



ANDHRAPRADESH STATE COUNCIL OF HIGHER EDUCATION

Multidisciplinary Course

w.e.f. AY 2025-26

SEMESTER-III

INTRODUCTION TO PUBLIC ADMINISTRATION

Credits: 2

2 hrs/week

Course Description:

Introduction to Public Administration is an interdisciplinary course that provides an overview of the theory and practices of public administration. The course aims to familiarize students with the nature, scope, recruitment and accountability of public administrators in India.

Course Objectives:

1. Understand the concept and scope and evolution of public administration.
2. Understand the relationship between public administration and public policy.
3. Develop critical thinking and analytical skills to evaluate public administration practices.

Course Outcomes:

1. Awareness about the evolution and growth of the discipline of Public Administration.
2. Familiarity with the constitutional framework on which Indian Administration is based.
3. Understanding the in-built control mechanisms over constitutional bodies and administration in general.

Course Topics:

Unit: I

1. Introduction to Public Administration - Woodrow Wilson - Definition and nature and scope of public administration - Significance - Distinction between public and private administration

Unit: II

2. All India Services-Central Services-State Services-Importance of All India Services UPSC & SPSCs Powers and Functions - NITI Aayog

Unit: III

3. Accountability of Administration in India - Legislative - Executive - Judiciary - Judicial Activism - E-Governance in India - Good Governance initiatives - Functions and roles of Administrators

Activities:

1. Class participation and discussions
2. Field trips to government offices
3. Individual or group assignments
4. Student's projects- Individual and group
5. Quizzes or Slip tests.
6. Presentations
7. Research papers

Books:

1. Public Administration by Awasthi & Maheswari
2. Indian Administration by Maheswari
3. Administrative Theories by Mohit Bhattacharya
4. Comparative Administration by Mohit Bhattacharya
5. Indian Government & Politics by B.L.Fadia

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ANDHRA PRADESH STATE COUNCIL OF HIGHER
EDUCATION

MULTIDISCIPLINARY COURSE

w.e.f. AY 2025-26

SEMESTER-III

PRINCIPLES OF MANAGEMENT

Credits: 2

2 hrs/week

Unit – I:

Definition of Management, Functions of Management, Principles of Management, Levels of Management, Business Strategy-SWOT Analysis

Unit – II:

Purpose of Planning, Planning Process, Types of Plans, Objectives, Managing by Objectives (MBO); Organizing; Organization Structure, Formal and Informal Organization, Decision Making Process

Unit – III:

Directing, Motivation, Motivation Theories, Leadership Styles, Leadership Theories, Controlling, Process of Controlling, Types of Control-Budgetary and Non-Budgetary, Control Techniques, Cost Control, Purchase Control, Maintenance Control, Quality Control

1. Anand
10/9/25

2. S. S. S.
10/9/25

3. S. S. S.
10/9/25

4. Anand
10/9/2025

5. S. S. S.
10/9



ANDHRA PRADESH STATE COUNCIL OF HIGHER
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SEMESTER-III

PRINCIPLES OF ACCOUNTING

Credits: 2

2 hrs/week

Unit – I:

Need for Accounting, Definition, Objectives, GAAP, Accounting Cycle, Classifications of Accounts and its Rules, Book Keeping and Accounting, Double Entry Book-Keeping, Journalizing.

Unit – II:

Types of subsidiary Books, Cash Book, Three column Cash Book-Petty Cash Book (Including Problems), preparation of Trail Balance, Errors, Meaning, Types of Errors, Rectification of Errors.

Unit – III:

Need for Bank Reconciliation, Reasons for Difference between Cash Book and Pass Book Balances, Preparation of Bank Reconciliation Statement, Profit and Loss Account, Balance Sheet, Final Accounts with Adjustments, Accounting Package-Tally.

1. *Cash book*
19/9/25
2. *Journal*
20/9/25
3. *Bank Reconciliation*
10/9/25
4. *Profit and Loss*
10/9/2025
5. *Balance Sheet*
10/9



**ANDHRA PRADESH STATE COUNCIL OF HIGHER
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Multidisciplinary Course

w.e.f. AY 2025-26

SEMESTER-III

BASIC Electronics

Credits: 2

2 hrs/week

UNIT-I:

(10 hrs)

Brief History of Electronics, Overview of Atom and its particles, Voltage, Current & Resistance. Ohms Law, Series and Parallel Circuits, Short and Open circuit. Usage of Digital multimeter.

Power Sources: DC and AC, Electrical energy, consumption of electrical power, Kilowatt hour (KWh). Batteries: How to Choose a Battery, types, lead acid batteries, Nickel – Cadmium, Lithium – Ion & Solar cell.

Identifying Phase, Neutral and Earth on power sockets, Electric tester, First aid for electric shock. Basics of House wiring, Overloading, electrical circuit protection using Fuses, MCBs, earthing and its necessity, awareness of electrical safety tools.

UNIT-II:

(10 hrs)

Classification of solids according to electrical conductivity (Conductor, Semiconductor & Insulator). Intrinsic & Extrinsic Semiconductors. Vacuum Tubes, Diodes, Transistors, ICs & Relays: advantages, disadvantages, applications, and their uses.

Transducers and Sensors: Advantages, various parts, types, and applications, LED, IR LED, Photo Resistor & Photodiode (Symbol & applications of each)

DC Regulated Power Supply, IC Voltage Regulators, UPS

Home Appliances: Electric geyser, micro wave oven and refrigerator

UNIT-III:

(10 hrs)

Basics of Communication Systems: Transmitter, Receiver, Channel i) wired channels ii) wireless channels, Modulation, Demodulation.

Daily usage of Electronic Devices include: Mobile phones, Digital Camera, audio & video systems, TV (Television), Computer, Laptop, LED lights, GPS, iPod and Tablets, Wi-Fi and Internet. Importance of energy efficiency in electrical appliances.

Electronics in different fields: Information processing, Medicine and research, Computers and other electronic instruments, Automation.

Resource Material

- (1) Electrical technology by V.K. Mehta & Rohit Mehta (S. Chand & Company Pubs.)
- (2) Few references from Wikipedia free Encyclopedia.


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ANDHRA PRADESH STATE COUNCIL OF HIGHER
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SEMESTER-III

BASIC MATHEMATICS

Credits: 2

2 hrs/week

Course Outcomes

After successful completion of this course, the student will be able to

1. understand the concept of sets and relations
2. know the method of rationalisation in surds
3. understand Co-ordinate system and Locus
4. find the Point of intersection of two straight lines
5. find the Rank of a matrix.

Course Content

Unit – I : Algebra

Sets and Relations : Sets – Finite and Infinite sets – Equality of sets – Subsets – Power set – Universal set – Union and Intersection of sets – Relations – Equivalence relations – Examples.

Surds : Surd – Pure and Mixed surds – Similar surds – Monomial surds – Binomial Surds – Rationalisation.

Logarithms : Definition – Properties of Logarithms – Common Logarithms.

Unit – II : Co-ordinate Geometry

Co-ordinate system : Distance between two points – Division formula – Centroid – Areas of Triangles and Quadrilaterals.

Locus : Definition of Locus – Equation of Locus

Straight Line: Different forms – Reduction of general equation into various forms – Point of intersection of two straight lines

Unit – III : Matrices

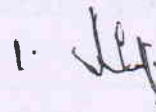
Matrices: Types of matrices – Examples – Addition of Matrices – Subtraction of Matrices – Scalar multiple of a matrix – Multiplication of matrices – Transpose of a matrix and determinants – Minors and Cofactors – Adjoint of a matrix – Inverse of a matrix – Rank of a matrix – definition and examples.


Activities:

Seminar/ Quiz/ Assignments/ Problem Solving Sessions.

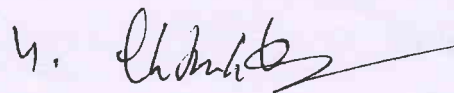
Reference Books :

1. Basic Abstract Algebra by P.B.Bhattacharya, S.K.Jain, S.R.Nagpaul, Cambridge University Press.
2. Co-ordinate Geometry by M.L.Khanna, Jai Prakash Nath Publications.
3. A Text book of Matrices by Shanti Narayan & PK Mittal, S.Chand Publications.

1.  Dr. D. KALYAN

2.  (K. KEZIAH)

3. IC. Sule

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**ANDHRA PRADESH STATE COUNCIL OF HIGHER
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SEMESTER-III

HEALTH AND HYGIENE

Credits: 2

2 hrs/week

The course is designed to provide a complete guidance on health and hygiene systems, guidelines for implementing and role of government and public in maintaining a healthy life. At the end of the course the student shall be able to understand –

- the importance of health and hygiene in life
- the importance of nutrition for a healthy life
- different health care programmes of India
- basic concept of health impact assessment as a means of assessing the policies, plans and projects using quantitative and qualitative techniques
- importance of community and personal health & hygiene measures
- Importance of food, social tenets, mental condition, physical activity on health

Learning Objectives:

- To provide knowledge on different health indicators and types of hygiene methods
- To impart knowledge on different health care programmes taken up by India
- To make student understand the latest concepts of health such as HIA, EIA, SIA and SEA
- To enable student with disaster mitigation strategies
- To create awareness on community health and hygiene
- To enrich knowledge on communicable and non-communicable diseases and their control
- To aware the student on the importance of food, social strategies, mental status and physical activities on health
- To introduce different community-based mobile apps on health to student and thereby to the community

A. V. Ramana

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Learning / Course Outcomes: On completion of this course, the students will be able to understand -

- What is a healthy diet
- How can we use available information to optimize our diet?
- Can nutrition be used for a healthy life?
- Is there a one-size-fits-all “good” diet or should we individualize our dietary goals?
- Disaster management and responsiveness of public in pandemic and epidemic diseases
- Assess the impact of policies on health and hygiene Health measures to consider while travelling
- Awareness in public through digital media viz., mobile apps

Unit I: Basics of Nutrition

10 Hrs.

1. Nutrition – definition, importance, Good nutrition and mal nutrition; Balanced Diet: Basics of Meal Planning
2. Carbohydrates –functions, dietary sources, effects of deficiency.
3. Lipids –functions, dietary sources, effects of deficiency.
4. Proteins –functions, dietary sources, effects of deficiency.
5. Brief account of Vitamins- functions, food sources, effects of deficiency,
6. Macro and micro minerals –functions, effects of deficiency; food sources of Calcium, Potassium and Sodium; food sources of Iron, Iodine and Zinc
7. Importance of water– functions, sources, requirement and effects of deficiency.

Unit II: Health

10 Hrs.

8. Health - Determinants of health, Key Health Indicators, Environment health & Public health; Health-Education: Principles and Strategies
9. Health Policy & Health Organizations: Health Indicators and National Health Policy of Govt. of India-2017; Functioning of various nutrition and health organizations in India viz., NIN (National Institution of Nutrition), FNB (Food and Nutrition Board), ICMR (Indian Council of Medical Research), IDA (Indian Dietetics Association), WHO-India, UNICEF-India

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10. National Health Mission: National Rural Health Mission (NRHM) Framework, National Urban Health Mission (NUHM) Framework
11. Women & Child Health Care Schemes: Reproductive, Maternal, Newborn, Child and Adolescent Health (RMNCH+); Janani Shishu Suraksha Karyakaram (JSSK); Rashtriya Bal Swasthya Karyakram(RBSK); India Newborn Action Plan (INAP); Adolescent Health- Rashtriya Kishor Swasthya Karyakram (RKSK)
12. Disaster Management – Containment, Control and Prevention of Epidemics and Pandemics – Acts, Guidelines and Role of Government and Public

Unit III: Hygiene

10 Hrs.

13. Hygiene – Definition; Personal, Community, Medical and Culinary hygiene; WASH (Water, Sanitation and Hygiene) programme
14. Rural Community Health: Village health sanitation & Nutritional committee (Roles & Responsibilities); About Accredited Social Health Activist (ASHA); Village Health Nutrition Day, Rogi Kalyan Samitis
15. Community & Personal Hygiene: Environmental Sanitation and Sanitation in Public places
16. Public Awareness through Digital Media - An Introduction to Mobile Apps of Government of India: NHP, Swasth Bharat, No More Tension, Pradhan Mantri Surakshit Mantritva Abhiyan (PM Suman Yojana), My Hospital (Mera aspataal), India fights Dengue, JSK Helpline, Ayushman Bhava, Arogya Setu, Covid 19AP

REFERENCES

- Bamji, M.S., K. Krishnaswamy & G.N.V. Brahmam (2009) *Textbook of Human Nutrition(3rd edition)* Oxford and IBH Publishing Co. Pvt. Ltd., New Delhi
- Swaminathan (1995) *Food & Nutrition(Vol I, Second Edition)* The Bangalore Printing & Publishing Co Ltd., , Bangalore
- Vijaya Khader (2000) *Food, nutrition & health*, Kalyan Publishers, New Delhi
- Srilakshmi, B., (2010) *Food Science, (5th Edition)* New Age International Ltd., New Delhi

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➤ Weblinks: <https://nhm.gov.in/>

- National Rural Health Scheme:
<https://nhm.gov.in/index1.php?lang=1&level=1&sublinkid=969&lid=49>
- National Urban Health Scheme:
<https://nhm.gov.in/index1.php?lang=1&level=1&sublinkid=970&lid=137>
- Village health sanitation & Nutritional committee
<https://nhm.gov.in/index1.php?lang=1&level=1&sublinkid=149&lid=225>
- About Accredited Social Health Activist (ASHA)
<https://nhm.gov.in/index1.php?lang=1&level=1&sublinkid=150&lid=226>
- Village Health Nutrition Day
<https://nhm.gov.in/index1.php?lang=1&level=1&sublinkid=152&lid=228>
- Rogi Kalyan Samitis
<https://nhm.gov.in/index1.php?lang=1&level=1&sublinkid=153&lid=229>
- Health Impact Assessment - <https://www.who.int/hia/about/faq/en/>
(suggested information only)
http://www.euro.who.int/data/assets/pdf_file/0011/261929/Health-in-Impact-Assessments-final-version.pdf?ua=1
- WASH <https://www.unicef.org/wash/> and
[https://www.unicef.org/wash/files/UNICEF Strategy for WASH 2016 2030.PDF](https://www.unicef.org/wash/files/UNICEF_Strategy_for_WASH_2016_2030.PDF)
- Healthy Living <https://www.nhp.gov.in/healthylivingViewall>

Note: The above web links are from MoHFW, GoI. Teachers can prepare their notes from other resources also.

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