

Andhra Pradesh State Council of Higher Education : Hyderabad
Foundation Courses under CBCS; Revised Syllabi
For All Degree Programmes
w.e.f. 2015-16 (Revised in May 2016)

As a part of curriculum upgradation, Semester and CBCS systems were introduced in all affiliated colleges in Andhra Pradesh from 2015-16. As an effective part of the overall curriculum, Foundation Courses were introduced with an aim to prepare students in the required basic skills and values in diverse areas. Hence, courses covering a broad spectrum were introduced. The following are the revised syllabi of the ten Foundation Courses, each with 30 teaching hours per semester and worth 2 credits. They were spread in the first four semesters.

Sno	Foundation Course	Sem	Hrs/ Week	Total Hrs	Credits	Marks
1	Human Values and Professional Ethics	I	2	30	2	50
2	Environmental Studies	I	2	30	2	50
3	Information and Communication Technology (ICT) – 1	II	2	30	2	50
4	Communication and Soft Skills (CSS)-1	II	2	30	2	50
5	Information and Communication Technology (ICT) – 2	III	2	30	2	50
6	Communication and Soft Skills (CSS)-2	III	2	30	2	50
7	Communication and Soft Skills (CSS)-3	IV	2	30	2	50
8	Analytical Skills	IV	2	30	2	50
9	Entrepreneurship	IV	2	30	2	50
10	Leadership Education	IV	2	30	2	50

The objective of the foundation courses is to create awareness among students and train them in the skills of the course concerned. Hence, teaching learning may be focused, and limited to the hours prescribed.

Foundation Course – 1
I. HUMAN VALUES AND PROFESSIONAL ETHICS
Common for BA/BCom/BSc/BBA/BCA Programmes
I Semester (Total 30 Hrs)

Unit-I : Introduction to Value Education

1. Value Education, Definition, Concept and Need for Value Education
2. The Content and Process of Value Education
3. Self-Exploration as a means of Value Education
4. Happiness and Prosperity as parts of Value Education

Unit-II : Harmony in the Human Being

1. Human Being is more than just the Body
2. Harmony of the Self ('I') with the Body
3. Understanding Myself as Co-existence of the Self and the Body
4. Understanding Needs of the Self and the Needs of the Body

Unit-III : Harmony in the Family and Society and Harmony in the Nature

1. Family as a basic unit of Human Interaction and Values in Relationships
2. The Basics for respect and today's Crisis : Affection, Care, Guidance, Reverence, Glory, Gratitude and Love
3. Comprehensive Human Goal : The Five dimensions of Human Endeavour

Unit-IV : Social Ethics

1. The Basics for Ethical Human conduct
2. Defects in Ethical Human Conduct
3. Holistic Alternative and Universal order
4. Universal Human Order and Ethical Conduct

Unit-V : Professional Ethics

1. Value Based Life and Profession
2. Professional Ethics and Right Understanding
3. Competence in Professional Ethics
4. Issues in Professional Ethics – The Current scenario
5. Vision for Holistic Technologies, Production System and Management Models

Reference Books :

1. A.N.Tripathy, Human Values, New Age International Publishers, 2003
2. Bajpai.B.L., Indian Ethos and Modern Management, New Royal Book Co., Lucknow, Reprinted, 2004
3. Bertrand Russell, Human Society in Ethics and Politics
4. Corliss Lamont, Philosophy of Humanism
5. Gaur.R.R., Sangal.R, Bagaria.G.P., A Foundation Course in Value Education, Excel Books, 2009
6. Gaur.R.R., Sangal.R, Bagaria.G.P., Teacher's Manual, Excel Books, 2009
7. I.C.Sharma, Ethical Philosophy of India, Nagin & Co., Julundhar
8. Mortimer.J.Adler, What Man has Made of Man
9. R.Subramanian, Professional Ethics, Oxford University Press
10. Text Book for Intermediate Ethics and Human Values, Board of Intermediate Education & Telugu Academy, Hyderabad
11. William Lilly, Introduction to Ethics, Allied Publishers

VIKRAMA SIMHAPURI UNIVERSITY :: NELLORE
THREE YEAR DEGREE EXAMINATION
FIRST YEAR EXAMINATION
SEMESTER-I
HUMAN VALUES AND PROFESSIONAL ETHICS
Common for BA/BCom/BSc/BBA/BCA Programmes
MODEL PAPER

TIME: 2 Hrs

Max Marks: 50

Answer any FIVE of the following questions 5 X 10 =50

1. నేటి వృత్తిపరమైన విద్యావ్యవస్థలో విలువల విద్య అవశ్యకత ఎట్టిది?
What is the need for value education in the present day professional oriented education?
2. స్వీయ పరిశోధన అనగానేమి? అది ఎలా సాధ్యం?
What is meant by self-exploration? How it can be achieved?
3. నేను, శరీరం యొక్క కార్యకలాపాలను ఎలా అర్థం చేసుకుంటావు?
What do you mean by understanding the activities of the self and body?
4. “సంయమ” “స్వస్థ్య” అనగా నేమి? అవి ఒకదానికొకటి ఎట్టి సంబంధం కల్గియున్నాయి?
Define sanyama and svasthya and explain how they are related?
5. మానవ సంబంధాలను అర్థం చేసుకోవటానికి కుటుంబం ఒక ప్రయోగశాల?
వివరింపుము?
“Family is a natural laboratory to understand human relationship” – Explain.
6. సంపూర్ణమైన మానవ లక్ష్యానికి అవసరమైన ప్రణాళిక ఎట్టిది?
What is the programme needed to achieve the comprehensive human goal?
7. సరైన అవగాహన నీతివంతమైన జీవనానికి ఎలా దోహదం చేస్తుంది?
How does right understanding provide the basis for ethical human conduct?
8. సంపూర్ణ ప్రత్యామ్నాయ పయనంలోని వివిధ దశలను పేర్కొనుము?
What are the various stages of journey towards the destination of holistic alternatives?
9. నేడు వృత్తిధర్మములో నెలకొన్న సమస్యలను విశ్లేషించి వాని పరిష్కారమార్గములను సూచింపుము?
Critically examine the issues in professional ethics?
10. సంపూర్ణ ప్రత్యామ్నాయం లేక సంపూర్ణ మానవ లక్ష్యాన్ని సాధించటంలో సాంకేతిక, ఉత్పాదన, యాజమాన్యాల పాత్రను వివరించండి?
What is the vision for holistic alternative? Mention the broad holistic criteria for evaluation of technologies production systems and management models?

Instruction to Paper Setter :

Two questions must be given from each unit.

Foundation Course – 2
ENVIRONMENTAL STUDIES
Common for BA/BCom/BSc/BBA/BCA Programmes
Semester – I (Total 30 Hours)

Unit-I : Natural Resources: **6 Hrs**

Definition, scope and importance. Need for public awareness.

Brief description of;

- Forest resources: Use and over-exploitation. Deforestation; timber extraction, mining, dams. Effect of deforestation environment and tribal people
- Water resources: Use and over-utilization. Effects of over utilisation of surface and ground water. Floods, drought.
- Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources.
- Food resources: World food problems, Effects of modern agriculture; fertilizer-pesticide, salinity problems.
- Energy resources: Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources.
- Land resources: Land as resources, land degradation, man induced landslides, soil erosion and desertification

Unit-II : Ecosystems, Biodiversity and its conservation **6 Hrs**

- | Concept of an ecosystem
- | Structure and function of an ecosystem
- | Producers, consumers and decomposers

- Food chains, food webs and ecological pyramids
- Characteristic features of the following ecosystems:-
Forest ecosystem, Desert ecosystem, Aquatic ecosystem.

- Value of biodiversity: Consumptive use, productive use. Biodiversity in India. Threats to biodiversity: habitat loss, poaching of wildlife, man wildlife conflicts. Endangered and endemic species of India
- | Conservation of biodiversity

Unit-III : Environmental Pollution **6 Hrs**

- Definition
- Causes, effects and control measures of :-
 - a. Air pollution
 - b. Water pollution
 - c. Soil pollution
 - d. Noise pollution
- Solid waste management; Measures for safe urban and industrial waste disposal Role of individual in prevention of pollution
- | Disaster management: Drought, floods and cyclones

Unit-IV : Social Issues and the Environment **6 Hrs**

- From Unsustainable to Sustainable development
- Water conservation, rain water harvesting, watershed management.
- Climate change, global warming, ozone layer depletion,
- Environment protection Act
- Wildlife Protection Act, Forest Conservation Act

Unit-V : Human Population and the Environment

6 Hrs

- Population explosion, impact on environment.
- Family welfare Programme
- Environment and human health
- Role of Information Technology in Environment and humanhealth.

Reference Books :

1. Environmental Studies by Dr.M.Satyanarayana, Dr.M.V.R.K.Narasimhacharyulu, Dr.G. Rambabu and Dr.V.VivekaVardhani, Published by Telugu Academy, Hyderabad.
2. Environmental Studies by R.C.Sharma, Gurbir Sangha, published by Kalyani Publishers.
3. Environmental Studies by Purnima Smarath, published by Kalyani Publishers.

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FIRST YEAR : SEMESTER - I

SUBJECT : (FOUNDATION COURSE-2)

Common for BA/BCom/BSc/BBA/BCA Programmes

ENVIRONMENTAL STUDIES

Time : 2 hours

Max marks : 50

*Answer any **FIVE** of the following questions.*

5 X 5 = 25M

1. Define Environment and Explain Multidisciplinary Nature of the environmental science?
పర్యావరణాన్ని నిర్వచించి, పర్యావరణశాస్త్రం యొక్క బహుముఖపాఠాలను వివరించండి?
2. Write about Renewable and Non-Renewable Energy Resources?
పునరుద్ధరింపగల పునరుద్ధరించలేనిశక్తి వనరులను వివరించండి?
3. Explain the structure and Functions of Ecosystem?
ఆవరణవ్యవస్థ యొక్క నిర్మాణము మరియు విధులను తెల్పండి?
4. Define Biodiversity and Explain India as a mega – Biodiversity Nation?
జీవవైవిధ్యాన్ని నిర్వచించి, భారతదేశాన్ని జీవవైవిధ్య ప్రాంతంగా వివరింపుము?
5. Write about Air pollution?
గాలి కాలుష్యాన్ని వివరించండి?
6. Describe the solid waste Management Methods?
వ్యర్థఘనపదార్థాల తరలింపు విధానాలను తెల్పండి?
7. Explain the global warming and Acid rains?
గ్లోబల్ వార్మింగ్ మరియు ఆమ్లవర్షాలను వివరించండి?
8. Describe about rain water harvesting and watershed Management?
వర్షపునీరు ప్రోధి, నిలుపుదల మరియు నీటిగట్ల యాజమాన్యపద్ధతులు వివరించండి?
9. Write about women & Child welfare programme?
స్త్రీ, శిశుసంక్షేమంను వివరించండి?
10. Explain population-unemployment?
జనాభాపెరుగుదల, నిరుద్యోగులను తెల్పండి?

Instruction to Paper Setter :

Two questions must be given from each unit.

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Foundation Course

INFORMATION & COMMUNICATION TECHNOLOGY –1 (ICT-1)

Computer Fundamentals and Office Tools

Common for BA/BCOM/BSC/BBA

FIRST YEAR SEMESTER - II

Unit-I:

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.

Unit-II:

Primary, Auxiliary and Cache Memory – Memory Devices. Software, Hardware, Firmware and People ware – Definition and Types of Operating System – Functions of an Operating System – MS-DOS – MS Windows – Desktop, Computer, Documents, Pictures, Music, Videos, Recycle Bin, Task Bar – Control Pane.

Unit-III:

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, Equations – Spelling and Grammar – Thesaurus – Mail Merge

Unit-IV: MS-PowerPoint

Features of PowerPoint – 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 – Custom Animation

Unit-V: MS-Excel

Overview of Excel 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. Microsoft Office 2010 Bible by John Walkenbach, Herb Tyson, Michael R.Groh and FaitheWempen, Publishers : Wiley

Instruction to Paper Setter:

Two questions must be given from each unit in Section-A and Section-B

VIKRAMA SIMHAPURI UNIVERSITY :: NELLORE

Foundation Course
INFORMATION & COMMUNICATION TECHNOLOGY –1 (ICT-1) Computer
Fundamentals and Office Tools
Common for BA/BCOM/BSC/BBA
FIRST YEAR – SEMESTER-II

MODEL QUESTION PAPER

Time: 2 Hours

Max. Marks : 50

Answer any FIVE questions from the following **5x10=50**

1. Explain Block diagram of a digital Computer.
2. Explain about Input devices
3. Write about primary memory in detail.
4. Define operating system. Explain about functions of operating system.
5. Explain about features of MS-Word.
6. Write about Mail Merge Concept in MS-Word
7. How to create a presentation in MS-Power point?
8. How to add animation affects to a slide in MS-Power point?
9. What is worksheet? Explain features of MS-Excel.
10. Explain editing and formatting a Work Sheet

Instruction to Paper Setter:

Two questions must be given from each unit in Section-A and Section-B

Foundation Course - 4
COMMUNICATION SKILLS AND SOFT SKILLS-1 (CSS -1)
COURSE CONTENT (30 hours)

Vocabulary is considered the key to communication and it plays a great role for learners in acquiring a language. The first unit, therefore, is on the different aspects of vocabulary. Since English is a predicate-oriented language, there are two units on grammar focusing on the verb phrase. Listening and speaking are the two receptive skills. Listening is the basic skill of communication, and reading helps a person refine their writing skills. Unit IV and Unit V are on listening and reading respectively.

Unit I: Vocabulary Building

- 1a. Prefixes and Suffixes
- 1b. Conversion
- 1c. Compounding
- 1d. Analogy
2. One-Word Substitutes
3. Words Often Confused
4. Synonyms and Antonyms
5. Phrasal Verbs

Unit II: Grammar - 1

1. Types of Verbs
2. Subject-Verb Agreement

Unit III: Grammar - 2

1. Meanings of Modals
2. Tense (Present and Past) and Aspect
3. The Several Possibilities for Denoting Future Time
4. Articles and Prepositions

Unit IV: Listening Skills

1. The Importance of Listening
2. Types of Listening
3. Barriers/Obstacles to Effective Listening
4. Strategies for Effective Listening

Unit V: Reading Skills

1. Skimming
2. Scanning
3. Intensive Reading and Extensive Reading
4. Comprehension

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Communication and Soft Skills (CSS) - 1

(Common to FIRST YEAR - SECOND SEMESTER B.A., B.A (O.L) B. Com., B.Sc.,BCA,BBA)
(A. P. Common Core Syllabus (CBCS) for I year Effective from 2015-16) (Revised in May 2016)

Model Question Paper (2017-18)

Time: 2 Hours

Max. Marks: 50

I. Answer any TWO of the following questions.

2x5=10

1. Choose the right word that has the same relationship as the original pair of words.

- a. Honesty: Deception:: Kindness:_____ . (Compassion, Cruelty, Pity)
- b. Fox: Cunning :: Ant: _____ . (Lazy / Industrious/Playful).
- c. Player: Team :: Judge:_____ . (Justice/ Jury/ Committee)
- d. Hill: Mountain :: Sea: _____ . (River/ Ocean/ Bay)
- e. Poet: Poetess:: Lord : _____ . (Lady / Count/ Gentleman)

2. Replace the underlined part of the sentence with one of the options given below the sentence.

a. The police arrested him for trying to kill himself.

i) death ii) suicide iii) murder

b. The library has undertaken a project to digitalize all the hand written matter.

- i) tape-scripts ii) manuscripts iii) palm leaf scripts

c. She is planning to write her own life history.

- i) biography ii) biodata iii) autobiography

d. The guest is presented with a bunch of flowers.

- i) bouquet ii) branch iii) garland

e. It is very difficult to get water that is fit to drink in this area.

- i) usable ii) potable iii) bottled

3. Fill in the blanks with either of the two words with the help of the context in each sentence.

- a. I'm sorry I can't _____ (accept / except) your proposal.
b. The extreme weather conditions have _____ (affected/ effected) the food grain production.
c. The contestants in the run are allowed to use only _____ (canvas/ canvass) shoes.
d. Most of the special festival meals are concluded with a _____ (desert /dessert).
e. The _____ (poles/ polls) are scheduled for a week by the election commission.

4. Answer the following.

- a. Write the Synonyms of the following words.

- i) Handsome ii) Polite

b. Write the Antonyms of the following words.

- iii) Friend iv) Ancient v) Crazy

II. Answer the following Questions

2x5=10

1. Correct the following sentences and rewrite them.

- a. I am going to college every day.
- b. They have waited for the mail since four weeks.
- c. Look! The two boys quarrel.
- d. The movie started before I went into the theatre.
- e. When I saw, they are all in a group.

2. Fill in the blanks by choosing the suitable verb forms.

- a. I _____ (go/goes) to Hyderabad every week.
- b. His family _____ (is/are) at Hyderabad.
- c. One of the best students _____ (is/are) selected for the position of president of the Club.
- d. My friends and I _____ (am/are) going to the party.
- e. Last night a group of youngsters _____ (was/were) addressed by the Minister.

III. Answer the Following Questions.

2x5=10

1. Fill in the blanks with suitable Articles.
 - a. I talked to ____ European.
 - b. My brother came early by ____ hour.
 - c. Honesty is _____ best policy.
 - d. I met ____ one-legged man.
 - e. My teacher is _____ honest man.
2. Fill in the blanks with suitable Prepositions.
 - a. Secret of success lies ____ hard work.
 - b. She has been sleeping ____ 9 pm.
 - c. My father is suffering _____ severe fever.
 - d. There is an exception _____ every rule.
 - e. I congratulated him ____ his success.

IV. Answer any TWO of the following in 75 words each.

2x5=10

1. Describe a few barriers to listening.
2. Give some strategies for effective listening.
3. Why is listening Important?
4. What are the types of listening?

V. Answer any TWO of the following questions.

2x5=10

1. How can we become good readers? What are the qualities of good readers?
2. Write about skimming.
3. What do you know about Intensive reading and extensive reading?
4. Read the following passage and answer the questions that follow.

Beware of those who use the truth to deceive. When someone tells you something that is true, but leaves out important information that should be included, he can create a false impression. For example, someone might say, "I just won one lakh rupees on the lottery. It was great. I took that one thousand rupee ticket back to the store and turned it in for one lakh rupees!" This guy's a winner, right? Maybe, maybe not. We then discover that he bought two hundred tickets, and only one was a winner. He's really a big loser! He deliberately omitted important information. That's called a half-truth. Half-truths are just dishonest. Untrustworthy candidates in political campaigns often use this tactic. Let's say that during the last term of a Chief Minister of one of the states, that state lost one lakh jobs and gained three lakh jobs. Then he/she contests election for another term. One of his/her opponents canvasses in the public saying, "During his/her term as the C.M, the state lost one lakh jobs!" That's true. However an honest statement would have been, "During his/her term, the state had a net gain of two lakh jobs." Advertisers will sometimes use half-truths. An ad might boast, "Nine out of ten doctors recommend 'Danta' toothpaste to cure bleeding gums." It fails to mention that they only asked ten doctors and nine of them work for the 'Danta' Corporation.

- a. As per the writer of the passage how do people create false impression?
- b. Pick out the word from the passage that means to fool or cheat people.
- c. How can you say that the person who won the lottery ticket is actually hiding full truth?

- d. Is the C.M mentioned in the passage actually responsible for a fall or growth in the number of jobs? Support your answer.

- e. As per the passage, name the two fields where people use half truths.

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VIKRAMA SIMHAPURI UNIVERSITY :: NELLORE

Foundation Course - 5

INFORMATION & COMMUNICATION TECHNOLOGY –2 (ICT-2)

Internet Fundamentals and Web Tools

Common for BA / BCom / B Sc / BBA Programmes

III Semester

(30 Hours of Teaching Learning including Lab)

Unit-I :

Fundamentals of Internet : Networking Concepts, Data Communication – Types of Networking, Internet and its Services, Internet Addressing – Internet Applications – Computer Viruses and its types – Browser –Types of Browsers.

Unit-II:

Internet applications: Using Internet Explorer, Standard Internet Explorer Buttons, Entering a Web Site Address, Searching the Internet – Introduction to Social Networking: twitter, tumblr, LinkedIn, facebook, flickr, skype, yelp, vimeo, yahoo!, google+, youtube, WhatsApp, etc.

Unit-III :

E-mail :Definition of E-mail - Advantages and Disadvantages – UserIds, Passwords, Email Addresses, Domain Names, Mailers, Message Components, Message Composition, Mail Management, Email Inner Workings.

Unit IV:

WWW- Web Applications, Web Terminologies, Web Browsers, URL – Components of URL, Searching WWW – Search Engines and Examples

Unit-III :

Basic HTML: Basic HTML – Web Terminology – Structure of a HTML Document – HTML, Head and Body tags – Semantic and Syntactic Tags – HR, Heading, Font, Image and Anchor Tags –Different types of Lists using tags – Table Tags, Image formats – Creation of simple HTML Documents.

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

VIKRAMA SIMHAPURI UNIVERSITY :: NELLORE
FOUNDATION COURSE
INFORMATION & COMMUNICATION TECHNOLOGY –2 (ICT-2)
Internet Fundamentals and Web Tools
Common for BA / BCom / B Sc / BBA Programmes

SEMESTER-III (MODEL QUESTION PAPER)

Time: 2 Hours

Max. Marks : 50

Answer any FIVE of the following Questions: (5 x 10 = 50 Marks)

1. What is Network? Explain types of networks
2. Write about Internet applications.
3. Briefly explain features of Internet Explorer
4. Explain about any two Social networking sites
5. What is E-mail? Write advantages of E-mail.
6. Write about message components.
7. Define WWW. Write about web browsers.
8. What is Search engine? Explain search engines used on Internet.
9. Explain the structure of HTML document.
10. Explain list tags used in HTML

Instruction to Paper Setter:

TWO questions must be given from each unit

Foundation Course - 6
COMMUNICATION SKILLS AND SOFT SKILLS-2 (CSS -2) III Semester
COURSE CONTENT (30 hours)

CSS 02 aims at improving the speaking skills of the learner. For many learners of English, the sound-spelling relationship of the language appears anarchic. Another problem many Indian learners face is English word accent. Unit I and Unit II help learners overcome these problems to a great extent. The remaining units are on the two productive skills, speaking and writing. The techniques of day-to-day conversations and the important characteristics of interviews and GDs presented in this course strengthen the learner's speaking skills. The last unit presents various aspects of presentation in writing.

Unit I: Pronunciation - 1

The Sounds of English

Unit II: Pronunciation – 2

1. Word Accent
2. Intonation

Unit III: Speaking Skills -1

1. Conversation Skills
2. Interview Skills
3. Presentation Skills
4. Public Speaking

Unit IV: Speaking Skills -2

1. Role Play
2. Debate
3. Group Discussion

Unit V: Writing Skills

1. Spelling
 2. Punctuation
 3. Information Transfer
- Tables
 - Bar Diagrams
 - Line Graphs
 - Pie Diagrams
 - Flow Charts
 - Tree Diagrams
 - Pictures

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Communication and Soft Skills (CSS) - 2

(Common to SECOND YEAR - THIRD SEMESTER B.A., B.A (O.L) B.Com.,
B.Sc.,BBA,BCA)

(A. P. Common Core Syllabus (CBCS) for I year Effective from 2015-16) (Revised in May
2016)

Model Question Paper (2017-18)

Time: 2 Hours

Max. Marks: 50

I. Answer the following questions.

2X5=10

1. Write English spelling for the words given in phonemic transcription.

i) /a:tɪst/ ii) /kaɪndnəs/ iii) /pəzɪʃən/ iv) /θɔ:n/ v) ba:bə/

2. Choose correct transcription for each word.

i) Apple a) /a: pl/ b) /a:pɪl/ c) /æpl/
ii) Album a) / ʌlbəm/ b) /a:lbum/ c) /ælbəm/
iii) College a) /ka:lɛ:dʒ / b) / ca:lɪdʒ / c) /kɒlɪdʒ /
iv) Museum a) /mju:zi:əm/ b) / mju:siəm/ c) /mu:sium/

v) Summer a) / samə/ b) / sʌmə/ c) / sʌmmə/

II. Answer the following questions.

2X5=10

1. Mark the stress on the appropriate syllable in the following words.

a) Particular b) Canteen c) Police d) Traditional e) Propriety

2. Choose correct tone (Falling/ Rising) for each of the following sentences.

- a. Ravi Kumar is a good doctor.
- b. Have you taken breakfast?
- c. Where are you going?
- d. What's your name? (Warmth and affection).
- e. Shut the door, please.

III. Answer any TWO of the following questions.

2X5=10

1. What are the dos and don'ts during an interview?
2. How do you develop your presentation skills?

3. When you are asked to address a gathering, what are the tips to be followed?

IV. Answer any TWO of the following questions.

2X5=10

1. Write a dialogue between two friends about an accident that took place in their town.
2. 'Using social media is a waste of time.' Prepare five debate points.
3. What are the dos and don'ts in a group discussion?

V. Answer the following questions.

2X5=10

1. Present the given information in the form of a tree diagram.

There are three main types of geometrical figures. They are circle, triangle and quadrilateral. Equilateral, isosceles and scalene are the triangle forms that are used. The circle has no such sub forms. Quadrilateral can be represented by square, rectangle, rhombus and Parallelogram.

2. Identify the Correct spelling in each group.

- | | | |
|------------------|---------------|-----------------|
| a. i. Monotonos | ii. Monotonus | iii. Monotonous |
| b. i. Syllable | ii. Syllabel | iii. Syllabul |
| c. i. Vocabulary | ii. Vocablary | iii. Vocabulary |

d. i. Grammer
e. i. Receive

ii. Grammar
ii. Recieve

iii. Grammor
iii. Receave

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Foundation Course -7
COMMUNICATION SKILLS AND SOFT SKILLS-3 (CSS -3) IV Semester
COURSE CONTENT (30 hours)

A current axiom is that hard skills will get a person an interview, but soft skills will get that person the job. Unit I of the course is on soft skills, which are absolutely necessary in the global job market. Writing is considered the most difficult of all the skills. Units II to V help the learner improve their writing skills, especially academic/formal writing.

Unit I: Soft Skills

1. Positive Attitude
2. Body Language
3. SWOT/SWOC Analysis
4. Emotional Intelligence
5. Netiquette

Unit II: Paragraph Writing

1. Paragraph Structure
2. Development of Ideas

Unit III: Paraphrasing and Summarizing

1. Elements of Effective Paraphrasing
2. Techniques for Paraphrasing
3. What Makes a Good Summary?
4. Stages of Summarizing

Unit IV: Letter Writing

1. Letter Writing (Formal and Informal)
2. E-correspondence

Unit V:

1. Resume and CV
2. Cover Letter

Reference Books:

Commissioner ate of Collegiate Education, Government of Andhra Pradesh (2015)

JKC -Communication Skills and Soft Skills: Student's Book

Sethi, J., and P.V. Dhamija (1999) *A Course in Phonetics and Spoken English*

New Delhi: Prentice-Hall of India

Daniel Jones (2011)*English Pronouncing Dictionary* (18th Edition) Ed. Peter Roach,

Jane Setter, and John Esling

Quirk, Randolph and Sydney Greenbaum (1973) *A University Grammar of English.*

Harlow: Longman. Chapters 2, 3, and 7

White, Goodith (2010) *Listening (Resource Book for Teachers)*. Oxford University

Press

Nageshwar Rao and Rajendra P. Das (2009) *Communication Skills*. Mumbai:

Himalaya

Publishing House

Burton, S.H. (1983) *Mastering English Language*. The Macmillan Press Limited

Chapter 3: Comprehension

Grellet, Francoise (2007) *Developing Reading Skills*. Cambridge University Press

Roberts, Rachael, Joanne Gakonga, and Andrew Preshous (2004) *IELTS Foundation: Student's Book*. Oxford: Macmillan Education

Roberts, Rachael, Joanne Gakonga, and Andrew Preshous (2004) *IELTS Foundation: Study Skills*. Oxford: Macmillan Education.

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VIKRAMA SIMHAPURI UNIVERSITY :: KAKUTUR

COMMUNICATION AND SOFT SKILLS (CSS) - 3

(Common to SECOND YEAR - **FOURTH SEMESTER** B.A., B.A (O.L) B.Com., B.Sc.,BCA,BBA)
(A. P. Common Core Syllabus (CBCS) for I year Effective from 2015-16) (Revised in May 2016)

Model Question Paper (2017-18)

Time: 2 Hours

Max. Marks: 50

1. Answer any ***TWO*** of the following questions.

2 X 5 = 10

1. Write a few suggestions for building positive attitude.
2. Mention a few tips for improving one's good body language.
3. What is SWOT/ SWOC analysis? Why is it useful for students?
4. What is emotional intelligence? What is its importance?
5. What do you know about Netiquette? Write a few general netiquettes.

2. Answer any ***TWO*** of the following questions.

2 X 5 = 10

1. What is a paragraph? Write about the types of paragraphs.
2. What are the general rules for writing a good paragraph?
3. Write a paragraph on a Rainy Day.
4. Write a paragraph on Death Penalty for Criminals
5. Write about the parts of a good paragraph.

3. Answer any ***TWO*** of the following questions.

2 X 5 = 10

1. What is paraphrasing? What are features of a paraphrase?
2. Write a few guidelines for paraphrasing.
3. Write about good summary.
4. Write a short note on stages of summarizing.
5. Write a summary of the story given below.

There was a villager. He was illiterate. He did not know how to read and write. He often saw people wearing spectacles for reading books or papers. He thought, "If I have spectacles, I can also read like these people. I must go to town and buy a pair of spectacles for myself." So one day he went to a town. He entered a spectacles shop. He asked the shopkeeper for a pair of spectacles for reading. The shopkeeper gave him various pairs of spectacles and a book. The villager tried all the spectacles one by one. But he could not read anything. He told the shopkeeper that all those spectacles were useless for him. The shopkeeper gave him a doubtful look. Then he looked at the book. It was upside down! The shopkeeper said, "Perhaps you don't know how to read." The villager said, "No, I don't. I want to buy spectacles so that I can read like others. But I can't read with any of these spectacles." The shopkeeper controlled his laughter with great difficulty when he learnt the real problem of his illiterate customer. He explained to the villager, "My dear friend, you are very ignorant. Spectacles don't help to read or write. They only help you to see better. First of all you must learn to read and write."

4. Answer any ***TWO*** of the following questions.

2 X 5 = 10

1. Write a letter to the MRO requesting him/her for the issue of Income Certificate.
2. Write a letter to your father asking him to send you money for paying your hostel fee.
3. Write a letter to a bookshop ordering the books you want.
4. One of your friends has recently left for the USA for doing MS. You miss him very much.
 5. Write an e-mail to your friend Ravi.
 - 6.

5. Answer any ***TWO*** of the following questions.

2 X 5 = 10

1. Prepare Resume of your own for the post of accountant in a reputed company.
2. Prepare a resume for the post of computer operator in a Public School.
3. Write a covering letter to accompany your Resume for the post of accountant.
4. Write a covering letter to accompany your Resume for the post of computer operator.

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VIKRAMA SIMHAPURI UNIVERSITY :: NELLORE.

Foundation Course - 8

ANALYTICAL SKILLS

Syllabus, For all Degree Programmes.
w.e.f. 2015-16 (Revised in April, 2016)

Semester – IV

(Total 30

Hrs)

UNIT – 1

Data Analysis:-The data given in a Table, Graph, Bar Diagram, Pie Chart.

UNIT – 2

Sequence and Series:- Analogies of numbers and alphabets completion of blank spaces following the pattern in A:b::C: d relationship odd thing out; Missing number in a sequence or a series.

UNIT - 3

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

UNIT - 4

Quantitative aptitude:- Calendar Problems, Clock Problems, Ratios and proportion.

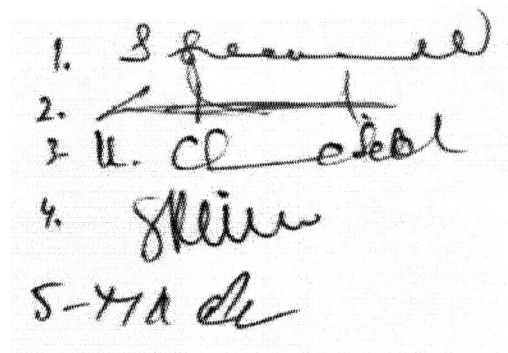
UNIT – 5

Business computations:- Averages, Percentages, Profit & Loss.

Reference Books:

1. Quantitative Aptitude for Competitive Examination by R S Agrawal, S.Chand publications.
2. Quantitative Aptitude and Reasoning by R V Praveen, PHI publishers.
3. Quantitative Aptitude : Numerical Ability (Fully Solved) Objective Questions, Kiran Prakashan, Pratogitaprakasan, Kic X, Kiran Prakashan publishers
4. Quantitative Aptitude for Competitive Examination by Abhijit Guha, Tata Mc Graw hill publications.
5. Old question Paper of the exams conducted by (Wipro, TCS, Infosys, Etc) at their recruitment process, source-Internet.

Note : The teachers/students are expected to teach /learn the contents by not converting them to the problems of algebra at the maximum possible extent, but to use analytical thinking to solve the exercises related to those topics. This is the main aim of the course.



1. S. Agrawal
2. R. V. Praveen
3. K. C. Prakashan
4. Kiran
5. TCS

VIKRAMA SIMHAPURI UNIVERSITY :: NELLORE.
FOUNDATION COURSE-8
SEMESTER-IV
ANALYTICAL SKILLS
Model Question Paper

Time : 2 Hours

Max. Marks : 50

Answer 25 Questions. Choosing at least FIVE Questions from each Unit.
 All question carry equal marks.

25 X 2 = 50M

UNIT-I

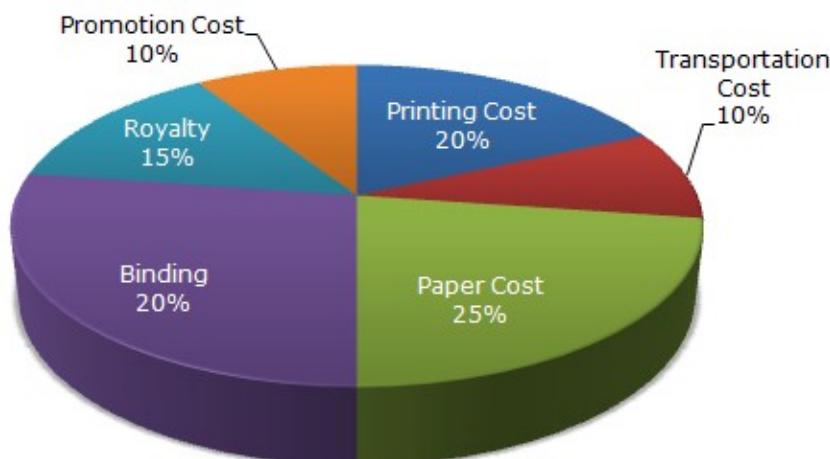
Study the following table and answer the question based on it.
 Expenditures of company (in Lakh Rupees) per annum over the given year.

Year	Item of Expenditure				
	Salary	Fuel	Bonus	Interest	Taxes
1998	288	98	3.00	23.4	83
1999	342	112	2.52	32.5	108
2000	324	101	3.84	41.6	74
2001	336	133	3.68	36.4	88
2002	420	142	3.96	49.4	98

- What is the average amount of interest per year company had to pay?
 A) 32.43 Lakhs B) 33.72 Lakhs
 C) 34.18 Lakhs D) 36.66 Laksh
- The total amount of bonus during these period is approximately what percent of the total salary during the period
 A) 0.1% B) 0.5% C) 1% D) 1.25%
- Total expenditure on all these items in 1998 was approximately what percent of total expenditure in 2002
 A) 62% B) 66% C) 69% D) 71%
- Total expenditure of the company over these items during 2000 is?
 A) 544.44 Lakhs B) 501.11 Lakshs C) 446.46 Lakhs D) 478.87 Lakhs
- The ratio between total expenditure on taxes of all years and total expenditure on fuel respectively?
 A) 4:7 B) 10:13 C) 15:18 D) 5:8

Study the following Pi-Chart and answer the following questions

Various expenditures (in percentage) incurred in publishing a book



1. 3 years
 2. ~~1000~~
 3. 11. 1000
 4. 8000
 5-7000

6. If for a certain quantity of books the publisher has to pay Rs 30600 as printing cost then what will be the amount of royalty?
 A) Rs19,450 B) Rs21,200 C) Rs22,950 D) Rs26,150
7. What is the central angle of the section corresponding to the expenditure of Royalty?
 A) 150° B) 24° C) 54° D) 48°
8. What is difference of cost for paper and binding in percentages?
 A 5% B) 10% C) 15% D) 20%
9. If 5500 copies are published and the transportation cost on them is 82500, then what should be the selling price of book so that publisher earn 25% profit
 A) Rs 187.50 B) Rs 191.50 C) Rs175 D) Rs180
10. Royalty on the book is less than the printing cost by
 A) 5% B) 331% C) 20% D) 25%

UNIT-II

Complete the following Series

11. 125,80,45,20,_____
- A) 5 B) 15 C) 25 D) 35
12. 6,12,18,24,_____
- A) 30 B) 26 C) 28 D) 29
13. 20,40,60,80,_____
- A) 90 B) 85 C) 100 D) 110
14. T,R,P,N,_____
- A) M B) L C) O D) S
15. GH, JK, MN, PQ,_____
- A) MP B) ST C) TR D) RT
16. 2B, 4C, 6E, 8H,_____
- A) 10 L B) 9 P C) 8 F D) 13M
17. D-4, F-6, H-8, J-10,_____
- A) Z-1 B) N-10 C) M-16 D) L-12
18. Find the odd one 3,5,7,9,11,13
- A) 3 B) 9 C) 7 D) 13
19. Girl : Beautiful :: Boy :?
- A) Smart B) Handsome C) Heroic D) Pretty
20. Victory: Encouragement : : failure?
- A) Sadness B) Defeat C) Anger D) Frustration

1. 30

2. 30

3. 100

4. M

5-7A

UNIT-III

21. $15 \div 3 \times 1 \div 5 =$ _____
A) 1 B) 2 C) 3 D) 4
22. $\frac{3}{4}$ OF $12+9=$ _____
A) 21 B) 22 C) 18 D) 20
23. $(6+4) \times 5 + 14 =$ _____
A) 50 B) 64 C) 30 D) 56
24. What is the value of $\frac{3}{4}$ in 1600?
A) 1000 B) 1100 C) 1200 D) 1300
25. What is the result of $\frac{\frac{2}{3} \times \frac{3}{4}}{\frac{2}{4} \times \frac{8}{2}}$?
A) 1 B) 2 C) 3 D) $\frac{1}{4}$
26. 4082A0 is divisible by 4 then A is ?
A) 1 B) 2 C) 3 D) 5
27. Sum Of 10 Natural Numbers Is
A. 65 B. 35 C. 45 D. 55
28. Find The Hcf Of 3556 And 3444 Is?
A. 23 B. 25 C. 26 D. 28
29. Find The L.C.M Of 16, 24, 36, 54?
A. 432 B. 324 C. 243 D. 24
30. Find the Highest Common Factor Of 36 & 84
A. 8 B. 12 C. 14 D. 24

UNIT-IV

31. What Was the Day India Attained Independence (1947-Aug-15)
A. Friday B. Saturday C. Monday D. Sunday
32. 1869-Oct-2 Was What Day?
A. Friday B. Saturday C. Monday D. Sunday
33. ----- Is Leap Year?
A. 1996 B. 1997 C. 1998 D. 1999
34. How Many Times the Two Hands Co-Inside in A Day
A. 21 B. 22 C. 23 D. 24
35. When Do the Two Hands of a Clock Co-Inside between 9 and 10'clock
A. 8.45 B. 9.50 C. $9.49.\frac{1}{11}$ D. $9.59.\frac{1}{11}$

1. 3 June
2. ~~1869 Oct 2~~
3. 11. 02. 2001
4. 8 June
5-7-11

36. Between 5 P.M And 6 P.M When Will the Two Hands Of The Clock Be At Night Angle?

A. 5: 10. $\frac{10}{11}$

B. 5: 43. $\frac{7}{11}$

C. 5: 10

D. 5: 42

37. A Particular Sum Was Divided Among A, B and C in the Ratio 2: 6: 7 Respectively. If The Amount Received By A Was 4000 Then Total Amount

A. 30000

B. 20000

C. 25000

D. 29000

38. Divided 672 In The Ratio 5: 3 Then The First Part (5) Value?

A. 420

B. 252

C. 410

D. 240

39. If $0.75 : X :: 5 : 8$ Then : X Is -----

A. $\frac{6}{5}$

B. $\frac{5}{6}$

C. $\frac{7}{5}$

D. $\frac{5}{7}$

40. $4 : 9 : 12 : X ?$ -----

A. 27

B. 27

C. 29

D. 30

UNIT-V

41. Find the Average Of All Prime Numbers Between 30 And 50?

A. 35

B. 39.8

C. 40.2

D. 41.4

42. Find the Average Of First Five Natural Numbers

A. 15

B. 20

C. 16

D. 18

43. Average Of 76, 65, 82, 67, 85 Is

A. 65

B. 69

C. 75

D. 76

44. X And Y Are Two Values Then Is The Percentage Of X In Y

A. $\frac{x}{y} \times 100$

B. $\frac{y}{x} \times 100$

C. $x \times 100$

D. $y \times 100$

45. What Is The Value (80% Of 400)+ (30% Of 200)

A. 380

B. 390

C. 4850

D. 4880

46. 4598 Is 95% Of -----?

A. 4800

B. 4840

C. 4850

D. 4880

47. Cost Price Is X, Selling Price Is Y (Y>X) Then What Is the Profit Percentage

A. $\frac{y-x}{x} \times 100$

B. $\frac{x-y}{y} \times 100$

C. $\frac{x}{y} \times 100$

D. $\frac{y}{x} \times 100$

48. Find The Cost Price When Selling Price Is 40 And Gain Percentage 33.33

A. 30

B. 35

C. 40

D. 45

49. If the Cost Price of 12 Pens Equal To The Selling Price Of 8 Pens The Gain Percentage Is?

A. 50%

B. 70%

C. 60%

D. 80%

50. Some Articles Were Bought For 5000 And Sell for 4500 Then Loss Percentage

A. 10%

B. 20%

C. 30%

D. 40%

1. 30000
2. ~~42000~~
3. 40000
4. 30000
5-710 de

VIKRAMA SIMHAPURI UNIVERSITY :: NELLORE.

THREE YEAR (CBCS) DEGREE EXAMINATION

(FOR BA/BSC/BCOM/BBA COURSES)

FOUNDATION COURSE - 9

ENTREPRENEURSHIP

SYLLABUS

SEMESTER – IV

(Total 30 Hrs)

Unit-I: Entrepreneurship: Entrepreneur characteristics – Classification of Entrepreneurships – Incorporation of Business – Forms of Business organizations –Role of Entrepreneurship in economic development –Start-ups.

Unit-II: Idea Generation and Opportunity Assessment: Ideas in Entrepreneurships – Sources of New Ideas – Techniques for generating ideas – Opportunity Recognition – Steps in tapping opportunities.

Unit-III: Project Formulation and Appraisal : Preparation of Project Report –Content; Guidelines for Report preparation – Project Appraisal techniques –economic – Steps Analysis; Financial Analysis; Market Analysis; Technical Feasibility.

UNIT-IV: Institutions Supporting Small Business Enterprises: Central level Institutions: NABARD; SIDBI, NIC, KVIC; SIDIO; NSIC Ltd; etc. – state level Institutions –DICs-SFC- SSIDC- Other financial assistance.

Unit-V: Government Policy and Taxation Benefits: Government Policy for SSIs- tax Incentives and Concessions –Non-tax Concessions –Rehabilitation and Investment Allowances.

Reference Books:

1. Arya Kumar, Entrepreneurship, Pearson, Delhi, 2012.
2. Poornima M.CH., Entrepreneurship Development –Small Business Enterprises, Pearson, Delhi,2009
3. Michael H. Morris, ET. al., Entrepreneurship and Innovation, Cen gage Learning, New Delhi, 2011
4. KanishkaBedi, Management and Entrepreneurship, Oxford University Press, Delhi, 2009
5. Anil Kumar, S., ET.al., Entrepreneurship Development, New Age International Publishers, New Delhi, 2011
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.

Instruction to Paper Setter :

TWO Questions must be given from each Unit.

VIKRAMA SIMHAPURI UNIVERSITY :: NELLORE.
THREE YEAR (CBCS) DEGREE EXAMINATION
(FOUNDATION COURSE)
SECOND YEAR EXAMINATION
SEMESTER - IV
ENTREPRENEURSHIP
MODEL PAPER

Time: 2 Hours

Max. Marks : 50

I. Answer Any FIVE of the Following: -

5 X 10 = 50

1. Explain the characteristics of Entrepreneur?
ఎంట్రప్రీన్యూర్ యొక్క లక్షణాలను వివరించండి?
2. Explain forms of business organizations?
వ్యాపార సంస్థలలో రకాలను గురించి వ్రాయండి?
3. Explain Sources of new ideas?
క్రొత్త ఆలోచనలకు మూలాలను వివరించండి?
4. Selecting the techniques for generating Ideas?
క్రొత్త ఆలోచనలను ఎంచుకొనే పద్ధతులను గురించి వ్రాయండి?
5. Explain Elements of Project Report?
ప్రాజెక్టు నివేదిక అంశాలను వ్రాయండి?
6. Write about Project appraisal Techniques?
ప్రాజెక్టు సమీక్ష విధానాలను వివరించండి?
7. Write about NABARD?
నాబార్డ్‌ను వివరించండి?
8. Explain SFC's?
రాష్ట్రస్థాయి విత్తనంస్థలు గురించి వ్రాయండి?
9. Explain Role of SSIs?
చిన్నతరహాపరిశ్రమలు ప్రాముఖ్యతను వ్రాయండి?
10. Explain Tax incentives and concessions?
చిన్నతరహాపరిశ్రమకు పన్నులపాలసీలు మరియు ప్రయోజనాలు గురించి వివరించండి?

Instruction to Paper Setter :

TWO Questions must be given from each Unit.

VIKRAMA SIMHAPURI UNIVERSITY::NELLORE

Foundation Course - 10
SECOND YEAR – SEMESTER - IV
LEADERSHIP EDUCATION
(Common for BA/BCOM/BSC/BBA)
SYLLABUS

(Total 30 Hrs)

1. Organisation – Management – Leadership – Meaning and Significance – Different theories – Trait Theory, Blake & Mountan Theory – Other functions of Management.
2. Behavioral Concepts – Individual Behaviour – Perception – Learning – Attitude Formation and Change – Motivation – Theories of Motivation – Personality Development.
3. Interpersonal Behaviour – Communication – Leadership – Influencing Relations – Transactional Analysis.
4. Team Building and Management – Developing team resources – Designing team – Participation and Repercussion – Team building activities.

Reference Books :

1. Fred Luthans, “Organizational Behaviour”, Tata McGraw Hill Publishing Co., New Delhi.
2. Robins, Stephen P, “Organisational Behaviour”, 9th Edition, Prentice Hall of India, New Delhi.
3. Koontz and O “Donnell”, Essentials of Management, Tata McGraw Hill Publishing Co., New Delhi, 2000.
4. Keith Davis, “Human Behaviour at Work”, Tata McGraw Hill Publishing Co., New Delhi.
5. Aswathappa, ”Orgnizational Behaviour”, Himalaya Publishing House, Mumbai
6. Stoner Freeman, “Management”, Prentice Hall of India, New Delhi.

Instruction to Paper Setter :

TWO Questions must be given from each concepts.

3

VIKRAMA SIMHAPURI UNIVERSITY :: NELLORE.
THREE YEAR (CBCS) DEGREE EXAMINATION
(FOUNDATION COURSE)
SECOND YEAR EXAMINATION
SEMESTER – IV
LEADERSHIP EDUCATION
MODEL PAPER

Time: 2 Hours

Max. Marks : 50

I. Answer Any FIVE of the Following: -

5 X 10 = 50

1. Explain the functions of Management.
నిర్వహణ విధులను వివరింపుము?
2. Explain the theory's of Leadership.
నాయకత్వ సిద్ధాంతాలు గూర్చి వివరింపుము?
3. Write the process of Perception.
గ్రహణశక్తి ప్రక్రియను వివరింపుము?
4. Explain the concept of Attitude.
విలువలు మరియు వైఖరులను వివరించండి?
5. Explain the theories of Motivation.
ప్రేరణసిద్ధాంతాలు గూర్చి వివరింపుము?
6. Explain the process of communication.
కమ్యూనికేషన్ విధానమును వివరింపుము?
7. Explain Transactional Analysis.
సమర్థవంతమైన నాయకత్వాన్ని వివరించండి?
8. Explain the Team Building Activities.
వివిధ రకాల జట్టు నిర్మాణ కార్యకలాపాలను వివరించండి?
9. Explain the Concept of team Building.
జట్టు నిర్మాణం గూర్చి వివరింపుము?
10. Explain the importance of leadership.
నాయకత్వము యొక్క ప్రాముఖ్యతను వివరింపుము?

Instruction to Paper Setter :

Minimum TWO Questions must be given from each concepts.