomy and Taxonomy

BLOCK-I ANATOMY
Unit-1: Meristems and Tissues
Unit-2: Leaf internal structure
Unit-3: Primary structure of Stem and Root - Dicots and Monocots

BLOCK-II SECONDARY GROWTH & WOOD ANATOMY
Unit-4: Secondary growth
Unit-5: Anatomy of Stem & Root
Unit-6: Wood Structure

BLOCK-III PLANT TAXONOMY
Unit-7: Principles of Plant taxonomy & Nomenclature
Unit-8 : Systems of Classification
Unit-9: Recent trends in Plant Taxonomy

BLOCK – IV SYSTEMATIC TAXONOMY
Unit-10: Salient features & Economic Importance of Polypetalae
Unit-11: Salient features & Economic Importance of gamopetalae
Unit-12: Salient features & Economic Importance of Monochlamydae and monocotyledons

B.SC PRACTICAL- III
PLANT ANATOMY AND TAXONOMY

BLOCK I: ANATOMY

Unit-1: Tissues and Reserve Products
Unit-2: Stomatal types
Unit-3: Preparation of double stained Permanent slides
Unit-4: Section cutting

BLOCK II: TAXONOMY: SYSTEMATIC STUDY

Unit-5: Families of Polypetalae
Unit-6: Families of Gamopetalae
Unit-7: Families of Monochlamydae and monocotyledons
Unit-8: Demonstration of Herbarium techniques.
B.Sc – CHEMISTRY SYLLABUS UNDER CBCS
CORE PAPER.. III SEMESTER-III THEORY

**Inorganic, organic & Physical Chemistry-3 (core)**

**Block - 1: Inorganic Chemistry - 3.**

- Unit – 1: Chemistry of Group VIA elements
- Unit – 2: Chemistry of Group VIIA elements
- Unit – 3: Compounds of Zero (VIIIA) Group elements.

**Block - 2: Organic Chemistry -4.**

- Unit – 4: Aldehydes & Ketones (Carbonyl compounds).
- Unit – 5: Carboxylic acids and its derivatives.
- Unit – 6: Carbanion as intermediates in synthesis.

**Block-3: Physical Chemistry-3.**

- Unit – 7: Solutions
- Unit – 8: Colligative properties – I
- Unit – 9: Colligative properties – II

**Block – 4: General Chemistry – 2.**

- Unit – 10: Nuclear Chemistry
- Unit – 11: Colloids, Emulsions
- Unit – 12: Adsorption

**B.SC PRACTICAL- III**

**Preparation of Organic Compounds.**

**Block - 1: Preparation of organic compounds - 1.**

- Unit – 1A: Determination of Melting point and boiling point.
- Unit – 1B: Preparation of Acetanilide.
- Unit – 2: Preparation of Aspirin.
- Unit – 3: Preparation of Benzyldiene aniline.

**Block - 1: Preparation of organic compounds - 2.**

- Unit – 4: Preparation of β-Naphthyl methyl ether.
- Unit – 5: Preparation of p-bromoacetanilide
- Unit – 6: Preparation of Nitrobenzene
B.Sc- GEOLOGY SYLLABUS UNDER CBCS
CORE PAPER..III SEMSTER-III
Igneous Petrology

BLOCK-I INTRODUCTION TO PETROLOGY
Unit-1 : Petrology - Classification of Rocks
Unit-2 : Origin and Types of Magmas
Unit-3 : Composition and Constitution Magmas

BLOCK-II PROPERTIES OF IGNEOUS ROCKS
Unit-4 : Forms and Structures of Igneous Rocks
Unit-5 : Structures of Igneous Rocks
Unit-6 : Textures and Microstructures of Igneous Rocks

BLOCK-III ORIGIN OF IGNEOUS ROCKS
Unit-7 : Crystallisation of Magmas
Unit-8 : Bowen's Reaction Principle
Unit-9 : Origin of Igneous Rocks

BLOCK-IV CLASSIFICATION AND TYPES OF IGNEOUS ROCKS
Unit-10 : Classification of Igneous Rocks
Unit-11 : Description of Igneous Rocks- Plutonic Rocks.
Unit-12 : Descriptions of Igneous Rocks- Hypabyssal and Volcanic Rocks.

B.SC PRACTICAL- III
Igneous Petrology

Block -I Igneous Rocks-1
Unit-1 Textures of Igneous Rocks
Unit-2 Structure of Igneous Rocks
Unit-3 Megascopic Identification of Plutonic Rocks
Unit-4 Megascopic Identification of Hypobyssal Rocks

Block -II Igneous Rocks-2
Unit-5 Megascopic Identification of Volcanic Rocks
Unit-6 Microscopic Identification of Plutonic Rocks
Unit-7 Microscopic Identification of Hypobyssal Rocks
Unit-8 Microscopic Identification of Volcanic Rocks
B.Sc – MATHEMATICS SYLLABUS UNDER CBCS
CORE PAPER. III SEMESTER-III THEORY
“Real Analysis” (Theory)

Block - I: Real Numbers and Sequences

Unit - 1: Real Numbers System - Its Completeness
Unit - 2: Limit Point of a Set, Open and Closed Sets in R
Unit - 3: Real Sequences and their Convergence

Block - II: Infinite Series

Unit - 4: Convergence of Infinite Series of Positive Terms
Unit - 5: Tests of Convergence
Unit - 6: Alternating Series

Block - III: Riemann Integration

Unit - 7: Riemann Integrability - Conditions
Unit - 8: Mean Value Theorems of Integral Calculus
Unit - 9: Fundamental Theorem of Integral Calculus - Integration by Parts

Block - IV: Sequences and Series of Functions

Unit - 10: Point Wise and Uniform Convergence
Unit - 11: Series of Functions
Unit - 12: Power Series

B.SC PRACTICAL- III
“Real Numbers and Sequences”

Block - I: Sequences and Series

Unit - 1: Limit Point of a Set, Open and Closed Sets in R
Unit - 2: Real Sequences and their Convergence
Unit - 3: Convergence of Infinite Series of Positive Terms
Unit - 4: Tests of Convergence and Alternating Series

Block – II: Riemann Integration and Sequences, Series of Functions

Unit - 5: Riemann Integrability - Conditions
Unit - 6: Mean Value Theorems and Fundamental Theorem of Integral Calculus
Unit - 7: Point Wise and Uniform Convergence
Unit - 8: Series of Functions and Power Series
B.SC- PHYSICS SYLLABUS UNDER CBCS
CORE PAPER..III SEMSTER-III
THERMODYNAMICS

BLOCK-I: LAWS OF THERMODYNAMICS-I

UNIT-1: Kinetic Theory of Gases
UNIT-2: Zeroth law & First law of Thermodynamics
UNIT-3: Reversible and irreversible processes
UNIT-4: Carnot’s Engine

BLOCK-II: LAWS OF THERMODYNAMICS-I

UNIT-5: Second Law of Thermodynamics
UNIT-6: Entropy

BLOCK-III: THERMODYNAMIC POTENTIALS

UNIT-7: Thermodynamic Potentials
UNIT-8: Maxwell’s Thermodynamic equations & Applications

BLOCK-IV: QUANTUM THEORY OF RADIATION

UNIT-9: Low temperature Physics
UNIT-10: Applications of Low temperature Physics
UNIT-11: Black body Radiation (Classical concepts)
UNIT-12: Black body Radiation (Quantum concepts)

B.SC PRACTICAL- III
THERMODYNAMICS

1. Co-efficient of thermal conductivity of a bad conductor by Lee’s Method.
2. Measurement of Stefan’s constant.
5. Temperature Characteristics of a Thermistor
6. Thickness of a wire using wedge method.
7. Resistance the Thermometer.
8. Determine the Specific of a solid (led shots- mixture method).
B.Sc – ZOOLOGY SYLLABUS UNDER CBCS  
CORE PAPER. III SEMESTER-III THEORY  
ECOLOGY, ZOOGEOGRAPHY AND DEVELOPMENTAL BIOLOGY

BLOCK – I ECOLOGY
Unit – 1 : Ecosystem structure and functions, Types of Ecosystems – Aquatic and Terrestrial.  
Unit – 2 : Biogeochemical cycles - Nitrogen, Carbon, Phosphorus and Water.  
Unit – 3 : Energy Flow in Ecosystem, Tropic levels, Food chains, Food web and Ecological Pyramids  
Unit – 5 : Ecological Adaptations  
Unit – 6 : Wildlife conservation - National parks and Sanctuaries of India, Endangered species. Biodiversity and hotspots of Biodiversity in India.

BLOCK – II ZOOGEOGRAPHY
Unit – 7 : Zoogeographical regions – Palaearctic, Nearctic, Neotropical, Oriental, Australian and Ethiopian regions - their Climatic and faunal peculiarities  
Unit – 8 : Wallace line and Discontinuous distribution. Continental drift

BLOCK – III DEVELOPMENTAL BIOLOGY
Unit – 9 : Types of Eggs, Fertilization and Development upto Gastrulation  
Unit – 10 : Organogenesis  
Unit – 11 : Foetal Membranes in Chick  
Unit – 12 : Placentation in Mammals

B.SC PRACTICAL- III  
ECOLOGY, ZOOGEOGRAPHY AND DEVELOPMENTAL BIOLOGY

Unit – 1: Determination of pH of Soil and Water  
Unit – 2: Estimation of salinity (chlorides) of water in given samples.  
Unit – 3: Estimation of Carbonates in the given water samples.  
Unit – 4: Estimation of Bicarbonates in the given water samples.  
Unit – 5: Estimation of dissolved oxygen of pond water, sewage water and effluents.  
Unit – 6: Identification of Zooplankton from a nearby water body.  
Unit – 7: Study of Pond Ecosystem / local polluted site - Report submission  
Unit – 8: Study of at least 3 endangered or threatened wild animals of India through photographs / specimens / models  
Unit – 9: Field visit to Zoo Park to study the management, behavior and enumeration of wild animals.  
Unit – 10: Identification of Zoogeographical realms from the Map and identify specific fauna of respective regions.  
Unit – 11: Observe the response of invertebrates in different lightening conditions.
COURSE B.3: BUSINESS STATISTICS - I

CONTENTS

BLOCK – I: COLLECTION OF STATISTICAL DATA
Unit – 1 : Nature, Scope and Importance of Statistics
Unit – 2 : Statistical Investigation and Collection of Data
Unit – 3 : Classification and Seriation of Data

BLOCK – II: PRESENTATION OF DATA
Unit – 4 : Tabular Presentation of Data
Unit – 5 : Diagrammatic Presentation of Data
Unit – 6 : Graphic Presentation of Data

BLOCK – III: ANALYSIS OF DATA – MATHEMATICAL AVERAGES
Unit – 7 : Introduction of Averages
Unit – 8 : Arithmetic Mean
Unit – 9 : Geometric and Harmonic Mean

BLOCK – IV: ANALYSIS OF DATA – POSITIONAL AVERAGES
Unit – 10 : Median and Quartiles
Unit – 11 : Mode

BLOCK – V: MEASURES OF DISPERSION AND SKEWNESS
Unit – 12 : Introduction to Dispersion
Unit – 13 : Range and Quartile Deviation
Unit – 14 : Mean and Standard Deviation
Unit – 15 : Measures of Skewness
COURSE 9.3: ADVANCED ACCOUNTING

BLOCK I: HIRE - PURCHASE AND INSTALMENT PURCHASE SYSTEMS:
Unit - 1: Hire Purchase
Unit - 2: Instalment Purchase System

BLOCK II: PARTNERSHIP ACCOUNTS-I:
Unit - 3: Partnership Accounts – An Introduction
Unit - 4: Final Accounts of the Partnership Firm

BLOCK III: PARTNERSHIP ACCOUNTS –II:
Unit - 5: Admission of a Partner
Unit - 6: Retirement or Death of a Partner
Unit - 7: Dissolution of Firm
Unit - 8: Insolvency of a Partner

BLOCK IV: DEPARTMENTAL ACCOUNTS:
Unit – 9: Departmental Accounts – I
Unit – 10: Departmental Accounts –II

BLOCK - V: BRANCH ACCOUNTS:
Unit – 11: Branch Accounts – An Introduction
Unit – 12: Accounts of Dependent Branches (Cash and Credit Sales)
Unit – 13: Accounts of Independent Branches
B.COM. II YEAR III SEMESTER
COURSE (10.3): BUSINESS FINANCE

APPROVED SYLLABUS

BLOCK – I INTRODUCTION TO BUSINESS FINANCE
Unit -1 Business Finance and Environment
Unit -2 Finance Function
Unit -3 Financial Planning – Nature and Scope
Unit -4 Capitalization

BLOCK – II FINANCIAL MARKETS
Unit -5 Capital Markets
Unit -6 Money Market
Unit -7 Foreign Capital and Collaborations

BLOCK – III FINANCING DECISION
Unit -8 Cost of Capital
Unit -9 Capital Structure

BLOCK – IV INVESTMENT DECISION
Unit -10 Working Capital
Unit -11 Capital Budgeting

BLOCK – V DIVIDEND DECISION
Unit -12 Determinants of Dividends
Unit -13 Dividend Policy
Unit -14 Retained Earnings
Unit –15 Bonus Shares

Sri G. Malla Reddy
Course Coordinator
Public Administration BA II Year

SEMESTER – III
Course-III: Union Administration

Block- I: Historical Background and Constitutional Framework
Unit - 1: Evolution of Indian Administration
Unit - 2: Indian Administration after Independence: Continuity and Change

Unit - 3: Constitutional frame work of Indian Administration.

Block- II: Union Administration – Structure and Functions
Unit - 4: The Executive, Legislature and the Judiciary- Structure and functions
Unit - 5: President, Prime Minister and Council of Ministers
Unit - 6: Cabinet, Central Secretariat and Prime Minister’s Office (PMO)

Block-III: Constitutional and other Bodies
Unit - 7: Union Public Service Commission - All India Services
Unit - 8: Election Commission - Structure, functions and working
Unit - 9: Regulatory Authorities
Unit -10:Neeti Ayog

Block-IV: Control Over Administration
Unit -11: Legislative, Executive and Judicial Control
Unit -12: Citizen Control – Right to Information Act (RTI)
Unit -13: Union-State Administrative Relations
Unit -14: Ethics in Administration

Block-V: Government and Business
Unit -15: Public Enterprises in India
SEMESTER-III: INDIAN GOVERNMENT AND POLITICS

BLOCK-I: BACKGROUND OF THE INDIAN CONSTITUTION
Unit-1: Nature of British Colonial Rule in India
Unit-2: Indian National Movement
Unit-3: Constitutional Development during the British Rule -- Acts of 1909, 1919 and 1935

BLOCK-II: ASPECTS OF THE INDIAN CONSTITUTION
Unit-4: Indian Constitution: It's making and features
Unit-5: Fundamental Rights and Duties
Unit-6: Directive Principles of State Policy

BLOCK-III: UNION LEGISLATURE
Unit-7: Parliament: Composition, Powers and Functions
Unit-8: President: Election, Powers and Functions

BLOCK-IV: UNION EXECUTIVE AND JUDICIARY
Unit-9: Prime Minister and Council of Ministers
Unit-10: Judiciary: Structure, Powers and Functions

BLOCK-V: STATE GOVERNMENT
Unit-11: State Legislature: Composition, Powers and Functions
Unit-12: Governor, Chief Minister and Council of Ministers
1. కృషి జిల్లాలు సాగించం
2. నిమిదా రౌడ్
3. తీసినపరందు - తరపు సమీకరణ
4. తీసినపాడు రాయశ
5. మాండుతుండే శాసనం
6. శిక్షణాంగం

ప్రాంగణం
7. మార్క్షు పిలించం
8. పిల్లలు ప్రతిపాదించం
9. తరపు విమర్శనం - మనం అడగం

పదవ్యాప్తం
10. లోయా రాయశ
11. ఉదయానం నిర్ణయం
12. చిన్నపాడు

సాగరం
13. చిన్నపాడు రాయశ
14. చిన్నపాడు రాయశ
15. వేదానికి

- తా వెం.వి.రావు
సాగరప్రదేశం, తెలుగు లో నిర్ధారించి తెలుగులో వింధ్యం.
Skill Enhancement Course / Inter Disciplinary Course

Semester-III

SEC-1: Information and Communication Technologies (ICTs) for Education

BLOCK – I

Unit-1: Introduction to computers - Evaluation of computers in the last decade – An overview of computer system - Types of computers - Basic components of a computer system CPU - Input/output Devices - Memory – RAM – ROM – cache Memory L1 & L2 and Other types of memory.

Unit-2: Introduction to OS Meaning – Definition, Functions & Types of OS - Booting process, Command line interface - Wild card characters

Unit-3: Introduction to Graphical User Interface (GUI) Using the Start Menu –Control Panel – Using multiple windows – Customizing the Desktop – Windows accessories (Preferably latest version of windows or Linux Ubuntu).

Unit-4: Introduction to computer security - classification of computer viruses and warms, hacking, overview of malware and spyware, fire walls, anti-virus software, cryptography

BLOCK-II

Unit-5: Proprietary and Open source software, Open source alternatives for popular commercial applications like MS office.


Unit-8: Uses of ICTs –, ICT in E- Governance, E- Commerce, Face book, Whatsapp, twitter, Email, Moodles.
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<th>ఎంపికలు సంఖ్యలు</th>
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<td>విద్యా విద్యా</td>
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<td>పాలన విద్యా</td>
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</table>
UNIT - 1: What is Personality?

1. What is Personality?
   Three important questions are asked about personality:
   Is personality innate or learned?
   Is personality conscious or unconscious?
   Is personality influenced by internal or external factors?

1.3.1 Historical Perspective

1.4 Assessment of Personality

UNIT - 2 Understanding Self

2.2 Self-Concept
2.3 Self-Awareness
2.3.1 The Johari Window
2.4 Self-Esteem
2.4.1 Formation and development of self-esteem
2.4.2 Ways to improve Self-Esteem
2.5 Self-Confidence
2.5.1 Ways to boost and improve Self-confidence

UNIT - 3: Interpersonal Skills

3.1.1 What are interpersonal skills
3.2 Elements of interpersonal communication
3.3 How to develop interpersonal skills
   3.4 Steps to improve interpersonal skills
3.5 Uses of interpersonal skills
3.6 Barriers to effective communication
3.7 Why are interpersonal skills important?

UNIT - 4: Know your Emotions

4.1 Introduction
4.2 Affect, emotions and moods
4.3 Basic set of emotions
4.4 Functions of emotions
4.5 Mood as positive and negative Affect
4.6 Understanding emotions: Emotion message, emotion triangle, emotional reaction
4.7 Effect of emotions on mind, body and behavior
4.8 Managing Emotions (Anger and Anxiety)
4.9 Causes of anger
4.10 Anger Management Techniques
4.11 Anxiety
4.12 Anxiety Management Techniques
UNIT - 5: Communication Skills

5.0 Objectives
5.1 Introduction
5.2 Verbal Communication Skills
  5.2.1 Opening Communication
  5.2.2 Reinforcement
5.3 Effective Listening
  5.3.1 Active listening
  5.3.2 Passive listening
5.4 Effective questioning
5.5 Reflecting and Clarifying
5.6 Closing Communication
5.7 Let us sum up
5.8 Answers to check your progress
5.9 Model Examination Questions
5.10 Glossary

UNIT - 6: Thought and Behaviour

6.2 Thinking
6.3 Reasoning
6.4 Critical Thinking
6.5 Decision Making
6.6 Creative Thinking
6.7 Problem Solving
6.8 Goal Setting
6.9 Study Skills
6.10 Assertiveness

UNIT - 7: Presentation Skills

Communication Guidelines
Applying for a Job
Job Interviews
Digital communication
Practice

UNIT - 8: Positive Behavioural Skills

Inner strength.
Appreciation
Clarity
Hope and Choice