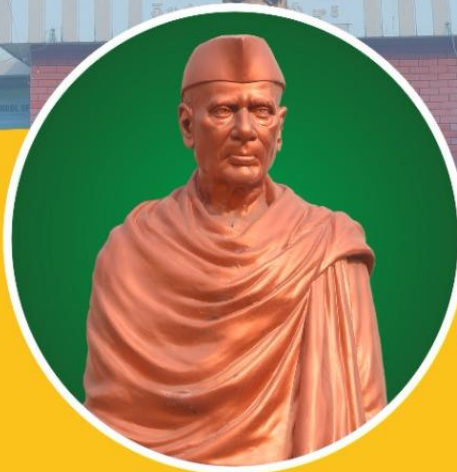




KBN COLLEGE
ESTABLISHED IN 1965



ISO 9001-2015 CERTIFIED

NAAC 'A' GRADE CYCLE 3

KAKARAPARTI BHAVANARAYANA COLLEGE

(AUTONOMOUS)

(Sponsored by S.K.P.V.V. Hindu High Schools' Committee), Kothapeta, Vijayawada - 520 001.

A College with Potential for Excellence (CPE) 3.5 Star Rating in Innovations & Start-Ups by MoE

Recognized as Band PERFORMER in ARIIA by Ministry of Education, Govt. of India

1.3.1: Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability and other value framework enshrined in Sustainable Development Goals and National Education Policy - 2020 into the Curriculum

ADDITIONAL INFO.

☞ List of Courses integrating Cross Cutting Issues offered by College

☞ Syllabus / Course Content of the relevant courses

COURSES INTEGRATING HUMAN VALUES & PROFESSIONAL ETHICS

Sl.No	Name of the Course	Code	Addresses
1	BUSINESS ENVIRONMENT	MBA10718	✓ Theories of business ethics and role of organisational culture in ethics.
2	ADVERTISING	R20SDC203B	✓ Ethical and unethical advertising
3	INDIAN CULTURE AND SCIENCE	R20LSC202	✓ The process of modernization of Indian society and culture from past to future.
4	PERSONALITY DEVELOPMENT THROUGH LIFE ENLIGHTENMENT SKILLS	R22ACH105	<ul style="list-style-type: none"> ✓ Develop their personality and achieve their highest goals of life. ✓ Practice emotional self-regulation. Develop a positive approach to work and duties. ✓ Develop a versatile personality.
5	HUMAN VALUES AND PROFESSIONAL ETHICS	R20LSC102	<ul style="list-style-type: none"> ✓ The value of harmonious relationship based on trust and respect in their life and profession. ✓ Understand the role of a human being in ensuring harmony in society and nature. ✓ Distinguish between ethical and unethical practices, and start working out the strategy to actualize a harmonious environment wherever they work.
6	GENERAL HINDI	R20HIN101A	✓ Behave as a virtual oriented person in society.
7	FUNDAMENTALS OF YOGA PHYSICAL BODY AND MIND YOGA PRACTICE - I YOGIC EDUCATION YOGA FOR SELF REALISATION AND HEALTHY LIFE YOGA PRACTICE - II	DYHE101 DYHE102 DYHE103P DYHE201 DYHE202 DYHE203P	<ul style="list-style-type: none"> ✓ The skills to handle real life problems. ✓ The challenges arise ethical and committed citizens.
8	EMOTIONAL INTELLIGENCE FOR MANAGERS	MBA11018	<ul style="list-style-type: none"> ✓ Discover personal competence and techniques of building emotional intelligence. ✓ Gain insights into establishing positive relationships.
9	BUSINESS LAWS UNIT-5-CYBER LAWS	R20COM403	✓ About the laws and how to abide by them
10	MANAGERIAL	MBA10418	✓ Evaluation of economic behavior,

	COMMUNICATION		consumer utility and maximizing the traits in consumers.
11	ORGANISATIONAL CULTURE	MBA20217	✓ Personalities, perceptions, attitudes, and ethics—affect employee performance and (b) describe how managers can capitalize on employee diversity.
12	TRAINING & DEVELOPMENT	MBA304HRMOB19	✓ Human relations and work ethics
13	HUMAN RESOURCE DEVELOPMENT	MBA402HRMOB17	✓ Shape personality to face future and lead better professional, social and personal life.
14	LEADERSHIP EDUCATION	CBLE401	✓ Comprehend leadership qualities and their importance
15	PERSONALITY DEVELOPMENT	MBA10918	<ul style="list-style-type: none"> ✓ Develop skills to embrace change, handle setbacks, and thrive in dynamic work environments. ✓ Build self-confidence, overcome self-doubt, and be able to assert oneself in professional settings.
16	LEADERSHIP AND CHANGE MANAGEMENT	R22MBA207(I) / MBA403HRMOB17	<ul style="list-style-type: none"> ✓ Principle elements of leadership impact on self, employees, organisations, and society. ✓ Develop sensitivity for the natural, physical and human resources in the immediate environment.
17	FAMILY BUSINESS MANAGEMENT	MBA 402ENT17	✓ To motivate the entrepreneurial instinct of students

COURSES INTEGRATING GENDER ISSUES

Sl.No	Name of the Course	Code	Addresses
1	INDIAN CULTURE AND SCIENCE	R20LSC202	Gender sensitivity, Gender Equity and family unity
2	PERSONALITY DEVELOPMENT THROUGH LIFE ENLIGHTENMENT SKILLS	R22ACH105	Physical, mental, spiritual health issues related to all gender
3	ENTREPRENEURSHIP & SMALL BUSINESS MANAGEMENT	MBA20518	The microfinance concepts for women for small scale industries.
4	ENTREPRENEURSHIP	R20MBA406ENT	Women Emerging as potential entrepreneurs
5	GENERAL ENGLISH	Like R19ENG301	I am not that Women by Kishwar Naheed addresses Deliniation of Character of women in Society
6	GENERAL ENGLISH	CBENG201A	Anton Chekov: The Proposal addresses Gender Roles and Marriage
7	GENERAL ENGLISH	CBENG201A	Kanyasulkam : Gender Disparities
8	ORGANISATIONAL BEHAVIOUR	CBENG301	The impact that diversity of race, Gender, ability and age has on the work place.
9	PERFORMANCE AND REWARD MANAGEMENT	MBA303HRMOB19	The performance payoff women executives
10	GENERAL HINDI	R20HIN101A	Binda by Mahadevi Varma: Gender Disparities
11	GENERAL HINDI	R20HIN301	Madabrun by Rajani Tilak: Gender Disparities
12	FAMILY BUSINESS MANAGEMENT	MBA 402ENT17	Women in family business
13	INTERNATIONAL HUMAN RESOURCE DEVELOPMENT	MBA405HRMOB	Women Expatriates and their problems

COURSES INTEGRATING ENVIRONMENT & SUSTAINABILITY

Sl.No	Name of the Course	Code	Addresses
1	Indian Culture and Science	R20LSC202	✓ Gender sensitivity, Gender Equity and family unity
2	General Hindi	R20HIN101A	✓ Emphasize responsibilities of human towards nature.
3	General English	CBENG201	✓ The Knowledge Society: Brings out the importance and impact of the knowledge
4	Solar Energy	R20SDC201	✓ The positive and negative aspects of solar energy in relation to natural and human aspects of the environment.
5	Environment Education	R20LSC304	<ul style="list-style-type: none"> ✓ Nurture natural curiosity and creativity for the immediate surroundings. ✓ Develop various processes/skills e.g. observation, discussion, explanation, experimentation, logical reasoning, through interaction with immediate surroundings.
6	Food Adulteration	R20SDC202	✓ Understand the adulteration of common foods and their adverse impact on health
7	Environmental Audit	R20SDC301C	✓ Provide knowledge for working with environmental issues, including recognising environmental problems, selecting relevant audit topics, developing suitable audit criteria and audit methodology, and making meaningful recommendations.
8	Environmental Chemistry	CBCHEB601A	<ul style="list-style-type: none"> ✓ Nurture natural curiosity and creativity for the immediate surroundings. ✓ Develop various processes/skills e.g. observation, discussion, explanation, experimentation, logical reasoning, through interaction with immediate surroundings.
9	Anatomy and Embryology of Angiosperms, Plant Ecology and Biodiversity	R20BOT301	<ul style="list-style-type: none"> ✓ Discuss the basic concepts of plant ecology, and evaluate the effects of environmental and biotic factors on plant communities. ✓ Correlate the importance of biodiversity and consequences due to its loss. ✓ Enlist the endemic/endangered flora and fauna from two biodiversity hot spots in India and assess strategies for their conservation.
10	Anatomy and Embryology of Angiosperms, Plant Ecology and Biodiversity practical	R20BOT301P	✓ Demonstrate application of methods in plant ecology and conservation of biodiversity and qualitative and quantitative aspects related to populations and communities of plants
11	Plant Physiology and Metabolism Practical	R20BOT401	✓ Demonstrate the factors responsible for growth and development in plants.
12	Cell Biology,	R20BOT402	✓ The procedures of selection and hybridization

	Genetics and Plant Breeding		for improvement of crops.
13	Water Analysis	R20 OEACH 307.1	<ul style="list-style-type: none"> ✓ To enable students to understand the principles and the practical approaches and techniques required to effectively monitor the chemical, hydrological and microbiological elements of water quality. ✓ To build understanding of water quality parameters and their relation to public health and environment.
14	Classical Methods of Analysis Practical	R20ACH305	✓ Analysis of Water quality parameters
15	Instrumental and Spectral Methods of Analysis	R20ACH306	✓ Analysis of Soil
16	Green Chemistry	R20ACH402.2	✓ Assessment of the impact of chemistry in the environment and definition of risk hazard.
17	Traditional and Environmental methods of Analysis	R20ACH403.1	✓ Analysis of water and Air

**SYLLABUS / COURSE CONTENT OF
RELEVANT COURSES**

MBA10718: BUSINESS ENVIRONEMNT (4L + 1P + 1T)

Class	Semester	Title of The Paper:	Paper Code:	W.E.F
I MBA	I	BUSINESS ENVIRONEMNT	MBA 10718	2018-19 Batch

Total No of Hours for Teaching - Learning	Instructional Hours for Week			Duration of Semester End Examination in Hours	Max Marks		Credits
	Learning	Tutorial	Practical		CIA	SEE	
65 Hours	4	1	1	3 Hours	30	70	4

Course Objectives

By the end of the course, students will be able to understand the challenges and complexities faced by businesses and their leaders as they endeavour to maximize returns while responsibly managing their duties to all stakeholders of business; understand the rationale for government interventions in market systems; understand and appreciate the social aspects of business; develop Social Responsibility and make their own judgments as to the proper balance of attention to multiple bottom lines; develop the skills needed to work through ethical dilemmas in a globalised economic era.

UNIT-I

Introduction – Dynamic Factors of Business Environment: Economic, Socio-Cultural, Political/ Legal, regulatory, and Technological Environment – Changing Role of Government – Social Responsibilities of Business.

UNIT-II

Overview of Indian Economy: Structural Dimensions of Indian Economy – Trends and Structure of Indian Economy – Public Sector in India – Private Sector in India – Small sector in India – Sickness in Indian Industry – Legal Framework: Special features of The SICA (Special Provisions) 1985, and BIFR.

UNIT-III

Planning and Policies: Planning Goals and Strategies – Evolution of Industrial Policy – Regulatory and Promotional Framework – Current State of Growth and Investment – Policy on Foreign Direct Investment in Indian industry – Interface between Government and Public Sector – India's Competitiveness in the World Economy.

UNIT-IV

External Sector: Globalization Trends and Challenges – Balance of Payments Trends – India's Trade Policy: Magnitude and Direction of Indian International Trade, Bilateral and Multilateral Trade Agreements, New EXIM Policy, Role of EXIM Bank – Exchange Rate Movements and their Impact – India's External Debt – External Influences on India's Business Environment.

UNIT-V

New Economic Policy Environment in India: Liberalization, Globalization, and Privatization – Industrial Policy of 1991 and Recent Developments – Financial Sector Reforms – Indian Banking Sector – Fiscal Sector Reforms – Economic Reforms and Social Justice – Special Economic Zones (SEZs) – Environmental and sustainability Issues in Development – Corporate Governance: Elements of Governance in Organizations, Obligation to Stakeholders of Business, Major Corporate Governance Failures in Domestic and MNCs

KAKARAPARTI BHAVANARAYANA COLLEGE (AUTONOMOUS)

DEPARTMENT OF COMMERCE & MANAGEMENT

Programme	Semester	Title of the Course	Course Code	W.E.F
B.Com. General, TP, Computers, Logistics, BBA and BCA	II	Advertising	R20SDC203B	2020-21

Total No of Hours for Teaching - Learning	Instructional Hours for Week		Duration of Semester End Examination in Hours	Max Marks		Credits
	Theory	Practical		CIA	SEE	
30	50	0	2	0	50	2

SYLLABUS

LEARNING OUTCOMES:

- Understand the field of Advertising
- Comprehend opportunities and challenges in Advertising sector
- Prepare a primary advertising model
- Understand applying of related skills
- Examine the scope for making advertising a future career

SYLLABUS

UNIT I:

Introduction of advertising concepts- functions - Types of advertising - Creative advertising messages - Factors determining opportunities of a product/service/Idea

UNIT II:

Role of advertising agencies and their responsibilities - scope of their work and functions -
- Ethical issues - Identifying target groups -Laws in advertising. Advertising Statutory Bodies in India - Role of AAI (Advertising Agencies Association of India), ASCI (Advertising Standard Council of India)

UNIT III:

Types of advertising – Basic characteristics of a typical advertisement –Reaching target groups - Local advertising – Feedback on impact of advertisement - Business promotion.

REFERENCE BOOKS

1. Bhatia. K.Tej - Advertising and Marketing in Rural India - Mc Millan India
2. Ghosal Subhash - Making of Advertising - Mc Millan India
3. JethWaneyJaishri & Jain Shruti - Advertising Management - Oxford university Press

KBN College (Autonomous), Vijayawada

LIFE SKILL COURSE – INDIAN CULTURE AND SCIENCE

PROGRAMME	Class	Semester	Title of The Course	Course Code	W.E.F
I B.COM, BCA,BSC,BBA,BVOC	I YEAR	II	INDIAN CULTURE AND SCIENCE	R20LSC202	2020-21

Total No of Hours for Teaching - Learning	Instructional Hours for Week		Duration of Semester End Examination in Hours	Max Marks		Credits
	Theory	Practical		CIA	SEE	
30	30	-	2 HOURS	-	50	2

SYLLABUS(R20LSC202)

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

Coexistence of various religions since ancient times –

Hinduism, Buddhism, Jainism and Atheism, and later Sikhism, Islam and Christianity –

The Bhakti and Sufi Movements –

The concepts of seela, karuna, kshama, maitri, vinaya, santhi and ahimsa -

Achievements in Literature, Music, Dance, Sculpture and Painting - Cultural diversity, - Indian Family system, - Important seasonal festivals .

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

Reforms by Basaveswara - Raja Rama Mohan Roy – Dayananda Saraswathi –Swamy Vivekananda – Mahatma Gandhi – Dr.B. R. Ambedkar -

Reforms in Andhra by Vemana,Veerabrahmam, Gurajada, Veeresalingam and Gurram Jashua (only reforms in brief, biographies not needed) -

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

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

Objectivity and Scientific Temper – Education on Scientific lines – Online Education-

Developments in Industry, Agriculture, Medicine, Space, Alternate Energy, Communications, Media through ages

KAKARAPARTI BHAVANARAYANA COLLEGE (Autonomous)
PG Department of Chemistry (Analytical Chemistry)

Class:	Semester:	Title of The Paper:	Paper Code:	W.E.F
I M.Sc	I	PERSONALITY DEVELOPMENT THROUGH LIFE ENLIGHTENMENT SKILLS	R22ACH105	2022-23

UNIT- I:

Introduction to Personality Development:

The concept of personality - Dimensions of Personality – Theories of Personality development (Freud & Erickson) – The concept of Success and Failure – Factors responsible for Success –Hurdles in achieving Success and Overcoming Hurdles — Causes of failure – Conducting SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis.

UNIT- II:

Attitude, Motivation and Self-esteem:

Conceptual overview of Attitude – Types of Attitudes – Attitude Formation – Advantages/ Disadvantages of Positive/Negative Attitude - Ways to Develop Positive Attitude **Concept of motivation:** Definition and Nature of Motivation/Motive – Internal and external motives – Theories of Motivation – Importance of self-motivation- Factors leading to de- motivation.

Self-esteem - Definition and Nature of self-esteem – Do's and Don'ts to develop positive self- esteem – Low self esteem - Personality having low self esteem - Positive and negative self esteem.

UNIT -III:

Other Aspects of Personality Development

Body language - Problem-solving - Conflict Management and Negotiation skills - Decision-making skills - Leadership and qualities of a successful leader – Character building -Team-work – Time management - Work ethics – Good manners and etiquette – Emotional Ability/Intelligence – Dimensions of Emotional Intelligence – Building Emotional Intelligence.

UNIT- IV:

Neetisatakam-Holistic Development of Personality

Verses- 19,20,21,22 (wisdom) – Verses- 29,31,32 (pride and heroism) – Verses- 26,28,63,65 (virtue)

Personality of Role Model – Shrimad Bhagwadgeeta

Chapter2-Verses 17, Chapter 3-Verses 36,37,42 – Chapter 4-Verses 18, 38,39 Chapter18 – Verses 37,38,63

UNIT -V:

Yoga & Stress Management

Meaning and definition of Yoga - Historical Perspective of Yoga - Principles of Astanga Yoga by Patanjali – Meaning and Definition of Stress - Types of Stress - Eustress and Distress –Stress Management – Pranayama- Pranayama: Anulom and Vilom Pranayama - Nadishudhi Pranayama–Kapalabhati-Pranayama - Bhramari Pranayama - Nadanusandhana Pranayama – Meditation techniques: Om Meditation - Cyclic meditation : Instant Relaxation technique (QRT), Quick Relaxation Technique (QRT), Deep Relaxation Technique (DRT) (Theory & Practical).

KBN College (Autonomous), Vijayawada

LIFE SKILL COURSE – HUMAN VALUES AND PROFESSIONAL ETHICS

PROGRAMME	Class	Semester	Title of The Course	Course Code	W.E.F
I B.COM, BCA,BSC,BBA,BVOC	I YEAR	I	HUMAN VALUES AND PROFESSIONAL ETHICS	R20LSC102	2020-21

Total No of Hours for Teaching - Learning	Instructional Hours for Week		Duration of Semester End Examination in Hours	Max Marks		Credits
	Theory	Practical		CIA	SEE	
30	30	-	2 HOURS	-	50	2

SYLLABUS

UNIT: 1 Introduction – Meaning, Need, Process of Value Education

- ❖ Definition & Meaning -Understanding the need of Value Education - basic guidelines of Value Education
- ❖ Self Exploration as the Process for Value Education – Purpose of Self Exploration – Natural Acceptance –Pre-conditioning.
- ❖ The Basic Human Aspirations – Continuous Happiness and Prosperity – difference between prosperity & wealth

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

- ❖ Harmony in the Family- the basic unit of human interaction
- ❖ Values for 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 harmony in the society (society being an extension of family): Samadhan, Samridhi, Abhay, Sah-astitva as comprehensive Human Goals
- ❖ Universal Human Order- Undivided Society (AkhandSamaj), Universal Order (SarvabhaumVyawastha)- from family to world family.

UNIT: 3 Professional Ethics

- ❖ Competence in professional Ethics- Clarity, Confidence, Mutual Fulfilment , Ethical Human Conduct in Professional Relationship.
- ❖ Professional Ethics in Current Scenario.
- ❖ Methods to curb unethical practices. – Ethical competence though Right Understanding.

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.

KBN College (Autonomous), Vijayawada

LIFE SKILL COURSE – HUMAN VALUES AND PROFESSIONAL ETHICS

PROGRAMME	Class	Semester	Title of The Course	Course Code	W.E.F
I B.COM, BCA,BSC,BBA,BVOC	I YEAR	I	HUMAN VALUES AND PROFESSIONAL ETHICS	R20LSC102	2020-21

Total No of Hours for Teaching - Learning	Instructional Hours for Week		Duration of Semester End Examination in Hours	Max Marks		Credits
	Theory	Practical		CIA	SEE	
30	30	-	2 HOURS	-	50	2

SYLLABUS

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KAKARAPARTI BHAVANARAYANA COLLEGE (AUTONOMOUS)

DEPARTMENT OF HINDI

Programme	Semester	Title of the Course	Course Code	W.E.F
B. Com., B.Sc., BBA & BCA	I	General Hindi	R20HIN101A	2022-2023

Total No of Hours for Teaching - Learning	Instructional Hours for Week		Duration of Semester End Examination in Hours	Max Marks		Credits
	Theory	Practical		CIA	SEE	
60	03	-	3 Hours	40	60	3

SYLLABUS

1. PROSE

“गध्य सन्देश”

संपादक – डॉ शिवकोटि नारासिंहम .एल .वी .

प्रकाशक – लार्वेन पब्लिकेशन्स

(COMMON CORE SYLLABUS)

LESSONS -

1. साहित्य की महत्ता द्विवेदी प्रसाद महावीर -

.2बिंदा वर्मा महादेवी -

.3पूस की रात प्रेमचंद -

II. NON DETAILED - “कथा – लोक”

संपादक घानश्याम .डॉ -

प्रकाशक – सुधा पब्लिकेशन

LESSONS -

.1मुक्तिधन - प्रेमचंद

.2उसने कहा था - चन्द्रधर शर्मा गुलेरी

.3जरिया - चित्रा मुद्गल

III. GRAMMAR

लिंग बदलिए

वचन बदलिए

वाच्य बदलिए

शुद्ध कीजिये

उलटे शब्द

वाक्य प्रयोग

KBN College (Autonomous), Vijayawada

DIPLOMA IN YOGA FOR HUMAN EXCELLENCE(DYHE)

Scheme of Subjects and Examinations (W.E.F.2019-20)

Paper/ Theory	Title of the paper	CODES	Hrs of Instruction		Hrs of Exam		Scheme of Examination		
			Theory	Pra	The	Pra	External	TOTAL	CREDITS
SEMESTER-I									
			Theory	Pra	The	Pra	External	TOTAL	CREDITS
1	Fundamentals of Yoga	DYHE101	60		3 HRS		100	100	4
2	Physical Body and Mind	DYHE102	60		3 HRS		100	100	4
3	Yoga Practice – I	DYHE103P		60		3 HRS	100	100	4
	TOTAL		120	60	6	3	300	300	12
SEMESTER-II									
			The	Pra	The	Pra	External	TOTAL	CREDITS
4	Yogic Education	DYHE201	60		3 HRS		100	100	4
5	Yoga for Self Realisation and Healthy Life	DYHE202	60		3 HRS		100	100	4
6	Yoga Practice – II	DYHE203P		60		3 HRS	100	100	4
	Total		120	60	6	3	300	300	12

TOTAL HOURS = 360 (180 + 180) FOR (SEMESTER I & II)

KBN College (Autonomous), Vijayawada
DIPLOMA IN YOGA FOR HUMAN EXCELLENCE(DYHE)

SYLLABUS(DYHE101)

PAPER - 1: FUNDAMENTALS OF YOGA

UNIT-I: Yoga Meaning - Definition- Concepts, Aims, Objects, Development and Misconceptions.

UNIT-II: Meaning and Importance of Various Yogic Practices- Asanas, Mudras, Pranayamas, Bandas, Nadis, Chakras.

UNIT-III: Wisdom and the method of attainment- Surrender to Supreme - Basic Knowledge about six bad temperaments(Arishadvarga) - Methods to pacify and control once ownself - Samatvam in Yoga- Characteristics of Enlightened Person.

UNIT-IV: Sadhana Chatustaya -- Introduction of Patanjali Yoga Sutras- Kriya Yoga and its benefits.

Reference Books :

1. Light on Yoga - B.K.S.Iyengar, Harper Collins Publishers India, New Delhi.
2. Light on Pranayama- B.K.S.Iyengar, Harper Collins Publishers India, New Delhi.
3. Raja Yoga - Swami Vivekananda - Ramakrishna Ashram.
4. Yoga Sutra of Patanjali - Hariharanada Aranya, University of Calcutta Press, Calcutta.
5. The Science of Yoga - Taimini- Theosophical Publishing house, Adyar, Madras.
6. The Tradition of Yoga- George Forestein.

KBN College (Autonomous), Vijayawada
DIPLOMA IN YOGA FOR HUMAN EXCELLENCE(DYHE)
SYLLABUS(DYHE102)
PAPER – 2: PHYSICAL BODY AND MIND

UNIT – I: Human Physiology- Importance of Health – Metabolism of Body – Composition of Body – Systems of Body- Effect of yogic practices on Human Body.

UNIT – II: Elements, Pranas and Kosas –

Concept of Five Elements- Fire, Air, Sky, Earth and Water

Five Pranas: Prana, Apana, Vyana, Udana , samana

Five Upa Pranas

Five Kosas: Annamaya, Pranamaya, Manomaya, Vijnanamaya and Anandamaya

UNIT – III: Relaxation Techniques in Yoga –

Quick Relaxation Technique(QRT)

Instant Relaxation Technique(IRT) and

Deep Relaxation Technique(DRT).

UNIT – IV: Philosophy of Mind – Powers and Functions of Conscious Mind and Sub-Conscious Mind – Types of Meditations – Advantages of Meditation.

Reference Books :

1. Light on Yoga – B.K.S.Iyengar, Harper Collins Publishers India, New Delhi.
2. Light on Pranayama- B.K.S.Iyengar, Barper Collins Publishers India, New Delhi.
3. Raja Yoga – Swami Vivekananda – Ramakrishna Ashram.
4. Yoga Sutra of Patanjali – Hariharanada Aranya,University of Calcutta Press, Culcutta.
5. The Science of Yoga – Taimini- Theosophical Publishing house, Adyar, Madras.

6. The Tradition of Yoga- George Forestein.

KBN College (Autonomous), Vijayawada
DIPLOMA IN YOGA FOR HUMAN EXCELLENCE(DYHE)
SYLLABUS(DYHE103P)
PAPER -3 YOGA PRACTICE -I

UNIT I: PHYSICAL & YOGIC EXERCISES

Physical conditioned Exercise – Leg Flexation - Hand Rotation –Neck Rotation- Eye Rotation and Yogic Exercises:Nadi Suddi Vyayamas.

UNIT - II: YOGASANAS & PRANAYAMA

Surya Namaskar - Padmasana, Vajrasana, Sukasana, Thadasana, Chakkarasana (Side Position), bharadwajasana, Yoga mudhra, Maha mudhra, Ustrasana, Vakrasana, Bhujangasana, Sevasana.

PRANAYAMAS:Nadi Suddhi, Ujjaii, Seetali, Seetkari.

UNIT-III:PRACTICING RELAXATION TECHNIQUES

Instant Relaxation Technique (IRT) – Quick Relaxation Technique(QRT – Deep Relaxation Technique(DRT)

UNIT IV: MEDITATION

Visualisation- Sound Healing – Breath Awareness Meditation- mantra Meditation

Reference Books :

1. Light on Yoga – B.K.S.Iyengar, Harper Collins Publishers India, New Delhi.
2. Light on Pranayama- B.K.S.Iyengar, Barper Collins Publishers India, New Delhi.
3. Raja Yoga – Swami Vivekananda – Ramakrishna Ashram.
4. Yoga Sutra of Patanjali – Hariharanada Aranya,University of Calcutta Press, Culcutta.
5. The Science of Yoga – Taimini- Theosophical Publishing house, Adyar, Madras.
6. The Tradition of Yoga- George Forestein.

KBN College (Autonomous), Vijayawada
DIPLOMA IN YOGA FOR HUMAN EXCELLENCE(DYHE)

SYLLABUS(DYHE201)

PAPER – 4: YOGIC EDUCATION

UNIT - I: Types of Yogas-

Raja Yoga, Bhakthi Yoga, Jnana Yoga, Karma Yoga, Hata Yoga, Nada Yoga.

UNIT - II: Yoga Education – Importance of Yoga in Education – Methods of Teaching – Model Lesson Planning – Characteristics of Yoga Teacher.

UNIT - III: Importance of Holy Books e.g. Srimad Bhagavath Geetha, Holy Bible, Divya Qhuran etc. for Harmonious Life – Value Education – Improves Professional Skills and Unselfish Service.

UNIT - IV: Exercise – Types – Physical Education – Yoga Education- Importance and Comparative Study.

Reference Books :

1. Light on Yoga – B.K.S.Iyengar, Harper Collins Publishers India, New Delhi.
2. Light on Pranayama- B.K.S.Iyengar, Barper Collins Publishers India, New Delhi.
3. Raja Yoga – Swami Vivekananda – Ramakrishna Ashram.
4. Yoga Sutra of Patanjali – Hariharanada Aranya,University of Calcutta Press, Culcutta.
5. The Science of Yoga – Taimini- Theosophical Publishing house, Adyar, Madras.

6. The Tradition of Yoga- George Forestein.

KBN College (Autonomous), Vijayawada
DIPLOMA IN YOGA FOR HUMAN EXCELLENCE(DYHE)
SYLLABUS(DYHE-202)

PAPER - 5: Yoga for Self Realisation and Healthy Life

UNIT - I: –Path for Self-Realisation- Karma Yoga basing on the Philosophy of life - Concept of Supreme Soul -Meaning of Religion – The Ultimate goal – Harmony and Self-Realisation

UNIT - II: ASTANGA YOGA-Yama and Niyama,Aasana , Pranayama, Pratyahara, Dharana, Dhayana and Samadhi

UNIT -III: Yoga Therapy for Chronic Diseases – Acidosis, Asthma – Diabetics – Hypertension – Obesity – Back pain.

UNIT - IV: Yoga and Naturopathy – Basic Concepts – Water Therapy, Air Therapy, Fire Therapy, Space Therapy, Mud Therapy.

Reference Books :

1. Light on Yoga – B.K.S.Iyengar, Harper Collins Publishers India, New Delhi.
2. Light on Pranayama- B.K.S.Iyengar, Barper Collins Publishers India, New Delhi.
3. Raja Yoga – Swami Vivekananda – Ramakrishna Ashram.
4. Yoga Sutra of Patanjali – Hariharanada Aranya,University of Calcutta Press, Culcutta.
5. The Science of Yoga – Taimini- Theosophical Publishing house, Adyar, Madras.
6. The Tradition of Yoga- George Forestein.

KBN College (Autonomous), Vijayawada
DIPLOMA IN YOGA FOR HUMAN EXCELLENCE(DYHE)
SYLLABUS(DYHE-203P)
PAPER - 6 YOGA PRACTICE - II

UNIT I: ASANAS

Utkatasana - Trikona asana – Tadasana - Janusirasasana – Pachi mothasana
– Gomukhasana – Salabasana - Dhanurasana – Navukasana – Makkarasana -
Artha Maschendrasana – Pavana mukthasana -- Supthavajrasana –
Uthanabathasana – Navasana - Savasana.

UNIT II : MUDRA AND BANDHA

Mudra : Gnana mudra - Vaayu Mudra – Aakasa Mudra – Prithvi Mudra –
Agni Mudra– Jala Mudra – Prana Mudra – Apana Mudra – Apana Vaayu
Mudra – Adi Mudra – Kechari Mudra.

Bandha: Jalandhara Bandha - Uttiyana Bandha – Moola Bandha

Kriya : Jala neti, Trataka.

UNIT III: PRACTICING RELAXATION TECHNIQUES

Instant Relaxation Technique (IRT) – Quick Relaxation Technique(QRT –
Deep Relaxation Technique(DRT)

UNIT IV: SPECIAL MEDITATION

Visualisation- Sound Healing – Breath Awareness Meditation- mantra

Meditation-Mouna Dhyana.

Reference Books :

1. Light on Yoga – B.K.S.Iyengar, Harper Collins Publishers India, New Delhi.
2. Light on Pranayama- B.K.S.Iyengar, Barper Collins Publishers India, New Delhi.
3. Raja Yoga – Swami Vivekananda – Ramakrishna Ashram.
4. Yoga Sutra of Patanjali – Hariharanada Aranya,University of Calcutta Press, Culcutta.

MBA11018: EMOTIONAL INTELLIGENCE FOR MANAGERS (2L + 1P+ 0T)

Class	Semester	Title of The Paper:	Paper Code	W.E.F
I MBA	I	EMOTIONAL INTELLIGENCE FOR MANAGERS	MBA 11018	2018-19 Batch

Total No of Hours for Teaching - Learning	Instructional Hours for Week			Duration of Semester End Examination in Hours	Max Marks		Credits
	Learning	Tutorial	Practical		CIA	SEE	
40 Hours	2	0	1	----	50	--	2

Course Objectives: This course will enable the students to become aware of the sources of emotions and learn how to deal with human emotions. Making use of Enneagram typology, the course will focus on the managerial competencies and their emotional impacts.

UNIT-I

Introduction: Emotions and the Tripartite Brain – Emotions and Enneagram – Role of Emotions – Emotions and Attitudes – Fundamentals of Emotional Intelligence – Emotional Intelligence Models and Theories – Managing Emotions.

UNIT-II

Emotional Intelligence at Work: Intrapersonal and interpersonal Emotional Intelligence – Emotional Intelligence and Personality – Importance of Emotional Intelligence at Work – Empathy and Social Skills at Work Place – Individual and Group level Emotional Intelligence at Work.

UNIT-III

Executive Emotional Intelligence: Executive Emotional Quotient – Emotional Competence Framework – Emotional Transformation – Measuring Emotional Intelligence – Benefits of Emotional Intelligence.

UNIT-IV

Managerial Effectiveness: Understanding Organizational Goals – Innovation & Creativity – Optimizing Resources – Execution Skills (PDCA Cycle) – Challenges faced by Organizations – Expectations from Practicing Managers

UNIT-V

Emotional Intelligence and Organizational Effectiveness: Sources of EI in Organizations – Role of EI on Organizational effectiveness in the areas of Employ Recruitment and Selection – Team Work – Productivity – Efficiency – Quality of Service.

REFERENCES

1. The Brain and Emotional Intelligence: New Insights by Daniel Goleman
2. Dalip Singh, Emotional Intelligence at Work: A Professional Guide, Response Books, New Delhi.
3. Daniel Goleman, Working with Emotional Intelligence, Bloomesbury.
4. [Goleman](#), Emotional Intelligence: Why It Can Matter More Than IQ, Academic Internet Publishers, 2006.
5. Daniel Goleman, Leadership: The Power of Emotional Intelligence; Selected Writings.
6. Hendrie Weisenger, Emotional intelligence at work – The untapped edge for success, Wiley-India .
7. Steven J. Stein, Emotional Intelligence for Dummies, Wiley Publishers.

KAKARAPARTI BHAVANARAYANA COLLEGE (AUTONOMOUS)

DEPARTMENT OF COMMERCE & MANAGEMENT

Program	Semester	Title of the Course	Course Code	W.E.F
B.Com. General, TP, Computers & Logistics	IV	Business Laws	R20COM403	2021-22

SYLLABUS

UNIT-I: CONTRACT:

Meaning and Definition of Contract - Essential Elements of Valid Contract -Valid, Void and Voidable Contracts - Indian Contract Act, 1872

UNIT-II: OFFER, ACCEPTANCE AND CONSIDERATION:

Definition of Valid Offer, Acceptance and Consideration - Essential Elements of a Valid Offer, Acceptance and Consideration.

UNIT-III: CAPACITY OF THE PARTIES AND CONTINGENT CONTRACT: Rules Regarding to Minors Contracts - Rules Relating to Contingent Contracts - Different Modes of Discharge of Contracts - Rules Relating to Remedies to Breach of Contract.

UNIT-IV: SALE OF GOODS ACT 1930 AND CONSUMER PROTECTION ACT 2019:

Contract of Sale - Sale and Agreement to Sell - Implied Conditions and Warranties - Rights of Unpaid Vendor- Definition of Consumer - Person - Goods - Service - Consumer Dispute - Consumer Protection Councils - Consumer Dispute Redressal Mechanism

UNIT-V: CYBER LAW:

Overview and Need for Cyber Law - Contract Procedures - Digital Signature – Safety Mechanisms.

MBA 10418: MANAGERIAL COMMUNICATION (4L + 1P + 1T)

Class	Semester	Title of The Paper:	Paper Code:	W.E.F
I MBA	I	MANAGERIAL COMMUNICATION	MBA 10418	2018-19 Batch

Total No of Hours for Teaching - Learning	Instructional Hours for Week			Duration of Semester End Examination in Hours	Max Marks		Credits
	Learning	Tutorial	Practical		CIA	SEE	
65 Hours	4	1	1	3 Hours	30	70	4

Course Objectives

By the end of the course, students will be able to understand communication skills and sensitize them to their potential to become successful managers; explain the various types of communication in Business Organizations; to help them acquire some of the necessary skills to handle day-to-day managerial responsibilities, such as making speeches, controlling one-to-one communication, enriching group activities and processes, giving effective presentations, writing letters, memos, minutes, reports and advertising, and maintaining one's poise in private and in public; and identify the role of communication conflict in intercultural relationships.

UNIT-I

Introduction: Definition, Role, Purpose & Classification of Communication – Communication Process – Characteristics of Successful Communication – Importance of Communication in Business Organizations – Communication barriers – Communication Structure in Organization – Communication in Conflict Resolution – Communication in Crisis – Communication in a Cross-cultural and Multi cultural Setting.

UNIT-II

Inter & Intrapersonal and Oral & Nonverbal Communication – Interpersonal Communication Models – Intrapersonal Communication Models – Principles of Successful Oral communication – Barriers to Oral Communication – Types of Managerial Speeches–Principles of Nonverbal Communication– Group Communication: Meetings and Group Discussions.

UNIT-III

Managerial Writing & Business Correspondence– Purpose of Writing – Clarity in Writing – Principles of Effective Writing–The Seven Cs of Effective Written Communication–Applying the Three Step Writing Process–Planning and Writing Business Reports and Proposals–The Process of Preparing Effective Business Correspondence–The Organization and Composition of Business Messages–Principles of Effective Presentations.

UNIT-IV

Media Management & Meeting Documentation: Press Release, Press Conference & Media Interviews– Notice, Agenda, and Resolution & Minutes–Designing & Delivering Business Presentations–Advanced Visual Support for Managers –Communication and Negotiation– Negotiation Process – Negotiation Strategies.

UNIT-V

Communication Networks & Employment Communication: Technology-enabled Communication – Communication Networks: Intranet, Internet, e-mails, SMS, Teleconferencing, Videoconferencing, Blogs and Social Media – Composing Application Messages: Writing CVs & Resumes – Interview skills – Listening Skills.

Case Study (Not Exceeding 300 words)

PRACTICAL COMPONENTS:

- Demonstrate the effect of noise as a barrier to communication.
- Make students enact and analyze the non-verbal cues.
- Give exercises for clarity and conciseness in written communication.
- A suitable case is to be selected and administered in the class sticking
- Demonstrate the effect of noise as a barrier to communication.
- Make students enact and analyze the non-verbal cues.
- Give exercises for clarity and conciseness in written communication.
- A suitable case is to be selected and administered in the class sticking to all the guidelines of case administering and analysis.
- Demonstrating Video conferencing & teleconferencing in the class.
- Conduct a mock meeting of students in the class identifying an issue of their concern. The students should prepare notice, agenda and minutes of the meeting.
- Each student to give presentation of 5 minutes (this can be spread throughout the semester) and to be evaluated by the faculty.

REFERENCE BOOKS:

1. Courtland L Bovee, John V. Thill, & Mukesh Chaturvedi, *Business Communication Today*. Ninth Edition. New Delhi: Pearson.
2. Jerry C. Wofford, Edwin A. Gerloff and Robert C. Cummins, *Organizational Communication – The Keystone to Managerial Effectiveness*, New York: McGraw-Hill.
3. Lesikar & Flatley., *Basic Business Communication – Skills for Empowering the Internet Generation*. 9th Edition, McGraw-Hill.
4. Monippally, M M., *Business Communication Strategies*, McGraw-Hill.
5. K.K. Ramachandran Lakshmi, Kartik, M. Krishna Kumar, *Business Communication*, MacMillan India Ltd., 2007.
6. Shirley Taylor, *Communication for Business*, Pearson Education.
7. Courtland L Bovee, John V. Thill, & Mukesh Chaturvedi, *Business Communication Today*. Ninth Edition. New Delhi: Pearson.
8. Herta A Murphy, Herbert W Hildebrandt, Jane P Thomas, *Effective Business Communication*, The McGraw-Hill Company, New Delhi.

Department of Management of Business Administration

I MBA	II	HUMAN RESOURCE	MBA20217	2017-18
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Syllabus

UNIT-I

12 Hours

Introduction: Meaning, Definition, Nature, scope, and Importance of HRM – objectives and Functions of HRM – Policies, Procedures and Programmes, and Practices of HRM – Organization of HRM – Line and Staff Responsibility – Role of Personnel Manager and HR manager – Models of HRM – HRM in a Changing Environment.

UNIT-II

12 Hours

Procurement: HR Job Analysis – Human Resource Planning, Objectives, Importance, Factors Affecting HR Planning – Demand Forecasting and Process of HR Planning – Problems and Limitations of HRP – Recruitment: Definition, Objectives, Subsystems, Factors Affecting Recruitment Policy, Centralized and Decentralized Recruitment, Recruitment Organisation, Recruitment Sources, Recruitment Techniques, Recruitment Process, and Recent Trends in Recruitment Practices – Selection: Meaning, Definition, Importance, Types of Selection, Essentials of Selection Procedure, and Process of Selection – Placement, Induction, and Socialization.

UNIT-III

16 Hours

Development and Performance Management: Objectives of Training, Training Need Assessment,

Designing	and Administering	Training Programme, Executive Development Programmes,		
I MBA	II	HUMAN RESOURCE	MBA20217	2017-18
Evaluation of Training and Development Programmes				

Performance Appraisal: Meaning, Need, Purpose, Objectives, Contents of PAS, Appraisers and

Different Methods of Appraisal, Uses of Performance Appraisal, Limitations, Problems of Performance appraisal, and Post Appraisal Feedback.

UNIT-IV

13 Hours

Promotion and Reward Management: Promotion, Transfer, Demotion, and Career planning and Development – Compensation Management: Definition, Need for Sound salary Administration, Objectives, Factors Affecting Wages/ Salary Levels, HRM Approaches to Reward Management, Job Evaluation – Employee Welfare Measures.

UNIT-V

12 Hours

Maintaining: HRM Approach to Employee – Quality of Work Life (QWL): Meaning, Conditions, Specific Issues in QWL, Strategies for Improvement of QWL – Retirement, Discharge, VRS, and Exit Interviews – Changing Role of HR in Knowledge Era, Mergers and Acquisitions, Outplacement, Outsourcing HR Functions, and Employee Leasing – HRM Changes in Management Control Systems: HRIS, HRM Accounting, and HR Audit – International HRM: Perspectives and Challenges – Grievance and Disciplinary Procedure – HR Research.

Case Study (Not Exceeding 300 words)

Practical Component:

- Give a case and ask the students to prepare the recruitment advertisement for a newspaper.
- Expose students to standard selection tests followed in various sectors.
- Exploring training and development practices.
- Exploring performance appraisal practices in various sectors.
- Exploring employee separation practices.
- Give a job analysis case and ask the students to prepare job description and job specification.
- Ask the students to prepare an appointment letter for the post of office manager of a company known to you.

Reference Text books:

1. Monappa, A., and Saiyaddin.M., *Personnel Management*, Tata Mc Graw Hill.
2. De Cenzo and Robbins, Stephen, P., *Personnel/ Human Resource Management*, Prentice Hall of India.
3. Dessler, *Human Resource Management*, Pearson Education.
4. Singh. N. K., *Human Resources Management*, Excel Books.
5. Subba Rao, P., *Human Resource Management and Industrial Relations*, Himalaya Publishing House.
6. Aswathappa. K., *Human Resource and Personnel Management*, Tata McGraw Hill.
7. V.S.P.Rao, *Human Resources Management*, Excel Books.

MBA 304 HRMOB19: TRAINING AND DEVELOPMENT(3L+1T+1P)

Class:	Semester:	Title of The Paper:	Paper Code:	W.E.F
II MBA	III	TRAINING AND DEVELOPMENT	MBA 304 HRMOB19	2018-20 Batch

Total No of Hours for Teaching - Learning	Instructional Hours for Week			Duration of Semester End Examination in Hours	Max Marks		Credits
	Theory	Tutorial	Practical		CIA	SEE	
65 Hours	3	1	1	3 Hours	30	70	

COURSE OBJECTIVES

The course aims at exposing the learner to the concept and practice of training and development in the modern organizational setting through the pedagogy of case discussions and recent experiences. To provide an experimental skill-based exposure to the process of planning, organizing, and implementing of training program in a globalised organization. To provide an in depth understanding of the role of training in the development process of an employee and also to educate the employee about career objectives and career planning.

COURSE OUTCOMES

- identify and describe the Training and Development concept.
- identify training and development policies.
- analyze the kinds of training and development programs.
- analyze the competence based and role based training effects.
- link training and development to company's strategy.
- Understands the Increased Use of Training Partnerships & Outsourcing Training.

UNIT-I

Introduction: Concepts and Rationale of Training and Development; overview of training and development systems; organizing training department; training and development policies; Linking training and development to company's strategy; Requisites of Effective Training; Role of External agencies in Training and Development.

UNIT- II

Training Needs Assessment (TNA) and Development Methodologies: Training Needs Analysis: Meaning and significance of training needs types of needs, components of needs, data collection, analysis and interpretation. Meaning and significance of training design and development, principles of training design, design process, identifying the training objectives, determining structure, content, duration, method, learning activities.

UNIT- III

Designing Training and Development Programs: Organization of Training and Development programs, Training design, kinds of training and development programs - competence based and role based training; orientation and socialization; Preparation of trainers; developing training materials; E - learning environment; Flexible learning modules; Self development; Training process out sourcing.

UNIT- IV

Training Evaluation: Meaning, Reasons for Evaluating Training and Significance of Training Evaluation, Donald Kirkpatrick's Evaluation Model, Return on investment in Training, Types of Evaluation Designs, Considerations in Choosing an Evaluation Design, Data Collection for Training Evaluation, Threats to Validity, Determining Costs, Evaluation Practices in different organizations, Measuring Human Capital and Training Activity

UNIT- V

Executive Development/ Management Development: Need, factors affecting MDP, Methods, Process, Administration, Delivery, Costing & Pricing, Company Strategies for Providing Development, Increased Use of New Technologies for Learning, Increased Demand for Learning for Virtual Work Arrangements, Increased Use of Training Partnerships & Outsourcing Training - Emerging Trends in Training and Development: Team training and six sigma training; Electronic Enabled Training Systems (EETS).

Case Study (Not Exceeding 300 words)

Practical Components:

- Study training programs and processes in different organizations and analyze their effectiveness.
- Students to design a training program for a specific job role. Page 69 of 162
- Students are expected to conduct a mock training session including need identification and a set of students to evaluate the effectiveness of the same.
- Give a training needs analysis case and ask the students to find out the training needs.
- Implement various training methods, observe and submit a report on its effectiveness

Reference Text Books

1. Prior, John, Handbook of Training and Development, Jaico Publishing House, Bombay.
2. Trvelove, Steve, Handbook of Training and Development, Blackwell Business.
3. Warren, M.W. Training for Results, Massachusetts, Addison-Wesley.
4. Craig, Robert L., Training and Development Handbook, McGraw Hill.
5. Garner, James, Training Interventions in Job Skill Development, Addison-Wesley.
6. Kenney, John; Donnelly, Eugene L. and Margaret A. Reid, Manpower Training and
7. Development, London Institute of Personnel Management.
8. Noe, Raymond A., and Amitabh DeoKodwani, Employee Training and Development, Tata McGraw Hill

MBA 402HRMOB17: HUMANRESOURCE DEVELOPMENT(3L + 1T + 1P)

Subject Code:	MBA402HRMOB17	IA Marks	40
No. ofLectureHours /Week	05	End Exam Marks	60
Total NumberofLectureHours	65	Total Marks	100
Practical Component	01 Hour/Week	Exam Hours	03

CourseObjectives: Theobjectiveofthecourseisto makestudent awareof theconcepts, techniques andpracticesofhumanresourcedevelopment.Thiscourseisintendedtomake studentscapableof applying theprinciplesandtechniquesasprofessionalsfordevelopinghumanresourcesinan organization.

UNIT-I

HumanResourceDevelopment: Concepts, Goals, Importance, Challenges of HRD – Macro and Micro Perspectives of HRD – HRD Climate and Culture – HRD Process – HRD Approaches for Coping with Organizational Changes – HRD Departments and their Tasks – HRD as a Profession – Duties and Responsibilities of HRD Manager – Present Status of HRD in India – HRD Matrix.

UNIT-II

Interventions of Human Resource Development: Behavioral Factors in HRD – Performance Management, Performance Appraisal, Potential Appraisal, Coaching, Counseling and Mentoring, Career Planning and Development – Organizational Development Process – Organizational Development Interventions: Concept and Role of HRD Interventions – TQM and HRD Strategies.

UNIT-III

Training and Development: Need for Training, Concept of Learning and Learning Principles, Training Process, Training Need Analysis, Training Methods, and Evaluation of Training Methods – HRD and Employee Engagement – Management Development: Concept, Meaning, Importance and Scope of Management Development.

UNIT-IV

HRD in Practice: HRD in Strategic Organizations – HRD Experiences in Indian Public and Private Sector Industries – HRD in Government and Service Sectors – HRD in Voluntary Organizations – Global Developments and Implications for HRD in India.

UNIT V

HRD Audit & Research: HRD Audit: Concept and Objectives of HRD Audit, Methodology, Preparation of HRD Audit, HRD Score Card, HRD Audit Failures – Current Status of HRD Audit in India – Future of HRD – Research on HRD.

Case Study (Not Exceeding 300 words)

Practical Component

- Ask the students to list the human resource development needs for the 21st century.
- Ask students to evaluate their understanding of each topic by conducting group discussions and presentations.
- Presentation by students on application of HRD program design

Reference books

1. Nadler Leonard., *Corporate Human Resource Development*, Van Nostrand, Reinhold/ASTD.
2. T.V.Rao., *Human Resource Development Audit*, Sage Publications.
3. Werner J. M., DeSimone, R.L., *Human resource development*, South Western.
4. Nadler, L., *Corporate human resources development*, Van Nostrand Reinhold.
5. Mankin, D., *Human resource development*, Oxford University Press India.
6. Haldar, U.K., *Human resource development*, Oxford University Press India.
7. Rao, T.V., *Future of HRD*, Macmillan Publishers India.
8. Rao, T.V., *HRD Score Card 2500: Based on HRD audit*, Response Books, SAGE Publications.
9. Rao, T.V., *Hurdynamics for talent management: Making the HRD missionary business-driven*, Pearson Education.
10. Curtis, B., Hefley, W.E., Miller, S.A., *The people capability maturity model: Guidelines for improving workforce*, Pearson Education.

KAKARAPARTI BHAVANARAYANA COLLEGE (AUTONOMOUS)

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Kothapeta, Vijayawada

(An Autonomous College in the Jurisdiction of Krishna University)

COLLEGE WITH POTENTIAL FOR EXCELLENCE

ISO-9001-2008 CERTIFIED INSTITUTION

NAAC 'A' GRADE

Dept. of HVPE	CBLE401	2016-2017	All Second Year Degree Classes
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Semester – IV

Leadership Education Course Objectives:

- Students will gain knowledge and understanding of leadership foundational theories and models.
- Students will cultivate a sense of self-awareness through identifying a leadership vision, mission, style and values.
- Demonstrate communication skills and the ability to interrelate with others.
- Enhance awareness and commitment towards effective citizenship and social responsibility.

Course outcomes

- Develop critical and reflective thinking abilities.
 - Exhibit responsible decision-making and personal accountability.
 - Appreciate creative expression .
 - Exhibit the ability to work effectively with those different from themselves.
 - Demonstrate an understanding of group dynamics and effective teamwork.
 - Develop a range of leadership skills and abilities such as effectively leading change, resolving conflict, and motivating others.
-

KAKARAPARTI BHAVANARAYANA COLLEGE (AUTONOMOUS)

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COLLEGE WITH POTENTIAL FOR EXCELLENCE

ISO-9001-2008 CERTIFIED INSTITUTION

NAAC 'A' GRADE

Dept. of HVPE	CBLE401	2016-2017	All Second Year Degree Classes
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Semester – IV

Max. Marks: 50

Pass Marks: 20

LEADERSHIP EDUCATION

Unit-I: Organisation – Management – Leadership –Meaning and Significance – Different theories – Trait Theory, Blake & Mountan Theory – Other functions of Management- Leadership Qualities *

Unit-II: Behavioral Concepts – Individual Behaviour – Perception – Learning – Attitude Formation and Change – Motivation – Theories of Motivation – Personality Development.

Unit-III: Interpersonal Behaviour – Communication – Leadership – Influencing Relations – Transactional Analysis.

Unit-IV: Group Dynamics – Roles – Morale – Conflict – Groups – Inter-Group Behaviour – Inter-Group Collaboration and Conflict Management.

Unit-V: Team Building and Management – Developing team resources – Designing team – Participation and Repercussion – Team building activities.

(Question paper will be given in English Language)

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.
7. *NCC HANDBOOK

MBA10918: PESONALITY DEVELOPMENT (2L + 1P + 0T)

Class	Semester	Title of The Paper:	Paper Code	W.E.F
I MBA	I	PESONALITY DEVELOPMENT	MBA 10918	2018-19 Batch

Total No of Hours for Teaching - Learning	Instructional Hours for Week			Duration of Semester End Examination in Hours	Max Marks		Credits
	Learning	Tutorial	Practical		CIA	SEE	
40 Hours	2	0	1	---	50	--	2

Course Objectives: by the end of the course, students will be able to

- To develop orientation towards business etiquettes and the proper etiquette practice for different business scenarios.
- To learn the etiquette requirements for meeting, telephone, entertaining, internet business interaction scenarios.
- To minimize nervousness in social situations.

UNIT-I

Introduction to Personality: Concept, Meaning and Definition of Personality – Physical Appearance and Body Language – Voice Modulation and Diction – Communication styles.

UNIT-II

Business Style and Professional Image: Dress Code – Guidelines for Appropriate Business Attire – Multi-cultural Dressing – Personal Grooming for Success – Business Etiquettes, Media Etiquettes, and Table Etiquettes.

UNIT-III

Impression Management: Impression Formation – Tactics – Self presentational Motive – Compass Qualities – Toxic Traits – Social Context: Norms and Roles – Powerful Persuasion Strategies.

UNIT-IV

Interpersonal Relations & Conflict Management: Analysis of different Ego States – Analysis of Transactions – Causes of Conflicts – Conflicts Resolution and Management.

UNIT-V

Stress and Time Management: Causes of Stress, Types of Stress– Coping with Stress and stress Management Techniques – Time as a Resource – Individual Time Management Styles – Better Time Management Techniques.

REFERENCE BOOKS:

1. MitraBarun, *Personality Development and Soft Skills*, Oxford University Press.
2. E.H. McGrath, *Basic Managerial Skills for all*, Prentice Hall.



K. B. N. COLLEGE (AUTONOMOUS) :: PG CENTRE
(Sponsored by: S.K.P.V.V. Hindu High Schools' Committee), Vijayawada – 520001

Class	Semester	Title of The Paper	Paper Code	W.E.F
I MBA	II	LEADERSHIP AND CHANGE MANAGEMENT	R22MBA207(I)	2022-23

SYLLABUS

Unit - I

Organisational Leadership: Definition, Components and Evaluation of Leadership, Factors of Leadership, Situational Leadership Behaviour: Meaning, Fiedler Contingency Model, Path Goal and Normative Models - Emerging Leadership Behaviour: Transformational, Transactional and Visionary Leadership - Leadership for the New Millennium Organisations - Leadership in Indian Organisations. Leadership Effectiveness: Meaning, Reddins' 3-D Model, Hersey and Blanchard Situational Model, Driving Leadership Effectiveness, Leadership for Organisational Building

Unit - II

Leadership Motivation, Culture: Motivation Theories for Leadership- Emerging Challenges in Motivating Employees. Motivation, Satisfaction, Performance; Organisational Culture: Meaning, Definitions, Significance, Dimensions, Managing Organisational Culture, Changing Organisational Cultural; Leadership Development: Leadership Development: Significance – Continuous Learning: Principles of Learning to Develop Effective Leadership – Vision and Goals for Organisation: Significance of Goals for Leaders – Charting Vision and Goals of Indian Leaders and Abroad.

Unit – III

Strategic Leadership: Leader Self Management: Significance – Developing Self Esteem and Balancing Emotions – Interpersonal Leadership Skills: Praise – Criticise – Communicate – Leadership Assertiveness: Circle of Influence and Circle of Concern – Leadership with Edification: Tools of Edification – Leadership and Creativity: Developing Creative Thinking – Leadership and Team Building: Principles of Team Building, Individual versus Group versus Teams – Leadership and Integrity Developing Character and Values.

Unit - IV

Organizational Change: Nature of Organizational Change – Sources of Change – Environmental Triggers of Change, Organizational Responses to Change, Impact of Change on Organizations – Resistance to Change – Types of Change, Changing Faces of Change, Predictable Change, Diagnosing Change Situation – Perspectives on Change – Contingency Perspective – Resource Dependence Perspective – Population Ecology Perspective – Institutional Perspective.

Unit - V

Managing Change at Workplace: Understanding Change Contexts – The process of managing change -Power and Politics of Managing Change - Organizational Change Simulation – Online by Harvard University – The Psychology of change and Change Communication Narratives – Creating reliable sustainable processes – Coaching and mentoring for managing change – Building organizational participation for change – Tools -Demand based session on contemporary management topics.

(Case Study Not Exceeding 300 words)

MBA 402ENT17: FAMILY BUSINESSMANAGEMENT (3L + 1T+ 1P)

Subject Code:	MBA402ENT17	IA Marks	40
No. ofLectureHours /Week	05	End Exam Marks	60
Total NumberofLectureHours	65	Total Marks	100
Practical Component	01 Hour/Week	Exam Hours	03

Course Objectives: To motivate the entrepreneurial instinct of students and expose them to family owned business challenges and issues; to develop and strengthen entrepreneurial quality and motivation especially towards family owned business.

UNIT-I

Family Business Uniqueness: Definitions of Family Business – What Constitutes a Family business – Succession and Continuity – Economic Impact – What Makes it Unique – Nature, Importance, and Uniqueness of Family Business – Special Strengths – Family Business Culture and Values, Predictable Problem Resolution, Commitment, Knowledge, Flexibility in Work, Time and Money, Long-range Thinking, A stable Culture, Speedy Decisions, Reliability and Pride – Dilemmas and Challenges for Family Business – Resistance to Change, Business challenges, Succession, Emotional Issues, Leadership.

UNIT-II

Family Business Dynamics: People, System and Growing Complexity: Family Culture, Organizational Culture, and Cultural Blur in family Firms, A System Perspective on Continuity Resulting from Generational Conflict and Culture Change, Family Business People – Founders, women in Family Businesses, Husband wife Teams, In-laws, Multifamily Ownership, Non-family employees, Managing conflicts in family firms – Family Unity and a Positive Family-business Interaction as a Resource in the Creation of Inimitable Competitive Advantages. Family Business Systems – Seeking a Balanced Approach, Introducing the Ownership dimensions. Family Business Life Cycles: a story of Growing Complexity – Life-Cycle Stages, A customer-Active Paradigm, Continuous evolution-not Revolution-and Family Business continuity, Ownership transitions – Erosion of the future entrepreneurial culture – Need to preserve the entrepreneurial spirit and promote a Positive – Great Family Businesses.

UNIT-III

The family's Relationship with Business: Developing a Strategic Vision and Building Teamwork: Articulating Values and Shared Vision, Effective Business Families – How families add Value – The Family Business Interaction Factor – Ingredients of Successful Planning – Family Emotional Intelligence, Establishing Open Communication – Family communication: Family meetings, The

Benefits of family Meetings, Family Councils, and Family Offices, family Retreats, family Constitutions, Family Meetings, the use of Facilitators and Advisors, the Family Employment Policy, Ownership and Family Policy Making, Guidelines for Policy making, the family contribution, creative versus destructive conflict, building family team work – Unifying Plans, Processes and Structures – Designing Family Governance.

UNIT-IV

The next Generation: Human Resource Management and Leadership Perspective: To Join or not to

join? – The Importance of Outside Experience – Self-esteem and Confidence – Wider Business Experience, Credibility with non-family Employees – Systems Overlap and Human Resource Management Issues – recruitment, Training and development, Remuneration, Performance Appraisal and Promotion. Working in the Business – Seek out a Mentor, Gain the Respect of Employees, Tread Carefully, beware Sibling Rivalry, work at Establishing Personal Identity, Relationship with the Senior Generation.

UNIT-V

Getting Help: Making the most of Outside Resources – The perspective of Non-family Managers, Career Opportunities for Non-family Managers, Non-family Managers – Relationship with the Family – Introducing External Executives, Motivation and Rewards, Incentive Design and delivery. Extending the family culture to non-family managers, motivating and retaining non Family Managers, Non-executive Directors – Selecting the Right Candidate, Board Practices – Professional Advisors and Consultants – a Non-family Manager as a Bridging President or CEO, Outsider Advisors.

Students are required to identify and analyze any two successful and failed family businesses in their locality or region.

- Conduct group discussion on challenges and perspectives of family businesses in India.
- Students are asked to develop case studies on local family businesses who are in third generation.

Reference Text Books

1. Ernesto J. Poza, Family Business, Cengage Learning, 2009.
2. Keanon J. Alderson, Understanding The Family Business, Business Expert Press, 2011.
3. Kelly LeCouvie, Jennifer Pendergast, Family Business Succession: Your Roadmap to Continuity, Palgrave Macmillan, 2014.
4. John L. Ward, Craig E. Aronoff, Stephen L. McClure, Family Business Succession: The Final Test of Greatness, Palgrave Macmillan, 2011.
5. Stephanie Brunde Pontet, Craig E. Aronoff, Drew S. Mendoza, John L. Ward, Siblings and the Family Business: Making It Work for Business, the Family, and the Future, Palgrave Macmillan, 2011.
6. Otis W. Baskin, Craig E. Aronoff, Effective Leadership in the Family Business, Palgrave Macmillan, 2011.
7. Craig E. Aronoff, John L. Ward, Family Business Ownership: How to Be an Effective Shareholder, Palgrave Macmillan, 2011.

6. Mahadevan, B. Operations Management: Theory and Practice, Pearson Education.

MBA 20518:ENTREPRENEURSHIP & SMALL BUSINESS MANAGEMENT (4L + 1P + 1T)

Class	Semester	Title of The Paper	Paper Code	W.E.F
I MBA	II	ENTREPRENEURSHIP & SMALL BUSINESS MANAGEMENT	MBA 20518	2018-19 Batch

Total No of Hours for Teaching - Learning	Instructional Hours for Week			Duration of Semester End Examination in Hours	Max Marks		Credits
	Learning	Tutorial	Practical		CIA	SEE	
65 Hours	4	1	1	3 Hours	30	70	4

Course Objective

The objective of this course is to develop conceptual understanding of the topic among the students and comprehend the environment of making of an Entrepreneur and to develop perspective understanding of start-ups and MSMEs in the Indian context.

UNIT-I

Introduction to Entrepreneurship: Concept of Entrepreneur – Characteristics of an Entrepreneur – Distinction between an Entrepreneur and Intrapreneur and a Manager – Functions of an Entrepreneur – Common Myths -Types of Entrepreneurs, — Types of Start-up Firms – Importance of Entrepreneurship: Economic Impact – Impact on Society – Entrepreneurial Process. Growth of Entrepreneurship in India – Recent Trends in Women Entrepreneurship and Rural Entrepreneurship – Problems and Perspectives

UNIT-II

Developing Successful Business Ideas: Recognizing Opportunities and Generating Ideas – Feasibility Analysis: Product/Service Feasibility – Industry/ Market Feasibility – Financial Feasibility – Industry and Competitor Analysis: Industry Analysis – Competitive Analysis – Developing an effective Business Model: Business Models – Components of an effective Business Model – Building a new venture Team – Assessing a new venture's financial strength and viability – Preparing the proper ethical and legal foundation – Writing a Business Plan.

UNIT-III

Preparation of Project Report and Financing Ventures:Meaning of DPR - Importance of Project Report - Preparation of Project report — Content; Guidelines for Report preparation – Sources of Finance – Concept of working Capital and Estimation – Seed Capital – Venture Capital.

UNIT-IV

Promotion of MSMEs: Definitions, Characteristics – Relationships of MSME – Relationship with large units – Export Oriented Units - Rationale – Objectives – Scope of Small Enterprises – Opportunities for an Entrepreneurial career – Role of Small Enterprises in Economic Development – Causes and Symptoms of Sickness – Cure for Sickness.

UNIT-V

Institutional support to Entrepreneurs:Commercial Banks – Other major financial institutions – Central Level Institutions - NSIC : National Productivity Council (NPC); – State Level Institutions – DIC – SFC-state Small Industries Development Corporation (SSIDC) – Industry Associations – Confederation of Indian Industry(CII) ; Federation of Indian Chamber of Commerce Industry (FICCI); Associated Chambers of Commerce and Industry of India (ASSOCHAM).

Case Study (Not Exceeding 300 words)

GENERAL ENGLISH SYLLABUS FOR B.Com/B.Sc COURSES
Based on CBCS Syllabus of Andhra Pradesh Common Core
(Revised in April, 2016), w.e.f. 2016-17

SEMESTER – II
Sub. Code: CBENG201A

Max. Marks: 75
Pass. Marks: 30

Unit – I – PROSE

1. J. B.S Haldane: The Scientific Point of View
2. A.G. Gardiner : On Shaking Hands

Unit – II – POETRY

1. John Keats: Ode to Autumn
2. Kishwar Naheed : I am not that Woman (from *An Anthology of Commonwealth Poetry* edited by C.D. Narasimhaiah)

Unit –III - SHORT STORY

1. Ruskin Bond : The Boy Who Broke the Bank
2. R. K. Narayan : Half a Rupee Worth

Unit – IV - ONE ACT PLAY

1. Anton Chekhov: The Proposal

Unit – V - LANGUAGE ACTIVITY

1. Classroom and Laboratory Activities
 - i. Transformation of Sentences (Voice, Speech and Degrees)
 - ii. Dialogue Practice (Oral)
 - iii. Listening Comprehension
2. Classroom Activity
 - i. Guided Composition
 - ii. Dialogue Writing
 - iii. Reading Comprehension

KAKARAPARTI BHAVANARAYANA COLLEGE (AUTONOMOUS)

(Sponsored by S.K.P.V.V. Hindu High Schools Committee)
Kothapeta, Vijayawada-1
College with Potential for Excellence

Semester - II

Time: 3 hours

Max.Marks: 75

Sub. Code: CBENG201A

MODEL QUESTION PAPER

Pass. Marks: 30

SECTION – A

I. Answer any TWO of the following in about 75 words each:

2x5 = 10

- a) How does science affect the life of an average man?
- b) “Science direct the people in many ways”. How?
- c) What do you understand with the practice of shaking hands?
- d) How does Gardiner refer to a greeting without a hand shake?

GENERAL ENGLISH SYLLABUS FOR B.Com/B.Sc COURSES
Based on CBCS Syllabus of Andhra Pradesh Common Core
(Revised in April, 2016), w.e.f. 2016-17

SEMESTER – III
Sub. Code: CBENG301

Max. Marks: 75
Pass. Marks: 30

Unit – I - PROSE

1. M.K. Gandhi: Shyness My Shield (from *The Story of My Experiments with Truth*)
2. Alexis C. Madrigal: Why People Really Love Technology: An Interview with Genevieve Bell

Unit – II - POETRY

1. Gabriel Okara: Once upon a Time
2. Seamus Heaney: Digging

Unit – III - SHORT STORY

1. Jhumpa Lahiri: The Interpreter of Maladies
2. Shashi Deshpande: The Beloved Charioteer

Unit – IV - ONE ACT PLAY

1. Gurajada Appa Rao: *Kanyasulkam*, translated by C. Vijayasree & T. VijayaKumar (Acts I & II)

Unit – V - LANGUAGE ACTIVITY

1. Classroom and Laboratory Activities
 - a) JAM Sessions
 - b) Note Taking
 - c) Reporting for the Media
 - d) Expansion of an idea
2. Classroom Activity
 - a) Transformation of sentences (Simple-Complex-Compound Sentences)
 - b) Note Making
 - c) Report Writing
 - d) Writing for the Media

Prescribed Textbook: Global Horizons Published by Orient BlackSwan 2016

Semester - III

Time: 3 hours

Max.

Marks: 75

Sub. Code: CBENG301

QUESTION PAPER PATTERN

Pass.

Marks: 30

Section-A

- I. Answer any TWO of the following in 75 words each: 2x5 = 10
(4 paragraph questions from Prose)

MBA 303 HRMOB19:PERFORMANCE AND REWARD MANAGEMENT(3L+1T+1P)

Class:	Semester:	Title of The Paper:	Paper Code:	W.E.F
II MBA	III	PERFORMANCE AND REWARD MANAGEMENT	MBA303HRMOB19	2018-20 Batch

Total No of Hours for Teaching - Learning	Instructional Hours for Week			Duration of Semester End Examination in Hours	Max Marks		Credits
	Theory	Tutorial	Practical		CIA	SEE	
65 Hours	3	1	1	3 Hours	30	70	

Course Objectives: The purpose of the course is manifold:

- The course aims at motivating the learner to the concept and understands about the effective process of performance appraisal in quality oriented organizations through the pedagogy of case studies and practical experiences.
- The objectives are to provide a methodology for measuring the efficiency of the employees and to discuss about the components of a good reward system.
- To create an idea about the various reward methods while rewarding the employee for his great efforts towards to the organizational objectives.

Course Outcomes:

- ☐ To explain the basic functions and responsibilities of performance and reward management.
- ☐ To elaborate the key decision areas in concept of good reward system.

UNIT1:

Performance Management: Concept and Objectives, Prerequisites, Principles, and Characteristics of an Ideal PM Systems–Dimensions of Performance Management–Factors Affecting Performance Management–Pitfalls of Poorly Implemented PM systems–Performance Management Process–Performance Management and Strategic Planning

UNIT2:

Performance Appraisal System: Concept, –Approaches to Measuring Performance, Diagnosing the Causes of Poor Performance–Differentiating Task from Contextual Performance–Traditional Methods and Modern Methods of performance appraisal–Measuring Results and Behaviors – Gathering Performance Information, and Implementing Performance Management System.

UNIT3:

Performance Management and Employee Development Plan: Components and Process of Personal Development Plans–HR Score Card–Performance Reviews–Conducting performance review meetings–Mentoring–Coaching–Role Efficacy –Performance Consulting: Concept, the Need for Performance consulting, designing and Using Performance Relationship–Contracting for

Performance Consulting services– Organizing Performance Improvement Department.

UNIT4:

Performance Management & Reward Systems: Performance Linked Remuneration System, Performance Linked Career Planning & Promotion Policy–Reward Management: Objectives – Statutory Provisions Governing Different Components of Reward Systems– Competitiveness and Equity–Designing Compensation– wage Structures —Executive Compensation Systems in Multinational Companies and IT companies.

UNIT5:

Performance pay –Incentives, Individual, Group, Short-term and Long-term–Compensation of Special Groups: Supervisors, Directors, Sales Force, Technical, Professional, and Women Executives–Fringe Benefits.

Case Study (Not Exceeding 300words)

Practical components:

- Students must prepare a comprehensive compensation plan to be offered to a Sales Executive, A General Manager and The CEO of an organization.
- Students to collect information from an IT organization regarding the Cost to Company of an Employee.
- Students have to prepare questionnaire for conducting wage survey and carryout wage survey for any selected sector and prepare a report for the same.
- Solve various case studies.
- Students must compare and analyze compensation practices in different countries.
- Students to calculate the bonus amount eligible to an employee working as a HR Executive for the past 10years in a automobile manufacturing organization.

References Text books:

1. TV Rao, Performance Management and Appraisal Systems, Sage Response Books
2. G.K.Suri., Performance Measurement and Management, Excel Publications
3. Michael Armstrong, Employee Reward, Universities Press (India) Ltd.
4. D.K.Srivastava, Strategies for Performance Management, Excel Publications.
5. R.K. Sahu, Performance Management System, Excel Publications.
6. Chadha, Performance Management, MacMillan.
7. Michael Armstrong, Performance Management, Kogan Page India Ltd.
8. Boyett, J. Hand Conn, H.P., Maximizing Performance Management, Glenbridge Publishing, Oxford
9. Dipakkumar Bhattacharya, Compensation Management, Oxford.
10. Pareek, U., Managing Transitions: The HRD Response, TMH.

MBA405HRMOB17:INTERNATIONALHUMANRESOURCE DEVELOPMENT(3L+1T+1P)

Subject Code:	MBA405HRMOB17	IA Marks	40
No. ofLectureHours /Week	05	End Exam Marks	60
Total NumberofLectureHours	65	Total Marks	100
Practical Component	01 Hour/Week	Exam Hours	03

Courseobjectives:Thepurposeofthiscourseisthatthestudentsshould gainanunderstanding on InternationalHRM,Basics ofIHRM,FunctionalAspectsofIHRM,IHRM Practicesin Selected Countries, andSpecialIssues inIHRM.

UNIT-I

BasicsofIHRM:Definition,Nature,Importance,Objectives&ProblemsofIHRM,Difference betweenIHRMandDomestic HRM- GrowinginterestinIHRM-Three DimensionsofIHRM activities-Cultural issues inIHRM.

UNIT-II

Recruitment, Selection, Staffing and Training in International context: Issues in InternationalSelections,InternationalStaffing Policies,Advantages&DisadvantagesofStaffing Policies, Expatriate Selection-ExpatriateFailures&Reasons–Need&Importance ofExpatriate Training, Cultural Awareness Programs, Current scenario ininternational trainingand development.

UNIT-III

InternationalCompensation,PerformanceManagement&LabourRelations:ObjectivesandKeycomponents of anInternationalcompensationprogram,ApproachestoInternationalcompensation, PerformanceManagement of Expatriates-InternationalLabourRelations,Keyissues inInternational LabourRelations.

UNIT-IV

IHRM Practices in Selected Countries: HRM practices in different countries- Japan, America, Britain, Germany, ChinaandIndia.

UNIT-V

SpecialIssuesinIHRM:InformationTechnologyandInternationalHRM,HumanResourceOut-Sourcing, Women Expatriates andtheirproblems, Ethics inIHRM,Futurechallenges inIHRM.

*Case Study (Not Exceeding 300 words)***Practical Components:**

- WriteanessayonthechallengesfacedbyIndianmultinationalcompaniesindeploying employees from onecountryto another.
- GiveaMNCrecruitmentcaseandaskthestudentstodesignandpresentarecruitment strategy.
- Debateonthechallengesinvolvedinmeasuringperformanceofemployeesinmultinational context.
- Giveacaseandroleplayit,tonegotiatethecompensationofasoftwareengineertobe posted from BangaloretoSeattle.
- Debate theVisapolicyofIndiafor hiringforeignworkers.

ReferenceBooks:

KAKARAPARTI BHAVANARAYANA COLLEGE (Autonomous)
Department of Physics & Electronics

Class:	Semester:	Title of the Paper	Paper Code:	W
I B.Sc.	2	Solar Energy	R20SDCPHY201	2020-21

Syllabus

Total No of Hours for Teaching - Learning	Instructional Hours for Week	Duration of Semester End Examination in	Max Marks	Credits
30 Hours	2	90 Minutes	50	2

Learning Outcomes:

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

1. Acquire knowledge on solar radiation principles with respect to solar energy estimation.
2. Get familiarized with various collecting techniques of solar energy and its storage
3. Learn the solar photovoltaic technology principles and different types of solar cells for energy conversion and different photovoltaic applications.
4. Understand the working principles of several solar appliances like Solar cookers, Solar hot water systems, Solar dryers, Solar Distillation, Solar greenhouses

SYLLABUS

UNIT-I – Solar Radiation: (6 hrs)

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

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

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

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

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

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

[Any four of the following may be taken up]

1. Plot sun chart and locate the sun at your location for a given time of the day.
2. Analyse shadow effect on incident solar radiation and find out contributors.
3. Connect solar panels in series & parallel and measure voltage and current.
4. Measure intensity of solar radiation using Pyrometer and radiometers.
5. Construct a solar lantern using Solar PV panel (15W)
6. Assemble solar cooker
7. Designing and constructing photovoltaic system for a domestic house requiring 5kVA power
8. Assignments/Model Exam.

Reference Books:

1. Solar Energy Utilization, G. D. Rai, Khanna Publishers
2. Solar Energy- Fundamentals, design, modeling & applications, G.N. Tiwari, Narosa Pub., 2005.
3. Solar Energy-Principles of thermal energy collection & storage, S.P. Sukhatme, Tata McGraw Hill Publishers, 1999.
4. Solar Photovoltaics- Fundamentals, technologies and applications, Chetan Singh Solanki, PHI Learning Pvt. Ltd.,
5. Science and Technology of Photovoltaics, P. Jayarama Reddy, BS Publications, 2004

FOOD ADULTERATION

Paper Code: R20SDC201C

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

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

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

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

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

Highlights of Food Safety and Standards Act 2006 (FSSA) –Food Safety and Standards

Authority of India–Rules and Procedures of Local Authorities. Role of voluntary agencies such as, Agmark, I.S.I. Quality control laboratories of companies, Private testing laboratories, Quality control laboratories of consumer co-operatives. Consumer education, Consumer's problems rights and responsibilities, COPRA 2019 – Offenses and Penalties – Procedures to Complain – Compensation to Victims.

Recommended Co-curricular Activities (including Hands on Exercises): (05 hrs)

1. Collection of information on adulteration of some common foods from local market
2. Demonstration of Adulteration detection methods for a minimum of 5 common foods (one method each)
3. Invited lecture/training by local expert
4. Visit to a related nearby laboratory
5. Assignments, Group discussion, Quiz etc.

Reference e Books and Websites:

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

KAKARAPARTI BHAVANARAYANA COLLEGE (Autonomous)
Department of Chemistry

Class:	Semester:	Title of The Paper:	Paper Code:	W.E.F
III BSC (CBZ, MPC, MCCS)	VI	ENVIRONMENTAL CHEMISTRY	CBCHEB601	2017-18

Syllabus

Total No of Hours for Teaching - Learning	Instructional Hours for Week		Duration of Semester End Examination in Hours	Max Marks		Credits
	Theory	Practical		CIA	SEE	
60 Hours	4	3	3 Hours	25	75	

OBJECTIVES:

- To develop an understanding of chemicals and their effects on the environment.
- To learn basic chemical content in context.

Course Outcomes:

The student will gain an understanding of

- Impact of air and water pollution and their controlling methods.
- How chemistry plays an important role in chemical toxicology.
- Knowledge of ecosystem and biodiversity.

SEMESTER-VI

ELECTIVE PAPER-VII(B)

ENVIRONMENTAL CHEMISTRY

45HRS(3 h/W)

UNIT-I

INTRODUCTION:

9 hrs

Concept of environmental chemistry-Scope and important of environment in now a days-Nomenclature of environmental chemistry-Segments of environment-Solar and biomass energy and Nonrenewable resources-Thermal power and atomic energy reactions of atmospheric oxygen.

UNIT-II

AIR POLLUTION:

9 hrs

Definition-SOURCES OF AIR POLLUTION (i. Natural. ii. manamade. iii. Particulate matter (inorganic/organic))-Classification of air pollution-Acid rain-Photochemical smog-Green house effect-Formation and Depletion of ozone-Bhopal gas disaster-controlling method of air pollution.

UNIT-III

WATER POLLUTION:

9 hrs

Unique physical and chemical properties of water-water quality and criteria for finding of water quality-dissolved oxygen-BOD, COD, Hardness of water- methods to convert temporary hard water into soft water- methods to convert permanent hard water-eutrophication and its effects-principal wastage treatment- industrial waste water treatment.

UNIT-IV

CHEMICAL TOXICOLOGY

9 hrs

Toxic chemicals in the environment- effects of toxic chemicals-cyanide and its toxic effects-pesticides and its bio chemical effects-toxicity of lead, mercury, arsenic and cadmium.

UNIT-V

ECOSYSTEM AND BIO DIODIVERSITY ECOSYSTEM

9 hrs

Concepts-structure-functions and types of ecosystem- abiotic and biotic components-energy flow and energy dynamics of ecosystem-food chain-food web-tropic levels.

BIODIVERSITY

Definition-level and types of biodiversity-concept.

LIST OF DIFFERENCE BOOKS

1. Fundamentals of ecology by M. C. Dash.
2. A text book of environmental chemistry by W. Moore and F. A. Moore.
3. Environmental chemistry by Samir k. Banerji.

KAKARAPARTI BHAVANARAYANA COLLEGE (Autonomous)

(Sponsored by S.K.P.V.V. Hindu High Schools Committee)

Kothapeta, Vijayawada -1, Andhra Pradesh.

Class	Semester	Title of the paper	Paper code	W.E.F.
II B.Sc. CBZ	III	Anatomy and Embryology of Angiosperms, Plant Ecology & Biodiversity	R20BOT301	2021-22

Total No of Hours for teaching-Learning	Instructional hours for week		Duration of semester End examination in Hours	Max marks		Credits
	Theory	Practical		CIA	SEE	
60 Hours	4	3	3 Hours	25	75	3

Learning outcomes:

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

- Understand on the organization of tissues and tissue systems in plants.
- Illustrate and interpret various aspects of embryology.
- Discuss the basic concepts of plant ecology, and evaluate the effects of environmental and biotic factors on plant communities.
- Appraise various qualitative and quantitative parameters to study the population and community ecology.
- Correlate the importance of biodiversity and consequences due to its loss.
- Enlist the endemic/endangered flora and fauna from two biodiversity hot spots in India and assess strategies for their conservation.

Unit – 1: Anatomy of Angiosperms

1. Organization of apical meristems: Tunica-carpus theory and Histogen theory.
2. Tissue systems—Epidermal, ground and vascular.
3. Anomalous secondary growth in *Boerhaavia* and *Dracaena*.
4. Study of timbers of economic importance - Teak, Red sanders and Rosewood.

Unit – 2: Embryology of Angiosperms

1. Structure of anther, anther wall, types of tapetum. Microsporogenesis and development of male gametophyte.
2. Structure of ovule, megasporogenesis; monosporic (*Polygonum*), bisporic (*Allium*) and tetrasporic (*Peperomia*) types of embryo sacs.

3. Outlines of pollination, pollen – pistil interaction and fertilization.
4. Endosperm - Types and biological importance - Free nuclear, cellular, helobial and ruminant.
5. Development of Dicot (*Capsella bursa-pastoris*) embryo.

Unit – 3: Basics of Ecology

1. Ecology: definition, branches and significance of ecology.
2. Ecosystem: Concept and components, energy flow, food chain, food web, ecological pyramids.
4. Plants and environment: Climatic (light and temperature), edaphic and biotic factors.
5. Ecological succession: Hydrosere and Xerosere.

Unit – 4: Population, Community and Production Ecology

1. Population ecology: Natality, mortality, growth curves, ecotypes, ecads
2. Community ecology: Frequency, density, cover, life forms, biological spectrum
3. Concepts of productivity: GPP, NPP and Community Respiration
4. Secondary production, P/R ratio and Ecosystems.

Unit – 5: Basics of Biodiversity

1. Biodiversity: Basic concepts, Convention on Biodiversity - Earth Summit.
2. Value of Biodiversity; types and levels of biodiversity and Threats to biodiversity
3. Biodiversity Hot spots in India. Biodiversity in North Eastern Himalayas and Western Ghats.
4. Principles of conservation: IUCN threat-categories, RED data book
5. Role of NBPGP and NBA in the conservation of Biodiversity

III SEMESTER - R20BOT301P – PRACTICAL SYLLABUS

Class	Semester	Title of the paper	Paper code	W.E.F.
II B.Sc. CBZ	III	Anatomy and Embryology of Angiosperms, Plant Ecology & Biodiversity	R20BOT301P	2021-22

Practical Syllabus

1. Tissue organization in root and shoot apices using permanent slides.
2. Anomalous secondary growth in stems of Boerhavia and Dracaena.
3. Study of anther and ovule using permanent slides/photographs.
4. Study of pollen germination and pollen viability.
5. Dissection and observation of Embryo sac haustoria in Santalum Argemone.
6. Structure of endosperm (nuclear and cellular) using permanent slides / Photographs.
7. Dissection and observation of Endosperm haustoria in Crotalaria or Coccinia.
8. Developmental stages of dicot and monocot embryos using permanent slides / photographs.
9. Study of instruments used to measure microclimatic variables; soil thermometer, maximum and minimum thermometer, anemometer, rain gauge, and lux meter. (visit to the nearest/local meteorology station where the data is being collected regularly and record the field visit summary for the submission in the practical).
10. Study of morphological and anatomical adaptations of hydrophytes and xerophytes (02 each).
11. Quantitative analysis of herbaceous vegetation in the college campus for frequency, density and abundance.

KAKARAPARTI BHAVANARAYANA COLLEGE (Autonomous)

(Sponsored by S.K.P.V.V. Hindu High Schools Committee)

Kothapeta, Vijayawada -1, Andhra Pradesh.

Class	Semester	Title of the paper	Paper code	W.E.F.
II B.Sc. CBZ	IV	Plant Physiology & Metabolism	R20BOT401	2021-22

Total No of Hours for teaching-Learning	Instructional hours for week		Duration of semester End examination in Hours	Max marks		Credits
	Theory	Practical		CIA	SEE	
60 Hours	4	3	3 Hours	25	75	3

Learning Outcomes:

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

- Comprehend the importance of water in plant life and mechanisms for transport of water and solutes in plants.
- Evaluate the role of minerals in plant nutrition and their deficiency symptoms.
- Interpret the role of enzymes in plant metabolism.
- Critically understand the light reactions and carbon assimilation processes responsible for synthesis of food in plants.
- Analyze the biochemical reactions in relation to Nitrogen and lipid metabolisms.
- Evaluate the physiological factors that regulate growth and development in plants.
- Examine the role of light on flowering and explain physiology of plants under stress conditions.

Unit – 1: Plant-Water relations

1. Importance of water to plant life, physical properties of water, diffusion, imbibition, osmosis, water potential, osmotic potential, pressure potential.
2. Absorption and lateral transport of water; Ascent of sap
3. Transpiration: stomata structure and mechanism of stomatal movements (K^+ ion flux).
4. Mechanism of phloem transport; source-sink relationships.

Unit – 2: Mineral nutrition, Enzymes and Respiration

1. Essential macro and micro mineral nutrients and their role in plants; symptoms of mineral deficiency
2. Absorption of mineral ions; passive and active processes.
3. Characteristics, nomenclature and classification of Enzymes. Mechanism of

enzyme action, enzyme kinetics.

4. Respiration: Aerobic and Anaerobic; Glycolysis, Krebs cycle; electron transport system, mechanism of oxidative phosphorylation, Pentose Phosphate Pathway (HMP shunt).

Unit – 3: Photosynthesis and Photorespiration

1. Photosynthesis: Photosynthetic pigments, absorption and action spectra; Red drop and Emerson enhancement effect
2. Concept of two photosystems; mechanism of photosynthetic electron transport and evolution of oxygen; photophosphorylation
3. Carbon assimilation pathways (C₃, C₄ and CAM);
4. Photorespiration - C₂ pathway

Unit – 4: Nitrogen and lipid metabolism

1. Nitrogen metabolism: Biological nitrogen fixation – asymbiotic and symbiotic nitrogen fixing organisms. Nitrogenase enzyme system.
2. Lipid metabolism: Classification of Plant lipids, saturated and unsaturated fatty acids.
3. Anabolism of triglycerides, β -oxidation of fatty acids, Glyoxylate cycle.

Unit – 5: Plant growth - development and stress physiology

1. Growth and Development: Definition, phases and kinetics of growth.
2. Physiological effects of Plant Growth Regulators (PGRs) - auxins, gibberellins, cytokinins, ABA, ethylene and brassinosteroids.
3. Physiology of flowering: Photoperiodism, role of phytochrome in flowering.
4. Seed germination and senescence; physiological changes

KAKARAPARTI BHAVANARAYANA COLLEGE (Autonomous)

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Kothapeta, Vijayawada -1, Andhra Pradesh.

Class	Semester	Title of the paper	Paper code	W.E.F.
II B.Sc. CBZ	IV	Cell Biology, Genetics and Plant Breeding	R20BOT402	2021-22

Total No of Hours for teaching-Learning	Instructional hours for week		Duration of semester End examination in Hours	Max marks		Credits
	Theory	Practical		CIA	SEE	
60 Hours	4	3	3 Hours	25	75	3

Learning Outcomes:

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

- Distinguish prokaryotic and eukaryotic cells and design the model of a cell.
- Explain the organization of a eukaryotic chromosome and the structure of genetic material.
- Demonstrate techniques to observe the cell and its components under a microscope.
- Discuss the basics of Mendelian genetics, its variations and interpret inheritance of traits in living beings.
- Elucidate the role of extra-chromosomal genetic material for inheritance of characters.
- Evaluate the structure, function and regulation of genetic material.
- Understand the application of principles and modern techniques in plant breeding.
- Explain the procedures of selection and hybridization for improvement of crops.

Unit – 1: The Cell

1. Cell theory; prokaryotic vs eukaryotic cell; animal vs plant cell; a brief account on ultra-structure of a plant cell.
2. Ultra-structure of cell wall.
3. Ultra-structure of plasma membrane and various theories on its organization.
4. Polymorphic cell organelles (Plastids); ultrastructure of chloroplast. Plastid DNA.

Unit – 2: Chromosomes

1. Prokaryotic vs eukaryotic chromosome. Morphology of a eukaryotic chromosome.
2. Euchromatin and Heterochromatin; Karyotype and ideogram.
3. Brief account of chromosomal aberrations - structural and numerical changes
4. Organization of DNA in a chromosome (solenoid and nucleosome models).

Unit – 3:Mendelian and Non-Mendelian genetics

1. Mendel's laws of inheritance. Incomplete dominance and co-dominance; Multiple allelism.
2. Complementary, supplementary and duplicate gene interactions (plant based examples are to be dealt).
3. A brief account of linkage and crossing over; Chromosomal mapping - 2 point and 3 point test cross.
4. Concept of maternal inheritance (Corren's experiment on *Mirabilis jalapa*); Mitochondrial DNA.

Unit – 4:Structure and functions of DNA

1. Watson and Crick model of DNA. Brief account on DNA Replication (Semi-conservative method).
2. Brief account on Transcription, types and functions of RNA. Gene concept and genetic code and Translation.
3. Regulation of gene expression in prokaryotes - Lac Operon.

Unit – 5:Plant Breeding

1. Plant Breeding and its scope; Genetic basis for plant breeding. Plant Introduction and acclimatization.
2. Definition, procedure; applications and uses; advantages and limitations of :(a) Mass selection, (b) Pure line selection and (c) Clonal selection.
3. Hybridization – schemes, and technique; Heterosis(hybrid vigour).
4. A brief account on Molecular breeding – DNA markers in plant breeding. RAPD, RFLP.

KAKARAPARTI BHAVANARAYANA COLLEGE (Autonomous)

PG Department of Chemistry (Analytical Chemistry)

Class:	Semester:	Title of The Paper:	Paper Code:	W.E.F
II M.Sc	III	WATER ANALYSIS (OPEN ELECTIVE-II)	R20 OEACH 307.1	2020-21

Syllabus

Total No of Hours for Teaching - Learning	Instructional Hours Per Week		Duration of Semester End Examination in Hours	Max Marks		Credits
	Theory	Practical		CIA	SEE	
60 Hours	4	0	3 Hours	30	70	4

Course Learning Objective(S):

The main objective of this paper is to give a basic and updated knowledge for the students on water analysis.

Course Learning Outcome(S): After studying this paper, students will acquire the knowledge of water analysis.

Unit-I

Water quality parameters and their determination: Physical, chemical and biological standards significance of these contaminants over the quality and their determinations - Electrical conductivity - turbidity - pH, total solids, TDS - alkalinity - hardness - chlorides - DO - BOD- COD - TOC - nitrate -sulphate-fluoride - iron - arsenic - mercury/Algal analysis plankton analysis - biomass and chlorophyll estimation - microbial examination -standard plate count - MPN of coliforms - estimation of MPN - bioassay - requirements of bioassay.

Unit-II

Ground water and surface water pollution and control measures: Surface water and ground water pollution - Harmful effects-pollution of major rivers - protecting ground water from pollution - ground water pollution due to Fluoride, Iron, Chromium and Arsenic sources, ill effects and

treatment methods. Water pollution control- stabilization of the ecosystem – waste treatment reclamation - various approaches to prevent and control water pollution.

Unit-III

Water treatment methods: Treatment for community supply - screening, sedimentation, coagulation, filtration - removal of microorganisms - chlorination, adding bleaching powder, UV irradiation and ozonation. Demineralization of water for industrial purposes - boiler problems - scale and sludge formation - prevention of scale formation, internal and external treatment - lime soda - zeolite process.

Unit-IV

Sewage and industrial effluent treatment: Sewage - characteristics – purpose of sewage treatment - methods of sewage treatment - primary - secondary and tertiary – Role of algae in sewage treatment. Types of industrial wastes - treatment of effluents with organic and inorganic impurities - treatment of waste waters from specific industries - pulp and paper - chemical industry - food processing-water hyacinth in the treatment of industrial effluents.

Unit-V

Water Management: Water resources management - rain water harvesting methods - percolation ponds - check dams - roof top collection methods – water management in industries - recycling and reuse of waste water - metal recovery from metal bearing waste water - recovery of zinc and nickel.

Reference books:

1. Chemical and Biological Methods for Water Pollution Studies, R.K. Trivedy and P.K. Goel, Environmental Publications, 1986.
2. Engineering Chemistry, P.C. Jain and Monica Jain, Dhanpat Rai & Sons, 1993.
3. Environmental Chemistry, B.K. Sharma, Goel Publishing House, 2001.
4. Water Quality and Defluorination Techniques, Rajiv Gandhi National Drinking Water Mission Publication, 1994.

M.Sc., CHEMISTRY (ANALYTICAL CHEMISTRY)

III SEMESTER

PAPER CODE & TITLE: R20 ACH 305:

CLASSICAL METHODS OF ANALYSIS PRACTICAL

No. of hours per week: 06

Total credits: 03

Total marks: 100

(Internal: 30 M & External: 70M)

Course Learning Objective(S): The main objective of this paper is to give a basic and updated knowledge for the students on classical methods of analysis practical.

Course Learning Outcome(S): After studying this paper, students will acquire the knowledge of on classical methods of analysis practical.

1. Analysis of water for total hardness (Ca^{+2} and Mg^{+2}).
2. Analysis of Water for Alkalinity (carbonates and bicarbonates).
3. Analysis of dissolved oxygen(DO) in drinking water and sewage water.
4. Analysis of chemical oxygen demand (COD) in drinking water and sewage water.
5. Analysis of iron ore (with special reference to percentages of Fe(II) and Fe(III) present in the sample).
6. Determination of Iron by photochemical reduction.
7. Analysis of Pyrolusite.
8. Analysis of fertilizer for ammonia, nitrate and phosphate.
9. Analysis of Zn in zinc ore by using EDTA.
10. Analysis of nickel by EDTA.
11. Analysis of lime stone.
12. Determination of lead and tin in a mixture by using EDTA.
13. Analysis of oil for the determination of saponification value, acid value and iodine value.
14. Analysis of synthetic mixture of iron and zinc.
15. Analysis of solder.

M.Sc., CHEMISTRY (ANALYTICAL CHEMISTRY)

III SEMESTER

PAPER CODE & TITLE: R20 ACH 306: INSTRUMENTAL AND SPECTRAL METHODS OF ANALYSIS PRACTICAL

No. of hours per week: 06

Total credits: 03

Total marks: 100

(Internal: 30 M & External: 70M)

Course Learning Objective(S): The main objective of this paper is to give a basic and updated knowledge for the students on instrumental methods of analysis practical.

Course Learning Outcome(S): After studying this paper, students will acquire the knowledge of on instrumental methods of analysis practical.

1. pH-metric determination of strong acid + Weak acid with strong base.
2. pH-metric determination of strong base + weak base with strong acid.
3. Determination of alkalinity in industrial samples using pH metric method.
4. Assay of commercial acids by pH metric titration.
5. Potentiometric determination of mixture of Mn(VII)+V(V) with Fe(II).
6. Potentiometric determination of mixture of Ce(IV)+V(V) with Fe(II).
7. Spectrophotometric determination of Fe(III) with KSCN.
8. Spectrophotometric determination of nitrite with NEDA.
9. Spectrophotometric determination of phosphate with ammonium molybdate.
10. Determination of Na, K, and Li by flame photometry.
11. Characterization of organic compounds using IR, UV-Vis, $^1\text{H-NMR}$, $^{13}\text{C-NMR}$ and Mass spectral methods. (At least 10 molecules).

KAKARAPARTI BHAVANARAYANA COLLEGE (Autonomous)

PG Department of Chemistry (Analytical Chemistry)

Class:	Semester	Title of The Paper	Paper Code	W.E.F
II M.Sc	IV	GREEN CHEMISTRY (ELECTIVE-I)	R20 ACH 402.2	2020-21

Syllabus

Total No of Hours for Teaching - Learning	Instructional Hours Per Week		Duration of Semester End Examination in Hours	Max Marks		Credits
	Theory	Practical		CIA	SEE	
60 Hours	4	0	3 Hours	30	70	4

Course Learning Objective(S):

The main objective of this paper is to give a basic and updated knowledge for the students on Green chemistry.

Course Learning Outcome(S):

After studying this paper, students will acquire the knowledge of significance of Green Chemistry, Principles of Green chemistry, Microwave assisted reactions, Solvent Free Reactions and Ionic liquids.

Unit-I

Fundamentals and significance of Green Chemistry: Discussion of the current state of chemistry and the environment and the definition of green chemistry. Assessment of the impact of chemistry in the environment and definition of risk hazard. An introduction to the tools of green chemistry and its fundamental principles.

Unit-II

Principles of Green Chemistry: Prevention of waste / by-products, Hazardous products- Designing of safer chemicals- Selection of appropriate solvents and starting materials- Use of protecting groups and catalysis- Designing of biodegradable products.

Unit-III

Microwave assisted reactions: Introduction to Microwave organic synthesis, Applications: solvents (water and organic solvents), solvent free reactions (solid state reactions), Phase transfer catalysis-Principle, Types, advantages and applications, Crown ethers.

Unit-IV

Solvent Free Reactions: Solvent free techniques- Reactions on solid mineral supports, Phase Transfer Catalysis- C-alkylation, N-alkylation, S-alkylation, Darzen's reaction, Wittig reaction. Ultrasound assisted green synthesis- Oxidation, Reduction, Hydroboration, Bouveault reaction, Strecker reaction.

Unit-V

Ionic liquids: Definition- Types of Ionic Liquids-Synthesis of Ionic Liquids, Selection of ionic liquids- physical properties- Application in organic synthesis- alkylation, allylation, oxidation, reduction, polymerization, hydrogenation, hydroformylation, alkoxy carbonylation, carbon-carbon bond forming reactions, alkene metathesis.

Text books/ Reference books:

1. New Trends in Green Chemistry by V.K. Ahluwalia, M. Kidwai.
2. Green Chemistry: Environment Friendly Alternatives by Rashmi Sanghi, M M Srivastava
3. Green Solvents for Organic Synthesis by V.K. Ahluwalia, Rajender S. Varma
4. Green Analytical Chemistry by Mihkel Koel and Mihkel Kaljurand.

KAKARAPARTI BHAVANARAYANA COLLEGE (Autonomous)

PG Department of Chemistry (Analytical Chemistry)

Class	Semester	Title of The Paper	Paper Code	W.E.F
II M.Sc	IV	TRADITIONAL AND ENVIRONMENTAL METHODS OF ANALYSIS (ELECTIVE-II)	R20ACH403.1	2020-21

Syllabus

UNIT-I

Decomposition techniques in analysis

Principle of decomposition and Dissolution. Difference between dissolution and decomposition. Decomposition of samples with acids - HCl, HF, HNO₃, H₂SO₄ and HClO₄.

Decomposition of samples by fusion, Alkali Fusion- Na₂CO₃, NaOH, Acidic Fusion- Sodium Hydro Sulphate, Sodium Pyrosulphate, Oxidation Fusion-Na₂O₂, Sodium Chlorate, Reductive Fusion Na₂CO₃ + Na₄BO₄. Sintering, difference between sintering and fusion. Decomposition of samples by sintering with sodium peroxide, sodium carbonate.

UNIT-II

Organic functional group analysis: Classification of functional groups with suitable examples.

Determination of:

- 1) Functional groups imparting acidic nature – thiol, enediol, phenolic hydroxyl.
- 2) Functional groups imparting basic nature – Aliphatic and Aromatic primary, secondary and tertiary amines – hydrazine derivatives.
- 3) Functional groups which impart neither acidic nor basic nature – Aldehydes, Ketones, Nitro, Methoxy and Olifinic.

UNIT-III

Analysis of some selected drugs: Basic considerations of drugs, Classification, Determination of the following Drugs:

- 1) Actyl salicylic acid (Antipyretic – Analgesic)

- 2) Sulphadiazine (sulpha drugs)
- 3) Phenobarbitone (Barbituric acid derivatives)
- 4) Chloramphenicol, Benzyl penicillin and Tetracycline (Antibiotics)
- 5) Isoniazid (Antimicrobial agents)
- 6) Methyldopa (Antihypertensive agents)
- 7) Metronidazole (Antiamoebic agents).

UNIT-IV

Analysis of Water

Types of water pollutants and their effects, Analytical methods for the determination of the following ions in water, anions like CO_3^{2-} , HCO_3^- , F^- , Cl^- , SO_4^{2-} , PO_4^{3-} , NO_3^- , NO_2^- , CN^- , and S^{2-} .

Determination of Cations in water: Fe^{2+} , Fe^{3+} , Ca^{2+} , Mg^{2+} , Cr^{3+} , As^{5+} , Pb^{2+} , Hg^{2+} , Cu^{2+} , Zn^{2+} , Cd^{2+} , Co^{2+} .

Determination of Dissolved oxygen (D.O), Biochemical Oxygen Demand (BOD) and Chemical Oxygen Demand (COD), standards for drinking water.

UNIT-V

Analysis of Air

Composition of pure air, classification of air pollutants, chemical analysis for the following.

Primary pollutants: Carbon compounds - Carbon monoxide(CO) and Carbon dioxide(CO_2).

Sulphur compounds- sulphur dioxide (SO_2), Sulphur trioxide (SO_3) Nitrogen compounds - nitric oxide (NO) and nitrogen dioxide (NO_2).

Hydrocarbons - Aliphatic hydrocarbons and polycyclic aromatic hydrocarbons, Inorganic and Organic particulates. Secondary pollutants - ozone (O_3), peroxy acetyl nitrate (PAN), peroxy benzyl nitrate (PBN). Standards for ambient air quality.

Reference books:

1. Quantitative Chemical Analysis - I.M Kolthoff, F.B Sandal, F.J. Meehan, S. Bruckenstein, Macmillan Company, London.
2. Decomposition Techniques in Inorganic Analysis - J.Dolezal, P.Ponondra, Z.Sulcek.
3. Chemical Separation and measurements - D.G. Peterseti, John M.Haves Sanders Co.