

**B.A.**  
**CBCS COURSE STRUCTURE**  
w.e.f. 2019-'20

**SUBJECT: Journalism**

Sl.No. (1)	Code (2)	Course Title (3)	HPW (5)	Credits (6)	Exam Hrs (7)	Marks (8)
<b>SEMESTER - I</b>						
1.	ELS1	English (First Language)	4	4		
2.	SLS1	Second Language	4	4		
3.	AEC1	Environmental Science/ Basic Computer Skills	2	2		
4.	DSC101	Introduction to Communication and Journalism	5	5	3 hrs	80U+20I
5.	DSC102		5	5	3 hrs	80U+20I
6.	DSC103		5	5	3 hrs	80U+20I
		Total	25	25		
<b>SEMESTER - II</b>						
7.	ELS2	English (First Language)	4	4		
8.	SLS2	Second Language	4	4		
9.	AEC2	Basic Computer Skills/ Environmental Science	2	2		
10.	DSC201	Mass Media in India	5	5	3 hrs	80U+20I
11.	DSC202		5	5	3 hrs	80U+20I
12.	DSC203		5	5	3 hrs	80U+20I
		Total	25	25		
<b>SEMESTER - III</b>						
13.	ELS3	English (First Language)	3	3		
14.	SLS3	Second Language	3	3		
15.	SEC1	Forms of Journalistic Writing	2	2	1 ½ hrs	40U+10I
16.	SEC2		2	2	1 ½ hrs	40U+10I
17.	DSC301	Reporting and Editing for Print Media	5	5	3 hrs	80U+20I
18.	DSC302		5	5	3 hrs	80U+20I
19.	DSC303		5	5	3 hrs	80U+20I
		Total	25	25		
<b>SEMESTER - IV</b>						
20.	ELS4	English (First Language)	3	3		
21.	SLS4	Second Language	3	3		
22.	SEC3	Public Relations and Event Management	2	2	1 ½ hrs	40U+10I
23.	SEC4		2	2	1 ½ hrs	40U+10I
24.	DSC401	Broadcast and New Media Journalism	5	5	3 hrs	80U+20I
25.	DSC402		5	5	3 hrs	80U+20I

26.	DSC403		5	5	3 hrs	80U+20I
		Total	25	25		
<b>SEMESTER - V</b>						
27.	ELS1	English (First Language)	3	3		
28.	SLS4	Second Language	3	3		
29.	GE	Fundamentals of Academic Writing	4	4	3 hrs	80U+20I
30.	DSE501 A B	Media and Development or Telugu Journalism	5	5	3 hrs	80U+20I
31.	DSE502 A B C		3T+4P/ 5	5	3 hrs	50T+35 P+ 15I/ 80U+20I
32.	DSE503 A B C		5	5	3 hrs	80U+20I
		Total	27/25	25		80U+20I
<b>SEMESTER - VI</b>						
33.	ELS6	English (First Language)	3	3		
34.	SLS6	Second Language	3	3		
35.	PR	Freelance Journalism  or  Project Report	4T 2T+4R	4 4	3 hrs 1 ½ hrs	80U+20I 40U+10I 35R+15VV
36.	DSE601 A B	Media Literacy or Advertising	5	5	3 hrs	80U+20I
37.	DSE602 A B C		3T+4P/ 5	5	3 hrs	50T+35 P+ 15I/ 80U+20I
38.	DSE603 ABC		5	5	3 hrs	80U+20I
		Total	29/27	25		
		<b>GRAND TOTAL</b>	<b>156/ 152</b>	<b>150</b>		

ELS: English Language Skill; SLS: Second Language Skill; AEC: Ability Enhancement Compulsory Course; SEC: Skill Enhancement Course; DSC: Discipline Specific Course; DSE: Discipline Specific Elective; GE: Generic Elective; T: Theory; P: Practical; I: Internal Exam U: University Exam; PR: Project Report; VV: Viva-Voce Examination.

Note: i) A student should opt for either a or b of DSE Groups in V and VI Semesters.  
ii) Project work should be done by a group of 4 students.

**B. A - SUBJECT: PUBLIC ADMINISTRATION**  
**CBCS COURSE STRUCTURE**  
**W.E.F 2019-20**

Sl.No	Code	Course Title	HPW	Credits	Exam Hrs	Marks
-1	-2	-3	-5	-6	-7	-8
<b>SEMESTER - I</b>						
1.	ELS1	English (First Language)	4	4		
2.	SLS1	Second Language	4	4		
3.	AEC1	Environmental Science/ Basic Computer Skills	2	2		
4.	DSC101		5	5	3 hrs	80U+20I
5.	DSC102		5	5	3 hrs	80U+20I
6.	DSC103	Basics of Public Administration	5	5	3 hrs	80U+20I
		Total	25	25		
<b>SEMESTER - II</b>						
7.	ELS2	English (First Language)	4	4		
8.	SLS2	Second Language	4	4		
9.	AEC2	Basic Computer Skills/ Environmental Science	2	2		
10.	DSC201		5	5	3 hrs	80U+20I
11.	DSC202		5	5	3 hrs	80U+20I
12.	DSC203	Development Dynamics and Emerging Trends	5	5	3 hrs	80U+20I
		Total	25	25		
<b>SEMESTER - III</b>						
13.	ELS3	English (First Language)	3	3		
14.	SLS3	Second Language	3	3		
15.	SEC1	Public Office Administration	2	2	1 ½ hrs	40U+10I
16.	SEC2	Office Processes	2	2	1 ½ hrs	40U+10I
17.	DSC301		5	5	3 hrs	80U+20I
18.	DSC302		5	5	3 hrs	80U+20I
19.	DSC303	Union Administration	5	5	3 hrs	80U+20I
		Total	25	25		
<b>SEMESTER - IV</b>						
20.	ELS4	English (First Language)	3	3		
21.	SLS4	Second Language	3	3		
22.	SEC3	Technology & Office Administration	2	2	1 ½ hrs	40U+10I
23.	SEC4	Techniques of Office Administration	2	2	1 ½ hrs	40U+10I
24.	DSC401		5	5	3 hrs	80U+20I
25.	DSC402		5	5	3 hrs	80U+20I
26.	DSC403	State Administration	5	5	3 hrs	80U+20I
		Total	25	25		
<b>SEMESTER - V</b>						
1.	ELS1	English (First Language)	3	3		
2.	SLS4	Second Language	3	3		
3.	GE Any One	a) Good Governance b) Indian Constitution & Administration	4	4	3 hrs	80U+20I
4.	DSE501 A B C		5	5	3 hrs	80U+20I

5.	DSE502 A B C		3T+4P/ 5	5	3 hrs	50T+35 P+ 15I/ 80U+20I
6.	DSE503 A B	Human Resource Management/ Rural Governance	5 5	5 5	3 hrs 3 hrs	80U+20I 80U+20I
		Total	27/25	25		80U+20I
<b>SEMESTER – VI</b>						
1.	ELS6	<b>English (First Language)</b>	3	3		
2.	SLS6	<b>Second Language</b>	3	3		
3.	PR/ Optional Paper	e-Governance	4T 2T+4R	4 4	3 hrs 1 ½ hrs	80U+20I 40U+10I 35R+15VV
4.	DSE 601 A B C		5	5	3 hrs	80U+20I
5.	DSE 602 A B C		3T+4P/ 5	5	3 hrs	50T+35 P+ 15I/ 80U+20I
6.	DSE 603 A B	Financial & Material Management Urban Governance	5 5	5 5	3 hrs 3 hrs	80U+20I 80U+20I
		Total	29/27	25		
		GRAND TOTAL	156/ 152	150		

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Note: i) A student should opt for either a or b or c of DSE Groups in V and VI Semesters.

ii) Project work should be done by a group of 4 students.



### B.A. Course in Sociology – Syllabi at Glance

Semester	Paper	Title of the Paper	Nature of Paper
Semester-I	I	Fundamentals of Sociology	Core Paper
Semester-II	II	Indian Society: Structure and Change	Core Paper
Semester-III	III	Social Issues, Policies and Development	Core Paper
Semester-IV	IV	Research Methodology	Core Paper
Semester-V	I	Rural and Urban Sociology	Discipline Specific Course
	Paper-II (A)	Sociology of Development	Discipline Specific Elective
	Paper-II (B)	Social Anthropology	Discipline Specific Elective
	Paper-II (C)	Social Stratification and Social Mobility	Discipline Specific Elective
	Generic Paper-I	Criminology	Generic Paper
Semester-VI	Paper - I	Industrial Sociology	Discipline Specific Course
	Paper – II (A)	Political Sociology	Discipline Specific Elective
	Paper – II (B)	Medical Sociology	Discipline Specific Elective
	Paper – II (C)	Gender and Society	Discipline Specific Elective
	Generic Paper-II	Social Demography	Generic Paper

# Osmania University

Model

Scheme of Instruction and Examination

B.A Political Science (Regular)

Choice Based Credit System (CBCS) Syllabus-w.e.f 2016-2017

Year	Semester	DSC/DSE/ GE/SEC	Paper	Title	Credits	Hours
I	I	DSC	Paper-I	Concepts, Theories and Institutions --Political Theory	5	5
	II	DSC	Paper-II	Concepts, Theories and Institutions --State Apparatus	5	5
II	III	DSC	Paper-III	Indian Government and Politics --Basic of Indian Constitution & Citizenship	5	5
		SEC	Paper-I	Communication Skills in English	2	2
	IV	DSC	Paper-IV	Indian Government and Politics --Government & Politics	5	5
		SEC	Paper-II	Disaster Management	2	2
III	V	DSC	Paper-V- (Compulsory)	Political Thought -Ancient & Medieval Political Thought	4	4
		DSE	Paper-I(A) (Optional)	International Relations -International Relations in 19 <sup>th</sup> & 20 <sup>th</sup> Century	4	4
			Paper-1 (B)	Govt. & Politics in Telangana	2	2
		SEC	Paper-III	Citizenship Rights, Duties and Laws		
		GE	Paper-I (Optional)	Contemporary Political Economy	5+1	6
	VI	DSC	Paper-VI (Compulsory)	Political Thought --Western & Indian Political Thought	4	4
		DSE	Paper-II (A) (Optional)	International Relations -International Relations in 19 <sup>th</sup> & 20 <sup>th</sup> Century	4	4
			Paper-II (B)	Govt. & Politics in Telangana	2	2
		SEC	Paper-IV	Legislative Practices and Procedures		
		GE	Paper-II (Optional)	Human Rights, Gender & Environment	5+1	6

-DSC (Discipline Specific Course)

-DSE (Discipline Specific Elective)

-GE (Generic/General Elective) or Interdisciplinary Course for Students of Social Sciences other than --  
Political Science (5 Credits + 1 Tutorial)

-SEC (Skill Enhancement Course)



**B.A Political Science**  
**Semester IV**  
**Legislative Practices and Procedures**  
**(SEC)Paper IV**

**Course Description:-**

To acquaint the student broadly with the legislative process in India at various levels, introduce them to the requirements of peoples' representatives and provide elementary skills to be part of a legislative support team and expose them to real life legislative work. These will be, to understand complex policy issues, draft new legislation, track and analyse ongoing bills, make speeches and floor statements, write articles and press releases, attend legislative meetings, conduct meetings with various stakeholders, monitor media and public developments, manage constituent relations and handle inter-office communications. It will also deepen their understanding and appreciation of the political process and indicate the possibilities of making it work for democracy.

**MODULE-I: Powers and functions of people's representative at different tiers of governance**

Members of Parliament, State legislative assemblies, functionaries of rural and urban local self - government from Zila Parishad, Municipal Corporation to Panchayat/ward.

**MODULE-II: Supporting the legislative process**

How a bill becomes law, role of the Standing committee in reviewing a bill, legislative consultants, the framing of rules and regulations.

**MODULE-III: Supporting the Legislative Committees**

Types of committees, role of committees in reviewing government finances, policy, programmes, and legislation.

**MODULE-IV: Reading the Budget Document**

*Overview* of Budget Process, Role of Parliament in reviewing the Union Budget, *Railway Budget* Examination of Demands for Grants of Ministries, Working of Ministries.

**MODULE-V: Support *in* media monitoring and communication**

Types of media and their significance for legislators; Basics of communication in print and *electronic* media.



**B.A Political Science**  
**Semester IV**  
**Laws, Duties and Rights of Citizens**  
**(SEC) Paper II**

**Course Description:-**

More often than not, when we talk of laws we mean authoritatively sanctioned rules, which are considered essential for a well-ordered society. Yet laws in a democracy are also about constituting a society marked by equality, freedom, and dignity. The rights approach to law has assumed importance in democracies, precisely because of people's struggles to broaden the understanding of law as something which reflects the will of the people. As such law becomes an important source of rights and duties, which develop and strengthen alongside institutions of representative democracy, constitutional norms, and the rule of law. This course aims to understand law as a source of rights, as a progressively widening sphere of substantive justice, welfare, and dignity. This relationship between laws and rights will be studied through specific values which have come to be seen as integral for a democratic society viz., equality and non-discrimination, empowerment, redistribution and recognition of traditional rights etc.

**MODULE-I: Rule of law and the Criminal Justice System in India**

**MODULE-II: Laws relating to criminal justice administration**

- a. How to file a complaint, First Information Report (FIR)
- b. Detention, arrest and bail

**MODULE-III: Equality and non-discrimination**

- a. Gender: the protection of women against domestic violence, rape and sexual harassment
- b. Caste: laws abolishing untouchability and providing protection against atrocities
- c. Class: laws concerning minimum wages
- d. *Disability and* equality of participation and opportunity

**MODULE-IV: Empowerment**

- a. *Access* to information
- b. *Rights* of the consumer

**MODULE-V: Redistribution, recognition and livelihood**

- a. Traditional rights of forest dwellers and the issue of women's property rights
- b. Rural employment guarantee





### Faculty of Social Sciences - Details of Generic Elective I & II and SEC- III & IV papers 2018-19

Sl.No	Subject	Generic -I	Generic –II	SEC -III	SEC-IV
1.	Economics	Telangana Economics	Economics of Environment	Basics of Quantitative Methods for Economists- I	Basics of Quantitative Methods for Economists- II
2.	History	Indian National Movement (1857-1947 CE)	History of Telangana Movement and State Formation (1948-2014 CE)	Understanding Heritage	Introduction to Archaeology
3.	Political Science	Contemporary Political Economy	Human Rights, Gender & Environment	Citizenship Rights, Duties and Laws	Legislative Practices and Procedures
4.	Public Administration	Indian Constitution & Administration	Good Governance	-----	-----
5.	Psychology	Enhancing Psychological Competencies-1	Enhancing Psychological Competencies-2	Stress Management and Well Being	Health Behaviour and Lifestyle
6.	Sociology	Criminology	Social Demography	-----	-----

# **COMMUNICATION SKILLS**

## **Introduction to Communication**

This topic gives you an overview of communication and introduces you to the main elements in the communication process. It also highlights the importance of writing clear, positive messages and offers you some basic tips and guidelines on this form of communication so that you may become more proficient in the kind of writing needed at home as well as in the college and workplace. You will also learn about some of the common pitfalls which may impede the effectiveness of written communication.

## **Communication Definition**

Communication is the process that occurs between two or more people in which a message is delivered and received by the other party. Communication happens everyday in the workplace. Managers give direction to workers, coworkers communicate to plan a project and employees communicate information to customers. Poor communication leads to misunderstandings and poor customer service.

## **Meaning of Communication**

Communication happens through many channels. Messages can be spoken face to face during conversation. They can be delivered to a group in a meeting room. Or, they can be delivered over the telephone. They also can be written in a letter or e-mail, but these forms don't allow the listener to hear the tone of the message that can be heard if the message were spoken. Face to face communication offers many benefits because the listener receives the spoken message, but it is enhanced by the subtleties of facial expressions and body language.

## **Process of communication Skills**

Communication is a process of exchanging verbal and non verbal messages. It is a continuous process. Pre-requisite of communication is a message. This message must be conveyed through some medium to the recipient. It is essential that this message must be understood by the recipient in same terms as intended by the sender. He must respond within a time frame. Thus, communication is a two way process and is incomplete without a feedback from the recipient to the sender on how well the message is understood by him.



Code No. 9001/E

**FACULTY OF SCIENCE**  
**B.A. / B.Sc. / B.Com. / B.S.W. I-Semester (CBCS) Examination,**  
**November / December 2019**

**Subject : Environmental Studies (AECC – I)**

**Paper – I**

**Time : 1½ Hours**

**Max. Marks: 40**

**Note : Answer ALL the questions.**

**PART – A (2 x 5 = 10 Marks)**  
**(Short Answer Type)**

- 1 Solar Energy
- 2 Global warming

**PART – B (2 x 15 = 30 Marks)**  
**(Essay Answer Type)**

- 3 (a) Write a brief account Ex-situ conservation.  
**OR**  
(b) Describe in brief about the Abiotic components of ecosystem.
- 4 (a) Discuss briefly about the causes, effects and control of water pollution.  
**OR**  
(b) Comment on the role of information Technology in environment and human health.

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**B.A. (Sociology), Semester-V,**

**CRIMINOLOGY  
(Generic Paper – I)**

**1. Principles of Criminology:**

- a) Definition, Nature and Scope of Criminology
- b) Sociology and Criminology
- c) Criminology and Penology

**2. Conceptual Approaches to Crime:**

- a) Deviance, Crime and Delinquency
- b) Theories of Crime: Biological, Clinical, Positivist, Psychological, Geographical, Sociological: Functionalist, Sub-cultural and Labelling Theories

**3. Typology of Crime and Criminals:**

- a) Organized Crime, Professional Crime, White-collar Crime, Cyber Crime, Crime against Women, Children, Juvenile Delinquency, Corruption
- b) Factors and Preventive Programmes
- c) State and Surveillance

**4. Victimology:**

- b) Role of Victim in Crime
- c) Types of Victim and Compensation to Victims
- d) Penology:
  - a. Types of Punishment, Prison Reforms
  - b. Concept, Objective of Reformation

**5. Criminal Justice System:**

- a) Police, Court and Prison
- b) Correctional Administration and Institution



**OFFICE OF THE PRINCIPAL  
TELANGANA SOCIAL WELFARE RESIDENTIAL DEGREE  
& PG COLLEGE FOR WOMEN IBRAHIMPATNAM  
AT ANKUSHAPUR**



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The Programme was organised in our College under Rachakonda commissionerate on cyber safety for Women





The Programme was conducted on Human Values And Ethics

