



ADIKAVI NANNAYA UNIVERSITY: RAJMAHENDRAVARAM
Skill Course Syllabus (w.e.f:2023-24A.B)

Single Major
SKILL COURSE (w.e.f. AY 2023-24)
SEMESTER-I
ANALYTICAL SKILLS

Theory _____ Credits: 2 _____ 2 hrs/week

Course Objective: Intended to inculcate quantitative analytical skills and reasoning as an inherent ability in students.

Course Outcomes:

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

1. Understand the basic concepts of arithmetic ability, quantitative ability, logical reasoning, business computations and data interpretation and obtain the associated skills.
2. Acquire competency in the use of verbal reasoning.
3. Apply the skills and competencies acquired in the related areas
4. Solve problems pertaining to quantitative ability, logical reasoning and verbal ability inside and outside the campus.

UNIT – 1:

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

Verbal Reasoning: Number Series, Coding & Decoding, Blood relationship, Clocks, Calendars.

UNIT – 2:

Quantitative aptitude: Averages, Ratio and proportion, Problems on ages, Time-distance – speed.

Business computations: Percentages, Profit & loss, Partnership, simple compound interest.

UNIT – 3:

Data Interpretation: Tabulation, Bar Graphs, Pie Charts, line Graphs. Venn diagrams.

Recommended Co-Curricular Activities

Surprise tests / Viva-Voice / Problem solving/Group discussion.

Text Book:

Quantitative Aptitude for Competitive Examination by R.S. Agrawal, S.Chand Publications.

Reference Books

1. Analytical skills by Showick Thorpe, published by S Chand And Company Limited, Ramnagar, New Delhi-110055
2. Quantitative Aptitude and Reasoning by R V Praveen, PHI publishers.
3. Quantitative Aptitude for Competitive Examination by Abhijit Guha, Tata Mc Graw Hill Publications.



ADIKAVI NANNAYA UNIVERSITY: RAJMAHENDRAVARAM
Skill Course Syllabus (w.e.f:2023-24A.B)

MODEL QUESTION PAPER
Semester – I
SKILL COURSE (w.e.f. AY 2023-24)
ANALYTICAL SKILLS

Time: 2 hrs

50 Marks

1. $1800 \div [10 \{ (12-6) + (24-12) \}] = ?$
(a) 1 (b) 2 (c) 10 (d) 20
2. $16 [8 - \{5 - 2(2 - 1 + 1)\}] = ?$
(a) 110 (b) 112 (c) 114 (d) 116
3. What is the value of $p + (p - q) + q + (q - p)$?
(a) $p + q$ (b) $p - q$ (c) p (d) q
4. $\frac{4}{7} \times \frac{2}{3} \times ? = 1008$
(a) 2646 (b) 6246 (c) 1616 (d) 6264
5. $17\frac{1}{3} + 21\frac{1}{2} = 33\frac{1}{3} \% \text{ of } ?$
(a) 116.5 (b) 81.5 (c) 277.5 (d) 104.5
6. $1 + \frac{1}{1 + \frac{1}{1 + \frac{1}{2}}} = ?$
(a) 1 (b) $\frac{5}{8}$ (c) $\frac{8}{5}$ (d) 10
7. Which of the following options shows ascending order?
(a) $\frac{3}{4}, \frac{2}{3}, \frac{4}{5}, \frac{5}{6}$ (b) $\frac{2}{3}, \frac{3}{4}, \frac{4}{5}, \frac{5}{6}$ (c) $\frac{5}{6}, \frac{4}{5}, \frac{3}{4}, \frac{3}{2}$ (d) $\frac{2}{3}, \frac{3}{4}, \frac{5}{6}, \frac{4}{5}$
8. What is the value of P when $47p05$ is divisible by 3?
(a) 1 (b) 2 (c) 3 (d) 0
9. Six bells commence tolling together and toll at intervals of 2, 4, 6, 8, 10, & 12 seconds respectively. In 30 minutes how many times do they toll together?
(a) 4 (b) 16 (c) 10 (d) 15
10. Find the lowest common multiple of 24, 36 & 40.
(a) 120 (b) 240 (c) 360 (d) 480
11. Find the next number in the series.
20 10 10 15 30 75 ?
(a) 150 (b) 210 (c) 220 (d) 225
12. 720 120 24 6 2 1 ?
(a) 0.5 (b) 1 (c) 1.5 (d) 2
13. In a certain code language, 'COMPUTER' is coded as 'PMOCRETU', then how is 'DECIPHER' written in that code?
(a) ICEDREHP (b) REHPICED (c) EDICHORE (d) REHPDECI
14. In a certain code language: HARYANA is coded as 8197151.; then how will you code for DELHI.
(a) 45398 (b) 43598 (c) 98354 (d) 45389
15. If A is the brother of B; B is the sister of C; C is the father of D, then how is D related A?
(a) Brother (b) Nephew (c) Niece (d) can't say
16. Introducing a boy, a girl says 'He is the son of the only Daughter of the father of my maternal uncle.'
(a) Nephew (b) Brother (c) uncle (d) son-in-law



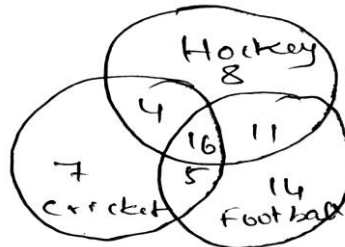
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17. Find the day of the week Dec 28, 1998?
(a) Sunday (b) Monday (c) Tuesday (d) Wednesday
18. If today is Sunday then after 86 days what day will become?
(a) Sunday (b) Monday (c) Tuesday (d) Wednesday
19. Find the angle between two hands of a clock, when clock shows 4:40?
(a) 70° (b) 80° (c) 90° (d) 100°
20. How many times are the hands of a clock at right angle in a day?
(a) 22 (b) 24 (c) 44 (d) 11
21. The average of five consecutive odd numbers is 61. What is the difference between the highest & lowest numbers?
(a) 12 (b) 8 (c) 14 (d) 10
22. The Average weight of A, B, & C is 45 kg. If the Average weight of A & B is 40 kg & that of B & C is 43 kg, then the weight of B is?
(a) 17kg (b) 20kg (c) 26 kg (d) 31 kg
23. Find the fourth proportional of 4, 6, 8, ?
(a) 10 (b) 12 (c) 14 (d) 16
24. In a bag, there are coins of 25p, 10p, & 5p in the ratio of 1:2:3. If there is 30/- in all, how many 5p coins are there?
(a) 50 (b) 100 (c) 150 (d) 200
25. If A : B = 2:3; B:C 5:8 then find A: B: C =
(a) 10:15:24 (b) 8:5:12 (c) 2:3:8 (d) 6:5:4
26. The sum of ages of 5 children born at the interval of 3 years each is 50 years. What is the age of the youngest child?
(a) 4 years (b) 8 years (c) 12 years (d) 16 years.
27. A is two years older than B, who is twice as old as C. If the total of the ages of A,B,& C is 27, then how old is B?
(a) 7 (b) 8 (c) 9 (d) 10
28. A man complete a Journey in 10 hrs. He travels first half of the journey at the rate of 21 kmph and second half at the rate of 24 kmph, then find total journey in km?
(a) 220km (b) 230 km (c) 224 km (d) 234 km
29. A runner can complete a 750 m race in two and half minutes, will he be able to beat another runner who runs at 16.5 kmph?
(a) yes (b) No (c) can't say (d) Never beat
30. If A alone can complete a work in 20 days. B alone can complete the same work in 30 days. If Both A & B working together then how many days the same work would be completed?
(a) 15 days (b) 12 days (c) 10 days (d) 18 days
31. Ram salary is 50,000/-. He got a 15% increment of his salary. What is the new salary?
(a) 55,000 (b) 57,500 (c) 60, 000 (d) 56, 500
32. By how much is 80% of 40 greater than $\frac{4}{5}$ of 25?
(a) 10 (b) 15 (c) 20 (d) 12
33. A man buys a cycle for 1400 and sells it at a loss of 15%. What is the selling price of the cycle?
(a) 1090 (b) 1190 (c) 1290 (d) 990
34. 100 oranges are bought at the rate of 350/- and sold at the rate of 48/- per dozen then find percentage of profit or loss?
(a) 15% loss (b) 15% gain (c) 14 $\frac{2}{7}$ % gain (d) 14 $\frac{2}{7}$ % loss
35. A,B,C start a business with a total capital of 50,000. A invest 4000/- more than B and B invest 5000/- more than C. Out of a total profit of 35,000 A Receives?
(a) 8400 (b) 11,900 (c) 13, 600 (d) 14, 700

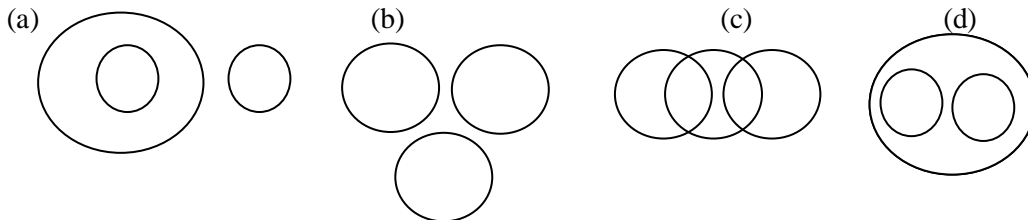


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Skill Course Syllabus (w.e.f:2023-24A.B)

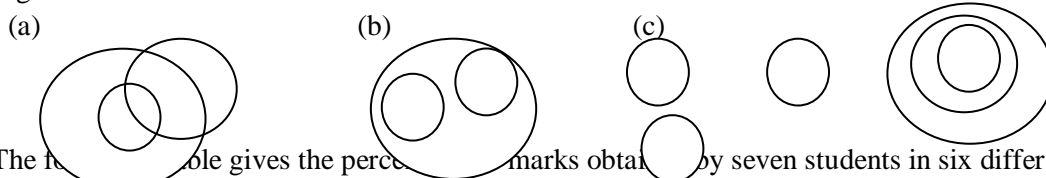
36. A starts business with Rs. 3500 and after 5 months, B joins with A as his partner. After a year, the profit is divided in the ratio 2:3. What is B's contribution in the capital?
(a)7500 (b)8000 (c)8500 (d)9000
37. A sum of Rs. 25000 will become Rs. 31000 in 48 months at some rate of Simple interest. Find the rate of interest per annum?
(a)6% (b)10% (c) 12% (d) 20%
38. A sum of money at simple interest amounts to 815/- in 3 years and amounts to 854 in 4 years then find sum?
(a)650 (b)698 (c)690 (d)700
39. Find the compound interest (CI) on Rs. 12600 for 2 years at 10% per annum compounded annually.
(a)14646 (b)2646 (c)15246 (d) 3636
40. The difference in simple interest and compound interest on a certain sum of money in 2 years at 10% p.a. is 50/- then find sum?
(a)10,000 (b)5000 (c)6000 (d)2000/-
- (41-43): The following venn diagram shows games played by the number of students in a class



41. How many students like only cricket and only football.
(a)7 (b)14 (c) 21 (d)28
42. How many students like all the three games.
(a)4 (b)16 (c)11 (d)5
43. How many students like only one game.
(a)8 (b)14 (c)7 (d) 29
44. Which of the following diagrams indicates the best relation between Travelers, Train & Bus.



45. Which of the following diagrams indicates the best relations between women, mothers and Engineer?



(46-50): The following table gives the percentage marks obtained by seven students in six different subjects in an examination. Study the table and answer the questions based on it. The numbers in the brackets give the maximum marks in each subject.



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Subjects (max.marks)	Maths (150)	Chemistry (130)	Physics (120)	Geography (100)	History (60)	Computer science (40)
Student						
Ayush	90	50	90	60	70	80
Aman	100	80	80	40	80	70
Sajal	90	60	70	70	90	70
Rohit	80	65	80	80	60	60
Muskan	80	65	85	95	50	90
Tanvi	70	75	65	85	40	60
Tarun	65	35	50	77	80	80

46. What was the aggregate of marks obtained by Sajal in all the six subjects?
(a) 409 (b) 419 (c) 429 (d) 449
47. What is the overall percentage of Tarun?
(a) 52.5% (b) 55% (c) 60% (d) 64.5%
48. What are the average marks obtained by all the seven students in Physics? (rounded off to two digits after decimal)?
(a) 77.26 (b) 89.14 (c) 91.37 (d) 96.11
49. The number of students who obtained 60% and above marks in all the subjects is:
(a) 1 (b) 2 (c) 3 (d) None
50. In which subject is the overall percentage the best?
(a) History (b) Maths (c) Physics (d) Chemistry

Key

- | | | | | | | | | | |
|------|------|------|------|------|------|------|------|------|------|
| 1. c | 2.b | 3.a | 4.a | 5.a | 6.c | 7.b | 8.b | 9.b | 10.c |
| 11.d | 12.b | 13.a | 14.d | 15.d | 16.b | 17.b | 18.c | 19.d | 20.c |
| 21.b | 22.d | 23.b | 24.c | 25.a | 26.a | 27.d | 28.c | 29.a | 30.b |
| 31.b | 32.d | 33.b | 34.c | 35.d | 36.d | 37.a | 38.b | 39.b | 40.b |
| 41.c | 42.d | 43.d | 44.c | 45.a | 46.d | 47.c | 48.b | 49.b | 50.b |



ADIKAVI NANNAYA UNIVERSITY: RAJMAHENDRAVARAM
Skill Course Syllabus (w.e.f:2023-24A.B)

Single Major
SKILL COURSE

SEMESTER-II

BUSINESS WRITING

Theory Credits: 2 2 hrs/week

Course Outcomes:

By the end of this course, students will be able to:

1. Understand the fundamentals of business writing, including style, tone, and language.
2. Produce well-structured and concise business documents, such as emails, memos, and reports.
3. Apply principles of effective communication in business letters and interoffice correspondence.
4. Craft persuasive and well-organized business proposals and formal reports.
5. Cultivate a professional and ethical approach to business writing.

Unit 1. Introduction to Business Writing: Importance and purpose of effective business writing; Characteristics of good business writing; Common challenges and misconceptions. Writing Clear and Concise Emails: Appropriate email etiquette in the professional environment, organizing email content and using effective subject lines, Understanding tone and formality in email communication.

Unit 2. Memos and Interoffice Communication: Formatting and structure of memos, Writing memos for various purposes like updates, announcements, requests. Ensuring clarity and coherence in interoffice communication. Business Letters and Formal Correspondence: Structure and components of a business letter, writing persuasive and professional business letters, Responding to inquiries and complaints effectively.

Unit 3: Business Proposals and Reports: Crafting business proposals for projects and initiatives, Formal report writing - format, sections, and organization, Analyzing data and presenting findings in reports. Writing for Digital Platforms: Business writing for websites, social media, and online communication, Leveraging technology for efficient and impactful business writing

Activities:

1. Writing Assignments: Regular business writing tasks covering different document types.
2. Business Proposal Project: Crafting a comprehensive business proposal for a hypothetical scenario.
3. Reports and Presentations: Preparing formal reports and presenting findings to the class.
4. Quizzes and Tests: Assessing understanding of business writing principles and grammar.
5. Class Participation: Active engagement in discussions, peer reviews, and activities.



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Text Books:

1. Business Writing Basics by Jane Watson (Author) Publisher: Self Counsel Press Inc; 2nd edition (1 August 2002) ISBN-10: 1551803860 ISBN-13: 978-1551803869
2. Successful Business Writing - How to Write Business Letters, Emails, Reports, Minutes and for Social Media - Improve Your English Writing and Grammar: of Exercises and Free Downloadable Workbook by Heather Baker Publisher: Universe of Learning Ltd; Illustrated edition (1 March 2012) ISBN-10 : 1849370745 ISBN-13 : 978-1849370745
3. Business Correspondence and Report Writing, 6th Edition by R C Sharma, Krishna Mohan, Virendra Singh Nirban. Publisher: McGraw Hill Education (India) Private Limited. ISBN-10: 9390113008 ISBN-13 : 978-9390113002

Reference Books:

1. "The Essential Business Handbook: The Nuts & Bolts of Getting Up and Running Fast" by John Storey and Amelia Storey (Indian Edition)
2. "The AMA Handbook of Business Writing: The Ultimate Guide to Style, Grammar, Punctuation, Usage, Construction, and Formatting" by Kevin Wilson and Jennifer Wauson



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Skill Course Syllabus (w.e.f:2023-24A.B)

MODEL QUESTION PAPER
Semester – II
SKILL COURSE
BUSINESS WRITING

Time: 2 hrs

Marks 50

SECTION-A

Answer All

3 X 10=30 Marks

1. a. What are the Principles of a Good Business Writing?

OR

b. What are the appropriate email etiquettes in Professional environment?

2. a. Write about the structure of memos?

OR

b. What the Different Types of Business Letters?

3. a. Write in detail about Formal Report writing?

OR

b. How can you Present Business writing for websites?

SECTION-B

Answer Any Four

4 X 5=20 Marks

1. What are the Misconceptions in Business Writing?

2. Explain E-Mail Tone in E-Mail Communication Process?

3. What are the various Purposes of MEMO's?

4. How will you complain against loss of Mobile phone?

5. Elements of Formal report writing

6. How can you Create impactful business writing?



Single Major
SKILL COURSE (w.e.f. AY 2023-24)
SEMESTER-I
COMMUNICATION SKILLS

Theory Credits: 2 2 hrs/week

Course Objectives & Outcomes:

Upon the completion of the course the students will be able to:

- Understand the nature importance of communication.
- Learn the process involved in communication.
- Develop interview skills.
- Acquire presentation skills.
- Effectively play their roles in group discussions.
- Enhance the skills of public speaking.

Course Content:

UNIT-I

BASICS OF COMMUNICATION

1. Nature and importance of communication
2. Process of Communication
3. Principles of communication
4. Barriers to effective communication
5. Strategies for effective communication

UNIT-II

PRESENTATION SKILLS

1. Preparation of a good presentation
2. Verbal communication in presentation
3. Non-verbal communication in presentation
4. Visual aids/Materials in presentation
5. Analyzing audience and managing questions



UNIT- III

INTERVIEWS AND GROUP DISCUSSIONS

1. Interview and its types
2. Before, during and after an interview
3. Do's and Don'ts in an interview
4. Basic Interview questions
5. Structure and process of Group Discussions
6. Role functions, Do's and Don'ts

Recommended Activities:

- Presenting seminar papers.
- Mock interviews.
- Using Power point presentations in seminars.

References:

- Working in English, Jones, Cambridge
- Business Communication, Raman –Prakash, Oxford
- Speaking Personally, Porter-Ladousse, Cambridge
- Speaking Effectively, Jermy Comfort, et.al, Cambridge
- Anjanee Sethi & Bhavana Adhikari, Business Communication, Tata McGraw Hill
- Jermy Comfort, Speaking Effectively, et.al, Cambridge



ADIKAVI NANNAYA UNIVERSITY: RAJMAHENDRAVARAM

MODEL QUESTION PAPER
Semester – I
SKILL COURSE (w.e.f. AY 2023-24)
COMMUNICATION SKILLS

Time: 2 hours

Max. Marks: 50

SECTION-A

4X5=20M

Answer any FOUR of the Questions:

1. What is the process of communication?
2. What is the nature of communication?
3. Explain verbal communication in presentation?
4. Explain Nonverbal communication and presentation?
5. What are the do's and don'ts in an interview?
6. Mention basic interview questions?
7. What is a role play (do's and don'ts)?
8. What are the strategies for effective communication?

SECTION-B

3X10=30M

Answer any THREE Questions:

9. (a) What are principles of communication?
(or)
(b) Mention the barriers to effective communication?
10. (a) Explain the preparation and types of a good presentation.
(or)
(b) How to analyze audience and manage questions?
11. (a) Explain about interviews and various types of interviews.
(or)
(b) Write about groups discussions. What are the do's and don'ts in Role play?



ADIKAVI NANNAYA UNIVERSITY: RAJMAHENDRAVARAM
Skill Course Syllabus (w.e.f:2023-24A.B)

Single Major
SKILL COURSE

SEMESTER-II

DIGITAL LITERACY

<u>Theory</u>	<u>Credits: 2</u>	<u>2 hrs/week</u>
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By undergoing the Digital Literacy course, one should acquire basic knowledge on Computer and he/she is able to

CO1: Perform operations on the computer

CO2: Access the Internet and finding information of interest

CO3: Register for an E-mail account and operating it

CO4: Make bill payments and use other applications of Internet

CO5: Create, edit and format documents using a word processor

Course Duration: 30 Hours

Credits: 2

Unit-1: operate the elements of a computer and performing operations on the computer

Operate the elements of a computer including power cord, power switch, network connecting cable, USB ports, Mouse operations, Keyboard operations, interface icons, GUI elements, Editing options, perform operations including switching on the computer, logging in, locating a file, opening a file, printing a document, storing a file with proper extension, creating a folder/ sub folder in a volume on hard disk and desktop, shifting files from one folder to another, shutting off the computer

Unit-2: Access the Internet to browse information and E-mail operation

Access the Internet, use a search engine, find information on the topic of interest, register for a web-based E-mail account, access E-mail with attachments, reply to an E-mail, forward an E-mail and delete an E-mail message

Unit-3: Make bill payments, other applications using Internet and word processing

Make utility bill payments, booking bus/train tickets, bank transactions, personal transactions, job search through employment portals, mobile/DTH recharge, word processing basics, creating, editing and formatting of text, saving and printing of word document

Prescribed readings:

1. Appreciation of Digital Literacy Handbook published by Department of Electronics & Information Technology, Ministry of Communications & Information Technology, Government of India



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Web Resources:

1. https://youtu.be/b2X_j5Bz-VM
2. <https://youtu.be/jln3-P6L2ro>
3. <https://youtu.be/cfDisqUMIvw>
4. https://youtu.be/3h_PyURcdrc
5. <https://youtu.be/EqN0LBcydBg>

Note: Digital Literacy course should be taught by blending the practical demonstration of concepts with hands-on experience by learners using desktop/laptop computer and mobile handset devices



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MODEL QUESTION PAPER
Semester – II
SKILL COURSE
DIGITAL LITERACY

Time: 2 hrs

Marks:50

SECTION-A

ANSWER ALL QUESTIONS

3*10=30M

1. A) Write about USB ports? (or)
B) Explain Graphical User Interface?
2. A) Discuss about E-mail operations? (or)
B) Explain how to forward an E-mail and delete an E-mail message?
3. A) What is word processing and explain along with Features? (or)
B) Discuss about the performing Mobile and DTH Recharge Online?

SECTION-B

ANSWER ANY FOUR QUESTIONS

4*5=20

1. How to create folder/sub folder?
2. How to shift files from one folder to another?
3. What is search Engine?
4. Write steps to Online Bill payments?
5. Explain Internet Connectivity?
6. Explain Email?



ADIKAVI NANNAYA UNIVERSITY: RAJMAHENDRAVARAM
General English Syllabus (w.e.f:2023-24A.B)

Single Major

GENERAL ENGLISH

(1 Semesters) w.e.f. AY 2023-24

COURSE STRUCTURE

Semester	Course Number	Course Name	No. of Hrs/Week	No. of Credits
Semester-I	1	A Course in Communication and Soft Skills	4	3



ADIKAVI NANNAYA UNIVERSITY: RAJMAHENDRAVARAM
General English Syllabus (w.e.f:2023-24A.B)

SEMESTER-I

COURSE 1: A COURSE IN COMMUNICATION AND SOFT SKILLS

Theory

Credits: 3

4 hrs/week

Objectives & Outcomes

By the end of the course the learner will be able to:

- Understand the importance of listening and practice effective listening.
- Use grammar effectively for accuracy in writing and speaking.
- Use relevant vocabulary in everyday communication.
- Acquire ability to use Soft Skills in professional and daily life.
- Confidently use the skills of communication.

I. UNIT: Listening Skills

- a. Importance of Listening
- b. Types of Listening
- c. Barriers to Listening
- d. Effective Listening

II. UNIT: Phonetics

- a. Sounds of English: Vowels and Consonants
- b. Syllable
- c. Word Stress
- d. Intonation

III. UNIT: Grammar

- a. Concord
- b. Articles
- c. Prepositions
- d. Tenses
- e. Question tags

IV. UNIT: Speaking Skills

- a. Greetings & Introduction
- b. Asking and Giving Information
- c. Yes, We Can Barack Obama
- d. Agreeing/ Disagreeing
- e. A Leader Should Know How to Manage Failure Dr. A.P.J. Abdul Kalam

V. UNIT: Soft Skills

- a. SWOC
- b. Attitude
- c. Emotional Intelligence
- d. Netiquette
- e. Interpersonal Skills



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References:

1. Soft Skills, Dr. Alex (New Delhi: S. Chand & Company Ltd) 2009.
2. Interpersonal Skills Training, Philip Burnard (New Delhi: Viva Books Private Ltd)
3. Soft Skills for Everyone, Jeff Butterfield (New Delhi: Cengage Learning India Pvt Ltd) 2012
4. Emotional Intelligence, Daniel Goleman (London: Bloomsbury Publishing) 1996
5. A Text Book of English Phonetics for Indian Students, Balasubramanian
6. A Handbook for English Language Labor, E. Suresh Kumar, P. Sreehari
7. Communication Skills (2nd Edition), Sanjay Kumar & PushpLata, Oxford University Press, 2016.

Activities:

Make the students listen to news excerpts.
Watch interviews and speeches on You Tube.
Role plays on formal and informal conversations.



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Single Major
General English (w.e.f. AY 2023-24)
SEMESTER-I

Paper: A Course in Communication and Soft Skills

Time: 3 hours

Max Marks: 70

SECTION – A

Answer any 5 questions. Each question carries 5 marks

(5 X 4M = 20M)

1. Read the following sentences and mark them as True or False:

1. In critical thinking, you listen for selective information. ()
2. 'Biased information' is good for skimming and scanning ()
3. When you listen for information to make notes, it is called 'informational listening'. ()
4. 'Selected listening' is also called 'biased listening' ()

2. From the given transcription, write the words in normal spelling.

1. / æŋgrɪ/
2. /ɔ:kwəd/
3. /ti:tʃə/
4. /ɔ:θə/

3. Correct the following sentences:

- a. One of my friends have gone to France
- b. He restored sight to blind
- c. You may sit among Ravi and Krishna
- d. I have known him since five years

4. Fill in the blanks with suitable prepositions:

1. We have not seen him ---- Monday.
2. What are you looking ----?
3. The servant is accused---- stealing.
4. We all live----the same roof.

5. Apply your knowledge of syllable division by breaking down the following words into their respective syllables:

1. uniformity
2. ignorant
3. embarrass
4. dimension

6. Mark stress on the following words:

1. Appointment
2. Uniformity
3. Conducive
4. Embarrass

7. Fill in the blanks in the following sentences with suitable Form of the Verb given in the

- a) Eagles----very high (fly)
- b) Many of my teachers ---- in this college since 1995 (work)
- c) The seniors ---- the Freshers' Party yesterday (organize)
- d) Ravi ----homework now(do)



ADIKAVI NANNAYA UNIVERSITY: RAJMAHENDRAVARAM
General English Syllabus (w.e.f:2023-24A.B)

8. Match the following sentences under Column “A” with their correct “Question Tags” under Column “B”

- | A | | B |
|----------------------------|-----|------------------|
| 1. He is not angry. | () | a) Aren't we ? |
| 2. We are friends | () | b) Can n't she?? |
| 3. She does not know Hindi | () | c) Is he? |
| 4. Rani can speak English | () | d) Will you |

SECTION – B

Answer all the questions. Each question carries 10 marks

5 x 10= 50M

9 a) How many types of listening are observed by experts and explain them in detail?

(OR)

b) Summarize the speech of Obama's “ Yes, We Can”

10.a) Drawing inspiration from Kalam's life and teachings elaborate on the key principles and strategies that a leader should embrace when confronted with failures.

(OR)

b) Why is SWOC useful for students?

11.a) Define positive thinking and write the advantages of it.

(OR)

b) Discuss the nature and functions of emotions?

12.a) How to enhance emotional intelligence?

(OR)

b) What do you mean by social media? What are the advantages and disadvantages of social media? Explain.

13.a) Explain the e-mail etiquette.

(OR)

b) What includes Interpersonal Skills?



ADIKAVI NANNAYA UNIVERSITY: RAJMAHENDRAVARAM
General English Syllabus (w.e.f:2023-24A.B)

Programme: GENERAL ENGLISH

(2 Semesters)

w.e.f. AY 2023-24

COURSE STRUCTURE

Semester	Course Number	Course Name	No. of Hrs/Week	No. of Credits
Semester-II	2	A Course in Reading & Writing Skills	4	3



ADIKAVI NANNAYA UNIVERSITY: RAJMAHENDRAVARAM
General English Syllabus (w.e.f:2023-24A.B)

SEMESTER-II

COURSE 1: A COURSE IN READING & WRITING SKILLS

Theory

Credits: 3

4 hrs/week

Objectives & Outcomes

By the end of the course the learner will be able to:

- Use reading skills for effective comprehension.
- Build up a repository of active vocabulary.
- Own writing strategies in academic skills.
- Enable writing skills for future purposes.
- Enhance communicative competence through Reading and Writings skills acquired.

I. UNIT

Poetry	:1.Ulysses	Alfred Lord Tennyson
Skills	:2. Vocabulary: Conversion of Words	
	:3. One Word Substitutes	
	:4.Collocations	

II. UNIT

Prose	:1. The Best Investment I Ever Made	A.J.Cronin
Non-Detailed Text	:2.Florence Nightingale	Abrar Mohsin
Skills	: 3.Skimming and Scanning	

III. UNIT

Prose	:1.TheNight Train at Deoli	RuskinBond
Poetry	: 2. Stopping by Woods on a Snowy Evening	Robert Frost
Skills	:3. Reading Comprehension (TopDown, Bottom Up and Schema Theory)	
	:4. Note Making/ Taking	

IV.UNIT

Poetry	:1.Night of the Scorpion	Nissim Ezekiel
Skills	:2. Expansion of Ideas	
	:3.Notices, Agendas and Minutes	

V.UNIT

Non-Detailed Text	: 1.An Astrologer's Day	RK Narayan
Skills	:2. Curriculum Vitae and Resume	
	:3. Letters	
	:4.E-Correspondence	

References:

1. Communication Skills (2nd Edition), Sanjay Kumar &PushpLata, Oxford University Press, 2016.
2. The New Oxford Guide to Writing, Thomas. S. Kane,



ADIKAVI NANNAYA UNIVERSITY: RAJMAHENDRAVARAM
General English Syllabus (w.e.f:2023-24A.B)

3. Reading Skills: How to Read Better and Faster- Speed Reading, Reading Comprehension & Accelerated Learning (2nd Edition), Nick Bell.
4. English Vocabulary in Use: Upper Intermediate, Cambridge University Press.

Activities:

Asking the students to prepare a model

resume. Quiz on one word substitutes.

Collocation pair activity.

Asking the students to read news clippings and make notes.



ADIKAVI NANNAYA UNIVERSITY: RAJMAHENDRAVARAM
General English Syllabus (w.e.f:2023-24A.B)

Model Paper
General English (w.e.f. AY 2023-24)

SEMESTER-II

Paper: A Course in Reading and Writing Skills

Time: 3 hours

Marks: 70

SECTION – A

Answer any 5 questions. Each question carries 4 marks:

(4 X5 = 20M)

1. Rewrite the following sentences while filling the blanks in the second sentence of each pair with an appropriate form of the word given in Italics in the first sentence:

1. You are a *responsible* officer.
As an officer, you know your.....
2. Some people *smuggle* Swiss watches into India
He is a of watches.
3. He is a *sincere* person.
He is known for his.....
4. Suresh is very *brilliant* in Mathematics.
He is praised for his...in Mathematics.

2. State whether the following statement is True or False:

1. Skimming and Scanning are two different writing strategies used for different purposes. ()
2. Skimming is very useful to get a preview of the text. ()
3. Scanning is used to locate specific facts for information. ()
4. Scanning is a speaking technique. ()



ADIKAVI NANNAYA UNIVERSITY: RAJMAHENDRAVARAM
General English Syllabus (w.e.f:2023-24A.B)

3. Read the following passage carefully and answer the following questions that follow:

Infants who spend long periods in front of the television may be at greater risk of developing medical problems later in life. It includes premature puberty, sleep disturbances, and metabolic disorders, according to a recent report. The famous psychologist Aric Sigmen said many studies were beginning to emerge that suggest spending long periods in front of a TV. screen, whether a television or a computer, may have damaging physiological effects.

One study, by a team from Florence university, found that watching television and playing computer games lowered the amount of the sleep hormone, melatonin, children produced, an effect that could bring an earlier puberty. There may be attention deficit disorder, obesity, short sightedness and Alzheimer's disease. Children aged between 11 and 15 now spend 55 per cent of their waking lives in front of the screen amounting to 53 hours a week. More than half of three-year-olds now have a television set in their bedroom.

1. Mention three later ailments to be developed in infants which are due to spending long periods in front of the television?
2. What is the general pastime of children between 11 and 15 now?
3. What are the findings of a team from Florence University?
4. Children spend hours a week before the T.V. screen. Fill in the blank with the right answer.
a) 54 b) 53 c) 52 d) 50

4. Expand the following into a paragraph:

A book cannot be judged by its cover.

5. Write a letter to your friend, describing your pleasure trip to a place of your choice that you have visited recently.

6. Match the following :

- | A | B |
|---|-----------------|
| • One who is fluent in several languages () | a. Eavesdropper |
| • A study of derivation of words . () | b. Pessimist |
| • One who secretly listens to the talk of others. () | c. Ethnology |
| • An optimist is one who looks the bright side of everything () | d. Polyglot |



ADIKAVI NANNAYA UNIVERSITY: RAJMAHENDRAVARAM
General English Syllabus (w.e.f:2023-24A.B)

7. Fill in the blanks with suitable words from the given below to make acceptable collocations:

equal, lie, story, fundamental, comfort, noble, danger, highly

- i. You have to come out of yourzone if you really want to grow in your career
- ii. Don't tell a.....to win the game.
- iii. We demandrights.
- iv. The restaurant is... recommended for buffet lunch.

8. Given below are a few sentences. State whether each of them is formal or informal.

- 1. We are pleased to inform you that you have been shortlisted for the next stage of interview.
- 2. Hi, how are you?
- 3. Could you please let me know the time of your arrival ?
- 4. Give me an appointment to meet the Manager.

SECTION – B

Answer all the questions. Each question carries 10 marks

(5X10=50M)

9. A. Analyse how Tennyson's poem depicts Ulysses' heroism and what it implies for us now.
OR
B. Sketch the character of Telemachus.

10. A. Examine the significance of Johnny Lavery's influence on Dr. Manson's personal and professional development in "The Best Investment I Have Ever Made."

OR

- B. Explore how Florence Nightingale's services during the Crimean War revolutionized the field of nursing and impact healthcare practices?

11. A. Examine the theme of unfulfilled love in Ruskin Bond's "The Night Train at Deoli"
OR

- B. Discuss how the speaker's contemplation of the woods reflected his internal conflict between duty and desire?

12. A. How does the mother's reaction to the scorpion's sting represent the themes of endurance, love, gratitude, selflessness, and human capacity to find meaning in adversity?

OR

- B. Outline the important rules for drafting meeting minutes, such as what material should be included and what format is preferred.



ADIKAVI NANNAYA UNIVERSITY: RAJMAHENDRAVARAM
General English Syllabus (w.e.f:2023-24A.B)

13. A. Discuss the role played by irony and coincidence in R.K.Narayan's "An Astrologer's Day" with regard to the themes of fate and free will?

OR

- B. Prepare a Curriculum Vitae for the following advertisement:

Wanted a female faculty in English for a residential college for women. The candidate should be a post-graduate aged above thirty-five. Part time lecturers are also acceptable. The candidate should possess a pleasing personality with excellent communication skills. Previous experience is preferable -Apply to Post Box 116, c/o "The Hindu", Vijayawada.



ADIKAVI NANNAYA UNIVERSITY

Rajamahendravaram - 533296, Andhrapradesh, INDIA

Sl. No. : 2614839

GRADE SHEET

OFFICIAL MEMORANDUM NO: (Supdt.) E-III / 001/2024/Dated: 11.03.2024

STATEMENT OF GRADES FOR B.Sc.

CBCS SCHEME

DEGREE EXAMINATIONS AT THE END OF THIRD SEMESTER - DEC 2023

NAME OF THE CANDIDATE: **KANCHARANI RAJ KUMAR**

THE FOLLOWING GRADES WERE SECURED BY THE CANDIDATE:

REGISTER NO: 223927101002

SUBJECTS	CREDITS	GRADE	POINTS	GRADE POINTS
ENGLISH - A COURSE IN CONVERSATIONAL SKILLS	3	B	6	18
GENERAL TELUGU - SRUJANAATHMAKA RACHANA	3	B+	7	21
ENVIRONMENTAL EDUCATION	2	B+	7	14
ANALYTICAL SKILLS	2	D	4	8
POULTRY FARMING	2	A	8	16
ABSTRACT ALGEBRA	4	A	8	32
ABSTRACT ALGEBRA PRACTICALS	1	O	10	10
HEAT AND THERMO DYNAMICS	4	B+	7	28
HEAT AND THERMO DYNAMICS PRACTICALS	1	A+	9	9
ORGANIC CHEMISTRY AND SPECTROSCOPY	4	B+	7	28
ORGANIC CHEMISTRY AND SPECTROSCOPY PRACTICALS	1	A+	9	9

TOTAL :
SGPA : 7.15

27

193

RANGE OF MARKS (%) :	>=90	80-89.99	70-79.99	60-69.99	55-59.99	50-54.99	40-49.99	<40
GRADE:	O	A+	A	B+	B	C	D	F
POINTS:	10	9	8	7	6	5	4	0



RAJAMAHENDRAVARAM
DATE : 11-Mar-2024

CONTROLLER OF EXAMINATIONS



ADIKAVI NANNAYA UNIVERSITY

Rajamahendravaram - 533296, Andhrapradesh, INDIA

Sl. No. : 2614849

GRADE SHEET

OFFICIAL MEMORANDUM NO: (Supdt.) E-III /001/2024/Dated: 11.03.2024

STATEMENT OF GRADES FOR B.Sc.

CBCS SCHEME

DEGREE EXAMINATIONS AT THE END OF THIRD SEMESTER - DEC 2023

NAME OF THE CANDIDATE: **KANNETI RAJEEV**

THE FOLLOWING GRADES WERE SECURED BY THE CANDIDATE:

REGISTER NO: 223927102013

SUBJECTS	CREDITS	GRADE	POINTS	GRADE POINTS
ENGLISH - A COURSE IN CONVERSATIONAL SKILLS	3	B+	7	21
GENERAL TELUGU - SRUJANAATHMAKA RACHANA	3	A	8	24
ENVIRONMENTAL EDUCATION	2	B+	7	14
ANALYTICAL SKILLS	2	D	4	8
POULTRY FARMING	2	A	8	16
ABSTRACT ALGEBRA	4	A	8	32
ABSTRACT ALGEBRA PRACTICALS	1	O	10	10
HEAT AND THERMO DYNAMICS	4	A	8	32
HEAT AND THERMO DYNAMICS PRACTICALS	1	A+	9	9
DATABASE MANAGEMENT SYSTEM	4	B	6	24
DATABASE MANAGEMENT SYSTEM PRACTICALS	1	O	10	10
TOTAL :	27			200
SGPA : 7.41				

RANGE OF MARKS (%) :	>=90	80-89.99	70-79.99	60-69.99	55-59.99	50-54.99	40-49.99	<40
GRADE:	O	A+	A	B+	B	C	D	F
POINTS:	10	9	8	7	6	5	4	0



RAJAMAHENDRAVARAM
DATE :11-Mar-2024

Amritha
CONTROLLER OF EXAMINATIONS

RANGE OF MARKS (%) :	>=90	80-89.99	70-79.99
GRADE:	O	A+	A
POINTS:	10	9	8



GRADE SHEET

OFFICIAL MEMORANDUM NO: (Supdt.) E-III /001/2024/Dated: 11.03.2024

STATEMENT OF GRADES FOR B.Sc.

CBCS SCHEME

DEGREE EXAMINATIONS AT THE END OF THIRD SEMESTER - DEC 2023

NAME OF THE CANDIDATE: **PINIPE MANI TEJA**

THE FOLLOWING GRADES WERE SECURED BY THE CANDIDATE:

REGISTER NO: 223927110030

SUBJECTS	CREDITS	GRADE	POINTS	GRADE POINTS
ENGLISH - A COURSE IN CONVERSATIONAL SKILLS	3	B	6	18
GENERAL TELUGU - SRUJANAATHMAKA RACHANA	3	C	5	15
ENVIRONMENTAL EDUCATION	2	B	6	12
ANALYTICAL SKILLS	2	B	6	12
POULTRY FARMING	2	A	8	16
ORGANIC CHEMISTRY AND SPECTROSCOPY	4	F	0	0
ORGANIC CHEMISTRY AND SPECTROSCOPY PRACTICALS	1	B+	7	7
ANATOMY AND EMBRYOLOGY OF ANGIOSPERMS, PLANT ECOLOGY AND BIODIVERSITY	4	abs.	0	0
ANATOMY AND EMBRYOLOGY OF ANGIOSPERMS, PLANT ECOLOGY AND BIODIVERSITY PRACTICALS	1	A+	9	9
CELL BIOLOGY, GENETICS, MOLECULAR BIOLOGY & EVOLUTION	4	F	0	0
CELL BIOLOGY, GENETICS, MOLECULAR BIOLOGY & EVOLUTION PRACTICALS	1	A	8	8
TOTAL :	27			
SGPA :				0

RANGE OF MARKS (%) :	>=90	80-89.99	70-79.99	60-69.99	55-59.99	50-54.99	40-49.99	<40
GRADE:	O	A+	A	B+	B	C	D	F
POINTS:	10	9	8	7	6	5	4	0

RAJAMAHENDRAVARAM
DATE :11-Mar-2024

CONTROLLER OF EXAMINATIONS



ADIKAVI NANNAYA UNIVERSITY

Chem



ADIKAVI NANNAYA UNIVERSITY

Rajamahendravaram - 533296, Andhrapradesh, INDIA

Sl. No. : 2638663

GRADE SHEET

OFFICIAL MEMORANDUM NO: (Supdt.) E-III /001/2023/Dated: 03.05.2024

STATEMENT OF GRADES FOR B.Sc.
CBCS - UG HONOURS WITH SINGLE MAJOR

DEGREE EXAMINATIONS AT THE END OF FIRST SEMESTER - JAN 2024

NAME OF THE CANDIDATE: **NAMALA SANDEEP**

THE FOLLOWING GRADES WERE SECURED BY THE CANDIDATE:

REGISTER NO: 233927168015

SUBJECTS	CREDITS	GRADE	POINTS	GRADE POINTS
ENGLISH-A COURSE IN COMMUNICATION AND SOFT SKILLS	3	abs.	0	0
GENERAL TELUGU-SAHITHI SOURABHAM	3	F	0	0
INDIAN HISTORY	2	F	0	0
COMMUNICATION SKILLS	2	F	0	0
ANALYTICAL SKILLS	2	F	0	0
INTRODUCTION TO CLASSICAL BIOLOGY	4	F	0	0
INTRODUCTION TO APPLIED BIOLOGY	4	C	5	20

TOTAL :
SGPA :

20

0

RANGE OF MARKS (%) :	>=90	80-89.99	70-79.99	60-69.99	55-59.99	50-54.99	40-49.99	<40
GRADE:	O	A+	A	B+	B	C	D	F
POINTS:	10	9	8	7	6	5	4	0



RAJAMAHENDRAVARAM
DATE : 09 - Sep - 2024

CONTROLLER OF EXAMINATIONS



ADIKAVI NANNAYA UNIVERSITY

Rajamahendravaram - 533296, Andhrapradesh, INDIA

Sl. No. : 2638676

GRADE SHEET

OFFICIAL MEMORANDUM NO: (Supdt.) E-III /001/2023/Dated: 03.05.2024

STATEMENT OF GRADES FOR B.Sc.
CBCS - UG HONOURS WITH SINGLE MAJOR

DEGREE EXAMINATIONS AT THE END OF FIRST SEMESTER - JAN 2024

NAME OF THE CANDIDATE: **GIRIGI AMRUTHA SEN**

THE FOLLOWING GRADES WERE SECURED BY THE CANDIDATE:

REGISTER NO: 233927169028

SUBJECTS	CREDITS	GRADE	POINTS	GRADE POINTS
ENGLISH-A COURSE IN COMMUNICATION AND SOFT SKILLS	3	F	0	0
GENERAL TELUGU-SAHITHI SOURABHAM	3	F	0	0
INDIAN HISTORY	2	F	0	0
COMMUNICATION SKILLS	2	F	0	0
LEADERSHIP SKILLS	2	F	0	0
ESSENTIALS AND APPLICATIONS OF MATHEMATICAL, PHYSICAL AND CHEMICAL SCIENCES	4	C	5	20
ADVANCES IN MATHEMATICAL, PHYSICAL AND CHEMICAL SCIENCES	4	F	0	0

TOTAL :

20

0

SGPA :

RANGE OF MARKS (%) :	≥ 90	80-89.99	70-79.99	60-69.99	55-59.99	50-54.99	40-49.99	<40
GRADE:	O	A+	A	B+	B	C	D	F
POINTS:	10	9	8	7	6	5	4	0



RAJAMAHENDRAVARAM
DATE : 09 - Sep - 2024

Amrutha
CONTROLLER OF EXAMINATIONS



ADIKAVI NANNAYA UNIVERSITY

Rajamahendravaram - 533296, Andhrapradesh, INDIA

Sl. No. : 2638676

GRADE SHEET

OFFICIAL MEMORANDUM NO: (Supdt.) E-III /001/2023/Dated: 03.05.2024

STATEMENT OF GRADES FOR B.Sc.
CBCS - UG HONOURS WITH SINGLE MAJOR

DEGREE EXAMINATIONS AT THE END OF FIRST SEMESTER - JAN 2024

NAME OF THE CANDIDATE: **GIRIGI AMRUTHA SEN**

THE FOLLOWING GRADES WERE SECURED BY THE CANDIDATE:

REGISTER NO: 233927169028

SUBJECTS	CREDITS	GRADE	POINTS	GRADE POINTS
ENGLISH-A COURSE IN COMMUNICATION AND SOFT SKILLS	3	F	0	0
GENERAL TELUGU-SAHITHI SOURABHAM	3	F	0	0
INDIAN HISTORY	2	F	0	0
COMMUNICATION SKILLS	2	F	0	0
LEADERSHIP SKILLS	2	F	0	0
ESSENTIALS AND APPLICATIONS OF MATHEMATICAL, PHYSICAL AND CHEMICAL SCIENCES	4	C	5	20
ADVANCES IN MATHEMATICAL, PHYSICAL AND CHEMICAL SCIENCES	4	F	0	0

TOTAL :

20

0

SGPA :

RANGE OF MARKS (%) :	≥ 90	80-89.99	70-79.99	60-69.99	55-59.99	50-54.99	40-49.99	<40
GRADE:	O	A+	A	B+	B	C	D	F
POINTS:	10	9	8	7	6	5	4	0



RAJAMAHENDRAVARAM
DATE : 09 - Sep - 2024

Amrutha
CONTROLLER OF EXAMINATIONS



ADIKAVI NANNAYA UNIVERSITY

Rajamahendravaram - 533296, Andhrapradesh, INDIA

Sl. No. : 2638692

GRADE SHEET

OFFICIAL MEMORANDUM NO: (Supdt.) E-III /001/2023/Dated: 03.05.2024

STATEMENT OF GRADES FOR B.Sc.
CBCS - UG HONOURS WITH SINGLE MAJOR

DEGREE EXAMINATIONS AT THE END OF FIRST SEMESTER - JAN 2024

NAME OF THE CANDIDATE: **BOYIDI GURU DATTA SURYA SAI**

THE FOLLOWING GRADES WERE SECURED BY THE CANDIDATE:

REGISTER NO: 233927170044

SUBJECTS	CREDITS	GRADE	POINTS	GRADE POINTS
ENGLISH-A COURSE IN COMMUNICATION AND SOFT SKILLS	3	D	4	12
GENERAL TELUGU-SAHITHI SOURABHAM	3	C	5	15
INDIAN HISTORY	2	D	4	8
COMMUNICATION SKILLS	2	D	4	8
LEADERSHIP SKILLS	2	F	0	0
ESSENTIALS AND APPLICATIONS OF MATHEMATICAL, PHYSICAL AND CHEMICAL SCIENCES	4	F	0	0
ADVANCES IN MATHEMATICAL, PHYSICAL AND CHEMICAL SCIENCES	4	F	0	0
TOTAL :	20			0
SGPA :				

RANGE OF MARKS (%) :	>=90	80-89.99	70-79.99	60-69.99	55-59.99	50-54.99	40-49.99	<40
GRADE:	O	A+	A	B+	B	C	D	F
POINTS:	10	9	8	7	6	5	4	0



RAJAMAHENDRAVARAM
DATE : 09 - Sep - 2024

CONTROLLER OF EXAMINATIONS



ADIKAVI NANNAYA UNIVERSITY

Rajamahendravaram - 533296, Andhrapradesh, INDIA

Sl. No. : 2638692

GRADE SHEET

OFFICIAL MEMORANDUM NO: (Supdt.) E-III /001/2023/Dated: 03.05.2024

STATEMENT OF GRADES FOR B.Sc.
CBCS - UG HONOURS WITH SINGLE MAJOR

DEGREE EXAMINATIONS AT THE END OF FIRST SEMESTER - JAN 2024

NAME OF THE CANDIDATE: **BOYIDI GURU DATTA SURYA SAI**

THE FOLLOWING GRADES WERE SECURED BY THE CANDIDATE:

REGISTER NO: 233927170044

SUBJECTS	CREDITS	GRADE	POINTS	GRADE POINTS
ENGLISH-A COURSE IN COMMUNICATION AND SOFT SKILLS	3	D	4	12
GENERAL TELUGU-SAHITHI SOURABHAM	3	C	5	15
INDIAN HISTORY	2	D	4	8
COMMUNICATION SKILLS	2	D	4	8
LEADERSHIP SKILLS	2	F	0	0
ESSENTIALS AND APPLICATIONS OF MATHEMATICAL, PHYSICAL AND CHEMICAL SCIENCES	4	F	0	0
ADVANCES IN MATHEMATICAL, PHYSICAL AND CHEMICAL SCIENCES	4	F	0	0
TOTAL :	20			0
SGPA :				

RANGE OF MARKS (%) :	>=90	80-89.99	70-79.99	60-69.99	55-59.99	50-54.99	40-49.99	<40
GRADE:	O	A+	A	B+	B	C	D	F
POINTS:	10	9	8	7	6	5	4	0



RAJAMAHENDRAVARAM
DATE : 09 - Sep - 2024

CONTROLLER OF EXAMINATIONS



ADIKAVI NANNAYA UNIVERSITY

Rajamahendravaram - 533296, Andhrapradesh, INDIA

Sl. No. : 2618672

GRADE SHEET

OFFICIAL MEMORANDUM NO: (Supdt.) E-I /001/2023/Dated:11.03.2024

STATEMENT OF GRADES FOR B.A.
CBCS SCHEME

DEGREE EXAMINATIONS AT THE END OF THIRD SEMESTER - DEC 2023

NAME OF THE CANDIDATE: **DUNNA GOWTHAMI**

THE FOLLOWING GRADES WERE SECURED BY THE CANDIDATE:

REGISTER NO: 223926201004

SUBJECTS	CREDITS	GRADE	POINTS	GRADE POINTS
ENGLISH - A COURSE IN CONVERSATIONAL SKILLS	3	B+	7	21
GENERAL TELUGU - SRUJANAATHMAKA RACHANA	3	B+	7	21
ENVIRONMENTAL EDUCATION	2	C	5	10
ANALYTICAL SKILLS	2	D	4	8
FINANCIAL MARKETS	2	A	8	16
MODERN INDIAN HISTORY & CULTURE (1764 - 1947 A.D)	4	B+	7	28
DEVELOPMENT ECONOMICS	4	B	6	24
INDIAN GOVERNMENT AND POLITICS	4	B+	7	28

TOTAL :
SGPA : 6.5

24

156

RANGE OF MARKS (%) :	≥ 90	80-89.99	70-79.99	60-69.99	55-59.99	50-54.99	40-49.99	< 40
GRADE:	O	A+	A	B+	B	C	D	F
POINTS:	10	9	8	7	6	5	4	0



RAJAMAHENDRAVARAM
DATE :29-Aug-2024

CONTROLLER OF EXAMINATIONS



ADIKAVI NANNAYA UNIVERSITY

Rajamahendravaram - 533296, Andhrapradesh, INDIA

Sl. No. : 2618691

GRADE SHEET

OFFICIAL MEMORANDUM NO: (Supdt.) E-I /001/2023/Dated:11.03.2024

STATEMENT OF GRADES FOR B.A.

CBCS SCHEME

DEGREE EXAMINATIONS AT THE END OF THIRD SEMESTER - DEC 2023

NAME OF THE CANDIDATE: **SAYYAD NAZIA**

THE FOLLOWING GRADES WERE SECURED BY THE CANDIDATE:

REGISTER NO: 223926247024

SUBJECTS	CREDITS	GRADE	POINTS	GRADE POINTS
ENGLISH - A COURSE IN CONVERSATIONAL SKILLS	3	B+	7	21
GENERAL TELUGU - SRUJANAATHMAKA RACHANA	3	B	6	18
ENVIRONMENTAL EDUCATION	2	B	6	12
ANALYTICAL SKILLS	2	B+	7	14
FINANCIAL MARKETS	2	B	6	12
MODERN INDIAN HISTORY & CULTURE (1764 - 1947 A.D)	4	B+	7	28
DEVELOPMENT ECONOMICS	4	A	8	32
DATABASE MANAGEMENT SYSTEMS	4	C	5	20
DATABASE MANAGEMENT SYSTEMS PRACTICALS	1	O	10	10

TOTAL :

SGPA : 6.68

25

167

RANGE OF MARKS (%) :	>=90	80-89.99	70-79.99	60-69.99	55-59.99	50-54.99	40-49.99	<40
GRADE:	O	A+	A	B+	B	C	D	F
POINTS:	10	9	8	7	6	5	4	0



RAJAMAHENDRAVARAM
DATE :29-Aug-2024

CONTROLLER OF EXAMINATIONS



ADIKAVI NANNAYA UNIVERSITY

Rajamahendravaram - 533296, Andhrapradesh, INDIA

Sl. No. : 2644160

GRADE SHEET

OFFICIAL MEMORANDUM NO: (Supdt.) E-I /001/2023/Dated:03.05.2024

STATEMENT OF GRADES FOR
B.A.

CBCS - UG HONOURS WITH SINGLE MAJOR

DEGREE EXAMINATIONS AT THE END OF FIRST SEMESTER - JAN 2024

NAME OF THE CANDIDATE: **CHIKKALA VAMSI KRISHNA**

THE FOLLOWING GRADES WERE SECURED BY THE CANDIDATE:

REGISTER NO: 233926277005

SUBJECTS	CREDITS	GRADE	POINTS	GRADE POINTS
ENGLISH-A COURSE IN COMMUNICATION AND SOFT SKILLS	3	F	0	0
GENERAL TELUGU-SAHITHI SOURABHAM	3	C	5	15
PRINCIPLES OF BIOLOGICAL SCIENCES	2	D	4	8
COMMUNICATION SKILLS	2	F	0	0
LEADERSHIP SKILLS	2	F	0	0
FUNDAMENTAL OF SOCIAL SCIENCES	4	C	5	20
PERSPECTIVES OF INDIAN SOCIETY	4	B	6	24

TOTAL :
SGPA :

20

0

RANGE OF MARKS (%)	>=90	80-89.99	70-79.99	60-69.99	55-59.99	50-54.99	40-49.99	<40
GRADE:	O	A+	A	B+	B	C	D	F
POINTS:	10	9	8	7	6	5	4	0



RAJAMAHENDRAVARAM
DATE : 11 - SEP - 2024

Amritha
CONTROLLER OF EXAMINATIONS



ADIKAVI NANNAYA UNIVERSITY

Rajamahendravaram - 533296, Andhrapradesh, INDIA

Sl. No. : 2644188

GRADE SHEET

OFFICIAL MEMORANDUM NO: (Supdt.) E-I /001/2023/Dated:03.05.2024

STATEMENT OF GRADES FOR

B.A.

CBCS - UG HONOURS WITH SINGLE MAJOR

DEGREE EXAMINATIONS AT THE END OF FIRST SEMESTER - JAN 2024

NAME OF THE CANDIDATE: **NAGABATTULA RAVI KIRAN**

THE FOLLOWING GRADES WERE SECURED BY THE CANDIDATE:

REGISTER NO: 233926284033

SUBJECTS	CREDITS	GRADE	POINTS	GRADE POINTS
ENGLISH-A COURSE IN COMMUNICATION AND SOFT SKILLS	3	F	0	0
GENERAL TELUGU-SAHITHI SOURABHAM	3	F	0	0
PRINCIPLES OF BIOLOGICAL SCIENCES	2	F	0	0
LEADERSHIP SKILLS	2	F	0	0
COMMUNICATION SKILLS	2	C	5	10
FUNDAMENTAL OF SOCIAL SCIENCES	4	C	5	20
PERSPECTIVES OF INDIAN SOCIETY	4	B+	7	28
TOTAL :	20			0
SGPA :				

RANGE OF MARKS (%) : >=90	80-89.99	70-79.99	60-69.99	55-59.99	50-54.99	40-49.99	<40
GRADE:	O	A+	A	B+	B	C	D
POINTS:	10	9	8	7	6	5	4
							0



RAJAMAHENDRAVARAM
DATE : 11 - SEP - 2024

[Signature]
CONTROLLER OF EXAMINATIONS



ADIKAVI NANNAYA UNIVERSITY

OFFICIAL MEMORANDUM NO: (Supdt.) E-II /001/2023/Dated:11.03.2024

STATEMENT OF GRADES FOR B.Com
CBCS SCHEME

DEGREE EXAMINATIONS AT THE END OF THIRD SEMESTER - DEC 2023

NAME OF THE CANDIDATE: **CHOLLA NARASIMHA**

THE FOLLOWING GRADES WERE SECURED BY THE CANDIDATE:

REGISTER NO: 223928100003

SUBJECTS	CREDITS	GRADE	POINTS	GRADE POINTS
ENGLISH - A COURSE IN CONVERSATIONAL SKILLS	3	A	8	24
GENERAL TELUGU - SRUJANAATHMAKA RACHANA	3	C	5	15
ENVIRONMENTAL EDUCATION	2	A	8	16
ANALYTICAL SKILLS	2	D	4	8
ONLINE BUSINESS	2	A	8	16
ADVANCED ACCOUNTING	4	B+	7	28
BUSINESS STATISTICS	4	D	4	16
MARKETING	4	B+	7	28

TOTAL :
SGPA : 6.29

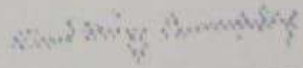
24

151

RANGE OF MARKS (%) :	>=90	80-89.99	70-79.99	60-69.99	55-59.99	50-54.99	40-49.99	<40
GRADE:	O	A+	A	B+	B	C	D	F
POINTS:	10	9	8	7	6	5	4	0

RAJAMAHENDRAVARAM

DATE : 11 - Mar - 2024


CONTROLLER OF EXAMINATIONS



ADIKAVI NANNAYA UNIVERSITY

Rajamahendravaram - 533296, Andhrapradesh, INDIA

Sl. No. : 262302

GRADE SHEET

OFFICIAL MEMORANDUM NO: (Supdt.) E-II /001/2023/Dated: 11.03.2024

STATEMENT OF GRADES FOR B.Com(Computer Applications)
CBCS SCHEME

DEGREE EXAMINATIONS AT THE END OF THIRD SEMESTER - DEC 2023

NAME OF THE CANDIDATE: **JAMPA HARI PRASAD**

THE FOLLOWING GRADES WERE SECURED BY THE CANDIDATE:

REGISTER NO: 223928200020

SUBJECTS	CREDITS	GRADE	POINTS	GRADE POINTS
ENGLISH - A COURSE IN CONVERSATIONAL SKILLS	3	C	5	15
GENERAL TELUGU - SRUJANAATHMAKA RACHANA	3	C	5	15
ENVIRONMENTAL EDUCATION	2	D	4	8
ANALYTICAL SKILLS	2	F	0	0
ONLINE BUSINESS	2	D	4	8
ADVANCED ACCOUNTING	4	B	6	24
BUSINESS STATISTICS	4	F	0	0
PROGRAMMING WITH C & C++	4	F	0	0
PROGRAMMING WITH C & C++ PRACTICALS	1	A+	9	9

TOTAL :

25

0

SGPA :

RANGE OF MARKS (%) :	>=90	80-89.99	70-79.99	60-69.99	55-59.99	50-54.99	40-49.99	<40
GRADE:	O	A+	A	B+	B	C	D	F
POINTS:	10	9	8	7	6	5	4	0



RAJAMAHENDRAVARAM
DATE : 31 - Aug - 2024

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CONTROLLER OF EXAMINATIONS

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ADIKAVI NANNAYA UNIVERSITY

Rajamahendravaram - 533296, Andhrapradesh, INDIA

Sl. No. : 2628817

GRADE SHEET

OFFICIAL MEMORANDUM NO: (Supdt.) E-II /001/2023/Dated:03.05.2024

STATEMENT OF GRADES FOR B.Com
CBCS - UG HONOURS WITH SINGLE MAJOR

DEGREE EXAMINATIONS AT THE END OF FIRST SEMESTER - JAN 2024

NAME OF THE CANDIDATE: **BATTULA SUDHEER**

THE FOLLOWING GRADES WERE SECURED BY THE CANDIDATE:

REGISTER NO: 233928101004

SUBJECTS	CREDITS	GRADE	POINTS	GRADE POINTS
ENGLISH-A COURSE IN COMMUNICATION AND SOFT SKILLS	3	F	0	0
GENERAL TELUGU-SAHITHI SOURABHAM	3	F	0	0
PRINCIPLES OF BIOLOGICAL SCIENCES	2	F	0	0
COMMUNICATION SKILLS	2	F	0	0
ANALYTICAL SKILLS	2	F	0	0
FUNDAMENTAL OF COMMERCE	4	C	5	20
BUSINESS ORGANISATION	4	C	5	20
TOTAL :	20			0

SGPA :							
RANGE OF MARKS (%) : >=90	80-89.99	70-79.99	60-69.99	55-59.99	50-54.99	40-49.99	<40
GRADE:	O	A+	A	B+	B	C	D
POINTS:	10	9	8	7	6	5	4



RAJAMAHENDRAVARAM
DATE : 07 - Sep - 2024

Amritha
CONTROLLER OF EXAMINATIONS



ADIKAVI NANNAYA UNIVERSITY

Rajamahendravaram - 533296, Andhrapradesh, INDIA

Sl. No. : 2628880

GRADE SHEET

OFFICIAL MEMORANDUM NO: (Supdt.) E-II /001/2023/Dated:03.05.2024

STATEMENT OF GRADES FOR B.Com
CBCS - UG HONOURS WITH SINGLE MAJOR

DEGREE EXAMINATIONS AT THE END OF FIRST SEMESTER - JAN 2024

NAME OF THE CANDIDATE: **KAKARAPARTHI MOHAN SURYA**

THE FOLLOWING GRADES WERE SECURED BY THE CANDIDATE:

REGISTER NO: 233928102067

SUBJECTS	CREDITS	GRADE	POINTS	GRADE POINTS
ENGLISH-A COURSE IN COMMUNICATION AND SOFT SKILLS	3	B	6	18
GENERAL TELUGU-SAHITHI SOURABHAM	3	F	0	0
PRINCIPLES OF BIOLOGICAL SCIENCES	2	F	0	0
COMMUNICATION SKILLS	2	D	4	8
ANALYTICAL SKILLS	2	D	4	8
FUNDAMENTAL OF COMMERCE	4	A	8	32
BUSINESS ORGANISATION	4	B+	7	28
TOTAL :	20			0
SGPA :				

RANGE OF MARKS (%) :	>=90	80-89.99	70-79.99	60-69.99	55-59.99	50-54.99	40-49.99	<40
GRADE:	O	A+	A	B+	B	C	D	F
POINTS:	10	9	8	7	6	5	4	0



RAJAMAHENDRAVARAM
DATE : 07 - Sep - 2024

[Signature]
CONTROLLER OF EXAMINATIONS

RAJAMAHENDRAVARAM
DATE : 07 - Sep - 2024

[Signature]
CONTROLLER OF EXAMINATIONS

















Register Number:	<u>233928101024</u>
Student Name:	MARLAPUDI LOKESH
Course Name:	B.Com
Semester:	2

Subject Name	Grade
ENGLISH	A
TELUGU	A
STOCK MARKET OPERATIONS	D
DIGITAL LITERACY	D
FINANCIAL ACCOUNTING	C
BUSINESS MANAGEMENT	D
OFFICE AUTOMATION TOOLS	C
OFFICE AUTOMATION TOOLS PRACTICALS	O
COMMUNITY SERVICE PROJECT (After the end of II Semester)	A

Register Number:	233926284021
Student Name:	BOINA SRUTHI
Course Name:	B.A.
Semester:	2

Subject Name	Grade
ENGLISH	B+
TELUGU	B+
STOCK MARKET OPERATIONS	D
DIGITAL LITERACY	D
FUNDAMENTALS OF POLITICAL SCIENCE	B+
CONCEPTS & IDEOLOGIES OF POLITICAL SCIENCE	C
SCIENCE AND HUMAN PAST	A
COMMUNITY SERVICE PROJECT (After the end of II Semester)	O

Register Number:	233927169025
Student Name:	CHELLABOINA JHANSI VENKATA SATYA SRI
Course Name:	B.Sc.
Semester:	2

Subject Name	Grade
ENGLISH	A+
TELUGU	B+
BUSINESS WRITING	A+
DIGITAL LITERACY	A+
GENERAL AND INORGANIC CHEMISTRY	A+
GENERAL AND INORGANIC CHEMISTRY PRACTICALS	O
INORGANIC CHEMISTRY-1	A+
INORGANIC CHEMISTRY-1 PRACTICALS	O
PROBLEM SOLVING USING C	A
PROBLEM SOLVING USING C PRACTICALS	O
COMMUNITY SERVICE PROJECT (After the end of II Semester)	O