

B. Com (Hons.) Semester System (2024-28)

FACULTY OF COMMERCE

SYLLABUS FOR THE BATCH FROM THE YEAR 2024 TO YEAR 2028

Programme Code: BCH

Programme Name: Bachelor of Commerce B.COM (Hons.)

(Four Years Degree Course)

(Semester: I-VIII)

EXAMINATION: 2024-28



**P.G. DEPARTMENT OF COMMERCE AND BUSINESS ADMINISTRATION
KHALSA COLLEGE, AMRITSAR**

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(ii) Subject to change in the syllabi at any time.

(iii) Please visit the College website time to time.

B.COM (Hons.) SEMESTER SYSTEM (2024-28)

S.No.	PROGRAMME OBJECTIVES
1.	To promote understanding of the issues confronting the business world and the economy as a whole.
2.	To provide the knowledge and capability of understanding the business world and its complexities
3.	It helps to understand various systems, policy framework, and strategies needed to administer the rapid changes in an organization's globally-oriented environment
4.	It will also develop the ability and competence to have a problem-solving approach towards the issues which accompany the dynamism attached to the business world.
5.	This degree course intends to inculcate attitudes and character that will help students evolve into sensitive and technically sound future business leaders rather than managers and aims at enhancing the employability options of the students

S.No.	PROGRAMME SPECIFIC OUTCOMES (PSOS)
PSO-1	The students will get the knowledge and skills after completing B.com degree programme which will enable them to become Manager, Accountant, Auditor, Stock Agents, Tax consultant and help in other financial supporting services.
PSO-2	Students can pursue professional programs such as C.A., C.S., CMA as well as other courses, etc
PSO-3	The students will acquire the knowledge and required skills in the areas of communication, decision making, innovations and problem solving which would be very helpful in tackling their day to day business activities.
PSO-4	Students will gain knowledge about various disciplines of commerce such as Finance, Auditing, Taxation, Accounting, Management, Business Communications, Business Statistics, Business Economics, Indian Economy and Computers.
PSO-5	Advanced accounting career skills will enable the students to apply both quantitative and qualitative knowledge to their future business careers.
PSO-6	After B.Com, the students can pursue their higher education and can do research in the field of Finance, Accounting, Commerce and Economics.
PSO-7	Students will be able to analyse the contemporary issues and problems of Indian economy, the knowledge of which would help them in clearing competitive exams.
PSO-8	Students will understand basic statistical techniques which would be very useful for business and economic analysis

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SCHEME OF EXAMINATION

SEMESTER-I

S. No.	Course Code	Course Title	L+T+P	Total Marks	Page No.
Multidisciplinary Course					
1.	BENC-1105	English Language Skills-I	4+0+0	100	1-2
Compulsory Course					
2	BPBI- 1101	Punjabi (Compulsory)	4+0+0	100	3
	BPBI- 1102	Basic Punjabi			4
	BPHC- 1104	Punjab History & Culture (From Earliest Times to C 320) (Special Paper in lieu of Punjabi compulsory)			5-6
Discipline Specific Course					
3	BCG-103	Financial Accounting	4+0+0	100	7-8
4	BCG-104	Business Organisation	4+0+0	100	9-10
5	BCG-106	Business Statistics	4+0+0	100	11-12
Skill Enhancement Course					
6	SEC-115	Legal Literacy-I	2+0+0	50	13-14
Value Added Course					
7.	ZDA111	Drug Abuse: Problem, Management and prevention-I	1+0+0	25	15-17

SEMESTER-II

S. No.	Course Code	Course Title	L+T+P	Total Marks	Page No.
Ability Enhancement Course					
1	BENC-1205	Appreciating English Literature-I	4+0+0	100	18-19
Compulsory Course					
2	BPBI-1201	Punjabi (Compulsory)/	4+0+0	100	20
	BPBI-1202	Basis Punjabi			21
	BPHC-1204	Punjab History & Culture (C. 320 to 1000A.D.) (Special Paper in lieu of Punjabi compulsory)			22-23

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Discipline Specific Course					
3	BCG – 203	Advanced Financial Accounting	4+0+0	100	24-25
4	BCG – 204	Commercial Law	4+0+0	100	26-27
5	BCG – 205	Business Economics	4+0+0	100	28-29
Skill Enhancement Course					
6	SEC-125	Legal Literacy-II	1+0+0	25	30-31
Value Added Course					

7	ZDA-121	Drug abuse: Problems, Management and Prevention-II	1+0+0	25	32-33
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SEMESTER – I
BENC-1105 - ENGLISH LANGUAGE
SKILLS- 1

Time: 3 Hours

Max marks: 100
Theory: 75
Internal Assessment: 25

Instructions for the Paper Setter and Distribution of Marks:

The question paper will consist of four sections and the distribution of marks will be as under:

Section A	15 Marks
Section B	20 Marks
Section C	20 Marks
Section D	20 Marks

Section–A

1. **Twenty (20)** Questions on the usage of grammar related to the prescribed units of *Murphy's English Grammar* will be set. The students will be required to attempt any **Fifteen (15)**

(15X1= 15
Marks)

Section-B

2. **EIGHT (8)** questions from *Prose for Young Learners* will be set. The students will be required to attempt any **Five (5)** questions.

(5X4=20
Marks)

Section–C

3. **Four (4)** questions from *Prose for Young Learner* will be set. The students will be required to attempt any **Two (2)** questions.

(2X8 =16
Marks)

4. **Six (6)** words on vocabulary will be set from *Prose for Young Learner*. The students will be required to answer any **Four (4)**.
Marks)

(4X1= 4
Marks)

Section-D

5. A question requiring the students to write a **Paragraph** on **ONE** of the **TWO** given topics.

(1X6 = 6 marks)

6. A question requiring the students to write an **APPLICATION** to the Head of an educational institution on **ONE** of the **TWO** given Topics.

(1X8=8 Marks)

7. Eight (8) Isolated Sentences on Translation from English to Vernacular (Punjabi/Hindi) will be set. The Students will be required to attempt any **Six (6)**.

(6X1= 6 Marks)

Course Objectives:

1. To read, interpret and write about a diverse range of texts in English.
2. To understand the prescribed texts analytically and critically.
3. To familiarize the students with the social, political, moral and cultural background of the prescribed texts.
4. To participate in the critical and cultural discourses of English.
5. To teach language and literature effectively with the support of ICT tools.
6. To become competent, committed, conscious, creative, and compassionate human beings.

Course Contents:

- 1) Essays at Sr. No. 1,2,3,5,6,7,8,9,10,11 from *Prose for Young Learners*.
- 2) Unit 1-25 from *Murphy's English Grammar*.

Texts Prescribed:

1. *Prose for Young Learners* (Guru Nanak Dev University, Amritsar)
2. *Murphy's English Grammar 4th Edition* (by Raymond Murphy) CUP

Course Outcomes:

The completion of this course enables students to:

1. Appreciate the writings of various Indian and foreign story and prose writers and relate them to their socio-cultural milieu.
2. Comprehend the meaning of texts and answer questions related to situations, episodes, themes and characters depicted in them.
3. Understand fundamental grammatical rules governing tenses and make correct usage in their language.
4. write paragraphs on any given topic.

**B. A., B. A. Social Science, B. A. (G. T. T.), B. Sc. Medical, B. Sc. Non-Medical,
B. Com. (Hons.), B. Com. (R), BBA, B. Sc. Economics, B. Sc. Computer Science
Semester-I**

**Punjabi (Compulsory)-1
ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ)-1**

Credit & Marks Distribution, Eligibility and Pre-Requisites of the Course

Course title & Code	Total Teaching Hours	Total Credits/ Hours per week	Credit distribution			Total Marks 100		Time Allowed in Exam	Eligibility criteria	Pre-requisite of the course (if any)
			L	T	P	Theory	IA			
ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ)-1 BPBI-1101	60	4	4	0	0	75	25	3 Hours	Class 12th pass in any stream	Studied Punjabi up to 10th Standard or working knowledge of Punjabi Language

ਕੋਰਸ ਦਾ ਉਦੇਸ਼ Course Objective	ਪਾਠ-ਕ੍ਰਮ ਨਤੀਜੇ Course Outcomes (COs)
<ul style="list-style-type: none"> ▪ ਵਿਦਿਆਰਥੀਆਂ ਵਿਚ ਸਾਹਿਤ ਦੇ ਪ੍ਰਮੁੱਖ ਰੂਪ ਕਵਿਤਾ ਕਹਾਣੀ ਬਾਰੇ ਜਾਣਕਾਰੀ ਵਿਕਸਤ ਕਰਨਾ। ▪ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਪੰਜਾਬ ਦੀਆਂ ਮਹਾਨ ਸ਼ਖ਼ਸੀਅਤਾਂ ਤੋਂ ਜਾਣੂ ਕਰਵਾਉਣਾ। ▪ ਵਿਦਿਆਰਥੀ ਵਿਚ ਰਚਨਾਤਮਕ ਸੂਝ ਵਿਕਸਿਤ ਕਰਨਾ। ▪ ਵਿਦਿਆਰਥੀ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਇਤਿਹਾਸ ਤੇ ਵਿਕਾਸ ਦੇ ਨਾਲ-ਨਾਲ ਭਾਸ਼ਾਈ ਵੰਨਗੀਆਂ ਤੋਂ ਜਾਣੂ ਕਰਵਾਉਣਾ। 	<ul style="list-style-type: none"> ▪ ਵਿਦਿਆਰਥੀ ਸਾਹਿਤ ਦੇ ਪ੍ਰਮੁੱਖ ਰੂਪ ਕਵਿਤਾ ਕਹਾਣੀ ਬਾਰੇ ਜਾਣਕਾਰੀ ਹਾਸਲ ਕਰੇਗਾ। ▪ ਵਿਦਿਆਰਥੀ ਪੰਜਾਬ ਦੀਆਂ ਮਹਾਨ ਸ਼ਖ਼ਸੀਅਤਾਂ ਤੋਂ ਜਾਣੂ ਹੋਵੇਗਾ। ▪ ਵਿਦਿਆਰਥੀ ਵਿਚ ਰਚਨਾਤਮਕ ਸੂਝ ਵਿਕਸਿਤ ਹੋਵੇਗੀ। ▪ ਵਿਦਿਆਰਥੀ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਇਤਿਹਾਸ ਤੇ ਵਿਕਾਸ ਦੇ ਨਾਲ-ਨਾਲ ਭਾਸ਼ਾਈ ਵੰਨਗੀਆਂ ਬਾਰੇ ਜਾਣਕਾਰੀ ਹਾਸਲ ਕਰੇਗਾ।

ਅੰਕ-ਵੰਡ ਅਤੇ ਪ੍ਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

ਸਿਲੇਬਸ ਦੇ ਚਾਰ ਭਾਗ ਹਨ ਪਰ ਪ੍ਰਸ਼ਨ-ਪੱਤਰ ਦੇ ਪੰਜ ਭਾਗ ਹੋਣਗੇ। ਪਹਿਲੇ ਭਾਗ ਵਿਚ 1.5-1.5 (ਡੇਢ-ਡੇਢ) ਅੰਕ ਦੇ ਅਤਿ-ਸੰਖੇਪ (Objective Type) 10 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ ਜੋ ਕਿ ਸਾਰੇ ਸਿਲੇਬਸ ਵਿਚੋਂ ਹੋਣਗੇ ਅਤੇ ਸਾਰੇ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਲਾਜ਼ਮੀ ਹੋਣਗੇ। ਸਿਲੇਬਸ ਦੇ ਬਾਕੀ ਚਾਰ ਭਾਗਾਂ ਵਿਚ 02-02 ਲੇਖ ਨੁਮਾ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਹਰੇਕ ਭਾਗ ਵਿਚੋਂ 01-01 ਪ੍ਰਸ਼ਨ ਕਰਨਾ ਲਾਜ਼ਮੀ ਹੋਵੇਗਾ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ 15 ਅੰਕ ਹੋਣਗੇ। ਪੇਪਰ ਸੈਂਟਰ ਜੇਕਰ ਚਾਰੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕਰ ਸਕਦਾ ਹੈ।

ਪਾਠ-ਕ੍ਰਮ

ਭਾਗ-ਪਹਿਲਾ

ਕਾਵਿ ਕਥਾ, (ਕਵਿਤਾ ਅਤੇ ਕਹਾਣੀ) ਮੁੱਖ ਸੰਪਾਦਕ- ਡਾ. ਮਹਿਲ ਸਿੰਘ, ਸੰਪਾਦਕ- ਡਾ. ਆਤਮ ਸਿੰਘ ਰੰਧਾਵਾ
ਕਸਤੂਰੀ ਲਾਲ ਐਂਡ ਸਨਜ਼, ਅੰਮ੍ਰਿਤਸਰ।
(ਕਵਿਤਾ ਭਾਗ ਵਿਚੋਂ ਪ੍ਰਸੰਗ ਸਹਿਤ ਵਿਆਖਿਆ/ਕਵਿਤਾ ਦਾ ਸਾਰ/ਵਿਸ਼ਾ-ਵਸਤੂ)
(ਕਹਾਣੀ ਭਾਗ ਵਿਚੋਂ ਸਾਰ/ਵਿਸ਼ਾ-ਵਸਤੂ)

ਭਾਗ-ਦੂਜਾ

ਪੰਜਾਬ ਦੇ ਮਹਾਨ ਕਲਾਕਾਰ (ਬਲਵੰਤ ਗਾਰਗੀ)
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।
(ਅੰਮ੍ਰਿਤਾ ਸ਼ੇਰਗਿੱਲ ਤੋਂ ਭਾਈ ਸਮੁੰਦ ਸਿੰਘ ਤਕ)
(ਵਿਸ਼ਾ-ਵਸਤੂ/ਸਾਰ/ਨਾਇਕ ਬਿੰਬ)

ਭਾਗ-ਤੀਜਾ

(ੳ) ਪੈਰੂ ਰਚਨਾ
(ਅ) ਪੈਰੂ ਪੜ੍ਹ ਕੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ।

ਭਾਗ-ਚੌਥਾ

(ੳ) ਭਾਸ਼ਾ ਵੰਨਗੀਆਂ : ਭਾਸ਼ਾ ਦਾ ਟਕਸਾਲੀ ਰੂਪ, ਭਾਸ਼ਾ ਅਤੇ ਉਪ-ਭਾਸ਼ਾ ਦਾ ਅੰਤਰ,
: ਪੰਜਾਬੀ ਉਪਭਾਸ਼ਾਵਾਂ ਦੇ ਪਛਾਣ-ਚਿੰਨ੍ਹ
(ਅ) ਪੰਜਾਬੀ ਭਾਸ਼ਾ : ਨਿਕਾਸ ਤੇ ਵਿਕਾਸ।

B. A., B. A. Social Science, B. Sc. Medical, B. Sc. Non-Medical,
B. Com. (Hons.), B. Com. (R), BBA, B. Sc. Economics, B. Sc. Computer Science
Semester-I

Basic Punjabi-1
ਮੁਢਲੀ ਪੰਜਾਬੀ-1
(In Lieu of Compulsory Punjabi)

Credit & Marks Distribution, Eligibility and Pre-Requisites of the Course

Course title & Code	Total Teaching Hours	Total Credits/ Hours per week	Credit distribution			Total Marks 100		Time Allowed in Exam	Eligibility criteria	Pre-requisite of the course (if any)
			L	T	P	Theory	IA			
ਮੁਢਲੀ ਪੰਜਾਬੀ-1 BPBI-1102	60	4	4	0	0	75	25	3 Hours	Class 12th pass in any stream	NOT Studied Punjabi up to 10th Standard

ਕੋਰਸ ਦਾ ਉਦੇਸ਼ Course Objective	ਪਾਠ-ਕ੍ਰਮ ਨਤੀਜੇ Course Outcomes (COs)
<ul style="list-style-type: none"> ਵਿਦਿਆਰਥੀ ਨੂੰ ਗੁਰਮੁਖੀ ਲਿਪੀ ਤੋਂ ਜਾਣੂ ਕਰਾਉਣਾ। ਵਿਦਿਆਰਥੀ ਨੂੰ ਸ਼ੁੱਧ ਪੰਜਾਬੀ ਪੜ੍ਹਨਾ-ਲਿਖਣਾ ਸਿਖਾਉਣਾ। ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦੀਆਂ ਵਿਆਕਰਨਕ ਬਾਰੀਕੀਆਂ ਤੋਂ ਜਾਣੂ ਕਰਾਉਣਾ। ਸ਼ੁੱਧ ਸੰਚਾਰ ਨੂੰ ਵਿਕਸਤ ਕਰਨਾ। 	<ul style="list-style-type: none"> ਵਿਦਿਆਰਥੀ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਤੇ ਗੁਰਮੁਖੀ ਲਿਪੀ ਦੀ ਸਿਖਲਾਈ ਵਿਚ ਮੁਹਾਰਤ ਹਾਸਲ ਕਰਨਗੇ। ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਵਿਚ ਮੁਹਾਰਨੀ, ਲਗਾਂ-ਮਾਤਰਾਂ, ਸਵਰ ਅਤੇ ਵਿਅੰਜਨ ਅੱਖਰਾਂ ਦੀ ਪਛਾਣ ਅਤੇ ਵਰਤੋਂ ਸਬੰਧੀ ਸਮਝ ਵਿਕਸਿਤ ਹੋਵੇਗੀ। ਪੰਜਾਬੀ ਸ਼ਬਦ-ਜੋੜਾਂ ਦੀ ਜਾਣਕਾਰੀ ਹਾਸਲ ਕਰਕੇ ਉਹ ਸ਼ੁੱਧ ਪੰਜਾਬੀ ਲਿਖਣ-ਪੜ੍ਹਨ ਦੇ ਸਮਰੱਥ ਹੋਣਗੇ। ਉਹ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦੇ ਸ਼ੁੱਧ ਰੂਪਾਂ ਦੀ ਜਾਣਕਾਰੀ ਹਾਸਲ ਕਰਨਗੇ।

ਅੰਕ-ਵੰਡ ਅਤੇ ਪ੍ਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

ਸਿਲੇਬਸ ਦੇ ਚਾਰ ਭਾਗ ਹਨ ਪਰ ਪ੍ਰਸ਼ਨ-ਪੱਤਰ ਦੇ ਪੰਜ ਭਾਗ ਹੋਣਗੇ। ਪਹਿਲੇ ਭਾਗ ਵਿਚ 01-01 ਅੰਕ ਦੇ ਅਤਿ-ਸੰਖੇਪ ਉੱਤਰ ਵਾਲੇ (Objective Type) 11 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ ਜੋ ਕਿ ਸਾਰੇ ਸਿਲੇਬਸ ਵਿਚੋਂ ਹੋਣਗੇ ਅਤੇ ਸਾਰੇ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਲਾਜ਼ਮੀ ਹੋਣਗੇ। ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਦੂਸਰੇ ਅਤੇ ਤੀਸਰੇ ਭਾਗ ਵਿਚ, ਸਿਲੇਬਸ ਦੇ ਪਹਿਲੇ ਅਤੇ ਦੂਸਰੇ ਭਾਗ ਵਿਚੋਂ 8-8 ਅੰਕਾਂ ਦੇ 3-3 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਜਿੰਨ੍ਹਾਂ ਵਿਚੋਂ ਵਿਦਿਆਰਥੀ ਨੇ ਕੋਈ 2-2 ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਹੋਣਗੇ। ਇਸੇ ਤਰ੍ਹਾਂ ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚੌਥੇ ਭਾਗ ਵਿਚ 4-4 ਅੰਕਾਂ ਦੇ 5 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਜਿੰਨ੍ਹਾਂ ਵਿਚੋਂ ਵਿਦਿਆਰਥੀ ਨੇ 4 ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਹੋਣਗੇ। ਭਾਗ ਪੰਜਵੇਂ ਵਿਚ 2-2 ਅੰਕਾਂ ਦੇ 10 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਜਿੰਨ੍ਹਾਂ ਵਿਚੋਂ ਵਿਦਿਆਰਥੀ ਨੇ 8 ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਲਾਜ਼ਮੀ ਹੋਣਗੇ।

ਪਾਠ-ਕ੍ਰਮ

ਭਾਗ-ਪਹਿਲਾ

- (ੳ) ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਤੇ ਗੁਰਮੁਖੀ ਲਿਪੀ:
ਨਾਮਕਰਣ ਤੇ ਸੰਖੇਪ ਜਾਣ-ਪਛਾਣ: ਗੁਰਮੁਖੀ ਵਰਣਮਾਲਾ, ਅੱਖਰ ਕ੍ਰਮ, ਸਵਰ ਵਾਹਕ (ੳ, ਅ, ਏ), ਲਗਾਂ-ਮਾਤਰਾਂ, ਪੈਰ ਵਿਚ ਬਿੰਦੀ ਵਾਲੇ ਵਰਨ, ਪੈਰ ਵਿਚ ਪੈਣ ਵਾਲੇ ਵਰਨ, ਬਿੰਦੀ, ਟਿੱਪੀ, ਅੱਧਕ
- (ਅ) ਸਿਖਲਾਈ ਤੇ ਅਭਿਆਸ

ਭਾਗ-ਦੂਜਾ

ਗੁਰਮੁਖੀ ਆਰਥੋਗਰਾਫੀ ਅਤੇ ਉਚਾਰਨ:
ਸਵਰ, ਵਿਅੰਜਨ: ਮੁਢਲੀ ਜਾਣ-ਪਛਾਣ ਅਤੇ ਉਚਾਰਨ, ਮੁਹਾਰਨੀ, ਲਗਾਂ-ਮਾਤਰਾਂ ਦੀ ਪਛਾਣ

ਭਾਗ-ਤੀਜਾ

ਪੰਜਾਬੀ ਸ਼ਬਦ-ਜੋੜ: ਮੁਕਤਾ (ਦੇ ਅੱਖਰਾਂ ਵਾਲੇ ਸ਼ਬਦ, ਤਿੰਨ ਅੱਖਰਾਂ ਵਾਲੇ ਸ਼ਬਦ), ਸਿਹਾਰੀ ਵਾਲੇ ਸ਼ਬਦ, ਬਿਹਾਰੀ ਵਾਲੇ ਸ਼ਬਦ, ਔਕਤ ਵਾਲੇ ਸ਼ਬਦ, ਦੁਲੈਂਕਤ ਵਾਲੇ ਸ਼ਬਦ, ਲਾਂ ਵਾਲੇ ਸ਼ਬਦ, ਦੁਲਾਵਾਂ ਵਾਲੇ ਸ਼ਬਦ, ਹੋੜੇ ਵਾਲੇ ਸ਼ਬਦ, ਕਨੌੜੇ ਵਾਲੇ ਸ਼ਬਦ, ਲਗਾਖਰ (ਬਿੰਦੀ, ਟਿੱਪੀ, ਅੱਧਕ) ਵਾਲੇ ਸ਼ਬਦ

ਭਾਗ-ਚੌਥਾ

ਸ਼ੁੱਧ-ਅਸ਼ੁੱਧ ਸ਼ਬਦ

SEMESTER-I

BPHC-1104 PUNJAB HISTORY & CULTURE (From Earliest Times to c. 320 BC)(Special Paper in lieu of Punjabi compulsory)

(For those students who are not domicile of Punjab)

Credit: 04

Total Marks: 100

Theory: 75

Internal Assessment: 25

Time: 3 Hours

Instructions for the Paper Setters:

Question paper should consist of two sections—Section A and Section B. The paper setter must ensure that questions in Section–A do not cover more than one point, and questions in Section–B should cover at least 50 per cent of the theme.

Section–A: The examiner will set 15 objective type questions out of which the candidate shall attempt any 10 questions, each carrying 1½ marks. The total weightage of this section will be 15 marks. Answer to each question should be in approximately one to two sentences.

Section–B: The examiner will set 8 questions, two from each Unit. The candidate will attempt 4 questions selecting one from each Unit in about 1000 words. Each question will carry 15 marks. The total weightage of this section will be 60 marks.

Note: The examiner is to set the question paper in two languages: English & Hindi.

Course Objectives: The main objective of this course is to educate the history and culture of the Ancient Punjab to the students who are not domicile of the Punjab. It aims to familiarize these students with the physical features of ancient Punjab and its impact on its history and culture. It also provides them information about the different sources to construct the history and culture of the ancient Punjab. The course intends to provide knowledge of social, economic, religious life of the Harappan civilization, Indo-Aryans, teachings and impact of Jainism and Buddhism in the Punjab.

Unit-I

1. Physical features of the Punjab and impact on history
2. Sources of the ancient history of Punjab.

Unit-II

3. Harappan Civilization: Town planning; social, economic and religious life of the Indus Valley People.
4. The Indo-Aryans: Original home and settlement in Punjab.

Unit-III

5. Social, Religious and Economic life during Rig Vedic Age.
6. Social, Religious and Economic life during later Vedic Age.

Unit-IV

7. Jainism in the Punjab.
8. Teachings and impact of Buddhism.

Suggested Readings:-

L. Joshi (ed), *History and Culture of the Punjab*, Art-I, Patiala, 1989 (3rd edition)

L.M. Joshi and Fauja Singh (ed), *History of Punjab*, Vol. I, Patiala 1977.

Budha Parkash, *Glimpses of Ancient Punjab*, Patiala, 1983.

B.N. Sharma, *Life in Northern India*, Delhi. 1966.

Course Outcomes:

On Completing the Course, the Students will be able to:

- CO-1** Learn the history and culture of the Ancient Punjab.
- CO-2** Study the physical features of ancient Punjab.
- CO-3** Understand about the sources of the history of the Punjab.
- CO-4** Analyse the social, economic, religious life of the Harappan civilization and Vedic-Aryans.
- CO-5** Learn the teachings and impact of Jainism and Buddhism in the Punjab

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**SEMESTER –I
BCG-103 FINANCIAL ACCOUNTING**

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Time: 3 Hours

Instructions for the Paper Setters:

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section. The duration for exam will be 3 hours.

Note: The paper will consist of minimum 50% numerical questions. The candidates are allowed to use (non-scientific) calculator.

Course Objective: To make students aware about the conceptual framework of accounting and inculcates the techniques, methods and practice of preparing final accounts, voyage accounting, branch accounting and departmental accounting.

Course Content:

Section A

Introduction –Nature of financial Accounting–scope–objects–limitations– Accounting concepts and conventions.

Introduction to Books of Accounts: Concept of Journal, Ledger, Cash Book and Trial Balance

Conceptual Frame Work for preparation and presentation of financial statements,

Capital, Revenue and Deferred revenue expenditure –Capital and revenue receipts.

Section B

Final Accounts of Sole Proprietor

Voyage Accounts– Meaning, accounting treatment in case of complete voyage & incomplete voyage.

Section C

Hire purchase & Instalment System:-Hire Purchase System: features, accounting treatment in the books of hire purchaser and hire vendor, default and repossession. Instalment Purchase System: Difference between Hire Purchase and Instalment Purchase System, Accounting Treatment in the books of purchaser and vendor

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Section D

Departmental Accounts– Meaning–Objects–Advantages–Accounting procedure– Allocation of expenses and incomes – Interdepartmental transfers – Provision for unrealized profit.

Branch Accounts –Features, Objects, Types of branches- Dependent branches– Final Accounts Systems –Stock and Debtors System –Independent branch –Features – Preparation of Consolidated Profit and Loss Account and Balance sheet.

Suggested Readings:

1. Maheshwari, S.N. and Maheshwari, S.K., “Financial Accounting”, 2009, Vikas Publishing House, New Delhi.
2. Narayanswami, R., “Financial Accounting: A Managerial Perspective”, 3rd Edition, 2008, Prentice Hall of India, New Delhi.
3. Mukherjee, A. and Hanif, M., “Financial Accounting”, 1st Edition, 2003, Tata McGraw Hill.
4. Ramchandran, N. and Kakani, R.K., “Financial Accounting for Management”, 2nd Edition, 2007, Tata McGraw Hill.

Note: Latest edition of text books to be followed.

Course Outcomes:

Sr. No.	On completion of this course, the students will be able to:
CO1	To develop and understand the nature and purpose of financial statements in relationship to decision making.
CO2	To improve the ability of students to use a basic accounting system to create (record, classify, and summarize) the data needed to solve a variety of business problems.
CO3	To provide knowledge of various accounting concepts, conventions and policies developed by ICAI.
CO4	To inculcates the techniques, methods and practice of preparing final accounts, voyage accounting, branch accounting and departmental accounting.

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**SEMESTER-I
BCG-104 BUSINESS ORGANISATION**

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Time: 3 Hours

Instructions for the Paper Setters:

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section. The duration for exam will be 3 hours.

Course Objective: The purpose of this paper is to impart to the students an understanding of various forms of business organizations with a view to provide an insight of the modern business practices, procedures and functioning of business organizations.

Course Content:

Section A

Business: Meaning and types – profession – meaning and importance of business organization. Social Responsibilities of Business – Business Ethics.

Section B

Forms of Business organization – Sole Trader – Partnership – Joint Hindu Family – Joint Stock Companies – Co-Operative Societies – Public Utilities And Public Enterprises. Public Sector Vs. Private Sector

Section C

Location of industry – Factors influencing location – size of industry – optimum firm – advantages of large scale operation – limitation of small scale operation – Industrial estates

District Industries Centres.

Section D

Stock Exchange – Function – Types – Major stock exchanges of India-Listing a company on stock exchange, IPO Application process, **Business Combination** – Causes – Types – Effects of Combination in India.

Role of Chamber of Commerce – Function – Objectives, Working in India.

Suggested Readings:

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1. Bhusan, Y.K. *“Fundamentals of Business Organisation and Management”*, 1980, Sultan Chand & Sons, New Delhi.
2. Tulsian, P.C. and Pandey V., *“Business Organisation and Management”*, 2009, Pearson Education, New Delhi
3. Talloo, T.J., *“Business Organisation and Management”*, 2008, Tata McGraw Hill Company, New Delhi
4. Basu, C.R., *“Business Organisation and Management”*, 2010, Tata McGraw Hill Company, New Delhi
5. Singla, R.K., *“Business Organisation & Management”*, 2011, VK (India) Enterprises, New Delhi

Note: Latest edition of text books to be followed.

Course Outcomes:

Sr. No.	On completion of this course, the students will be able to:
CO1	To familiarize students with theoretical knowledge in management and the various aspects of managing people.
CO2	To assess the ability of students to manage, lead and work with other people in managing organization.
CO3	To evaluate and improve the behavior of people working in the organization.

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SEMESTER-I BCG-106 BUSINESS STATISTICS

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Time: 3 Hours

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Note: The paper will consist of minimum 50% numerical questions. Students are allowed to use non-scientific calculator.

Course Objective: This course aims to impart the knowledge about various statistical techniques, which will enable the students to better understand the concepts like Inflation, GDP growth rate, population growth rates etc. Statistical techniques are very helpful to the students in their research work/ projects as well.

Course Content

Section A

Definition, Functions, Scope and Limitations of Statistics.

Measures of Central Tendency: Types of averages–Arithmetic Mean (Simple and Weighted), Median and Mode.

Section B

Measures of Dispersion: Range, Quartile Deviation, Mean Deviation, Standard Deviation and Coefficient of Variation.

Simple Correlation and Regression: Meaning, Types, Karl Pearsons & Rank Correlation (Excluding grouped data), Probable error.

Section C

Index Numbers: Meaning and importance, Methods of construction of Index Numbers: Weighted and unweighted; Simple Aggregative Method, Simple Average of Price Relative Method, Weighted index method: Laspeyres method, Pasches method and Fishers Ideal method including Time and Factor Reversal tests, Consumer Price Index.

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Section D

Time Series Analysis: Components, Estimation of Trends (Graphical method, Average Method, Semi Moving Averages method and Method of Least Squares for linear path).

Probability: Conceptual meaning and definition of probability, Theorems of probability– addition and multiplication theorem of probability and concept of conditional probability (simple applications only).

Suggested Readings:

1. Levin, Richard and David S. Rubin. “*Statistics for Management*”. 7th Edition, Prentice Hall of India, New Delhi.
2. Chandan, J.S., “*Statistics for Business and Economics*”, 1st Edition, (1998), Vikas Publishing House Pvt. Ltd.
3. Render, B. and Stair, R. M. Jr., “*Quantitative Analysis for Management*”, 7th Edition, Prentice–Hall of India, New Delhi.
4. Gupta C B, Gupta V, “*An Introduction to Statistical Methods*”, 23rd Edition (1995), Vikas Publications.
5. Siegel, Andrew F, *Practical Business Statistics*. International Edition, 5th Edition (2001), McGraw Hill Irwin.
6. Berenson, L.M., Krehbiel, T.C., Vishwanathan, P.K. and Levine, D.M., “*Business Statistics: A First Course*”, 4th Edition (2008), Pearson Education.

Note: Latest edition of text books to be followed.

Course Outcomes:

Sr. No.	On completion of this course, the students will be able to:
CO1	Acquire knowledge in descriptive and inferential statistics and it’s applications in diverse field
CO2	Calculate and interpret the correlation between two variables.
CO3	Estimate simple linear regression analysis, regression coefficients and fit regression model to study relationships between variables
CO4	Demonstrate understanding of concepts of time series and index numbers and it’s applications in different areas
CO5	Use the basic probability rules, including additive and multiplicative laws.

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SEMESTER I SEC-115: LEGAL LITERACY-I

Credits: 2Max.

L-T-P: 2-0- 0

Time: 3 Hours

Marks: 50

Theory: 37 Marks

Internal Assessment: 13 Marks

Instructions for Paper Setters:

Question paper consists of two sections.

Section-A will have twelve short answer questions to be set from the entire syllabus. The students are to attempt nine questions each carrying one mark.

Section-B It will have two units having four questions each from unit-I and unit-II of the syllabus. The students are to attempt two questions from each unit approximately in 300 words carrying seven marks.

Course Objectives:

The objective of the course is to familiarize the students with legal setup and the legal mechanism in India. The purpose is to enable the students to understand various structural and procedural information about policing and judiciary and to understand various laws and procedures regarding revenue. This will also enhance students' awareness about rights and duties.

Unit -I

1. Structure of Legal System: Types of Courts, Lok Adalat, PIL.
2. Citizenship: Main Provisions in India.
3. Citizen's Rights in India with focus on Art 32.

Unit II

4. Revenue Department: Laws and Procedures – Sale Purchase, Inheritance, Tenant Laws.
5. Laws relating to Dowery, Sexual Harassment and Violence against Women.
6. Traffic regulations: Central Motor Vehicles Act (Amendment) 2023.

Books Recommended:

1. Indian Social Institute, New Delhi, Legal Series Booklets. Available in Hindi also.
2. S.K. Agarwala, Public Interest Litigation in India, K.M. Munshi Memorial Lecture, Second Series, Indian Law Institute, Delhi, 1985.
3. S.P. Sathe, Towards Gender Justice, Research Centre for Women's Studies, SNDT Women's University, Bombay, 1993.
4. Asha Bajpai, Child Rights in India: Law, Policy and Practice, Oxford University Press, New Delhi, 2003.
5. Sagade, Jaga, Law of Maintenance: An Empirical Study, ILS Law College, Pune 1996.
6. B.L. Wadhwa, Public Interest Litigation-A Handbook, Universal, Delhi, 2003.

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7. Nomita Aggarwal, Women and Law in India, New Century, Delhi, 2002.
8. Agnes, Flavia Law and Gender Equality, OUP, 1997.
9. B.L. Fadia, Indian and Politics, Sahitya Bhawan, New Delhi.
10. Laxmikant, Indian Polity, Chennai Megrai Hills Education (India) Private Limited.

Course Outcomes:

CO-1 Provides understanding of various legal concepts and terms.

CO-2 Develops knowledge about various legal procedures.

CO-3 Enables the students to understand the legal mechanism.

CO-4 Creates awareness about various legal issues and how to resolve them.

SEMESTER-I

Course Code: ZDA111

Course Title- Drug Abuse: Problem, Management and Prevention -I

(Compulsory for all Under Graduate Classes)

Credit hrs./wk.:1

Max. Marks: 25

Time: 3 Hours

Instructions for the Paper Setters:

- 1) There will be two sections A and B.
- 2) Section A is compulsory and will be of 5 marks consisting of 8 short answer type questions carrying 1marks each covering the whole syllabus. The candidates are required to attempt 5 questions out of 8 short answer type questions. The answer should not exceed50 words.
- 3) Candidates shall be required to attempt 4 questions from Section B, selecting one question from each unit and each question carries 5 marks. Preferably, the question should not be split into more than two sub-parts.

Course Objectives-The course aims to:

CO-1.	Generate the awareness against drug abuse.
CO-2.	Describeavarietyofmodelsandtheoriesofaddictionandotherproblemsrelatedtosubstance abuse.
CO-3.	Describe the behavioral, psychological, physical health and social impact of psychoactive substances.
CO-4.	Provide culturally relevant formal and informal education programs that raise awareness and support for substance abuse prevention and the recovery process.
CO-5.	Describe factors that increase likelihood for an individual, community or group. To beat risk of substance use disorders.

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- **Meaning of Drug Abuse**
Meaning of drug abuse

UNIT-I

Nature and Extent of Drug Abuse: State and National Scenario

UNIT-II

- **Consequences of Drug Abuse for**
Individual: Education, Employment, Income.
Family : Violence.
Society : Crime.
Nation : Law and Order problem.

UNIT-III

- **Management of Drug Abuse**
Medical Management: Medication for treatment of different types of drug abuses.
Medication to reduce withdrawal effects.

UNIT-IV

- Psychiatric Management: Counseling, Behavioral and Cognitive therapy.
- Social Management: Family, Group therapy and Environmental Intervention.

References:

1. Ahuja, Ram(2003),Social Problems in India, Rawat Publication, Jaipur.
2. Extent, Pattern and Trend of Drug Use in India, Ministry of Social Justice and Empowerment, Government of India, 2004.
3. Inciardi,J.A.1981. The Drug Crime Connection. Beverly Hills: Sage Publications. 23
4. Jasjit Kaur Randhawa & Samreet Randhawa, “Drug Abuse Problem, Management& Prevention”, KLS, ISBN No. 978-81-936570-8-9, (2019).
5. Kapoor.T.(1985)Drug epidemic among Indian Youth, NewDelhi: Mittal Pub.
6. Modi,Ishwarand Modi,Shalini(1997)Drugs: Addiction and Prevention, Jaipur: Rawat Publication.
7. Sain, Bhim1991,Drug Addiction Alcoholism, Smoking obscenity NewDelhi: Mittal Publications.
8. Sandhu,Ranvinder Singh,2009,Drug Addiction in Punjab:ASociological Study. Amritsar. Guru Nanak Dev University.
9. Singh,C.P. 2000.Alcohol and Dependence among Industrial Workers: Delhi: Shipra.
10. Sussman,S and Ames,S.L.(2008).Drug Abuse:Concepts, Prevention and Cessation, Cambridge University Press.
11. World Drug Report2011, United Nations office of Drug and Crime.

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Course Outcomes: The students will be able:

CO-1.	To describe issues of cultural identity, ethnic background, age and gender in prevention, treatment and recovery.
CO-2.	To describe warning sign, symptoms, and the course of substance use disorders.
CO-3.	To describe principles and philosophy of prevention, treatment and recovery.
CO-4.	To describe current and evidenced-based approaches practiced in the field of drug addiction.

SEMESTER – II
BENC-1205
APPRECIATING ENGLISH LITERATURE-I

L	T	P	Credits
4	0	0	4

Time: 3 Hours

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the Paper Setter and Distribution of Marks:

The question paper will consist of four sections and the distribution of marks will be as under:

Section A: 15 Marks

Section B: 20 Marks

Section C: 20 Marks

Section D: 20 Marks

Section–A

1. **Twenty (20)** Questions on the usage of grammar related to the prescribed units of *Murphy's English Grammar* will be set. The students will be required to attempt any **Fifteen (15)**

(15X1= 15 Marks)

Section–B

2. **EIGHT (8)** questions from *Tales of Life* will be set. The students will be required to attempt **any Five (5)** questions.

(5X4=20 Marks)

Section–C

3. **Four (4)** questions from *Tales of Life* will be set. The students will be required to attempt **any Two (2)** questions.

(2X8 =16 Marks)

4. **Six (6)** words on vocabulary will be set from *Tales of Life*. The students will be required to answer any **Four (4)**.

(4X1= 4 Marks)

Section-D

5. The students will be required to answer **Six** questions from the **Comprehension Passage** set from the book *Tales of Life*.

(6X1=6 Marks)

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6. The students will be required to write an **Official Letter** on any ONE of the TWO given topics.

(1X8= 8 Marks)

7. The students will be required to write an **e-mail** on any **ONE** out of the **TWO** Topics.

(1X6= 6 Marks)

Course Objectives:

1. To read, interpret and write about a diverse range of texts in English.
2. To understand the prescribed texts analytically and critically.
3. To familiarise the students with the social, political, moral and cultural background of the prescribed texts.
4. To participate in the critical and cultural discourses of English.
5. To teach language and literature effectively with the support of ICT tools.
6. To become competent, committed, conscious, creative, and compassionate human beings.

Course Contents:

1. Stories at Sr. No. 1,2,3,5,6,7,9,10,11,12 from *Tales of Life*.
2. Unit 26-48 from *Murphy's English Grammar*.

Texts Prescribed:

1. *Tales of Life* (Guru Nanak Dev University, Amritsar)
2. *Murphy's English Grammar 4th Edition* (by Raymond Murphy) CUP

Course Outcomes:

The completion of this course enables students to:

1. appreciate the writings of various Indian and foreign story and prose writers and relate them to their socio-cultural milieu.
2. comprehend the meaning of texts and answer questions related to situations, episodes, themes and characters depicted in them.
3. understand fundamental grammatical rules governing tenses and make correct usage in their language.
4. write paragraphs on any given topic.

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**B. A., B. A. Social Science, B. A. (G. T. T.), B. Sc. Medical, B. Sc. Non-Medical,
B. Com. (Hons.), B. Com. (R), BBA, B. Sc. Economics, B. Sc. Computer Science
Semester-II**

**Punjabi (Compulsory)-2
ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ)-2**

Credit & Marks Distribution and Pre-Requisites of the Course

Course title & Code	Total Teaching Hours	Total Credits/ Hours per week	Credit distribution			Total Marks 100		Time Allowed in Exam
			L	T	P	Theory	IA	
ਪੰਜਾਬੀ (ਲਾਜ਼ਮੀ)-2 BPBI-1201	60	4	4	0	0	75	25	3 Hours

ਕੋਰਸ ਦਾ ਉਦੇਸ਼ Course Objective	ਪਾਠ-ਕ੍ਰਮ ਨਤੀਜੇ Course Outcomes (COs)
<ul style="list-style-type: none"> ▪ ਵਿਦਿਆਰਥੀ ਨੂੰ ਵਾਰਤਕ ਰੂਪ ਨਿਬੰਧ ਅਤੇ ਰੇਖਾ-ਚਿਤਰ ਤੋਂ ਜਾਣੂ ਕਰਵਾਉਣਾ। ▪ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਪੰਜਾਬ ਦੀਆਂ ਮਹਾਨ ਸ਼ਖਸੀਅਤਾਂ ਤੋਂ ਜਾਣੂ ਕਰਵਾਉਣਾ। ▪ ਵਿਦਿਆਰਥੀ ਨੂੰ ਚਿੱਠੀ ਪੱਤਰ ਤੋਂ ਜਾਣੂ ਕਰਵਾਉਣਾ। ▪ ਵਿਦਿਆਰਥੀ ਨੂੰ ਸ਼ਬਦ ਬਣਤਰ ਦੇ ਨੇਮਾਂ ਤੋਂ ਜਾਣੂ ਕਰਵਾਉਣਾ। 	<ul style="list-style-type: none"> ▪ ਵਿਦਿਆਰਥੀ ਵਾਰਤਕ ਰੂਪ ਨਿਬੰਧ ਅਤੇ ਰੇਖਾ-ਚਿਤਰ ਤੋਂ ਜਾਣੂ ਹੋਣਗੇ। ▪ ਵਿਦਿਆਰਥੀ ਪੰਜਾਬ ਦੀਆਂ ਮਹਾਨ ਸ਼ਖਸੀਅਤਾਂ ਤੋਂ ਜਾਣੂ ਹੋਵੇਗਾ। ▪ ਵਿਦਿਆਰਥੀ ਚਿੱਠੀ-ਪੱਤਰ ਦੀ ਲਿਖਣ ਸ਼ੈਲੀ ਤੋਂ ਜਾਣੂ ਹੋਵੇਗਾ। ▪ ਵਿਦਿਆਰਥੀ ਸ਼ਬਦ ਬਣਤਰ ਦੇ ਨੇਮਾਂ ਤੋਂ ਜਾਣੂ ਹੋਵੇਗਾ।

ਅੰਕ-ਵੰਡ ਅਤੇ ਪ੍ਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

ਸਿਲੇਬਸ ਦੇ ਚਾਰ ਭਾਗ ਹਨ ਪਰ ਪ੍ਰਸ਼ਨ-ਪੱਤਰ ਦੇ ਪੰਜ ਭਾਗ ਹੋਣਗੇ। ਪਹਿਲੇ ਭਾਗ ਵਿਚ 1.5-1.5 (ਡੇਢ-ਡੇਢ) ਅੰਕ ਦੇ ਅਤਿ-ਸੰਖੇਪ (Objective Type) 10 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ ਜੋ ਕਿ ਸਾਰੇ ਸਿਲੇਬਸ ਵਿਚੋਂ ਹੋਣਗੇ ਅਤੇ ਸਾਰੇ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਲਾਜ਼ਮੀ ਹੋਣਗੇ। ਸਿਲੇਬਸ ਦੇ ਬਾਕੀ ਚਾਰ ਭਾਗਾਂ ਵਿਚ 02-02 ਲੇਖ ਨੁਮਾ ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਹਰੇਕ ਭਾਗ ਵਿਚੋਂ 01-01 ਪ੍ਰਸ਼ਨ ਕਰਨਾ ਲਾਜ਼ਮੀ ਹੋਵੇਗਾ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ ਬਰਾਬਰ 15 ਅੰਕ ਹੋਣਗੇ। ਪੇਪਰ ਸੈਂਟਰ ਜੇਕਰ ਚਾਹੇ ਤਾਂ ਪ੍ਰਸ਼ਨਾਂ ਦੀ ਵੰਡ ਅੱਗੋਂ ਵੱਧ ਤੋਂ ਵੱਧ ਚਾਰ ਉਪ-ਪ੍ਰਸ਼ਨਾਂ ਵਿਚ ਕਰ ਸਕਦਾ ਹੈ।

ਪਾਠ-ਕ੍ਰਮ

ਭਾਗ-ਪਹਿਲਾ

ਵਾਰਤਕ ਦੇ ਰੰਗ, (ਨਿਬੰਧ ਅਤੇ ਰੇਖਾ-ਚਿਤਰ), ਮੁੱਖ ਸੰਪਾਦਕ- ਡਾ. ਮਹਿਲ ਸਿੰਘ, ਸੰਪਾਦਕ- ਡਾ. ਪਰਮਿੰਦਰ ਸਿੰਘ ਕਸਤੂਰੀ ਲਾਲ ਐਂਡ ਸਨਜ਼, ਅੰਮ੍ਰਿਤਸਰ।
(ਨਿਬੰਧ ਭਾਗ ਵਿਚੋਂ ਸਾਰ/ਵਿਸ਼ਾ-ਵਸਤੂ)
(ਰੇਖਾ-ਚਿਤਰ ਭਾਗ ਵਿਚੋਂ ਵਿਸ਼ਾ ਵਸਤੂ/ਸਾਰ/ਨਾਇਕ ਬਿੰਬ)

ਭਾਗ-ਦੂਜਾ

ਪੰਜਾਬ ਦੇ ਮਹਾਨ ਕਲਾਕਾਰ (ਬਲਵੰਤ ਗਾਰਗੀ)
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।
(ਸਤੀਸ਼ ਗੁਜਰਾਲ ਤੋਂ ਸੁਰਿੰਦਰ ਕੌਰ ਤਕ)
(ਵਿਸ਼ਾ-ਵਸਤੂ/ਸਾਰ/ਨਾਇਕ ਬਿੰਬ)

ਭਾਗ-ਤੀਜਾ

(ੳ) ਦਫ਼ਤਰੀ ਚਿੱਠੀ ਪੱਤਰ
(ਅ) ਅਖਾਣ ਅਤੇ ਮੁਹਾਵਰੇ

ਭਾਗ-ਚੌਥਾ

(ੳ) ਸ਼ਬਦ-ਬਣਤਰ ਅਤੇ ਸ਼ਬਦ-ਰਚਨਾ: ਪਰਿਭਾਸ਼ਾ ਅਤੇ ਮੁਢਲੇ ਸੰਕਲਪ
(ਅ) ਸ਼ਬਦ-ਸ਼੍ਰੇਣੀਆਂ

B.Com (Hons.) Semester System (2024-28)

**B. A., B. A. Social Science, B. Sc. Medical, B. Sc. Non-Medical,
B. Com. (Hons.), B. Com. (R), BBA, B. Sc. Economics, B. Sc. Computer Science
Semester-II**

**Basic Punjabi -2
ਮੁਢਲੀ ਪੰਜਾਬੀ-2**

(In Lieu of Compulsory Punjabi)

Credit & Marks Distribution and Pre-Requisites of the Course

Course title & Code	Total Teaching Hours	Total Credits/ Hours per week	Credit distribution			Total Marks 100		Time Allowed in Exam
			L	T	P	Theory	IA	
ਮੁਢਲੀ ਪੰਜਾਬੀ-2 BPBI-1202	60	4	4	0	0	75	25	3 Hours

ਕੋਰਸ ਦਾ ਉਦੇਸ਼ Course Objective	ਪਾਠ-ਕ੍ਰਮ ਨਤੀਜੇ Course Outcomes (COs)
<ul style="list-style-type: none"> ▪ ਵਿਦਿਆਰਥੀ ਅੰਦਰ ਸ਼ਬਦ ਬਣਤਰ ਦੀ ਸਮਝ ਵਿਕਸਤ ਕਰਨਾ। ▪ ਵਿਦਿਆਰਥੀ ਨੂੰ ਸ਼ਬਦ ਪ੍ਰਕਾਰ ਬਾਰੇ ਜਾਣਕਾਰੀ ਪ੍ਰਦਾਨ ਕਰਨਾ। ▪ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦੇ ਵਿਆਕਰਨਕ ਪ੍ਰਬੰਧ ਸਬੰਧੀ ਗਿਆਨ ਕਰਵਾਉਣਾ। ▪ ਸਿਖਲਾਈ ਤੇ ਅਭਿਆਸ ਦੁਆਰਾ ਪੰਜਾਬੀ ਸ਼ਬਦ ਭੰਡਾਰ ਵਧਾਉਣਾ। 	<ul style="list-style-type: none"> ▪ ਉਹ ਪੰਜਾਬੀ ਸ਼ਬਦ-ਬਣਤਰ ਦੀ ਜਾਣਕਾਰੀ ਹਾਸਲ ਕਰਕੇ ਭਾਸ਼ਾਈ ਗਿਆਨ ਨੂੰ ਵਿਕਸਿਤ ਕਰਨਗੇ। ▪ ਪੰਜਾਬੀ ਸ਼ਬਦ-ਰਚਨਾ ਸਬੰਧੀ ਜਾਣਕਾਰੀ ਉਨ੍ਹਾਂ ਦੇ ਗਿਆਨ ਵਿਚ ਵਾਧਾ ਕਰੇਗੀ। ▪ ਵਿਦਿਆਰਥੀ ਸ਼ਬਦਾਂ ਦੀਆਂ ਭਿੰਨ-ਭਿੰਨ ਕਿਸਮਾਂ ਤੋਂ ਜਾਣੂ ਹੋਵੇਗਾ। ▪ ਵਿਦਿਆਰਥੀਆਂ ਦੀ ਨਿੱਤ ਵਰਤੋਂ ਦੀ ਪੰਜਾਬੀ ਸ਼ਬਦਾਵਲੀ ਬਾਰੇ ਸਮਝ ਹੋਰ ਵਿਕਸਿਤ ਹੋਵੇਗੀ।

ਅੰਕ-ਵੰਡ ਅਤੇ ਪ੍ਰੀਖਿਅਕ ਲਈ ਹਦਾਇਤਾਂ

ਸਿਲੇਬਸ ਦੇ ਚਾਰ ਭਾਗ ਹਨ ਪਰ ਪ੍ਰਸ਼ਨ-ਪੱਤਰ ਦੇ ਪੰਜ ਭਾਗ ਹੋਣਗੇ। ਪਹਿਲੇ ਭਾਗ ਵਿਚ 01-01 ਅੰਕ ਦੇ ਅਤਿ-ਸੰਖੇਪ ਉੱਤਰ ਵਾਲੇ (Objective Type) 11 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ ਜੋ ਕਿ ਸਾਰੇ ਸਿਲੇਬਸ ਵਿਚੋਂ ਹੋਣਗੇ ਅਤੇ ਸਾਰੇ ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਲਾਜ਼ਮੀ ਹੋਣਗੇ। ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਦੂਸਰੇ ਅਤੇ ਤੀਸਰੇ ਭਾਗ ਵਿਚ, ਸਿਲੇਬਸ ਦੇ ਪਹਿਲੇ ਅਤੇ ਦੂਸਰੇ ਭਾਗ ਵਿਚੋਂ 8-8 ਅੰਕਾਂ ਦੇ 3-3 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਜਿੰਨ੍ਹਾਂ ਵਿਚੋਂ ਵਿਦਿਆਰਥੀ ਨੇ ਕੋਈ 2-2 ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਹੋਣਗੇ। ਇਸੇ ਤਰ੍ਹਾਂ ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਦੇ ਚੌਥੇ ਭਾਗ ਵਿਚ 4-4 ਅੰਕਾਂ ਦੇ 5 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਜਿੰਨ੍ਹਾਂ ਵਿਚੋਂ ਵਿਦਿਆਰਥੀ ਨੇ 4 ਪ੍ਰਸ਼ਨ ਹੱਲ ਕਰਨੇ ਹੋਣਗੇ। ਭਾਗ ਪੰਜਵੇਂ ਵਿਚ 8-8 ਅੰਕਾਂ ਦੇ 3 ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਜਿੰਨ੍ਹਾਂ ਵਿਚੋਂ ਵਿਦਿਆਰਥੀ ਨੇ 2 ਪ੍ਰਸ਼ਨ ਕਰਨੇ ਲਾਜ਼ਮੀ ਹੋਣਗੇ।

ਪਾਠ-ਕ੍ਰਮ ਭਾਗ-ਪਹਿਲਾ

ਪੰਜਾਬੀ ਸ਼ਬਦ-ਬਣਤਰ:
ਧਾਤੂ, ਵਧੇਤਰ (ਅਗੇਤਰ, ਮਧੇਤਰ, ਪਿਛੇਤਰ), ਪੰਜਾਬੀ ਕੋਸ਼ਗਤ ਸ਼ਬਦ ਅਤੇ ਵਿਆਕਰਨਕ ਸ਼ਬਦ

ਭਾਗ-ਦੂਜਾ

ਪੰਜਾਬੀ ਸ਼ਬਦ-ਪ੍ਰਕਾਰ:
(ੳ) ਸੰਯੁਕਤ ਸ਼ਬਦ, ਸਮਾਸੀ ਸ਼ਬਦ, ਦੋਜਾਤੀ ਸ਼ਬਦ, ਦੋਹਰੇ/ਦੁਹਰਕਤੀ ਸ਼ਬਦ ਅਤੇ ਮਿਸ਼ਰਤ ਸ਼ਬਦ
(ਅ) ਸਿਖਲਾਈ ਤੇ ਅਭਿਆਸ

ਭਾਗ-ਤੀਜਾ

ਪੰਜਾਬੀ ਸ਼ਬਦ-ਰਚਨਾ:
ਇਕ-ਵਚਨ/ਬਹੁ-ਵਚਨ, ਲਿੰਗ-ਪੁਲਿੰਗ, ਬਹੁਅਰਥਕ ਸ਼ਬਦ, ਸਮਾਨਅਰਥਕ ਸ਼ਬਦ, ਬਹੁਤੇ ਸ਼ਬਦਾਂ ਲਈ ਇਕ ਸ਼ਬਦ, ਸ਼ਬਦ ਜੁੱਟ, ਵਿਰੋਧਅਰਥਕ ਸ਼ਬਦ, ਸਮਨਾਮੀ ਸ਼ਬਦ

ਭਾਗ-ਚੌਥਾ

ਨਿੱਤ ਵਰਤੋਂ ਦੀ ਪੰਜਾਬੀ ਸ਼ਬਦਾਵਲੀ
ਖਾਣ-ਪੀਣ, ਸਾਕਾਦਾਰੀ, ਰੁੱਤਾਂ, ਮਹੀਨਿਆਂ, ਗਿਣਤੀ, ਮੌਸਮ, ਬਜ਼ਾਰ, ਵਪਾਰ, ਧੰਦਿਆਂ ਨਾਲ ਸੰਬੰਧਿਤ

B.Com (Hons.) Semester System (2024-28)

SEMESTER–II

**PUNJAB HISTORY & CULTURE (C 321 BC TO 1000 A.D.)
(Special Paper in lieu of Punjabi compulsory)
(For those students who are not domicile of Punjab)**

Course Code: BPHC-1204

Credit: 04

L- T- P

04-0-0

Time: 3 Hours

Total Marks: 100

Theory: 75

Internal Assessment: 25

Instructions for the Paper Setters:

Question paper should consist of two sections—Section A and Section B. The paper setter must ensure that questions in Section–A do not cover more than one point, and questions in Section–B should cover at least 50 per cent of the theme.

Section–A: The examiner will set 15 objective type questions out of which the candidate shall attempt any 10 questions, each carrying 1½ marks. The total weightage of this section will be 15 marks. Answer to each question should be in approximately one to two sentences.

Section–B: The examiner will set 8 questions, two from each Unit. The candidate will attempt 4 questions selecting one from each Unit in about 1000 words. Each question will carry 15 marks. The total weightage of this section will be 60 marks.

Note: The examiner is to set the question paper in two languages: English & Hindi.

Course Objectives: The main objective of this course is to educate the students who are not domicile of the Punjab about the history and culture of the Ancient Punjab. It is to provide them knowledge about the social, economic, religious, cultural and political life of the people of the Punjab during the rule of various dynasties such as The Mauryans, The Khushans, The Guptas, The Vardhanas and other ancient ruling dynasties of the period under study.

Unit-I

1. The Punjab under Chandragupta Maurya and Ashoka.
2. The Kushans and their Contribution to the Punjab.

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Unit-II

3. The Punjab under the Gupta Emperors.
4. The Punjab under the Vardhana Emperors

Unit-III

5. Political Developments 7th Century to 1000 A.D.
6. Socio-cultural History of Punjab from 7th Century to 1000 A.D.

Unit-IV

7. Development of Languages and Literature.
8. Development of Art & Architecture.

Suggested Readings:-

- L. Joshi (ed.), *History and Culture of the Punjab*, Part-I, Patiala, 1989 (3rd edition).
- L.M. Joshi and Fauja Singh (ed), *History of Punjab*, Vol. I, Patiala 1977.
- Budha Parkash, *Glimpses of Ancient Punjab*, Patiala, 1983.
- B.N. Sharma, *Life in Northern India*, Delhi. 1966.

Course Outcomes:

On completing the course, the students will be able to:

- CO-1** Understand the history and culture of the Punjab in Ancient Period.
- CO-2** Analyse social, economic, religious, cultural and political life of Ancient Indian dynasties.
- CO-3** Study about the political developments from 7th century to 1000 AD.
- CO-4** Understand socio-cultural history of the Punjab from 7th century to 1000 AD.
- CO-5** Analyse language, literature, art and architecture of Ancient Punjab.

B.Com (Hons.) Semester System (2024-28)

**SEMESTER-II
ADVANCED FINANCIAL ACCOUNTING**

Time: 3 Hours

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 100

Theory: 50

Practical : 25

Internal Assessment: 25

Instructions for the Paper Setters:

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section. The duration for exam will be 3 hours.

Note: The paper will consist of minimum 50% numerical questions. The candidates are allowed to use non-scientific calculator.

Course Objective: To provide students in-depth technical and conceptual knowledge of advanced accounting topics. **Course Content:**

Course Content:

Section A

Depreciation: Causes–Objectives of providing for depreciation – Factors affecting depreciation – Accounting Treatment – Methods of providing depreciation: Straight line method – Diminishing Balance Method.

Provisions and Reserves: Reserve Fund - Different Types of Provisions and Reserves.

Section B

Accounts from Incomplete Records: Single Entry: Features, Books and Accounts maintained, recording of transactions, Ascertainment of Profit (Statement of Affairs method only).

Joint Venture- Meaning, types, determination of profits under different methods.

Consignment Accounts: meaning, features, consignee's commission, account sales, distinction between joint venture & consignment, accounting treatment in the books of consignor & consignee.

B.Com (Hons.) Semester System (2024-28)

Section C

Partnership Accounts: Accounting Treatment of Admission,

Partnership Accounts: Retirement and Death of a partner

Section D

Dissolution of Partnership Firms: Dissolution of firm (including piecemeal distribution and sale of a firm to a company).

Tally (Practical) Latest Version.

Suggested Readings:

1. Shukla, M.C., Grewal, T.S. and Gupta, S.C., “Advanced Accountancy” 2017. S. Chand & Co. New Delhi.
2. Gupta, R. L & Radheswamy. M. “Advanced Accountancy” Vol. I & II 2009. S Chand & Co. New Delhi.
3. Maheshwari, S.N. Maheshwari, S.K. & Maheshwari. S.K. “Advanced Accountancy” 11 Edition. 2018 Vikas Publishing House Pvt. Ltd. New Delhi.

Note: Latest edition of text books to be followed.

Course Outcomes:

Sr. No.	On completion of this course, the students will be able to:
CO1	To provide students in-depth technical and conceptual knowledge of advanced accounting topics.
CO2	To understand the accounting procedures at the time of Admission, Retirement and Death of a partner and its Dissolution.
CO3	Students will be verse with accounting for Hire Purchase System, Single entry System.

B.Com (Hons.) Semester System (2024-28)

SEMESTER-II

BCG-204 COMMERCIAL LAW

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Time: 3 Hours

Instructions for the Paper Setters:

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section. The duration for exam will be 3 hours.

Course Objective: The object of this subject is to provide basic knowledge regarding creation of contract and about the framework of Indian Commercial law.

Course Content:

Section A

The Indian Contract Act, 1872

Contract – Meaning, Characteristics and kinds, Essentials of Valid Contract –Offer and Acceptance, Consideration, Contractual Capacity, Free Consent. Discharge of Contract – Modes Of discharge,
Breach of Contracts and its Remedies.

Section B

Contract of Indemnity and Guarantee

Contract of Bailment & Pledge, Contract of Agency

Right to information Act- RTI Act meaning, preamble and objectives, provisions of RTI, RTI in India.

Section C

The Sale of Goods Act, 1930

Contract of sale, meaning and difference between sale and agreement to sell. Conditions and warranties: Transfer of ownership in goods including sale by non-owners, Performance of contract of sale, **Unpaid seller:** Meaning and rights of an unpaid seller against the goods and the buyer.

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Section D

The Limited Liability Partnership Act, 2008:

Salient Features of LLP, Difference between LLP and Partnership, LLP and Company, LLP Agreement, Nature of LLP, Partners and Designated Partners, Incorporation Document, Incorporation by Registration, Registered Office of LLP and Change Therein, Change of Name, Partners and their Relations, Extent and Limitation of Liability of LLP and Partners, Whistle Blowing, Contributions, Financial Disclosures, Annual Return, Taxation of LLP, Conversion to LLP, Winding Up and Dissolution.

Consumer Protection act, 1986: Definitions, objectives, Redressal machineries.

Suggested Readings:

1. Singh, A., "*Principles of Mercantile Law*", (2011), Eastern Book Co.
2. Tulsian, P. C., "*Business Laws*", 2nd Edition (2000), Tata McGraw Hill, New Delhi.
3. Kucchal, M.C., "*Business Law*", 5th Edition (2009), Vikas Publishing, House (P) Ltd.
4. Maheshwari & Maheshwari, "*Business Law*", National Publishing House, New Delhi.
5. Chadha, P. R., "*Business Law*" Galgotia Publishing Company, New Delhi. **Note:**

Latest edition of text books to be followed.

Course Outcomes:

Sr. No.	On completion of this course, the students will be able to:
CO-1.	Provides basic knowledge regarding creation of contract.
CO-2.	Provides a brief idea about the frame work of Indian Commercial law.
CO-3.	Familiarizes the students with case law studies related to Commercial law.
CO-4.	Acquaints students with laws related to Indian Contract Act, 1872, Sale of goods Act, 1930, and Consumer Protection Act, 1986, LLP Act, 2008, RTI Act, 2005.

B.Com (Hons.) Semester System (2024-28)

**SEMESTER-II
BCG-205 BUSINESS ECONOMICS**

Credit Hours per Week: 4

Total Teaching Hours: 60

Max. Marks: 100

Theory: 75

Internal Assessment: 25

Time: 3 Hour

Instructions for the Paper Setters:-

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Course Objective: The objective of this course is to enable the students to understand how decision makers both consumers and producers take decisions in different economic environment It also provides them insights into various forms of production functions, demand function, cost function, National Income and consumption etc.

Section A

Theory of Demand:

Meaning of demand and its types, law of demand, price elasticity of demand and its measurement.

Consumer's Behaviour: Utility approach: Brief outline of law of diminishing marginal utility and law of equi-marginal utility

Section B

Indifference Curve Approach: Meaning, properties, price, income and substitution effect, Revealed Preference Approach.

Theory of Production: Law of variable proportions and Law of returns to scale.

Theory of Cost: Concept of cost, Kinds of cost, Short and Long run cost curves, Traditional and Modern Approaches.

Section C

Revenue: Average revenue, Marginal revenue and Total revenue. Relationship between average revenue and marginal revenue and Elasticity of demand.

Perfect Competition: Meaning, features, price and output determination of firm and industry under perfect competition.

Monopoly: Meaning, features, price and output determination under monopoly.

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Monopolistic Competition: Meaning, features, price and output determination under Monopolistic competition.

Section D

National Income: Definition and Importance of National Income. Gross and Net Domestic Product; Personal Income and Disposable Income. Measurement of National Income: Income, Output and Expenditure Method, Problems in measurement of National Income particularly in underdeveloped countries.

Consumption: Meaning, determinants (subjective and objective) and importance. Keynes Psychological law of consumption.

Suggested Readings:

1. Maheswari & Varshney, *Managerial Economics*, S. Chand & Co., New Delhi.
2. Koutsoyiannis A., “*Modern Micro Economics*”, 2nd edition, MacMillan House, New Delhi.
3. Dwivedi, D.N., “*Managerial Economics*”, 7th Edition, Vikas Publication.
4. Ahuja, H. L., “*Modern Micro Economics*”, (2009), Sultan Chand and Co., New Delhi.
5. Willimson, S. D., “*Macroeconomics*”, 4th Edition (2010), Pearson Publication.
6. Froyen, R., “*Macroeconomics*”, 9th Edition (2008), Pearson Publication.
7. Hirschey, M. “*Fundamental of Managerial Economics*”, 9th Edition (2009), SouthWestern Cengage Learning

Note: Latest edition of text books to be followed.

Course Outcomes:

Sr. No.	On completion of this course, the students will be able to:
CO1	Learn about basic concepts related to Business Economics
CO2	Gain in depth knowledge about utility analysis, law of demand, and indifference curve
CO3	Understand theory of production and short run, long run cost concepts
CO4	Learn about various market forms, their features and equilibrium
CO5	Learn about consumption, National income and related concepts

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**SKILL ENHANCEMENT COURSE
SEMESTER II
COURSE CODE: SEC-125
PAPER: LEGAL LITERACY-II**

**Credits: 1
L-T-P: 1-0- 0
Time: 3 Hours
Marks**

**Max. Marks: 25
Theory: 19 Marks
Internal Assessment: 06**

Instructions for Paper Setters

Question paper consist of two sections.

Section-A will have eight short answer questions to be set from the entire syllabus. The students are to attempt five questions each carrying one mark.

Section-B will have two units each having two questions from unit-I and unit-II of the syllabus. The students are to attempt one question from each unit approximately in 300 words carrying Seven marks.

Course Objectives:

The objective of the course is to familiarize the students with legal setup and the legal mechanism in India. The purpose is to enable the students to understand various structural and procedural information about policing and judiciary and to understand various laws and procedures.

Unit -I

1. Structural and Procedural information about DDR, PDR, FIR, Arrest, Bail.
2. Certificates: Birth, Death, Domicile, SC/ST/BC, Low Income, Border Area, Affidavits.

Unit -II

2. Consumer Courts and Consumer Rights.
3. Cyber Crimes And RTI

Books Recommended:

1. Indian Social Institute, New Delhi, Legal Series Booklets. Available in Hindi also.
2. S.K. Agarwala, Public Interest Litigation in India, K.M. Munshi Memorial Lecture, Second Series, Indian Law Institute, Delhi, 1985.
3. S.P. Sathe, Towards Gender Justice, Research Centre for Women's Studies, SNDT Women's University, Bombay, 1993.
4. Asha Bajpai, Child Rights in India: Law, Policy and Practice, Oxford University Press, New Delhi, 2003.

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5. Sagade, Jaga, Law of Maintenance: An Empirical Study, ILS Law College, Pune 1996.
6. B.L. Wadhera, Public Interest Litigation-A Handbook, Universal, Delhi, 2003.
7. Nomita Aggarwal, Women and Law in India, New Century, Delhi, 2002.
8. Agnes, Flavia Law and Gender Equality, OUP, 1997.
9. B.L. Fadia, Indian and Politics, Sahitya Bhawan, New Delhi.
10. Laxmikant, Indian Polity, Chennai Megrai Hills Education (India) Private Limited.

Course Outcomes:

CO-1 Provides understanding of various legal concepts and terms.

CO-2 Develops knowledge about various legal procedures.

CO-3 Enables the students to understand the legal mechanism.

CO-4 Creates awareness about various legal issues and how to resolve them.

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SEMESTER–II Course Code: ZDA121
Course Title-DRUG ABUSE: PROBLEM, MANAGEMENT
AND PREVENTION –II
(Compulsory for all Under Graduate Classes)

Credit hrs/wk.:1
Time: 3 Hours
Max.Marks:25

Instructions for the Paper Setters:

- 1) There will be two sections A and B.
- 2) Section A is compulsory and will be of 5 marks consisting of 8 short answer type questions carrying 1marks each covering the whole syllabus. The candidates are required to attempt 5 questions out of 8 short answer type questions. The answer should not exceed 50 words.
- 3) Candidates shall be required to attempt 4 questions from Section B, selecting one question from each unit and each question carries 5 marks. Preferably, the question should not be split into more than two sub-parts.

Course Objectives: The course aim is to

CO-1.	Describe the role of family in the prevention of drug abuse.
CO-2.	Describe the role of school and teachers in the prevention of drug abuse.
CO-3.	Emphasize the role of media and educational and awareness program.
CO-4.	Provide knowhow about various legislation and Acts against drug abuse.

UNIT-I

Role of family: Parent child relationship, Family support, Supervision, Shaping values, Active Scrutiny.

UNIT-II

School: Counselling, Teacher as role-model.

Parent- Teacher-Health Professional Coordination, Random testing on students.

UNIT-III

Controlling Drug Abuse: Media: Restraint on advertisements of drugs, advertisements on bad effects of drugs, Publicity and media, Campaigns against drug abuse, Educational and awareness program

UNIT-IV

Legislation: NDPS act, Statutory warnings, Policing of Borders, Checking Supply/Smuggling of Drugs, Strict enforcement of laws, Time bound trials.

References:

1. Ahuja,Ram(2003),Social Problems in India, Rawat Publication, Jaipur.
2. Extent, Pattern and Trend of Drug Use in India, Ministry of Social Justice and Empowerment, Government of India, 2004.
3. Inciardi,J.A.1981. The Drug Crime Connection. BeverlyHills: Sage Publications.

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4. Jasjit Kaur Randhawa & Samreet Randhawa, "Drug Abuse Problem, Management & Prevention", KLS, ISBN No. 978-81-936570-8-9, (2019).
5. Kapoor, T. (1985) Drug epidemic among Indian Youth, New Delhi: Mittal Pub.
6. Modi, Ishwar and Modi, Shalini (1997) Drugs: Addiction and Prevention, Jaipur: Rawat Publication.
7. Sain, Bhim 1991, Drug Addiction Alcoholism, Smoking and Obscenity New Delhi: Mittal Publications.
8. Sandhu, Ranvinder Singh, 2009, Drug Addiction in Punjab: A Sociological Study. Amritsar. Guru Nanak Dev University.
9. Singh, C.P. 2000. Alcohol and Dependence among Industrial Workers: Delhi: Shipra.
10. Sussman, Sand Ames, S.L. (2008). Drug Abuse: Concepts, Prevention and Cessation, Cambridge University Press.
11. World Drug Report 2011, United Nations office of Drug and Crime.

Course Outcomes: The students will be able to:

CO-1.	Understand the importance of family and its role in drug abuse prevention.
CO-2.	Understand the role of support systems especially in schools and inter-relationships between students, parents and teachers.
CO-3.	Understand impact of media on substance abuse prevention.
CO-4.	Understand the role of awareness drives, campaigns etc. in drug abuse management.
CO-5	Learn about the Legislations and Acts governing drug trafficking and Abuse in India.